

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 15, 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 November 1, 2022
2. Consider approving the minutes of the "Budget Work Session Meeting" of the Wyoming, Minnesota City Council for November 9, 2022

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

3. To consider **Resolution 22-11-98** a resolution ordering the project and authorizing the preparation of plans and specifications for the 2023 East Viking Boulevard Improvement Project

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.

4. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of November 2, 2022 to November 15, 2022

5. To consider **Resolution 22-11-99** a resolution receiving the revised feasibility report for the 2023 East Viking Boulevard Improvement Project
6. To consider **Resolution 22-11-100** a resolution certifying the unpaid utility bills and city service invoices of certain residents and businesses contained on the attached list to property taxes for collection in 2023
7. To consider **Resolution 22-11-101** a resolution designating the polling place for the 2023 Elections
8. To consider **Resolution 22-11-102** a resolution certifying the 2022 General Election results for the City of Wyoming
9. To consider **Resolution 22-11-103** a resolution amending the City of Wyoming Personnel Policy

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

10. Report of the Public Safety Director, Neil Bauer, for November 9, 2022
11. Report of City Building Official, Fred Weck, IV for November 8, 2022.
12. Report of the City Attorney, Tom Loonan, for November 9, 2022
13. Report of City Engineer Mark Erichson, WSB for November 10, 2022
14. Report of the Public Works Superintendent Chuck Almhjeld for November 15, 2022

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

15. To consider **Resolution 22-11-104** a resolution approving a Rezoning: Z-22-003 Newman Estates – R-2 to R-1, Location: 5759 250th Street Applicant: Kelly Newman Property ID Number: 21.11125.38
16. To consider **Resolution 22-11-105** a resolution approving a lot width variance: V-22-001 Newman Estates, Location: 5759 250th Street, Applicant: Kelly Newman Property ID Number: 21.11125.38
17. To consider **Resolution 22-11-106** a resolution approving a lot depth variance: V-22-001 Newman Estates, Location: 5759 250th Street, Applicant: Kelly Newman Property ID Number: 21.11125.38

18. To consider **Resolution 22-11-107** a resolution approving a Preliminary Plat: D-22-012 Newman Estates, Location: 5759 250th Street, Applicant: Kelly Newman Property ID Number: 21.11125.38
19. To consider **Resolution 22-11-108** a resolution approving a Final Plat: D-22-013 Newman Estates, Location: 5759 250th Street, Applicant: Kelly Newman Property ID Number: 21.11125.38
20. To consider **Resolution 22-11-109** a resolution approving a Preliminary Plat: D-22-014 Mayorga Meadows, Location: 7580 250th Street, Applicant: Property ID Number: 21.10508.00
21. To consider **Resolution 22-11-110** a resolution approving a Final Plat: D-22-015 Mayorga Meadows, Location: 7580 250th Street, Applicant: Property ID Number: 21.10508.00
22. To consider **Resolution 22-11-111** a resolution approving the purchase of a 2023 F550 chassis from the National Auto Fleet Group under the Sourcewell contract 091521-NAF in the amount of \$63,035.00.
23. To consider **Resolution 22-11-112** a resolution approving the purchase of a 2023 F350 pickup from Midway Chevrolet under State Bid Contract FTM36 Contract#169665 in the amount of \$50,370.92

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 1, 2022
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for November 1, 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, Dennis Schilling, Brett Ohnstad, 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

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 October 18, 2022**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR OCTOBER 18, 2022 AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

2. **Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for October 27, 2022**

Mayor Iverson – Noted that one of the references to her in the minutes was as ‘Councilmember’ Iverson rather than ‘Mayor’ Iverson and asked that to be changed. .

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR OCTOBER 27, 2022, AS AMENDED.

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

3. To consider **Resolution 22-11-95** a Resolution Approving the Submittal of a Minnesota Investment Fund (MIF) Program Funding Application in the Amount of \$160,000 Related to a 20,000 square foot building addition

City Administrator Linwood – Gave an overview of the history of Sunrise Fiberglass who has been in the City since 1968. He explained that the company was sold in 2015, but was once again sold in June of 2020 to National Composites. He explained that National Composites has experienced tremendous growth and is looking to add a 20,000 square foot building addition, which would also mean hiring about 23 new employees. He explained that they are still completing their application to the State for both the MIF and the Job Creation Fund (JCF) and noted that the Chisago County HRA-EDA has already approved a forgivable loan for this project.

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

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

There were no public comments.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO CLOSE THE PUBLIC HEARING.

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

City Administrator Linwood – Noted that one additional component came in earlier today and asked that the Council approve both **Resolution 22-11-95** and **Resolution 22-11-96** contingent upon approval by City Attorney Loonan.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 22-11-95 A RESOLUTION APPROVING THE SUBMITTAL OF A MINNESOTA INVESTMENT FUND (MIF) PROGRAM FUNDING APPLICATION IN THE AMOUNT OF \$160,000 RELATED TO A 20,000 SQUARE FOOT BUILDING ADDITION, CONTINGENT ON APPROVAL BY CITY ATTORNEY LOONAN.

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

4. To consider **Resolution 22-11-96** a Resolution Regarding the Support of a Job Creation Fund Application in Connection with Sunrise Fiberglass

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 22-11-96 A RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH SUNRISE FIBERGLASS, CONTINGENT UPON CITY ATTORNEY LOONAN REVIEW AND APPROVAL OF FINAL DOCUMENTS.

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

Voting Nay: None

Abstain: None

Absent: None

CONSENT AGENDA:

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

5. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of October 19, 2022 to November 1, 2022

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #5 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:

6. Report of the Public Safety Director, Neil Bauer for October 25, 2022
7. Report of City Building Official, Fred Weck, IV for October 28, 2022
8. Report of City Attorney Tom Loonan for October 27, 2022
9. Report of City Engineer Mark Erichson, WSB for October 28, 2022
10. Report of Public Works Superintendent Chuck Almhjeld for November 1, 2022

COMMUNICATIONS:

11. 6th Annual City of Wyoming Tree Lighting Ceremony

Assistant City Administrator Saxe – Explained that the Tree Lighting Ceremony will be held at Railroad Park on December 3, 2022 from 4:30 p.m. to 6:00 p.m. He noted that they are still finalizing entertainment, but at this time are expecting the Pleasant Valley Cloggers, Dance Factory Holiday Dancers, Sunrise Apple Farm, Chisago County Anonymous Santa program, and an appearance by Santa Claus.

Mayor Iverson – Noted that the Lions Club is working with Santa Claus at Meadows on Fairview that same morning and suggested that the City somehow 'connect the dots' with that event. She asked if the Fire Department would also be hosting Santa in their fire truck.

City Administrator Linwood – Stated that he believed that would be happening, but noted that the details should be announced soon.

OLD BUSINESS: NONE

NEW BUSINESS

12. To consider **Resolution 22-11-97** a resolution adopting the City of Wyoming Personnel Policy

Assistant City Administrator Saxe – Gave an overview of the purpose of a personnel policy and noted that the City’s policy had not had a comprehensive update in about 20 years. He reviewed the changes that had been made to the policy since the discussion at the August 24, 2022 Council Work Session meeting.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 22-11-97 A RESOLUTION ADOPTING THE CITY OF WYOMING PERSONNEL POLICY

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Council Work Session meeting.

Council Member Nanko Yeager – Attended the Council Work Session meeting and toured the Sewer Commission property.

Council Member Luger – Attended the Council Work Session meeting.

Council Member Schilling – Attended the Council Work Session meeting.

Mayor Iverson – Attended the Council Work Session meeting and the Lions 5K. She thanked Snap Fitness for their support of the Lions 5K event.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE NOVEMBER 1, 2022 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:18 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:
NOVEMBER 15, 2022
7:00PM

**DRAFT MINUTES
CITY COUNCIL
BUDGET WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 9, 2022
6:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Budget Work Session Meeting of the Wyoming City Council for November 9, 2022 to order at 6:00 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 and Claire Luger.

Absent: Dennis Schilling

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 and Jessi Sturtz- Abdo Financial (via zoom)

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. To continue review of the 2023 draft City of Wyoming Budget

Jessi Sturtz, Abdo Financial- Gave a presentation on the updated draft of the 2023 budget. Then she walked through the tax levy. The current tax levy is now at 8.89%. The tax rate is set to decrease by 5.05%. Some of the increases are from Workers Compensation, General Property Insurance, fuel costs, health insurance increases and COLA increases. She then gave an overview of the general fund revenues and expenditures.

Councilmember Nanko Yeager- Stated she would like to see the levy cut down more. Some suggestions were to take out the park levy and rely on developer fees for parks, eliminate the seasonal public works positions and explore pushing off some capital equipment purchases into future years.

Councilmember Luger- Asked for more information on the seasonal public works positions.

Public Works Superintendent Almhjeld- Explained they are raising the wage range from \$13-\$15 hr. up to \$16-\$18 to try to attract more candidates, as well as better recruiting efforts.

Mayor Iverson- Asked if we have always levied for parks.

City Administrator Linwood- Explained it had been \$10,000 and now for 2023 it is proposed to

be \$20,000.

Councilmember Luger- Asked if the city decided to bring the park levy back down and remove the seasonal positions, what would the tax levy impact be.

City Administrator Linwood- Estimated that it would be about a half percent impact on the levy.

Mayor Iverson- Stated she heard there may be a special legislative session in December and she would want to push for the LGA because that would be another \$46,000 in revenue. She asked if the city adopts the 2023 budget on December 6th and the LGA gets approved later what would happen.

City Administrator Linwood- Explained that they have until December 30th to adopt the levy, so they could rescind the levy if adopted prior to more LGA money coming from the state. Those extra funds would take off just under one percent from the levy.

Mayor Iverson- Asked if a reverse referendum would happen due to the public safety building bonding what would that cost.

City Administrator Linwood- Explained that costs for a singular election would be between \$3,000-\$4,000. Those funds may have to come out of reserves if necessary.

Mayor Iverson- Asked if the city was applying for grants to buy ARMER Radios.

City Administrator Linwood- Said the city had been, but there are currently no grants. The city has been levying \$30,000 in capital since 2019 for the ARMER Radios. The city could also still use ARPA funds for the purchase of them.

Council had some discussion on what else the city could do for helps in the parks. There was discussion on using agencies that could employ individuals with special needs or restitution worker which would allow the city to levy less for seasonal employees.

Council provided direction to staff to explore some alternative methods for hiring seasonal park staff.

City Administrator Linwood- Provided a brief memo to City Council on the procurement of two public works trucks. With supply chain issues, he wanted to make Council is aware that there will be significant delays in getting these vehicles. The one truck was already approved by the Council and then rescinded due to no stock of the truck. Staff have a spot reserved to get that truck. The other truck there is a quote through the State contract of \$50,000 but until the ordering and pricing opens that is not guaranteed. The State contract period is expected to be open November 14 through December 16. This is an issue for many municipalities across that state. There are funds in the capital revolving fund if the truck needs to be ordered and paid for before the 2023 budget is adopted.

MAYOR IVERSON ADJOURNED THE NOVEMBER 9, 2022 BUDGET WORK SESSION MEETING AT 6:41 PM.

Request for Council Action

Date: November 15, 2022

To: Wyoming City Council, Mayor Lisa Iverson, Councilmembers Claire Luger, Linda Nanko/Yeager, Brett Ohnstad and Dennis Schilling

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: 2023 East Viking Boulevard Improvement Project Public Hearing and Consider Ordering the Improvements and Authorizing the Preparation of Plans and Specifications

Background and supporting documentation of request:

The 2023 East Viking Boulevard Improvement Project includes reconstruction of the roadway from Fenwick Avenue to Glen Oak Drive and watermain improvements from Glen Oak Drive to the west Polaris access.

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

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

Improvements included in watermain improvements (Glen Oak Drive to west Polaris access):

- Construction of new hydrants between Railroad Boulevard and Polaris (only 1 hydrant exists in this area) to provide access for maintenance
- Restoration of turf

The total estimated project cost for the improvements is approximately **\$3,184,000** which incorporates 2022 construction costs, include a 5% construction contingency and indirect costs estimated in the amount of 30% of the construction costs. A detailed PowerPoint presentation will be given at the Council meeting and funding sources will be discussed in detail.

The project costs are summarized as follows:

2023 East Viking Boulevard Improvements City of Wyoming, MN Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$2,069,300	\$334,700	\$2,404,000
Schedule B. - Sanitary Sewer Improvements	\$130,000		\$130,000
Schedule C. - Storm Sewer Improvements	\$470,900	\$52,300	\$523,200
Schedule D. - Watermain Improvements	\$126,800		\$126,800
Total Improvements	\$2,797,000	\$387,000	\$3,184,000

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

The proposed unit assessment is estimated as follows:

- East Viking Boulevard Reconstruction - \$7,514.44

The public hearing is scheduled for 7:00 p.m. November 15, 2022 at Wyoming City Hall. Staff will give a PowerPoint presentation of the project and Council will follow with opening the public hearing for public comment and consider ordering the project improvements and authorizing preparation of plans and specifications.

Recommendation:

Approve Resolution No. 22-11-98, a resolution Ordering the Project and Authorizing the Preparation of Plans and Specifications for the 2022 East Viking Boulevard Improvement Project.

RESOLUTION NO. 22-11-98

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION ORDERING THE PROJECT AND
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE
2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT**

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

Street Reconstruction:

- East Viking Boulevard – Fenwick Avenue to Glen Oak Drive

Watermain Improvements:

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

WHEREAS, it is proposed to construct the proposed improvements as described in the feasibility report dated October 4, 2022, with revision October 31, 2022, prepared by WSB, along the above-referenced roadway and to assess benefited properties for all or a portion of the improvement, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, the City Council has received and accepted the feasibility report prepared by the City Engineer on October 4, 2022, with revision October 31, 2022, for the 2023 East Viking Boulevard Improvement Project; and

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

WHEREAS, a resolution of the City Council adopted on the 4th day of October 2022, fixed a date for the Council public hearing on the proposed improvements; and

WHEREAS, ten days' mailed notice and two weeks' published notice in advance of said public hearing was given and the hearing was held thereon on the 15th day of November 2022, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report for the 2023 East Viking Boulevard Improvement Project
2. Such improvement is hereby ordered as proposed in this Council resolution adopted November 15, 2022.
3. The improvements described in the notice of public hearing and the feasibility

report are hereby designated and shall be known as the 2023 East Viking Boulevard Improvement Project.

4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2 within one year of the date of this Resolution ordering said improvements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15TH DAY OF NOVEMBER, 2022.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)

For Check Dates 11/08/2022 to 11/08/2022

Check Number Name			Check Date
Text Label	54084	PACIFIC LIFE INSURANCE	11/08/2022
Item Code	GL Number	Amount	
ROTH	101-0000-21712	230.77	
		<u>230.77</u>	
Text Label	54085	LAW ENFORCEMENT LABOR	11/08/2022
Item Code	GL Number	Amount	
UNION POLICE	101-0000-21713	585.00	
		<u>585.00</u>	
Text Label	54086	CENTRAL PENSION FUND,	11/08/2022
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		<u>480.00</u>	
Text Label	54087	WI SCTF,	11/08/2022
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		<u>215.42</u>	
Text Label	EFT934	SELECTACCOUNT,	11/08/2022
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	1,739.62	
		<u>1,739.62</u>	
Text Label	EFT935	P.E.R.A.,	11/08/2022
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,977.57	
DCP PERA	101-0000-21704	0.00	
DCP PERA MATCH	101-0000-21704	0.00	
PERA CITY MATCH	101-0000-21704	3,435.66	
PF PERA	101-0000-21704	4,139.61	
PF PERA CITY	101-0000-21704	6,209.39	
		<u>16,762.23</u>	
Text Label	EFT936	INTERNAL REVENUE SERVICE,	11/08/2022

For Check Dates 11/08/2022 to 11/08/2022

Check Number	Name	Check Date
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Item Code	GL Number	Amount
FITW	101-0000-21701	7,524.56
MEDICARE_EE	101-0000-21703	1,096.98
MEDICARE_ER	101-0000-21703	1,096.98
SOCSEC_EE	101-0000-21703	2,619.64
SOCSEC_ER	101-0000-21703	2,619.64
		14,957.80

Text Label EFT937 STATE OF MINNESOTA,

11/08/2022

Item Code	GL Number	Amount
SITW	101-0000-21702	3,410.41
		3,410.41

Text Label

General Checking Account 10100
Total Amount Being Paid: \$38,381.25
Total Number of Checks: 8

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/10
November 10, 2022 11:21 AM
User: ssaxe
DR: Wyoming

11-15-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54088 11152022	11/10/2022	SUMMERFIELDS LLC			
		800-0000-20589 SUMMER FIELDS II		\$263,585.94	SUMMER FIELDS IMPROVEMENT 2
		Total for SUMMERFIELDS LLC		\$263,585.94	
54089 82343	11/15/2022	A-1 TIRE SERVICE INC			
		101-2110-43900 VEHICLE MAINTEN		\$185.20	VEHICLE MAINTENANCE
		Total for A-1 TIRE SERVICE INC		\$185.20	
54090 464044	11/15/2022	ABDO FINANCIAL SOLUTIONS, LLC			
		101-1500-43000 PROFESSIONAL SE		\$3,950.00	PROFESSIONAL SERVICE (GENERAL)
		Total for ABDO FINANCIAL SOLUTIONS, LLC		\$3,950.00	
54091 3564517	11/15/2022	ADAM'S PEST CONTROL INC			
		101-2110-42310 CONTRACTED SER		\$42.95	CONTRACTED SERVICES
3564516		101-3100-42310 CONTRACTED SER		\$70.22	CONTRACTED SERVICES
3564515		101-3100-42310 CONTRACTED SER		\$42.95	CONTRACTED SERVICES
		Total for ADAM'S PEST CONTROL INC		\$156.12	
54092 55552	11/15/2022	AIRFRESH INDUSTRIES, INC			
		101-5200-44050 SATALLITE RENTAL		\$140.00	SATALLITE RENTAL
		Total for AIRFRESH INDUSTRIES, INC		\$140.00	
54093 1-86367	11/15/2022	ALL SEASONS RENTAL			
		651-9425-42310 CONTRACTED SER		\$281.47	CONTRACTED SERVICES
		Total for ALL SEASONS RENTAL		\$281.47	
54094 11032022	11/15/2022	AT & T MOBILITY			
		101-2110-43200 COMMUNICATIONS		\$1,407.96	COMMUNICATIONS (GENERAL)
		Total for AT & T MOBILITY		\$1,407.96	
54095 INUS112796	11/15/2022	AXON ENTERPRISE, INC.			
		101-2110-42240 MAINTENANCE CO		\$7,276.00	MAINTENANCE CONTRACTS
		Total for AXON ENTERPRISE, INC.		\$7,276.00	
54096 84735432	11/15/2022	BOUND TREE MEDICAL			
		101-2110-42100 OPERATING SUPPL		\$20.58	OPERATING SUPPLIES
		Total for BOUND TREE MEDICAL		\$20.58	

City of Wyoming Check Detail Register

2/10
November 10, 2022 11:21 AM
User: ssaxe
DR: Wyoming

11-15-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54097	11/15/2022	BRUCES FOODS			
003001071244					
	101-2110-42230	CRIME PREVENTIC		\$32.18	CRIME PREVENTION
Total for BRUCES FOODS				\$32.18	
54098	11/15/2022	CARGILL, INCORPORATED			
2907650083					
	101-3100-44400	SALT & SAND		\$2,671.95	SALT & SAND
2907655795					
	101-3100-44400	SALT & SAND		\$2,679.56	SALT & SAND
Total for CARGILL, INCORPORATED				\$5,351.51	
54099	11/15/2022	CHISAGO LAKES JOINT SEWAGE TRE			
13237					
	602-9425-43890	SEWER PLANT FEE		\$22,246.20	SEPTEMBER TREATMENT CHARGES
	602-9425-43890	SEWER PLANT FEE		\$22,732.74	OCTOBER TREATMENT CHARGES
13231					
	602-9425-43890	SEWER PLANT FEE		\$5,842.07	TREATMENT CHARGES
Total for CHISAGO LAKES JOINT SEWA				\$50,821.01	
54100	11/15/2022	CINTAS			
4136300434					
	101-3100-44180	UNIFORMS		\$108.06	STREETS
	101-3100-42100	OPERATING SUPPL		\$30.50	SHOP SUPPLIES
Total for CINTAS				\$138.56	
54101	11/15/2022	CONNEXUS ENERGY			
10282022					
	101-3100-43800	UTILITIES-GAS/ELI		\$37.14	LAKE DR & HEATH - ST LIGHTS
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	HAMLET DR
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	FALLBROOK SIREN
	101-3100-43860	STREET LIGHTS		\$19.37	250TH STREET NE SIGN
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	PIONEER RD
Total for CONNEXUS ENERGY				\$71.51	
54102	11/15/2022	CULLIGAN WATER CONDITIONING			
574929					
	101-2110-42100	OPERATING SUPPL		\$104.85	OPERATING SUPPLIES
572871					
	101-2110-42100	OPERATING SUPPL		\$43.80	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO				\$148.65	

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54103	11/15/2022	DAN'S TOWING			
88391					
	202-2110-42310	CONTRACTED SER		\$161.06	TOWING
88579					
	202-2110-42310	CONTRACTED SER		\$161.06	TOWING
88807					
	202-2110-42310	CONTRACTED SER		\$161.06	TOWING
88750					
	202-2110-42310	CONTRACTED SER		\$125.00	TOWING
Total for DAN'S TOWING				\$608.18	
54104	11/15/2022	DRESEL TRUCKING			
2366					
	101-3100-44410	STREET MAINT MA		\$171.37	STREET MAINT MATERIALS
Total for DRESEL TRUCKING				\$171.37	
54105	11/15/2022	EARL F. ANDERSEN			
0131242-IN					
	101-3100-42260	SIGN MATERIAL/RI		\$595.55	SIGN MATERIAL/REPLACEMENT
Total for EARL F. ANDERSEN				\$595.55	
54106	11/15/2022	ECM PUBLISHERS INC.			
917770					
	800-0000-20599	NEWMAN SKETCH		\$42.40	NEWMAN SKETCH PLAN ESCROW
917769					
	800-0000-20803	MAYORGA SUBDIV		\$67.60	MAYORGA SUBDIVISION ESCROW
918848					
	101-1400-43510	LEGAL NOTICE PUI		\$58.80	LEGAL NOTICE PUBLICATION
Total for ECM PUBLISHERS INC.				\$168.80	
54107	11/15/2022	FACILICARE INC			
17089					
	101-5500-43600	CLEANING SERVIC		\$1,263.40	LIBRARY
	101-1400-43600	CLEANING SERVIC		\$299.00	CITY HALL/FIRE
	101-2110-43600	CLEANING SERVIC		\$299.00	POLICE
Total for FACILICARE INC				\$1,861.40	
54108	11/15/2022	FAIRVIEW HEALTH SERVICES			
15006326858					
	101-2110-43000	PROFESSIONAL SE		\$180.00	PROFESSIONAL SERVICE (GENERAL)
Total for FAIRVIEW HEALTH SERVICES				\$180.00	
54109	11/15/2022	FERGUSON WATERWORKS			
0503818					
	601-9425-42290	METERS		\$284.09	METERS
Total for FERGUSON WATERWORKS				\$284.09	
54110	11/15/2022	FLEET ALIGNMENT SERVICE			
4286					
	101-3100-44040	REPAIRS & MAINT.		\$144.95	REPAIRS & MAINT. - EQUIPMENT
Total for FLEET ALIGNMENT SERVICE				\$144.95	

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54111	11/15/2022	GOPHER STATE ONE CALL			
2100859					
		601-9425-44650 LOCATES (GOPHER	\$37.80	LOCATES (GOPHER STATE)	
		602-9425-44650 LOCATES (GOPHER	\$37.80	LOCATES (GOPHER STATE)	
		651-9425-44650 LOCATES (GOPHER	\$37.80	LOCATES (GOPHER STATE)	
Total for GOPHER STATE ONE CALL				\$113.40	
54112	11/15/2022	GUARDIAN FLEET SAFETY, LLC			
22-0822					
		401-2110-45000 CAPITAL OUTLAY	\$6,469.01	CAPITAL OUTLAY	
22-0821					
		401-2110-45000 CAPITAL OUTLAY	\$17,727.61	CAPITAL OUTLAY	
Total for GUARDIAN FLEET SAFETY, LL				\$24,196.62	
54113	11/15/2022	GUIDANCE HOMES, INC			
11/08/2022					
		602-0000-11500 ACCOUNTS RECEIV	\$158.65	Sewer - Base Charge	
Total for GUIDANCE HOMES, INC				\$158.65	
54114	11/15/2022	H & L MESABI			
54656					
		101-3100-44040 REPAIRS & MAINT.	\$2,231.00	REPAIRS & MAINT. - EQUIPMENT	
Total for H & L MESABI				\$2,231.00	
54115	11/15/2022	H & W FUND I.U.O.E LOCAL 49			
11152022					
		101-0000-21706 HOSPITALIZATION	\$8,070.00	PREMIUMS	
Total for H & W FUND I.U.O.E LOCAL 4				\$8,070.00	
54116	11/15/2022	HEALTH PARTNERS			
036088172388					
		101-0000-21706 HOSPITALIZATION	\$1,616.97	DECEMBER DENTAL PREMIUMS	
Total for HEALTH PARTNERS				\$1,616.97	
54117	11/15/2022	HOLIDAY COMPANIES			
060101112200					
		101-2110-43900 VEHICLE MAINTEN	\$117.00	VEHICLE MAINTENANCE	
Total for HOLIDAY COMPANIES				\$117.00	
54118	11/15/2022	HYDRAULICS PLUS & CONSULTING			
20174					
		101-3100-44040 REPAIRS & MAINT.	\$191.80	REPAIRS & MAINT. - EQUIPMENT	
20181					
		101-3100-44040 REPAIRS & MAINT.	\$36.50	REPAIRS & MAINT. - EQUIPMENT	
Total for HYDRAULICS PLUS & CONSULTING				\$228.30	
54119	11/15/2022	ICMA MEMBERSHIP PAYMENTS			
2023					
		101-1400-44330 DUES & SUBSCRIPTION	\$896.46	DUES & SUBSCRIPTIONS	
Total for ICMA MEMBERSHIP PAYMENTS				\$896.46	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54120 IN3985363	11/15/2022	INNOVATIVE OFFICE SOLUTIONS			
		101-2110-42000 SUPPLIES - OFFICE		\$6.30	SUPPLIES - OFFICE/COPY/COMPUTR
		Total for INNOVATIVE OFFICE SOLUTI		\$6.30	
54121 11042022	11/15/2022	IUOE LOCAL #49			
		101-0000-21714 PW UNION DUES		\$210.00	MONTHLY DUES
		Total for IUOE LOCAL #49		\$210.00	
54122 10282022	11/15/2022	JACK BREITBACH			
		101-2110-42080 TRAINING AND IN		\$350.84	TRAINING AND INSTRUCTION
		Total for JACK BREITBACH		\$350.84	
54123 369031	11/15/2022	LEAGUE OF MN CITIES			
		101-1400-42080 TRAINING AND IN		\$30.00	TRAINING AND INSTRUCTION
		101-1400-42080 TRAINING AND IN		\$156.88	TRAINING AND INSTRUCTION
		101-3100-42080 TRAINING AND IN		\$156.88	TRAINING AND INSTRUCTION
		101-2400-44330 DUES & SUBSCRIP		\$78.44	DUES & SUBSCRIPTIONS
		Total for LEAGUE OF MN CITIES		\$422.20	
54124 P07329	11/15/2022	MACQUEEN EMERGENCY			
		101-2110-43900 VEHICLE MAINTEN		\$100.00	VEHICLE MAINTENANCE
		Total for MACQUEEN EMERGENCY		\$100.00	
54125 95354 95245 95326 95406 95601	11/15/2022	MENARDS- FOREST LAKE			
		101-2110-42100 OPERATING SUPPL		\$176.63	OPERATING SUPPLIES
		101-3100-42250 LANDSCAPING MA		\$539.89	LANDSCAPING MATERIALS
		101-3100-42250 LANDSCAPING MA		\$45.36	LANDSCAPING MATERIALS
		101-5200-42250 LANDSCAPING MA		\$1,059.47	LANDSCAPING MATERIALS
		651-9425-44410 STREET MAINT MA		\$183.89	STREET MAINT MATERIALS
		Total for MENARDS- FOREST LAKE		\$2,005.24	
54126 14463230112987	11/15/2022	MIDCONTINENT COMMUNICATIONS			
		101-1400-43210 TELEPHONE		\$110.14	CITY HALL
		101-1400-42310 CONTRACTED SER		\$901.56	FIBER
		101-2110-43210 TELEPHONE		\$406.28	POLICE DEPT
		101-3100-43210 TELEPHONE		\$63.16	PUBLIC WORKS
		601-9425-43210 TELEPHONE		\$185.99	WELL
		602-9425-43210 TELEPHONE		\$138.04	LIFTSTATIONS
		Total for MIDCONTINENT COMMUNIC/		\$1,805.17	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54127	11/15/2022	MINNESOTA VALLEY TESTING LABS			
1172182					
		601-9425-43110	LAB COSTS	\$65.16	LAB TESTS
1172176					
		601-9425-43110	LAB COSTS	\$42.35	LAB TESTS
Total for MINNESOTA VALLEY TESTING LABS				\$107.51	
54128	11/15/2022	MINNESOTA/WISCONSIN PLAYGROUND			
2022543					
		404-5200-45400	IMPROVEMENTS SWENSON PARK	\$12,425.00	IMPROVEMENTS SWENSON PARK
Total for MINNESOTA/WISCONSIN PLAYGROUND				\$12,425.00	
54129	11/15/2022	MN STATE FIRE DEPARTMENT ASSOC			
2023					
		101-2110-44330	DUES & SUBSCRIPTIONS	\$290.00	DUES & SUBSCRIPTIONS
Total for MN STATE FIRE DEPARTMENT ASSOCIATION				\$290.00	
54130	11/15/2022	NAPA AUTO PARTS			
123966					
		101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	\$73.98	REPAIRS & MAINT. - EQUIPMENT
123789					
		101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	\$18.47	REPAIRS & MAINT. - EQUIPMENT
123558					
		101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	\$9.48	REPAIRS & MAINT. - EQUIPMENT
123479					
		101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	\$12.98	REPAIRS & MAINT. - EQUIPMENT
Total for NAPA AUTO PARTS				\$114.91	
54131	11/15/2022	NEIL BAUER			
29996					
		101-2110-42080	TRAINING AND INSTRUCTION	\$34.00	TRAINING AND INSTRUCTION
Total for NEIL BAUER				\$34.00	
54132	11/15/2022	PITNEY BOWES			
3105797080					
		601-9425-43000	PROFESSIONAL SERVICE	\$456.26	LETTER ENVELOPE FOLDER
		602-9425-43000	PROFESSIONAL SERVICE	\$456.25	LETTER ENVELOPE FOLDER
Total for PITNEY BOWES				\$912.51	
54133	11/15/2022	PREMIER CUSTOM HOMES, LLC			
11/08/2022					
		602-0000-11500	ACCOUNTS RECEIVABLE	\$185.15	Sewer - Base Charge
Total for PREMIER CUSTOM HOMES, LLC				\$185.15	
54134	11/15/2022	RICOH BUSINESS SYSTEMS			
106628269					
		101-1400-42150	COPIER	\$146.23	CITY HALL
		101-2110-42240	MAINTENANCE CO	\$77.19	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$20.71	FIRE DEPT
Total for RICOH BUSINESS SYSTEMS				\$244.13	

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54135	11/15/2022	RICOH USA			
5065903621					
		101-2110-42240	MAINTENANCE CO	\$53.78	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$4.53	FIRE DEPT
		101-1400-42150	COPIER	\$267.83	CITY HALL
		Total for RICOH USA		\$326.14	
54136	11/15/2022	ROGER MORRIS			
11/08/2022					
		601-0000-11500	ACCOUNTS RECEIV	\$200.30	Water - Meter Charge
		602-0000-11500	ACCOUNTS RECEIV	\$126.92	Sewer Usage
		601-0000-11500	ACCOUNTS RECEIV	\$122.81	Water Usage
		651-0000-11500	ACCOUNTS RECEIV	\$36.26	Surface Water Mgmt
		601-0000-11500	ACCOUNTS RECEIV	\$12.30	State Surcharge
		Total for ROGER MORRIS		\$498.59	
54137	11/15/2022	ROXANNE MACKEY			
11/08/2022					
		602-0000-11500	ACCOUNTS RECEIV	\$96.08	Sewer - Base Charge
		Total for ROXANNE MACKEY		\$96.08	
54138	11/15/2022	RYAN TEPE			
11/08/2022					
		602-0000-11500	ACCOUNTS RECEIV	\$98.13	Sewer - Base Charge
		Total for RYAN TEPE		\$98.13	
54139	11/15/2022	SAFE-FAST INC			
INV268269					
		101-3100-42300	SAFETY EQUIPME	\$560.00	SAFETY EQUIPMENT
		Total for SAFE-FAST INC		\$560.00	
54140	11/15/2022	SWENSONS LAWN CARE			
2074					
		101-5200-42310	CONTRACTED SER	\$3,003.00	LAWN CARE
		Total for SWENSONS LAWN CARE		\$3,003.00	
54141	11/15/2022	THOMSON REUTERS-WEST PUBLISH			
847284997					
		101-2110-44360	INVESTIGATIONS	\$169.26	INVESTIGATIVE SUITE
		Total for THOMSON REUTERS-WEST PI		\$169.26	
54142	11/15/2022	TIMESAVER OFF SITE SECRETARIAL			
M27744					
		101-1910-42310	CONTRACTED SER	\$154.00	PLANNING COMMISSION MEETING
		101-1400-42310	CONTRACTED SER	\$154.00	CITY COUNCIL MEETING
		Total for TIMESAVER OFF SITE SECRE		\$308.00	

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54143	11/15/2022	TOWN & COUNTRY DISPOSAL			
10312022					
		101-5500-43840 REFUSE		\$16.50	1715 WYOMING LIBRARY
		101-1400-43840 REFUSE		\$108.40	804 CITY OF WYOMING
		101-5200-43840 REFUSE		\$144.79	930 WYOMING CITY GARAGE
		101-3100-43840 REFUSE		\$120.98	803 CITY OF WYOMING
Total for TOWN & COUNTRY DISPOSAL				\$390.67	
54144	11/15/2022	ULINE			
155728292					
		651-9425-44030 REP & MAIN. - OTI		\$9,997.78	REP & MAIN. - OTHER THAN BLDGS
Total for ULINE				\$9,997.78	
54145	11/15/2022	US BANK EQUIPMENT FINANCE			
486416993					
		101-2400-44330 DUES & SUBSCRIP		\$162.00	DUES & SUBSCRIPTIONS
Total for US BANK EQUIPMENT FINANCE				\$162.00	
54146	11/15/2022	VC3, INC.			
INV00075276					
		101-1400-42090 NETWORK MUNICI		\$230.00	NETWORK MUNICIPAL COMPUTERS
89763					
		101-1400-42090 NETWORK MUNICI		\$3,089.00	NETWORK MUNICIPAL COMPUTERS
Total for VC3, INC.				\$3,319.00	
54147	11/15/2022	VERIZON			
9919178035					
		602-9425-43210 TELEPHONE		\$246.32	TELEPHONE
		601-9425-43210 TELEPHONE		\$246.32	TELEPHONE
		101-1400-43210 TELEPHONE		\$82.80	TELEPHONE
		101-2400-43210 TELEPHONE		\$82.79	TELEPHONE
Total for VERIZON				\$658.23	
54148	11/15/2022	VICTORY AUTOMOTIVE SERVICE			
805020					
		101-2110-43900 VEHICLE MAINTEN		\$48.53	VEHICLE MAINTENANCE
805049					
		101-2110-43900 VEHICLE MAINTEN		\$108.00	VEHICLE MAINTENANCE
805129					
		101-2110-43900 VEHICLE MAINTEN		\$289.36	VEHICLE MAINTENANCE
805105					
		601-9425-44040 REPAIRS & MAINT.		\$71.28	REPAIRS & MAINT. - EQUIPMENT
Total for VICTORY AUTOMOTIVE SERVICE				\$517.17	
54149	11/15/2022	WOLD ARCHITECTS AND ENGINEERS			
82523					
		401-1000-45000 CAPITAL OUTLAY		\$35,670.89	CAPITAL OUTLAY
Total for WOLD ARCHITECTS AND ENGINEERS				\$35,670.89	

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54150	11/15/2022	WSB		
09302022				
	101-1910-43030	ENGINEERING	\$1,629.25	2022 GENERAL ENGINEERING SERVICES
	101-1910-43150	PLANNER (COMP P	\$1,440.00	COMP PLAN
	800-0000-20532	SHORE VIEW TWO	\$230.50	SHORE VIEW TWO PRELIM PLAT ESCROW
	800-0000-20531	AADLAND WEST	\$2,399.00	HUNTER HILL ESCROW
	800-0000-20594	COMFORT LAKE ON	\$1,841.50	2020 EMERALD AVE IMPROVEMENTS PROJECT
	651-1000-43030	ENGINEERING	\$408.00	2022 LGU SERVICES
	408-9425-45350	IMPROVEMENTS	\$8,731.50	2022 TRUNK WATERMAIN IMPROVEMENTS
	408-3100-43030	ENGINEERING	\$1,510.25	2023 FALLBROOK AVE & 264TH ST IMPROVEMNE
	800-0000-20597	FOURTEEN FOODS	\$953.25	FOURTEEN FOODS/DQ ESCROW SITE PLAN
	602-9425-43000	PROFESSIONAL SE	\$257.50	E VIKING BLVD SANITARY SEWER IMPROVEMENT
	800-0000-20586	HALLBERG BINGH/	\$1,148.50	WSB-HALLBERG 273RD FOREST BLVD PHASE 1
	800-0000-20595	HALLBERG SITE PL	\$792.50	WSB-HALLBERG SITE PLAN ESCROW
	800-0000-20572	HEIMS LAKE VILLA	\$895.00	WSB-HEIMS LAKE VILLA NORTH SKETCH
	401-3100-45000	CAPITAL OUTLAY	\$429.00	HELIUM CT STORM SEWER REPLACEMENT
	651-9425-43100	MS4 PERMIT - ENC	\$2,338.00	MS4 PERMIT - ENGINEERING
	800-0000-20599	NEWMAN SKETCH	\$534.25	NEWMAN 250TH SKETCH PLAN ESCROW
	800-0000-20568	MOXNESS SUMMEF	\$2,039.50	MOXNESS SUMMER FIELDS ESCROW 1ST ADDITIO
	800-0000-20568	MOXNESS SUMMEF	\$4,065.00	MOXNESS SUMMER FIELDS ESCROW 2ND ADDITIO
	800-0000-20568	MOXNESS SUMMEF	\$85.25	MOXNESS SUMMER FIELDS ESCROW 3RD ADDITIO
	800-0000-20801	SUNRISE FIBERGL	\$827.75	SUNRISE FIBERGLASS COLD STORAGE ESCROW
	800-0000-20593	AVERY PLACE PREI	\$1,481.25	SUNRISE RIVERBANK PRELIM PLAT ESCROW
	800-0000-20592	NORTHERN TIER L	\$360.50	SUNRISE RIVERBANK LIFT STATION ESCROW
	601-9425-43030	ENGINEERING	\$356.75	TREE FIELD APPLICATION
	601-9425-43030	ENGINEERING	\$600.25	UNIDIRECTIONAL FLUSHING STUDY
	101-5200-44040	REPAIRS & MAINT.	\$172.00	WYOMING PARK SYSTEM PLAN
	408-3100-43030	ENGINEERING	\$1,786.50	2022 EAST VIKING BLVD IMPROVEMENTS
	408-3100-43030	ENGINEERING	\$3,167.50	2021 STREET IMPROVEMENT
Total for WSB			\$40,480.25	

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		Comment

General Checking Account 10100
Total Amount Being Paid: \$490,677.58
Total Number of Checks: 63

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

Request for Council Action

Date: November 15, 2022

To: Wyoming City Council, Mayor Lisa Iverson, Councilmembers Claire Luger, Linda Nanko/Yeager, Brett Ohnstad and Dennis Schilling

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: 2023 East Viking Boulevard Improvement Project - Receive Feasibility Report (Revised October 31, 2022)

Background and supporting documentation of request:

The 2022 East Viking Boulevard Improvement Project included reconstruction of the roadway from Fenwick Avenue to Glen Oak Drive and full-depth reclamation of the pavement from Glen Oak Drive to the west Polaris access. The proposed improvements between Glen Oak Drive and Polaris were dependent upon federal grant funding through the Department of Economic Development. Unfortunately, the city project was not selected for funding through this grant program.

On October 4th, City Council authorized revision to the feasibility report and scope of East Viking Boulevard between Fenwick Avenue and Glen Oak Drive for construction in 2023. The revisions include removal of the pavement reclamation and surface improvements generally east of Glen Oak Drive from the project scope.

The revised 2023 East Viking Boulevard Improvements include street reconstruction (Fenwick Avenue to Glen Oak Drive):

- Removal and replacement of aggregate base and pavement with subgrade correction in isolated areas
- Removal and replacement of deficient storm sewer and drainage structures
- Construction of new storm sewer and drainage structures
- Rehabilitation of some existing drainage structures
- Removal and replacement of deficient sanitary sewer and manholes
- Construction of sanitary sewer chimney seals to reduce I & I
- Removal of existing sidewalk and replacement with new sidewalk
- Construction of new sidewalk along the north side of the roadway
 - Fenwick Avenue to about 600 feet east of Glen Oak Drive
- Construction of new hydrants between Railroad Boulevard and Polaris (only 1 hydrant exists in this area) to provide access for maintenance
- Pavement markings
- Restoration of turf

Engineering staff has completed revisions to the feasibility report which includes the total estimated project cost for the improvements to be approximately **\$3,184,000** which incorporates 2022 construction

costs, a 5% construction contingency, and indirect costs estimated in the amount of 30% of the construction costs. Enclosed is a copy of the revised Feasibility Report. A detailed PowerPoint presentation will be given at the Council meeting and funding sources will be discussed in detail

The project costs are summarized as follows:

2023 East Viking Boulevard Improvements City of Wyoming, MN Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$2,069,300	\$334,700	\$2,404,000
Schedule B. - Sanitary Sewer Improvements	\$130,000		\$130,000
Schedule C. - Storm Sewer Improvements	\$470,900	\$52,300	\$523,200
Schedule D. - Watermain Improvements	\$126,800		\$126,800
Total Improvements	\$2,797,000	\$387,000	\$3,184,000

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

The proposed unit assessment is estimated as follows:

- East Viking Boulevard Reconstruction - \$7,514.44

The revision to the feasibility report includes adjustments to the assessment roll and assessable parcels. The adjustment included the removal of properties that were previously assessed for lateral street improvements, and reduction in parcels assessed that will be outside of the revised project limits. These adjustments reduced the number of assessable units from 53.5 to 51.5 assessable units. The property owners included in the revised preliminary assessment roll have been properly notified of the public hearing.

Staff is recommending the acceptance of the feasibility report as revised October 31, 2022, with the adjusted assessable units as stated.

Recommendation:

Approve Resolution No. 22-11-99, a resolution receiving revised Feasibility Report dated October 31, 2022, for the 2023 East Viking Boulevard Improvement Project.



FEASIBILITY REPORT

2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT CITY OF WYOMING | MINNESOTA

October 18, 2022

REVISED October 31, 2022

Prepared for:
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

S.A.P. 248-108-002

WSB PROJECT NO. 018553-000



October 31, 2022

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

Re: Feasibility Report
2023 East Viking Boulevard Improvement Project
SAP 248-108-002
WSB Project No. 018553-000

Dear Mayor and City Council Members:

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

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

We would be happy to discuss this report with you at your convenience. If you have any questions, please do not hesitate to call me at 612.360.1278.

Sincerely,

WSB

Mark A. Erichson, PE
City Engineer

Attachments

kkp



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Letter of Introduction

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Certification Sheet

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

Paul Hornby, PE



Date: October 31, 2022 Lic. No. 23359

Quality Control Review Completed By:

Mark A Erichson, PE



Date: October 31, 2022 Lic. No. 40886



1. Executive Summary

The 2023 East Viking Boulevard Improvement Project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Drive including concrete walk, storm sewer rehabilitation, sanitary sewer rehabilitation, and restoration.

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

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

The total estimated project cost for the 2023 East Viking Boulevard Improvement Project is approximately \$3,184,000 which incorporates 2022 construction costs, including a 5% construction contingency and indirect costs estimated to be 30% of the estimated construction costs. The indirect costs include legal, engineering, administrative, and financing considerations. Funding for the project will come from City funds, Municipal State Aid (MSA) funds and special assessments to benefitting properties.

The 2023 East Viking Boulevard Improvement Project construction as proposed can be completed, including the final lift of bituminous paving and all restoration items, in 2023.

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



2. Introduction

2.1 Authorization

On August 4, 2021, the Wyoming City Council authorized the preparation of an engineering feasibility report for the 2022 East Viking Boulevard Improvement Project. The original scope of the project included roadway reconstruction from Fenwick Avenue to Glen Oak Drive and full depth pavement reclamation of the existing street section and construction of new pavement from Glen Oak Drive to the west Polaris access.

The proposed improvements between Glen Oak Drive and Polaris were dependent upon federal grant funding through the Department of Economic Development. Unfortunately, the city project was not selected for funding through this grant program. On October 4, 2022, City Council authorized revision to the feasibility report and scope of East Viking Boulevard to include improvements between Fenwick Avenue and Glen Oak Drive for construction in 2023.

2.2 Scope

The proposed project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Drive including new concrete walk.

Utility improvements include rehabilitation of storm drainage structures and extending new storm sewer where facilities do not exist to address isolated drainage issues. The improvements also include the addition of new storm drains to improve area drainage as needed and replacement of pipe sections found to be deficient.

In addition, the existing sanitary sewer has been televised and one segment has been found to be deficient, requiring replacement due to settlement of the pipe and manholes. Construction will also include adjustment of existing castings including the installation of new chimney seals to reduce potential inflow and infiltration of clear water into the system. Watermain improvements include the addition of hydrants along the existing watermain between Railroad Boulevard and the west Polaris access. The additional hydrants will provide maintenance access points to the system to assist in water quality improvement.

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

2.3 Data Available

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

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



2.4 Project History

Staff evaluated City streets by conducting pavement condition ratings and road tours to prioritize improvement projects, resulting in a multi-year Capital Improvement Plan (CIP). The CIP provides a schedule for the various roadway improvements that are necessary to maintain the City streets in an effective and efficient manner. In the spring of 2020, Staff provided Council a 5-year CIP for consideration. Improvement to East Viking Boulevard from Fenwick Avenue to Glen Oak Drive was original scheduled to be complete in 2022 within the City's CIP.

The original scope also included the reclamation improvements along East Viking Boulevard from Glen Oak Drive and Polaris. Although these improvements were originally scheduled to be completed in 2023, the project was included with the original 2022 scope due to availability of federal grant funding through the Department of Economic Development. Unfortunately, the city project was not selected for funding through this competitive grant program. On October 4, 2022, City Council authorized revision to the feasibility report and scope of East Viking Boulevard between Fenwick Avenue and Glen Oak Drive for construction in 2023.



3. Existing Conditions

3.1 Surface

East Viking Boulevard from Fenwick Avenue to Glen Oak Drive is experiencing varying severity of distresses including alligator, block, transverse, and longitudinal cracking.

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

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

3.2 Municipal Utilities

3.2.1 Sanitary Sewer

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

3.2.2 Water Main

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

3.3 Drainage

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

3.4 Bridge No. 13506

Bridge 13506 is a timber bridge that was built in 1967, carrying traffic over the South Branch of the Sunrise River. Most bridges can be divided into three basic components: deck, superstructure, and substructure. The National Bridge Inventory (NBI) condition ratings of these components describe the general overall condition of a bridge. Bridge 13506 has several infrastructure deficiencies as noted on its MnDOT bridge inspection report (BIR) which was updated in 2020. Bridge 13506 is load-posted and has a deck and superstructure scores of 4 and substructure score of 5 (fair). Additionally, the BIR also indicated that the bridge has critical defects and that may create safety hazards.



Existing bridge posts and rails have extensive decay, the deck is noted as having severe and excessive permanent dead load deflection, and approach roadway settlement in all four bridge corners with patching. Replacement of the bridge is necessary.

4 Proposed Improvements

4.1 Surface

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

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

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

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

4.1.1 Bridge Replacement

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

Plans for Bridge No. 13J22 are complete, approved by MnDOT and shelf-ready for inclusion with the East Viking Boulevard 2023 Improvements.

4.2 Municipal Utilities

4.2.1 Sanitary Sewer

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

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



4.2.2 Water Main

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

4.3 Drainage

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

4.4 Easements and Right-of-Way

The existing right-of-way throughout the project corridor varies. A number of properties have not been platted and have property lines that extend within the roadway. In these areas, the City has prescriptive rights for the operation and maintenance of the roadway and drainage system. Permanent right-of-way or easement acquisition will be required in areas along East Viking Boulevard to construct the project as proposed. The properties where the City has prescriptive roadway rights and properties where easement acquisition is necessary are shown in **Figure 3** in **Appendix A**.

4.5 Street Sign Replacement

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

4.6 Permits and Approvals

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

- MN Pollution Control Agency (MPCA) Erosion/Stormwater

4.7 Construction Access and Staging

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

4.8 Public Involvement

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



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



5 Financing

5.1 Opinion of Probable Cost

A detailed engineer's opinion of probable costs for the proposed improvements can be found in **Appendix B** of this report. The opinion of probable cost incorporates bid prices from the 2022 construction season projected to a 2023 cost basis including a 5% construction contingency. Indirect costs are typically budgeted at 30% of the construction cost and include engineering, legal, financing, and administrative costs. The indirect costs do not include the funding required to purchase easements.

The table below provides a summary of the opinion of probable costs (rounded to the next higher hundreds place) for the 2023 East Viking Boulevard Improvement Project:

2023 East Viking Boulevard Improvements City of Wyoming, MN Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$2,069,300	\$334,700	\$2,404,000
Schedule B. - Sanitary Sewer Improvements	\$ 130,000		\$ 130,000
Schedule C. - Storm Sewer Improvements	\$ 470,900	\$ 52,300	\$ 523,200
Schedule D. - Watermain Improvements	\$ 126,800		\$ 126,800
Total Improvements	\$2,797,000	\$387,000	\$3,184,000

5.2 Funding

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

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

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

East Viking Boulevard from Fenwick Avenue to Glen Oak Drive

Total Assessable Surface Improvement Cost	\$1,673,407.50
Total Assessable Drainage Improvement Cost	\$ 261,561.30
Total Assessable Surface and Drainage Cost	\$1,934,968.80
20% Surface and Drainage Assessed	\$386,993.66
Number of Assessable Units	51.50
Assessment per Unit	\$7,514.44

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



6 Project Schedule

The proposed schedule for this improvement is as follows:

Task Number	Task Description	Completion Date
1	1 st Public Informational Meeting	July 21, 2021
2	2 nd Public Informational Meeting	November 3, 2021
3	Receive Feasibility Report / Set Public Hearing Date	December 21, 2021
4	3 rd Public Informational Meeting	January 12, 2022
5	Public Hearing	January 18, 2022
6	Received REVISED Feasibility Report / Set Public Hearing Date	October 18, 2022
7	Public Hearing	November 15, 2022
8	4 th Public Informational Meeting	November 30, 2022
9	Approve Plans and Specifications and Order Advertisement for Bids	January 17, 2023
10	Received Bids	February 15, 2023
11	Award Contract	February 21, 2023
12	Begin Construction	May/June 2023
13	Final Completion of Construction	October 2023
14	Assessment Hearing	October 2023

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



7 Feasibility and Recommendation

The 2023 East Viking Boulevard Improvement Project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Road including extension of new concrete walk.

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

Due to the poor structural condition of the roadway, the improvements proposed herein are recommended for construction in 2023. The total estimated cost for the 2023 East Viking Boulevard Improvement Project is \$3,184,000 funded through City funds, MSA funds and Special Assessments to benefitting properties.

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

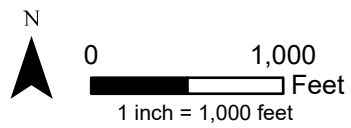


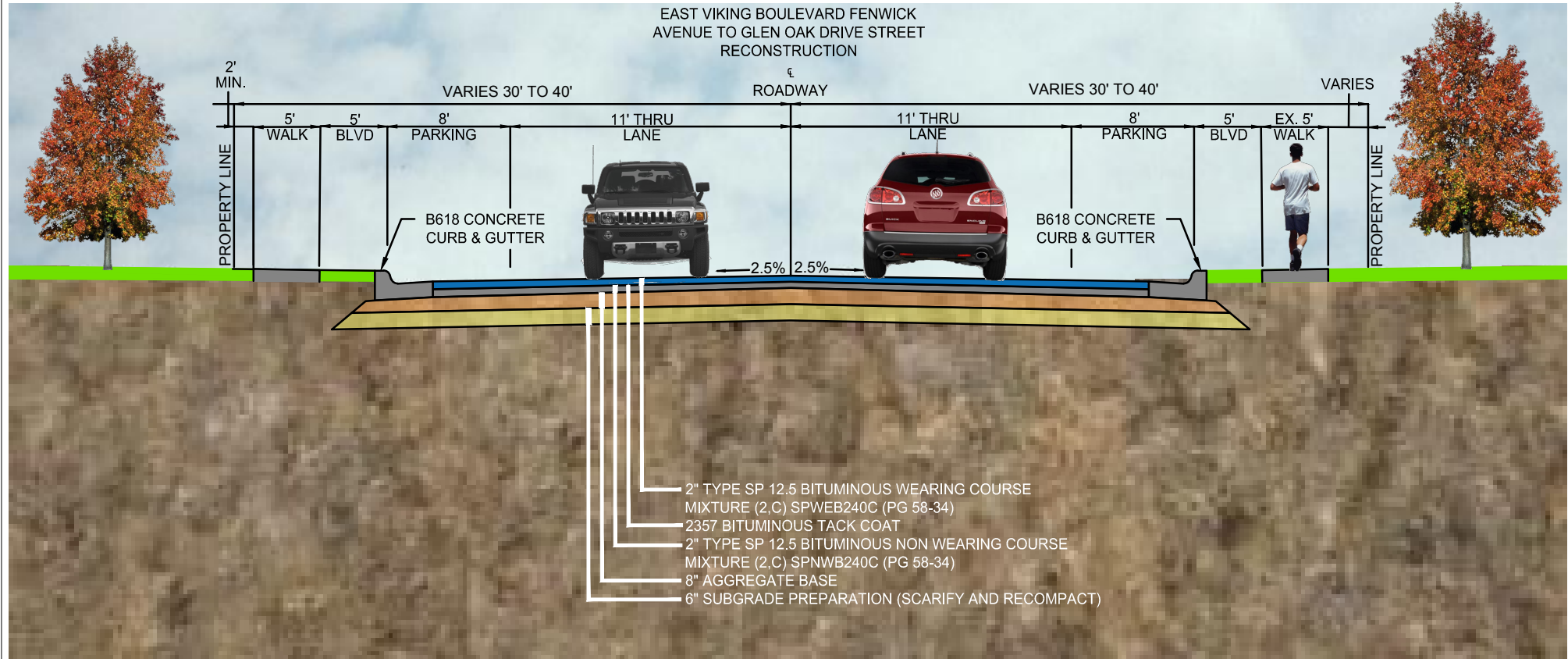
Appendix A

Figures



Figure 1 - Project Location Map
2023 East Viking Boulevard Improvement Project
Wyoming, MN





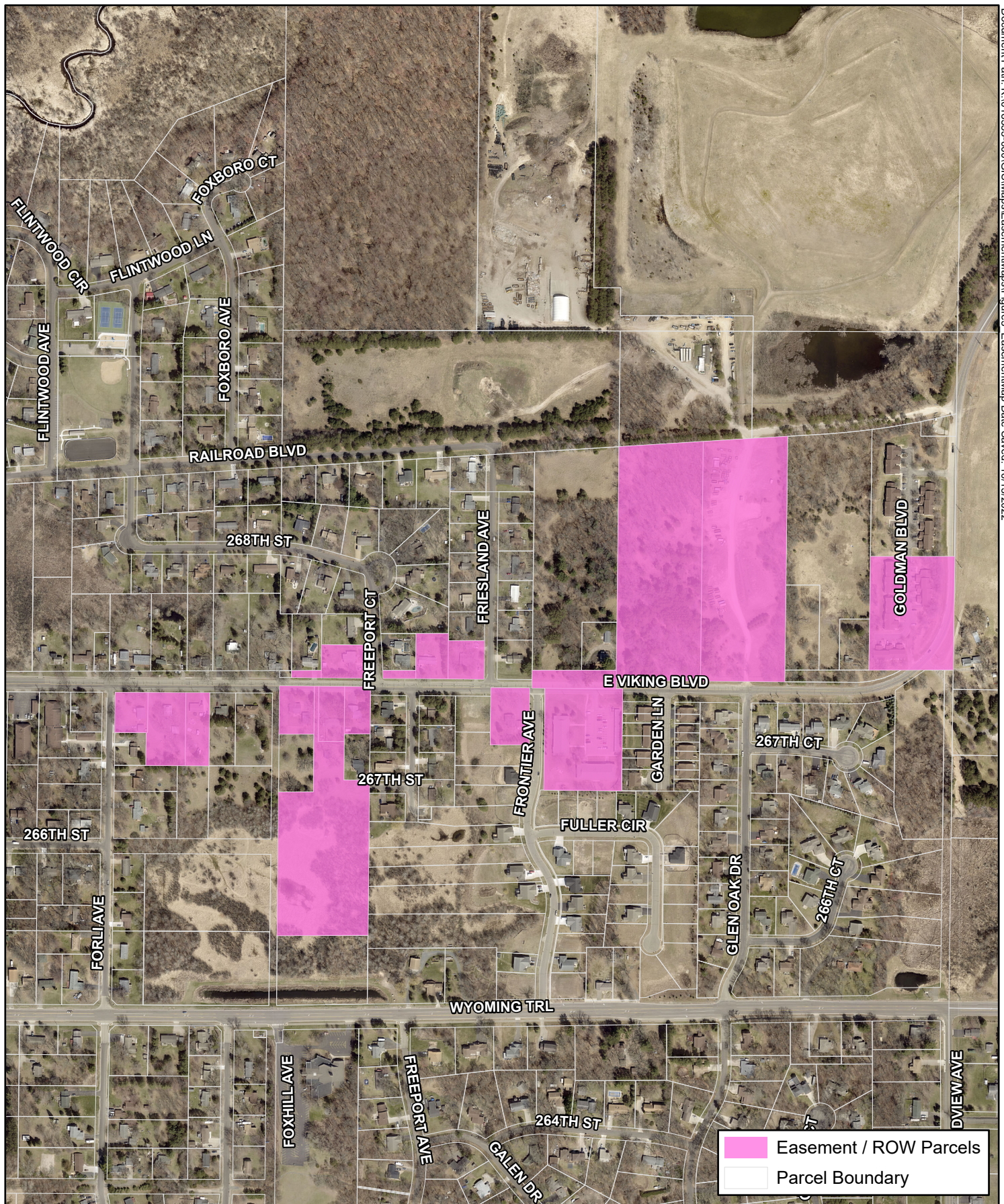


Figure 3 - Easement and Right of Way Needs
2023 East Viking Boulevard Improvement Project
Wyoming, MN



0 500
Feet
1 inch = 500 feet





Appendix B

Opinion of Probable Cost

OPINION OF PROBABLE COSTS 2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT PROJECT NO. 018553-000 WYOMING, MN OCTOBER 12, 2022						
No.	Mat. No.	Item	Units	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS						
1	2021.501	MOBILIZATION	L S	\$83,900.00	1	\$83,900.00
2	2021.601	CONTRACTOR COORDINATION	L S	\$1,000.00	1	\$1,000.00
3	2101.524	CLEARING	EACH	\$500.00	10	\$5,000.00
4	2101.524	GRUBBING	EACH	\$500.00	10	\$5,000.00
5	2104.502	REMOVE SIGN	EACH	\$50.00	20	\$1,000.00
6	2104.502	SALVAGE DRIVER FEEDBACK SIGN	EACH	\$1,500.00	1	\$1,500.00
7	2104.502	SALVAGE HYDRANT ASSEMBLY	EACH	\$1,500.00	5	\$7,500.00
8	2104.503	REMOVE CURB AND GUTTER	L F	\$3.50	7400	\$25,900.00
9	2104.503	SALVAGE FENCE	LF	\$15.00	100	\$1,500.00
10	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$5.00	900	\$4,500.00
11	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$8.00	100	\$800.00
12	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$5.00	600	\$3,000.00
13	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$3.50	17700	\$61,950.00
14	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$8.00	300	\$2,400.00
15	2104.518	REMOVE CONCRETE WALK	S F	\$2.50	14000	\$35,000.00
16	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$5,000.00	1	\$5,000.00
17	2106.504	GEOTEXTILE FABRIC TYPE V	S Y	\$1.50	2000	\$3,000.00
18	2106.507	EXCAVATION - COMMON (P)	C Y	\$25.00	10030	\$250,750.00
19	2106.507	EXCAVATION - MUCK	C Y	\$50.00	90	\$4,500.00
20	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$32.00	90	\$2,880.00
21	2112.601	SUBGRADE PREPARATION	ROAD STA	\$250.00	37.5	\$9,375.00
22	2123.610	1.5 CU YD BACK HOE	HOURL	\$200.00	10	\$2,000.00
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	100	\$15,000.00
24	2130.523	WATER	MGAL	\$40.00	100	\$4,000.00
25	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$28.00	6270	\$175,560.00
26	2331.501	JOINT ADHESIVE - MASTIC	L F	\$1.00	7900	\$7,900.00
27	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.50	900	\$3,150.00
28	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	\$40.00	400	\$16,000.00
29	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$95.00	1910	\$181,450.00
30	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$92.00	1910	\$175,720.00
31	2411.502	CONCRETE STAIRWAY	EACH	\$2,500.00	4	\$10,000.00
32	2411.603	MODULAR BLOCK RETAINING WALL	S F	\$65.00	600	\$39,000.00
33	2504.602	ADJUST CURB BOX	EACH	\$250.00	10	\$2,500.00
34	2504.602	ADJUST GATE VALVE AND BOX	EACH	\$500.00	16	\$8,000.00
35	2504.602	INSTALL HYDRANT ASSEMBLY	EACH	\$3,000.00	5	\$15,000.00
36	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$500.00	10	\$5,000.00
37	2505.601	UTILITY COORDINATION	L S	\$2,000.00	1	\$2,000.00
38	2521.518	6" CONCRETE WALK	S F	\$6.50	29000	\$188,500.00
39	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$18.00	7800	\$140,400.00
40	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$75.00	600	\$45,000.00
41	2531.618	TRUNCATED DOMES	S F	\$50.00	200	\$10,000.00
42	2540.602	MAIL BOX SUPPORT	EACH	\$100.00	10	\$1,000.00
43	2540.602	MAILBOX (TEMPORARY)	EACH	\$75.00	30	\$2,250.00
44	2557.602	REPAIR DOG FENCE	EACH	\$350.00	5	\$1,750.00
45	2557.603	INSTALL FENCE	L F	\$15.00	100	\$1,500.00
46	2563.601	TRAFFIC CONTROL	L S	\$10,000.00	1	\$10,000.00
47	2564.533	SIGN PANELS TYPE C	S F	\$45.00	90	\$4,050.00
48	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$250.00	20	\$5,000.00
49	2571.524	CONIFEROUS TREE 12' HT B&B	EACH	\$750.00	5	\$3,750.00
50	2571.524	DECIDUOUS TREE 3" CAL B&B	EACH	\$750.00	5	\$3,750.00
51	2573.502	SILT FENCE, TYPE MS	L F	\$3.00	4000	\$12,000.00
52	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$200.00	30	\$6,000.00
53	2573.503	SEDIMENT CONTROL LOG TYPE STRAW BIOROLL	L F	\$3.00	4000	\$12,000.00
54	2573.604	STABILIZED CONSTRUCTION ENTRANCE	L S	\$2,000.00	1	\$2,000.00
55	2574.507	COMMON TOPSOIL BORROW	C Y	\$32.00	900	\$28,800.00
56	2575.504	SODDING TYPE LAWN	S Y	\$10.00	8000	\$80,000.00

OPINION OF PROBABLE COSTS 2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT PROJECT NO. 018553-000 WYOMING, MN OCTOBER 12, 2022						
No.	Mat. No.	Item	Units	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS						
57	2575.523	RAPID STABILIZATION METHOD 3	M GALLONS	\$750.00	10	\$7,500.00
58	2575.535	WATER	M GALLONS	\$45.00	100	\$4,500.00
59	2575.605	FERTILIZER TYPE 3	POUND	\$3.00	400	\$1,200.00
60	2582.501	4" DBL SOLID LINE - PAINT	L F	\$1.25	3800	\$4,750.00
61	2582.501	4" SOLID LINE - PAINT	L F	\$0.50	7400	\$3,700.00
62	2582.518	CROSSWALK - PAINT	S F	\$5.00	300	\$1,500.00
63		INSTALL DRIVER FEEDBACK SIGN	EACH	\$2,500.00	1	\$2,500.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$1,761,135.00
+ 5% CONTINGENCIES						\$88,056.75
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$1,849,191.75
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$554,757.53
TOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$2,403,949.28

OPINION OF PROBABLE COSTS

2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

PROJECT NO. 018553-000

WYOMING, MN

OCTOBER 12, 2022

No.	Mat. No.	Item	Units	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
SCHEDULE B - SANITARY SEWER IMPROVEMENTS						
64	2104.502	REMOVE MANHOLE	EACH	\$500.00	2	\$1,000.00
65	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$10.00	400	\$4,000.00
66	2105.601	DEWATERING	L S	\$10,000.00	1	\$10,000.00
67	2451.603	AGGREGATE BEDDING	L F	\$25.00	400	\$10,000.00
68	2503.602	12"X4" PVC WYE	L F	\$550.00	4	\$2,200.00
69	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$2,000.00	2	\$4,000.00
70	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	\$500.00	4	\$2,000.00
71	2503.603	12" PVC PIPE SEWER	L F	\$70.00	400	\$28,000.00
72	2503.603	TELEWISE SANITARY SEWER	L F	\$3.00	400	\$1,200.00
73	2506.502	CASTING ASSEMBLY (SANITARY)	EACH	\$1,250.00	2	\$2,500.00
74	2506.602	CHIMNEY SEALS	EACH	\$350.00	10	\$3,500.00
75	2506.602	RECONSTRUCT MANHOLE (SANITARY)	EACH	\$2,500.00	5	\$12,500.00
76	2506.603	CONST 48" DIA SAN SEWER MANHOLE	L F	\$650.00	22	\$14,300.00
SUBTOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$95,200.00
+ 5% CONTINGENCIES						\$4,760.00
SUBTOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$99,960.00
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$29,988.00
TOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$129,948.00

OPINION OF PROBABLE COSTS

2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

PROJECT NO. 018553-000

WYOMING, MN

OCTOBER 12, 2022

No.	Mat. No.	Item	Units	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
SCHEDULE C - DRAINAGE IMPROVEMENTS						
77	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$500.00	20	\$10,000.00
78	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	680	\$6,800.00
79	2105.601	DEWATERING	L S	\$5,000.00	1	\$5,000.00
80	2451.603	AGGREGATE BEDDING	L F	\$25.00	400	\$10,000.00
81	2501.502	18" RC PIPE APRON	EACH	\$2,500.00	3	\$7,500.00
82	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$7,500.00	2	\$15,000.00
83	2501.502	51" SPAN RC PIPE-ARCH APRON	EACH	\$10,000.00	1	\$10,000.00
84	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$58.00	50	\$2,900.00
85	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$62.00	470	\$29,140.00
86	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$65.00	340	\$22,100.00
87	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$75.00	30	\$2,250.00
88	2503.503	27" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$85.00	50	\$4,250.00
89	2503.503	30" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$100.00	490	\$49,000.00
90	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$180.00	60	\$10,800.00
91	2503.503	51" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$300.00	20	\$6,000.00
92	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	\$2,000.00	4	\$8,000.00
93	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$2,000.00	14	\$28,000.00
94	2506.502	CASTING ASSEMBLY (STORM)	EACH	\$1,250.00	13	\$16,250.00
95	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,750.00	21	\$57,750.00
96	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	EACH	\$2,500.00	2	\$5,000.00
97	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	\$550.00	60	\$33,000.00
98	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	L F	\$750.00	30	\$22,500.00
99	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	L F	\$1,100.00	10	\$11,000.00
100	2506.602	CHIMNEY SEALS	EACH	\$300.00	10	\$3,000.00
101	2511.507	RANDOM RIPRAP CLASS III	C Y	\$200.00	40	\$8,000.00
SUBTOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$383,240.00
+ 5% CONTINGENCIES						\$19,162.00
SUBTOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$402,402.00
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$120,720.60
TOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$523,122.60

OPINION OF PROBABLE COSTS

2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

PROJECT NO. 018553-000

WYOMING, MN

OCTOBER 12, 2022

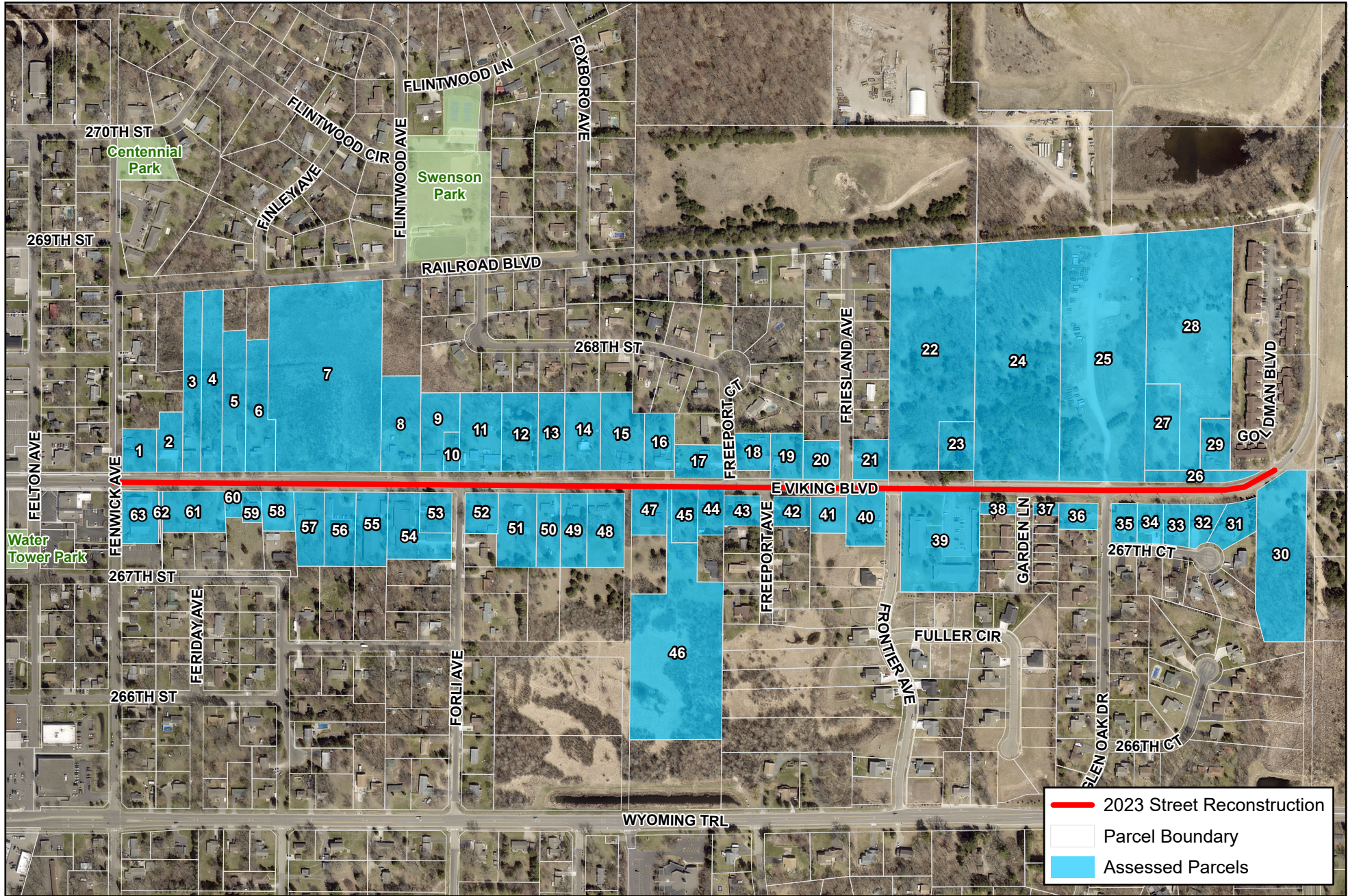
No.	Mat. No.	Item	Units	Estimated Unit Price	Total Estimated Quantity	Total Estimated Cost
SCHEDULE D - WATERMAIN IMPROVEMENTS						
102	2021.501	MOBILIZATION	L S	\$4,430.00	1	\$4,430.00
103	2504.602	16"x6" WET TAP	EACH	\$4,500.00	6	\$27,000.00
104	2504.602	HYDRANT	EACH	\$5,900.00	6	\$35,400.00
105	2504.602	6" GATE VALVE & BOX	EACH	\$2,000.00	6	\$12,000.00
106	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$100.00	60	\$6,000.00
107	2563.601	TRAFFIC CONTROL	L S	\$1,500.00	1	\$1,500.00
108	2573.502	SILT FENCE, TYPE MS	L F	\$3.00	200	\$600.00
109	2573.503	SEDIMENT CONTROL LOG TYPE STRAW BIOROLL	L F	\$3.00	500	\$1,500.00
110	2574.507	COMMON TOPSOIL BORROW	C Y	\$32.00	40	\$1,280.00
111	2575.505	SEEDING	ACRE	\$25,000.00	0.06	\$1,500.00
112	2575.508	SEED MIXTURE 25-121	POUND	\$5.00	10	\$50.00
113	2575.508	STABILIZED FIBER MATRIX	POUND	\$3.50	180	\$630.00
114	2575.535	WATER	M GALLONS	\$45.00	20	\$900.00
115	2573.505	FERTILIZER TYPE 3	POUND	\$5.00	20	\$100.00
SUBTOTAL SCHEDULE D - WATERMAIN IMPROVEMENTS						\$92,890.00
+ 5% CONTINGENCIES						\$4,644.50
SUBTOTAL SCHEDULE D - WATERMAIN IMPROVEMENTS						\$97,534.50
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$29,260.35
TOTAL SCHEDULE D - WATERMAIN IMPROVEMENTS						\$126,794.85



Appendix C

Assessment Map

Preliminary Assessment Roll



Assessment Map

2023 East Viking Boulevard Improvement Project
Wyoming, MN



0 500 Feet
1 inch = 502 feet

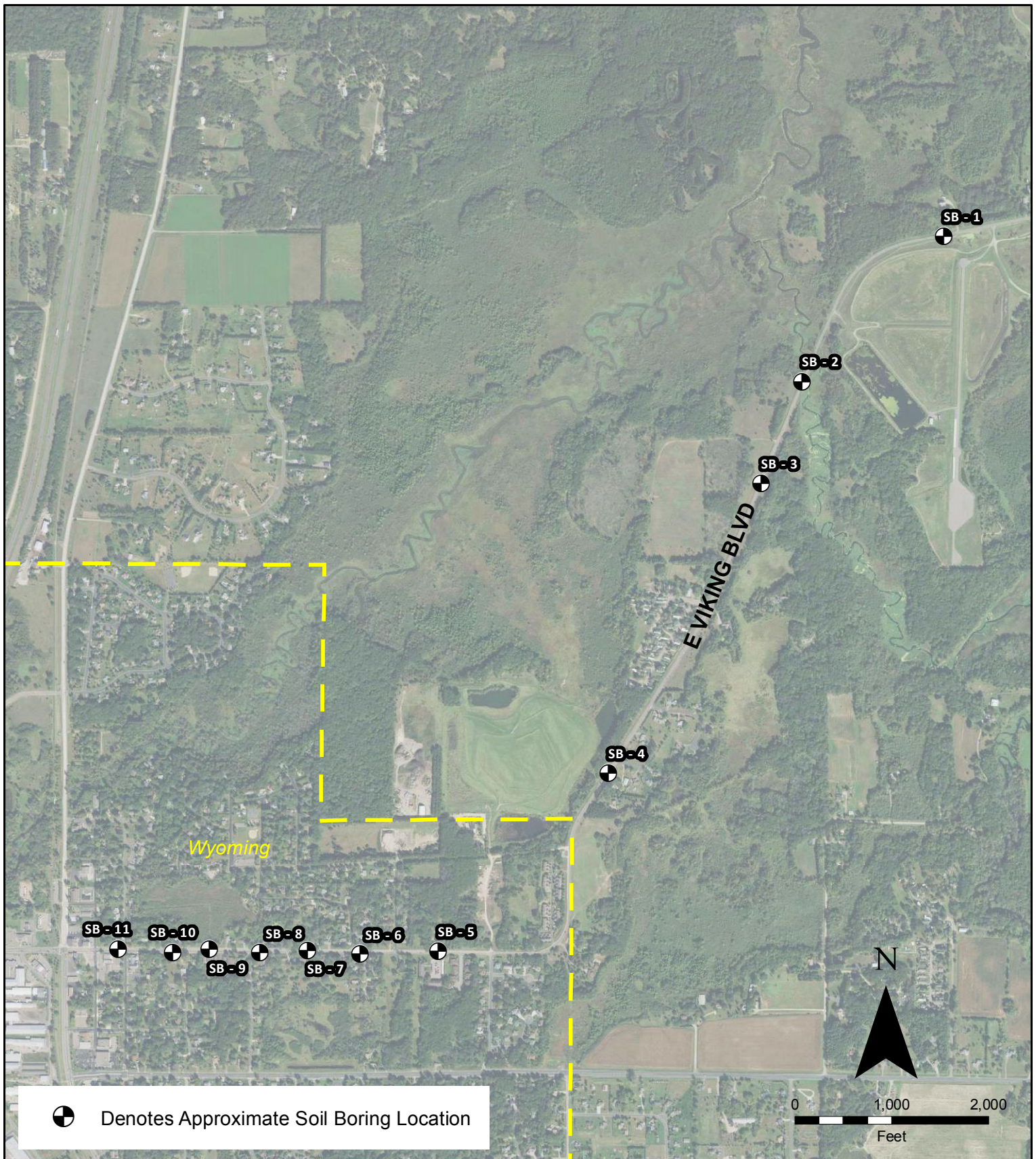


Preliminary Assessment Roll (Revised)																
WSB Project: 2023 East Viking Boulevard Improvements														Date:	9/10/2021	
Project Location: City of Wyoming														Revised:	10/31/2022	
WSB Project No.: R-018553-000														Printed:	10/31/2022	
Map ID	Property Owner Address				Property Address					PIN #	Land Use Description	Assessable Units	Method	Assessment Rate	Total Proposed Assessment	
1	MASTELLER THOMAS C	5440 E VIKING BLVD	WYOMING	MN	55092	5440 E VIKING BLVD	WYOMING	MN	55092	210010900	R3	1	UNIT	\$7,514.44	\$7,514.44	
2	ENGSTROM ANDREW J & SHURENE M	5478 E VIKING BLVD	WYOMING	MN	55092	5478 E VIKING BLVD	WYOMING	MN	55092	210011000	R3	1	UNIT	\$7,514.44	\$7,514.44	
3	CARDINAL KENNETH & CARDINAL FAY	5484 E VIKING BLVD	WYOMING	MN	55092	5484 E VIKING BLVD	WYOMING	MN	55092	210010300	R3	1	UNIT	\$7,514.44	\$7,514.44	
4	WEST DAVID J & CATHY S	PO BOX 332	WYOMING	MN	55092-0332	5500 E VIKING BLVD	WYOMING	MN	55092	210010400	R3	1	UNIT	\$7,514.44	\$7,514.44	
5	OLSON MICHAEL C & SANDRA M	5512 E VIKING BLVD	WYOMING	MN	55092	5512 E VIKING BLVD	WYOMING	MN	55092	210010500	R3	1	UNIT	\$7,514.44	\$7,514.44	
6	JASKOWIAK STUART A	5534 E VIKING BLVD	WYOMING	MN	55092	5534 E VIKING BLVD	WYOMING	MN	55092	210010800	R3	1	UNIT	\$7,514.44	\$7,514.44	
7	CITY OF WYOMING									210010200	R3	0	UNIT	\$7,514.44	\$0.00	
8	HINDS ANDREA & SAMPERS MATTHEW	5634 E VIKING BLVD	WYOMING	MN	55092	5634 E VIKING BLVD	WYOMING	MN	55092	210009900	R3	1	UNIT	\$7,514.44	\$7,514.44	
9	ZICOPULA ZACHARY A	5648 E VIKING BLVD	WYOMING	MN	55092	5648 E VIKING BLVD	WYOMING	MN	55092	210009600	R3	1	UNIT	\$7,514.44	\$7,514.44	
10	VADNER AMANDA M	5670 E VIKING BLVD	WYOMING	MN	55092	5670 E VIKING BLVD	WYOMING	MN	55092	210009700	R3	1	UNIT	\$7,514.44	\$7,514.44	
11	NORTON ADAM & JACLYN	5692 E VIKING BLVD	WYOMING	MN	55092	5692 E VIKING BLVD	WYOMING	MN	55092	210009100	R3	1	UNIT	\$7,514.44	\$7,514.44	
12	SYCKS GARY W & CHRISTINE K	PO BOX 217	WYOMING	MN	55092-0217	5710 E VIKING BLVD	WYOMING	MN	55092	210009200	R3	1	UNIT	\$7,514.44	\$7,514.44	
13	JAMBOR BRIAN A	5734 E VIKING BLVD	WYOMING	MN	55092	5734 E VIKING BLVD	WYOMING	MN	55092	210009500	R3	1	UNIT	\$7,514.44	\$7,514.44	
14	DEEGAN GARY J & SHEILA R JOHNSON	5762 E VIKING BLVD	WYOMING	MN	55092	5762 E VIKING BLVD	WYOMING	MN	55092	210010000	R3	1	UNIT	\$7,514.44	\$7,514.44	
15	PROSSER MICHAEL D & STACEY A	5802 E VIKING BLVD	WYOMING	MN	55092	5802 E VIKING BLVD	WYOMING	MN	55092	210010100	R3	1	UNIT	\$7,514.44	\$7,514.44	
16	MORRIS ROGER A	5832 E VIKING BLVD	WYOMING	MN	55092	5832 E VIKING BLVD	WYOMING	MN	55092	210008400	R3	1	UNIT	\$7,514.44	\$7,514.44	
17	TERRY THOMAS L & PENNY J	26752 FREEPORT CT	WYOMING	MN	55092	26752 FREEPORT CT	WYOMING	MN	55092	210056100	R3	0	UNIT	\$7,514.44	\$0.00	
18	KOPPY KEITH & RAMONA R	PO BOX 191	WYOMING	MN	55092-0191	5894 E VIKING BLVD	WYOMING	MN	55092	210008300	R3	0	UNIT	\$7,514.44	\$0.00	
19	LOEPPKY RYAN J AND & JESSICA A CERNIUS	5910 VIKING BLVD	WYOMING	MN	55092	5910 E VIKING BLVD	WYOMING	MN	55092	210008310	R3	1	UNIT	\$7,514.44	\$7,514.44	
20	FILLA HELEN	5940 E VIKING BLVD	WYOMING	MN	55092	5940 E VIKING BLVD	WYOMING	MN	55092	210007400	R3	0	UNIT	\$7,514.44	\$0.00	
21	CARTER ROBERT E & MARY L	26755 FRIESLAND AVE	WYOMING	MN	55092	26755 FRIESLAND AVE	WYOMING	MN	55092	210058900	R3	0	UNIT	\$7,514.44	\$0.00	
22	CAMERON & MARGARET STRAND FAMILY TRUST	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025-0145					210007010	R3	1	UNIT	\$7,514.44	\$7,514.44	
23	DINA JOSEPH A	6044 E VIKING BLVD	WYOMING	MN	55092	6044 E VIKING BLVD	WYOMING	MN	55092	210007000	R3	1	UNIT	\$7,514.44	\$7,514.44	
24	CAMERON & MARGARET STRAND FAMILY TRUST	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025-0145					210006900	R3	3	UNIT	\$7,514.44	\$22,543.32	
25	STRAND CAMERON E	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025					210006600	R6	3	UNIT	\$7,514.44	\$22,543.32	
26	CITY OF WYOMING									210037438	R6	0	UNIT	\$7,514.44	\$0.00	
27	VOGEL CHARLES F	17209 145TH AVE	MILACA	MN	56353	6168 E VIKING BLVD	WYOMING	MN	55092	210006200	R6	0	UNIT	\$7,514.44	\$0.00	
28	VOGEL CHARLES F	6168 E VIKING BLVD	WYOMING	MN	55092					210006100	R6	0	UNIT	\$7,514.44	\$0.00	
29	TAX FORFEITED LAND READY FOR APPRAISAL	313 N MAIN ST	CENTER CITY	MN	55012	6190 E VIKING BLVD	WYOMING	MN	55092	210006300	R6	0	UNIT	\$7,514.44	\$0.00	
30	RABEL LAWRENCE & ELINOR K	6210 WYOMING TRL	WYOMING	MN	55092	6210 WYOMING TRL	WYOMING	MN	55092	210006520	R3	0	UNIT	\$7,514.44	\$0.00	
31	LEVIN NICHOLAS SCOTT & KRISTINA KATLYN	6216 267TH CT	WYOMING	MN	55092	6216 267TH CT	WYOMING	MN	55092	210037414	R3	0	UNIT	\$7,514.44	\$0.00	
32	PROVIDE CARE INC	4722 ISANTI TR	NORTH BRANCH	MN	55056-0538	6210 267TH CT	WYOMING	MN	55092	210037413	R3	0	UNIT	\$7,514.44	\$0.00	
33	HAGE ALLEN J & HAGE SAMANTHA J	6192 267TH CT	WYOMING	MN	55092	6192 267TH CT	WYOMING	MN	55092	210037412	R3	0	UNIT	\$7,514.44	\$0.00	
34	O'DELL KEVIN	6184 267TH CT	WYOMING	MN	55092	6184 267TH CT	WYOMING	MN	55092	210037411	R3	0	UNIT	\$7,514.44	\$0.00	
35	MARTIN BRADLEY C & CHRISTINE	6162 267TH CT	WYOMING	MN	55092	6162 267TH CT	WYOMING	MN	55092	210037410	R3	0	UNIT	\$7,514.44	\$0.00	
36	ZAUNER GARY B & ANNA E	26724 GLEN OAK DR	WYOMING	MN	55092	26724 GLEN OAK DR	WYOMING	MN	55092	210037400	R3	0	UNIT	\$7,514.44	\$0.00	
37	PETERSON JAMES GORDON & PATRICIA ANN PETERSON	26735 GARDEN LN	WYOMING	MN	55092	26735 GARDEN LN	WYOMING	MN	55092	210064700	R6	0	UNIT	\$7,514.44	\$0.00	
38	CULLY JENNIFER LYNN	26736 GARDEN LN	WYOMING	MN	55092	26736 GARDEN LN	WYOMING	MN	55092	210064709	R6	0	UNIT	\$7,514.44	\$0.00	
39	OAKRIDGE APARTMENTS LLC	56 E BROADWAY AVE NO 200	FOREST LAKE	MN	55025	6001 E VIKING BLVD	WYOMING	MN	55092	210009000	R6	2.5	UNIT	\$7,514.44	\$18,786.10	
40	GIERKE ROGER & NANCY GIERKE	5963 E VIKING BLVD	WYOMING	MN	55092-9207	5963 E VIKING BLVD	WYOMING	MN	55092	210008500	R6	1	UNIT	\$7,514.44	\$7,514.44	
41	DANNER FAMILY LIMITED PARTNERSHIP	843 HARDMAN AVE S	SOUTH SAINT PAUL	MN	55075	5939 E VIKING BLVD	WYOMING	MN	55092	210007701	R4	2	UNIT	\$7,514.44	\$15,028.88	
42	SARRACCO JOHN P & SHANNON S	26179 GALEN DR	WYOMING	MN	55092	26745 FREEPORT AVE	WYOMING	MN	55092	210057100	R3	0	UNIT	\$7,514.44	\$0.00	
43	BERND CYNTHIA & BERND STEPHEN	26746 FREEPORT AVE	WYOMING	MN	55092	26746 FREEPORT AVE	WYOMING	MN	55092	210057500	R3	0	UNIT	\$7,514.44	\$0.00	
44	PAPE GERALD CARL & SHIRLEY A	5869 E VIKING BLVD	WYOMING	MN	55092	5869 E VIKING BLVD	WYOMING	MN	55092	210007520	R3	1	UNIT	\$7,514.44	\$7,514.44	
45	JOHNSON DANIEL J	5843 E VIKING BLVD	WYOMING	MN	55092	5843 E VIKING BLVD	WYOMING	MN	55092	210007600	R3	1	UNIT	\$7,514.44	\$7,514.44	
46	JOHNSON DANIEL J	5843 E VIKING BLVD	WYOMING	MN	55092					210007510	R3	1	UNIT	\$7,514.44	\$7,514.44	
47	CTW GROUP INC	4820 MINNETONKA BLVD FLOOR 3	ST LOUIS PARK	MN	55416	5831 E VIKING BLVD	WYOMING	MN	55092	210008200	R3	1	UNIT	\$7,514.44	\$7,514.44	
48	FRATTALONE DEVON D	5765 EAST VIKING BLVD	WYOMING	MN	55092	5765 E VIKING BLVD	WYOMING	MN	55092	210035700	R4	1	UNIT	\$7,514.44	\$7,514.44	
49	ROEHRICK RENEE E	5761 E VIKING BLVD	WYOMING	MN	55092	5761 E VIKING BLVD	WYOMING	MN	55092	210035810	R4	1	UNIT	\$7,514.44	\$7,514.44	
50	BRIDGEMAN DUANE A	5735 EAST VIKING BLVD	WYOMING	MN	55092	5735 E VIKING BLVD	WYOMING	MN	55092	210035800	R4	1	UNIT	\$7,514.44	\$7,514.44	
51	HAVENS KENNETH J	5715 VIKING BLVD	WYOMING	MN	55092	5715 E VIKING BLVD	WYOMING	MN	55092	210035900	R4	1	UNIT	\$7,514.44	\$7,514.44	
52	BOUDIN JOHN R & VALERIE	5703 E VIKING BLVD	WYOMING	MN	55092	5703 E VIKING BLVD	WYOMING	MN	55092	210036000	R4	1	UNIT	\$7,514.44	\$7,514.44	
53	WETTERLING JAMES R & DAWN L	5649 E VIKING BLVD	WYOMING	MN	55092	5649 E VIKING BLVD	WYOMING	MN	55092	210034600	R6	1	UNIT	\$7,514.44	\$7,514.44	
54	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5635 E VIKING BLVD	WYOMING	MN	55092	210034800	R6	0	UNIT	\$7,514.44	\$0.00	
55	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5613 E VIKING BLVD	WYOMING	MN	55092	210034700	R6	2.5	UNIT	\$7,514.44	\$18,786.10	
56	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5595 E VIKING BLVD	WYOMING	MN	55092	210034900	R6	2.5	UNIT	\$7,514.44	\$18,786.10	
57	RUBEN WILLIAM JOHN & KAREN E	5571 E VIKING BLVD	WYOMING	MN	55092	5571 E VIKING BLVD	WYOMING	MN	55092	210035000	R6	1	UNIT	\$7,514.44	\$7,514.44	
58	WYOMING AREA CREATIVE ARTS COMMUNITY INC	PO BOX 608	WYOMING	MN	55092					210012100	R6	1	UNIT	\$7,514.44	\$7,514.44	
59	WYOMING AREA CREATIVE ARTS COMMUNITY INC	PO BOX 608	WYOMING	MN	55092	5521 E VIKING BLVD	WYOMING	MN	55092	210011500	R6	1	UNIT	\$7,514.44	\$7,514.44	
60	KUSY JEROME	PO BOX 1352	STAFFORD	VA	22555	5507 E VIKING BLVD	WYOMING	MN	55092	210011400	R6	1	UNIT	\$7,514.44	\$7,514.44	
61	GATZOW NEIL H	5481 E VIKING BLVD	WYOMING	MN	55092	5481 E VIKING BLVD	WYOMING	MN	55092	210011800	R6	2	UNIT	\$7,514.44	\$15,028.88	
62	WYOMING UNITED METH CHURCH	PO BOX 247	WYOMING	MN	55092-0247					210011700	R6	0	UNIT	\$7,514.44	\$0.00	
63	WYOMING UNITED METH CHURCH	PO BOX 247	WYOMING	MN	55092-0247	5459 E VIKING BLVD	WYOMING	MN	55092	210025900	R6	1	UNIT	\$7,514.44	\$7,514.44	
TOTAL 2023 EAST VIKING BOULEVARD STREET IMPROVEMENT PROJECT - STREET RECONSTRUCTION															\$386,993.66	



Appendix D

Geotechnical Evaluation



SOIL BORING EXHIBIT

GEOTECHNICAL REPORT
EAST VIKING BOULEVARD
WYOMING, MINNESOTA



WSB # 02591-370

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 900.2 ft

BORING NUMBER PB 1

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 881.8 ft

BORING NUMBER PB 2

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 887.4 ft

BORING NUMBER PB 3

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 894.3 ft

BORING NUMBER PB 4

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 915.6 ft

BORING NUMBER PB 5

PAGE 1 OF 1

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 906.6 ft

BORING NUMBER PB 6

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 906.6 ft

BORING NUMBER PB 7

PAGE 1 OF 1

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

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

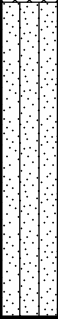
LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 902.2 ft

BORING NUMBER PB 8

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
1	901	 ASPHALT 0 - 5 1/4" AGGREGATE BASE 5 1/4" - 13 1/2"					Pavement Section	18		1	SB					
2	900						FILL									
3	899															
4	898	 FILL, mixture of Sand with Silt and Silty Sand, brown and dark brown						10	2	SB						
5	897															
6	896															
7	895	 SILTY SAND, brown, wet, loose				SM	Coarse Alluvium	10	3	SB						
8	894															
9	893															
10	892															
11	891															
12	890	End of Boring 11.0 ft.														
13	889															
14	888															
15	887															
16	886															
17	885															
18	884															
19	883															

WATER LEVEL MEASUREMENTS							START: 6/08/2016		END: 6/08/2016		
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD	Crew Chief:		Logged By:	
								J. Tatro		DAJ	
6/08/2016	12:05 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'	Notes:			

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 895.7 ft

BORING NUMBER PB 9

PAGE 1 OF 1

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

WATER LEVEL MEASUREMENTS

START: 6/08/2016

END: 6/08/2016

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 901.4 ft

BORING NUMBER PB 10

PAGE 1 OF 1

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

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

LOG OF TEST BORING

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

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 901.3 ft

BORING NUMBER PB 11

PAGE 1 OF 1

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

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



Technical Memorandum

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

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

Date: *April 28, 2016*

Re: *Pavement Coring Forensic Report*

Introduction

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

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



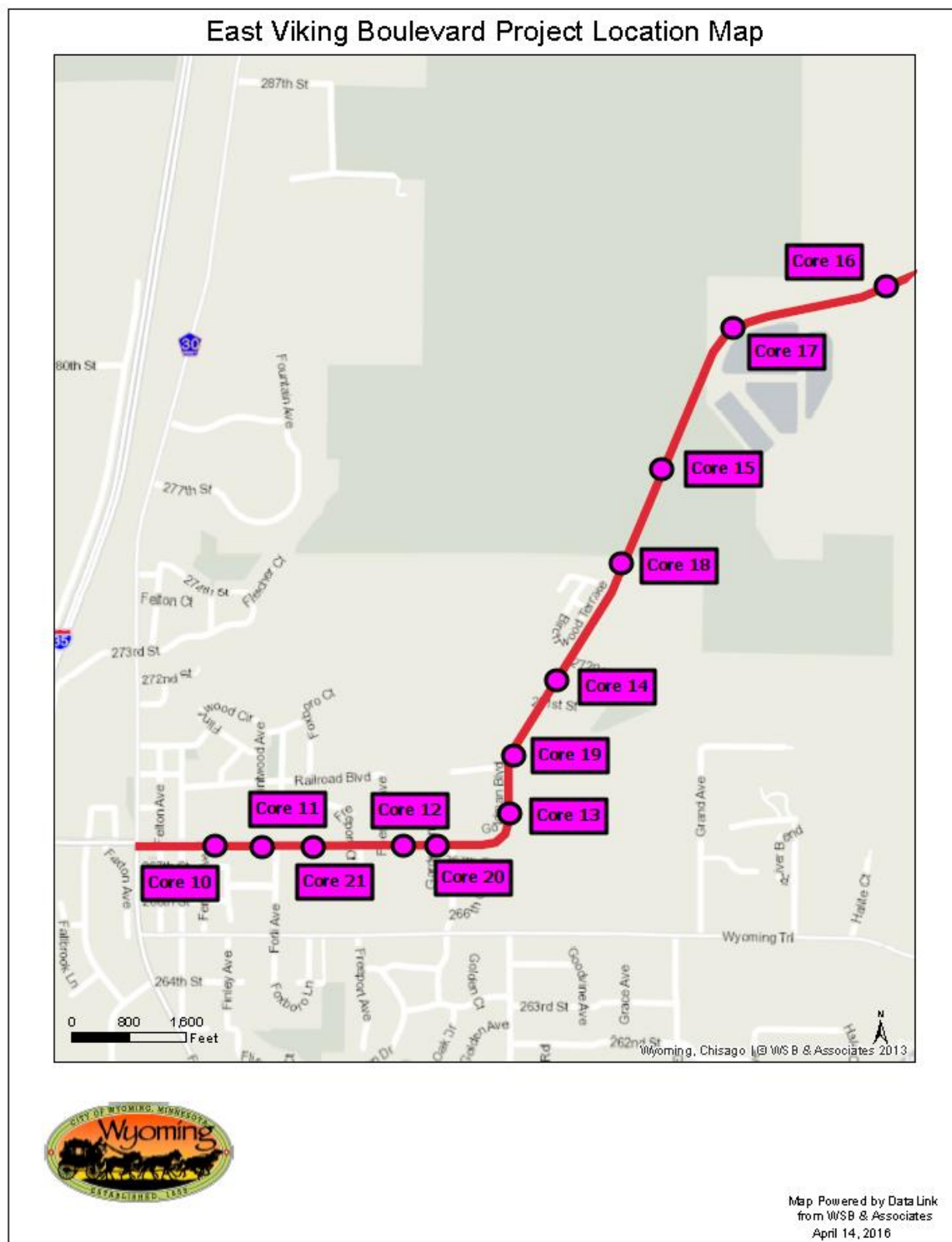


Figure 1: Pavement Core Locations

Table 1: Pavement Core Locations

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

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

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

Summary of Findings

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

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

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

Mr. Jason Windingstad
April 28, 2016

Appendix A

Wyoming Pavement Coring Pictures





Mr. Jason Windingstad
April 28, 2016







Mr. Jason Windingstad
April 28, 2016



Mr. Jason Windingstad
April 28, 2016





Mr. Jason Windingstad
April 28, 2016





Mr. Jason Windingstad
April 28, 2016



RESOLUTION NO. 22-11-99

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION RECEIVING THE REVISED FEASIBILITY REPORT FOR THE 2023
EAST VIKING BOULEVARD IMPROVEMENT PROJECT**

WHEREAS, pursuant to resolution of the Council adopted August 4, 2021, a report was prepared by WSB; and

WHEREAS, pursuant to authorization of the Council October 4, 2022, a revised report was prepared by WSB, with reference to the improvement of the following:

Street Reconstruction:

- East Viking Boulevard – Fenwick Avenue to Glen Oak Drive

Watermain Improvements:

- East Viking Boulevard – Hydrants and Gate Valves from Railroad Boulevard to West Polaris Access; and

WHEREAS, it is proposed to construct the proposed improvements as described in the revised feasibility report dated October 18, 2022, prepared by WSB, along the above-referenced roadway and to assess benefited properties for all or a portion of the improvements, pursuant to Minnesota Statutes, Chapter 429.

WHEREAS, the City Council has been advised by the City Engineer that said street improvements are feasible, and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by Council, and filed with the City Clerk on October 18, 2022, and revised October 31, 2022; and

WHEREAS, the City Council approves minor revisions to the feasibility report presented on November 15, 2022, with revisions adjusting assessable units in the preliminary assessment roll, all of whom were notified of the public hearing in accordance with MN Statute.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wyoming that the revisions made to the feasibility report dated October 31, 2022, is approved as revised.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15TH DAY
OF NOVEMBER, 2022.**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: November 9, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Delinquent Utility Bills

Method: Consent

Background Information:

The City Of Wyoming sends out quarterly and yearly utility bills for sewer, water and surface water management. Quarter 2 (April-July) bills were due on August 30, 2022. On October 1, 2022, the City sent out delinquent letters to all residents who had a pending balance of \$25.00 or more as of 10/1/22. Residents had until November 11, 2022 to pay this delinquent balance. The accounts included in the attached report are the ones that still have a delinquent balance of \$25.00 or more. Staff will be providing a final updated list for Council on Tuesday, November 15th, 2022.

Recommendation:

Certify the unpaid delinquent utility amounts and city services invoices on the attached list to 2023 property tax collection.



October 1, 2022

Re: Delinquent City Services

Account #

Service Address -

Parcel ID -

Delinquent Amount: \$0.00

Please detach and return this upper portion with your payment

You are receiving this letter because your account has become delinquent. The City of Wyoming encourages its customers to remain up-to-date in the payment of their utility bills. When accounts are flagged as delinquent, they may be certified to Chisago County to be collected with your property taxes.

As of October 1, 2022, your city services account was flagged as delinquent. The eligible amount - \$0.00 will be certified to your 2023 property taxes unless it is paid off by November 11, 2022. A \$15.00 administrative certification fee will be added to your delinquent balance if we do not receive this delinquent payment.

To see a breakdown of your delinquent balance, go to www.wyomingmn.org/utilitybilling, click on "View Your Utility Account Here", and search for your property via your account number - #

This letter serves as your final notice that if your delinquent balance is not paid in full by 4:30 pm on Friday, November 11, 2023, it will be sent to the County for collection with your 2023 property taxes.

The City Council will consider final action on all delinquent accounts during their regular Council meeting on November 15, 2022 at 7:00 pm. A written appeal may be made to the City Administrator. Please send your appeal to City Of Wyoming, Attn: City Administrator, PO Box 188, Wyoming, MN 55092.

We sincerely hope that you choose to make your delinquent payment in a timely manner. It is in the best interest of the City of Wyoming and its property owners to avoid the special assessment process. Please submit your payment to:

City of Wyoming	Make checks payable to City of Wyoming
Attn: Utility Billing	We accept cash, check, credit/debit cards*, checking/savings bank accounts*
PO Box 188	To pay online*, go to www.wyomingmn.org/utilitybilling
Wyoming, MN 55092	*Transaction fees are associated with these types of payments

If you have any questions, contact us at 651-462-0575 or wyoming@wyomingmn.org. If payment has recently been made, please disregard this letter. Thank you for your prompt attention to this matter.

Sincerely,
Jenny Olson
City Of Wyoming Utility Billing Clerk
651-462-0575
jolson@wyomingmn.org

Delinquent Tax List

Tuesday, November 15, 2022

Account #	Parcel Number	Service Address	Delq Tax Amount
23	21.11029.57	24139 GREENWAY RD	\$332.50
61	21.10830.67	7036 258TH ST	\$34.02
73	21.10830.08	25990 GRANADA AVE	\$25.20
93	21.10674.01	24689 HAMLET AVE	\$38.22
94	21.10674.02		\$33.81
95	21.10343.03	7261 WYOMING TRL	\$33.81
130	21.10368.00	7818 PIONEER RD	\$33.60
196	21.10034.00	7847 295TH ST	\$42.42
200	21.10673.00	7078 LAKE BLVD	\$33.60
213	21.10343.04		\$29.40
225	21.10370.00	26108 KENDALL LN	\$25.20
238	21.10660.00	7039 LAKE BLVD	\$33.60
249	21.10557.00	6130 250TH ST	\$25.20
271	21.10331.00	7022 WYOMING TRL	\$34.02
272	21.10377.00	7724 PIONEER RD	\$25.20
277	21.10696.00		\$37.80
304	21.10329.00	26521 GRAND AVE	\$33.60
340	21.10569.00	25208 GOODVIEW AVE	\$33.60
346	21.11034.79	4729 252ND ST	\$25.20
349	21.11125.32	5645 250TH ST	\$33.60
359	21.10076.00	7098 295TH ST	\$34.02
387	21.10259.00	8251 275TH ST	\$42.42
389	21.10261.00		\$33.81
390	21.10258.00		\$33.81
394	21.10032.20	29695 INNSBROOK AVE	\$33.60
407	21.10701.40	24749 HEATH AVE	\$25.20
413	21.11034.64	25335 EUREKA AVE	\$42.00
481	21.10651.00	5868 245TH ST	\$34.02
499	21.11118.00	25554 FOREST BLVD	\$25.20
526	21.10559.00	25290 GOODVIEW AVE	\$25.20
563	21.10717.81	7500 244TH ST	\$29.40
577	21.10717.75	24420 HOLM OAK AVE	\$42.42
625	21.10717.57	7814 242ND ST	\$25.20
642	21.10717.52	24349 HOLM OAK AVE	\$42.42
670	21.10717.40	24134 HELIUM CT	\$25.20
684	21.10717.34	7694 242ND ST	\$29.40
727	21.10717.13	24000 HELIUM CT	\$29.40
781	21.10845.82	6505 255TH ST	\$33.60
790	21.10830.77	7025 258TH ST	\$42.42
792	21.10821.50	6578 260TH ST	\$34.02
807	21.10821.26	6602 262ND ST	\$25.20
819	21.10314.10	26551 HALITE CT	\$34.02
824	21.11125.74	5695 245TH ST	\$33.60

828	21.11128.29	6470 264TH ST	\$34.02
831	21.10353.00	7978 269TH ST	\$25.20
871	21.10967.84	25093 ETHAN AVE	\$34.02
879	21.10264.00	8004 275TH ST	\$34.02
890	21.10311.00	4700 E VIKING BLVD	\$25.20
892	21.10662.30	24551 GREENWAY AVE	\$34.02
918	21.11132.10	6326 260TH ST	\$25.20
962	21.11125.34	24996 FONDANT AVE	\$25.20
994	21.11150.09	25190 GALAXY AVE	\$33.60
995	21.10821.34	26340 GRANADA AVE	\$42.42
1010	21.10830.30	25682 GRAMFORD AVE	\$25.20
1030	21.10555.00	25091 FOREST BLVD	\$34.02
1034	21.11039.00	6444 272ND CT	\$33.60
1044	21.10829.82	8186 257TH ST	\$33.60
1049	21.11045.05	6344 255TH ST	\$25.20
1051	21.10347.20	8300 WYOMING TRL	\$491.73
1052	21.10272.10		\$1,019.76
1061	21.10648.00	5526 240TH ST	\$34.02
1087	21.10527.00	6351 260TH ST	\$34.02
1089	21.10352.00	7930 WYOMING TRL	\$25.20
1135	21.10133.40	28361 FOREST BLVD	\$34.02
1137	21.11125.11	4588 242ND ST	\$33.60
1156	21.10617.00	24340 FALLBROOK AVE	\$34.02
1158	21.11069.01	6720 GREENWAY LN	\$25.20
1167	21.10782.14	7749 PIONEER RD	\$25.20
1170	21.10498.00	25381 W COMFORT DR	\$34.02
1198	21.10363.00	7790 PIONEER RD	\$25.20
1211	21.11128.03	25664 GUSTAVUS CT	\$25.20
1215	21.10348.00	7848 WYOMING TRL	\$33.60
1216	21.10356.00		\$30.94
1217	21.10354.00		\$29.82
1223	21.10723.00	24108 HEATH AVE	\$34.02
1249	21.10830.06	25804 GRAFTON AVE	\$25.20
1269	21.10652.00	5850 245TH ST	\$33.60
1271	21.10610.20	24898 FALLBROOK AVE	\$34.02
1287	21.11084.79	26093 GREENE AVE	\$25.20
1289	21.11084.78		\$25.20
1321	21.11132.07	26106 GOOD VALLEY RD	\$34.02
1362	21.10347.10	8095 WYOMING TRL	\$34.02
1368	21.10625.00	4530 242ND ST	\$34.02
1397	21.10821.03	26242 GRANADA AVE	\$34.02
1403	21.11150.04	25299 GALAXY AVE	\$42.21
1408	21.10151.00	7976 E VIKING BLVD	\$34.02
1435	21.10118.00	28186 KETTLE RIVER BLVD	\$34.02
1436	21.10128.00 & 21.10132.00		\$33.60
1437	21.10116.00		\$33.60
1458	21.10821.21	6615 263RD ST	\$25.20

1470	21.11115.10	25048 FIREFLY AVE	\$25.20
1542	21.11125.58	24583 FONDANT AVE	\$25.20
1564	21.11125.77	24434 FAWN TRL	\$34.02
1574	21.10044.00	29905 & 29901 HEMINGWAY	\$25.20
1575	21.10043.00	29955 HEMINGWAY AVE	\$25.20
1596	21.11128.09	25631 GUSTAVUS CT	\$34.02
1606	21.10053.00	7560 295TH ST	\$25.20
1648	21.10056.00	29470 HOMESTEAD AVE	\$33.60
1711	21.10511.00	25444 IRIS AVE	\$34.02
1784	21.10830.03	25900 GRAFTON AVE	\$34.02
1788	21.10697.00	7152 N SHORE TRL	\$34.02
1817	21.10830.26	25554 GRAMFORD AVE	\$34.02
1823	21.10620.20	24640 FALLBROOK AVE	\$33.60
1827	21.10845.37	24817 FIELD AVE	\$25.20
1831	21.10657.00		\$25.83
1846	21.10582.40	25950 EMERALD AVE	\$42.42
1854	21.10510.03	7734 250TH ST	\$37.80
1858	21.10821.91	25712 W COMFORT DR	\$25.20
1885	21.10714.00	24745 HAZEL AVE	\$25.20
1925	21.10621.00	24491 FALLBROOK AVE	\$25.20
1972	21.10692.00	6730 N SHORE TRL	\$42.42
1981	21.11069.10	6940 GREENWAY LN	\$34.02
1993	21.10033.10	29588 INNSBROOK AVE	\$25.20
2038	21.10824.00	25920 E COMFORT DR	\$33.60
2045	21.10783.00	4304 E VIKING LN	\$34.02
2047	21.10045.00	29875 HEMINGWAY AVE	\$33.60
2049	21.11145.00	28490 FOREST BLVD	\$34.02
2078	21.11038.00	7142 LAKE BLVD	\$34.02
2083	21.11029.46	24245 & 24249 GREENWAY A'	\$96.74
2091	21.11129.10	29254 HILLCREST DR	\$33.60
2159	21.10648.30	5658 240TH ST	\$42.42
2160	21.10821.28	6682 263RD ST	\$34.02
2171	21.11125.23	4947 EVERGREEN RD	\$34.02
2173	21.11126.01	24421 FALLBROOK AVE	\$33.60
2368	21.00134.10 & 21.00446.00	6233 WYOMING TRL	\$33.60
2451	21.00191.00	5410 E VIKING BLVD	\$1,534.93
2676	21.00589.29	5460 260TH ST	\$1,321.02
2759	21.00715.14	25954 GLEN OAK DR	\$1,492.36
2887	21.00447.88	5845 259TH ST	\$296.91
2896	21.00585.00	26841 FRIESLAND AVE	\$1,029.40
2901	21.00074.10	26764 FRIESLAND AVE	\$1,498.15
2962	21.00710.06	5795 FOXBORO LN	\$419.12
2997	21.00531.00	26968 FOXBORO AVE	\$46.02
3012	21.00468.01	26471 FOXBORO AVE	\$1,297.10
3013	21.00468.07	26454 FOXBORO AVE	\$414.44
3039	21.00365.10	26545 FORLI AVE	\$274.01
3055	21.00003.00	27493 FOREST BLVD	\$859.22

3060	21.00194.00	26795 FOREST BLVD	\$47.17
3073	21.00716.35	5830 FOREST BOULEVARD TRI	\$1,666.34
3088	21.00716.40	5906 FOREST BOULEVARD TRI	\$634.96
3097	21.00374.11	6184 267TH CT	\$861.77
3099	21.00716.44	5936 FOREST BOULEVARD TRI	\$492.53
3127	21.00716.34	5844 FOREST BOULEVARD TRI	\$1,714.96
3147	21.00715.92	6149 258TH ST	\$647.44
3192	21.00488.00	27014 FLINTWOOD AVE	\$1,563.12
3202	21.00503.00	26912 FINLEY AVE	\$1,015.08
3232	21.00306.00	26338 FINLEY AVE	\$493.83
3233	21.00315.00	26337 FINLEY AVE	\$581.46
3241	21.00276.00	26675 FERIDAY AVE	\$1,174.53
3262	21.00109.20	26825 FENWICK AVE	\$1,438.64
3278	21.00269.00	26683 FENWICK AVE	\$1,388.66
3285	21.00291.00	26595 FENWICK AVE	\$884.90
3307	21.00165.00	26918 FELTON AVE	\$709.05
3338	21.00716.58	6088 FOREST BOULEVARD TRI	\$1,448.78
3369	21.00596.00	26559 EVERTON CIR	\$405.31
3384	21.00603.00	26517 EVERTON CIR	\$858.24
3396	21.00083.10	5910 E VIKING BLVD	\$1,112.44
3429	21.00346.00	5649 E VIKING BLVD	\$757.70
3447	21.00717.12	25523 FREEPORT AVE	\$555.98
3449	21.00718.03	25643 FOREST BOULVARD CT	\$708.97
3457	21.00718.28	5919 FOREST BOULEVARD TRI	\$1,269.19
3465	21.00109.00	5440 E VIKING BLVD	\$478.63
3491	21.00152.00	5320 270TH ST	\$776.42
3537	21.00621.00	4881 264TH CT	\$1,176.45
3549	21.00625.00	4815 264TH CT	\$698.33
3574	21.00717.08	5993 FOREST BOULEVARD TRI	\$586.62
3582	21.00590.65	5345 273RD ST	\$1,488.23
3587	21.00628.00	4944 263RD CT	\$928.94
3653	21.00698.00	4945 261ST LN	\$1,172.90
3785	21.00468.74	25827 FINCH CT	\$1,069.09
3869	21.00137.00	6053 WYOMING TRL	\$630.05
3874	21.00589.65	5500 274TH ST	\$2,185.05
3888	21.00468.77	25830 FINCH CT	\$190.74
3917	21.00716.67	6174 FOREST BOULEVARD TRI	\$560.35
3931	21.00716.76	25578 GOODVIEW AVE	\$1,890.69
3965	21.00447.41	26050 GLEN OAK DR	\$1,030.14
4031	21.00399.22	6155 262ND ST	\$1,679.09
4040	21.00716.82	6251 FOREST BOULEVARD TRI	\$49.16
4049	21.00650.16	25846 GOODVIEW AVE	\$79.80
4108	21.00124.00	26189 FOREST BLVD	\$961.82
4110	21.00128.00	26163 FOREST BLVD	\$586.63
4223	21.00447.02	6160 263RD ST	\$1,145.47
4242	21.00718.57	25576 FOREST BOULEVARD LI	\$202.13
4244	21.00715.28	6037 259TH ST	\$1,607.98

4353	21.00715.03	6038 259TH ST	\$1,967.08
4398	21.00125.00	26237 FOREST BLVD	\$3,087.08
4414	21.00718.56	25578 FOREST BOULEVARD LN	\$743.72
4462	21.00716.74	6276 FOREST BOULEVARD TRI	\$499.36
4480	21.00715.98	6071 258TH ST	\$978.51
4535	21.00715.87	25746 GOLDFINCH AVE	\$348.76
4551	21.00715.61	6082 258TH ST	\$978.27
4573	21.00493.00	27040 FLINTWOOD CIR	\$1,258.32
4585	21.00374.19	6173 267TH CT	\$2,163.16
4603	21.00715.53	5962 258TH ST	\$1,512.75
4623	21.00399.41	26235 GOLDEN AVE	\$438.12
4638	21.00399.10	26140 GOLDFINCH CT	\$1,009.64
4763	21.00590.44	5315 274TH ST	\$658.98
4765	21.00570.02	26870 FORLI AVE	\$1,021.58
4814	21.00374.16	6213 267TH CT	\$1,582.53
4821	21.00399.28	6150 262ND ST	\$684.99
5297	21.00626.00	4976 263RD ST	\$923.92
5305	21.00570.43	5722 FLINT TRL	\$873.56
3836	21.00447.87	5960 259TH ST	\$342.16
301	21.10712.10		\$37.27
3253	21.00264.00	26616 FERIDAY AVE	\$526.85
3700	21.00679.00	4880 261st ST	\$450.00
		Total:	\$81,973.34

RESOLUTION NO. 22-11-100

A RESOLUTION CERTIFYING THE UNPAID UTILITY BILLS AND CITY SERVICES INVOICES OF CERTAIN RESIDENTS AND BUSINESSES CONTAINED ON THE ATTACHED LIST TO PROPERTY TAXES FOR COLLECTION IN 2023

WHEREAS, Utility bills (water, sanitary sewer and surface water management utility) are sent quarterly to the residents and businesses in Wyoming; invoices for city services are billed as incurred; and

WHEREAS, A number of residents and businesses are delinquent in their utility payments of water, sanitary sewer and storm surface water management utility; unpaid city service invoices; and

WHEREAS, A letter was sent to those persons with delinquent utility accounts, Attachment A, and unpaid city service invoices as of October 1, 2022 and

WHEREAS, it is the City staff's recommendation if payment in full was not received by November 11, 2022 to certify the list of unpaid utilities (water, sanitary sewer and surface water management utility) and unpaid invoices for city services to the County Auditor for collection in 2023 along with current taxes. This would be in accordance with Minnesota State Statute 429.101, subd 2.

NOW, THEREFORE. BE IT RESOLVED the City of Wyoming City Council hereby directs the City Administrator to certify the list "Attachment A" of unpaid utilities (water, sanitary sewer and surface water management utility) and other charges for city services along with a \$15.00 per parcel administrative certification fee to the County Auditor for collection in 2023 along with the current taxes.

Hereupon said Resolution was declared duly passed and adopted this 15th day of November 2022.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 22-11-101

A RESOLUTION DESIGNATING THE POLLING PLACE FOR THE 2023 ELECTIONS

WHEREAS, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Wyoming City Council hereby designates the following polling places for elections conducted in the City in 2023:

Precinct A&B: Maranatha
24799 Forest Blvd., N.
Forest Lake, MN 55025

AND BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the City Clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Chisago County Elections Office.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER, 2022.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: November 10th, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Election Canvassing

Method: Consent

Background Information:

The 2022 General Election was held on November 8, 2022. The city has 10 days after the election to certify the results.

Recommendation:

To consider Resolution 22-11-102 a resolution certifying the 2022 City of Wyoming General Election results.



CITY OF WYOMING

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

RESOLUTION NO. 22-11-102

**RESOLUTION CERTIFYING THE 2022 GENERAL ELECTION RESULTS FOR THE CITY
OF WYOMING**

WHEREAS, the Regular City Election was held at the General Election on Tuesday, November 8, 2022, to vote on two 4-year City Council positions:

WHEREAS, said returns were duly examined, approved and placed on file in the Office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Wyoming that it is hereby found, determined and declared that the General City Election held in and for the City of Wyoming on Tuesday, November 8, 2022 was in all respects duly held and the returns thereof have been duly canvassed, the votes cast at said election were:

COUNCIL (4 Year Term - 2 elected)

Claire Luger	2,145
Dennis Schilling	1,978
WRITE-IN*	73

IT IS HEREBY FOUND AND DECLARED that the following candidates for the office of City Council elected at the November 8, 2022 General City Election for the respective terms to commence January 1, 2023 are as follows:

Council 4-year term – Claire Luger
Council 4-year term – Dennis Schilling

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF
NOVEMBER 2022.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: November 10, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Personnel Policy

Method: Consent

Background Information:

At the November 1, 2022 City Council Meeting, Council adopted the comprehensive update to the City of Wyoming Personnel Policy. It was brought to staff's attention that the policy did not cover vacation carry over. The old personnel policy allowed up to 80 hours of accrued vacation to be carried over from year to year. Staff have added the following language into Section 10.03:

"Employees can carry over up to 80 hours of accrued vacation at year end, anything in excess of 80 hours will be forfeited."

Recommendation:

Staff is recommending approval of Resolution 22-11-103 a resolution amending the City of Wyoming Personnel Policy.



CITY OF WYOMING

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



Personnel Policy

2022

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Article I. Introduction

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Wyoming. These policies should not be construed as contract terms for any City employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to these provisions. These policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current City policy at all times. Except as otherwise prohibited by law, the City of Wyoming has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Section 1.01 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials;
2. City attorney;
3. Members of City boards, commissions, and committees;
4. Consultants and contractors; and
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an informational guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring, and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Section 1.02 Equal Employment Opportunity

The City of Wyoming strives to provide full and equal opportunities for every person in all areas related to employment, training, promotion, and compensation within the City government. To this end, the City upholds the principle that no individual shall be discriminated against with respect to compensation, terms, conditions, or other privileges of employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other status protected by federal, state, or local law.

Maintaining a work environment free from discrimination is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

The City has a respectful workplace and sexual harassment policy contained in Articles 12 and 13.

Section 1.03 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Numerous types of data are categorized as private, non-public, or confidential under the Minnesota Government Data Practices Act. In many circumstances, data may not be disclosed except with authorization of the subject of the data or pursuant to court order. To ensure that the Data Practices Act is not violated, employees are strictly prohibited from disclosing to a third party, within or outside the City, any personnel data, data relating to pending civil legal actions, or any other data that might be classified as private, non-public, or confidential without the City Administrator's express authorization. Pursuant to the Minnesota Government Data Practices Act, the City Administrator shall be appointed by the City Council as the responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City.

Section 1.04 Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the city administrator.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator, Human Resources/Assistant City Administrator, or an employee's supervisor immediately. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all media requests for interviews or information are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or their designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 16 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally, do not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Article II. Definitions

Appointing Authority: The Wyoming City Council.

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees: Employees who are eligible for at least a pro-rated portion of City-provided benefits. Such employees must be year-round employees who are scheduled to work at least 20 hours per week.

Child: A child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child(ren)" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or stepchild(ren).

Drug: Includes any “controlled substance” as listed in Schedules I through V of Section 202 of the Control Substances Act (21 U.S.C. § 812) and is further defined by regulation at 21 C.F.R. Sections 1300.11 through 1300.15 as well as is defined in Minn. Stat. § 152.01, subd. 4. In addition, “drug” includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. They also include legal prescription drugs, which have not been prescribed to the employee by a licensed physician. Such substances include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack”.

Core Hours: The core hours that all employees (exempt and non-exempt) are expected to work are 9 a.m. to 3:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours, and work the schedules which are established by their supervisors.

Demotion: The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee’s former position.

Direct Deposit: As permitted by state law, all City employees are required to participate in direct deposit.

Employee: An employee is defined as any person holding a regularly compensated position for the City of Wyoming, including regular full time, part-time, temporary, and seasonal or any other classification, which is regularly compensated. Exclusions include City Council members and members of City Boards and Commissions.

Exempt Employee: Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FLSA: Fair Labor Standards Act which is a federal law regarding minimum wage and overtime compensation, classifying positions as exempt or non-exempt.

Full-Time Employee: Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Good Standing: Good standing refers to an employee who provides at least two weeks of written notice prior to voluntary resignation of employment. To be in good standing, employees must not be resigning under threat of termination, must not be on a performance improvement plan at the time of termination, and generally must not have received a discipline within six months prior to termination. Employees who resign in good standing may be eligible for additional benefits, as outlined within this policy. Employees who do not resign in good standing are not eligible for re-employment.

Hours of Operation: The City’s regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family: Family includes spouse, child(ren), parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchild(ren). Family also includes other persons residing in the

employee's residence who are financially dependent upon the employee. This policy shall also apply to persons related by blood or marriage residing in an employee's home.

Personal Interest: Interest is any direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated). Interests include but are not limited to: (a) interests in an employee's family, (b) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (c) interest in any business entity in which the City employee is an officer, director, or employee, (d) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Non-exempt Employee: Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee: Employees who are regularly scheduled to work less than forty (40) hours per week in a year-round, ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Pay Period: A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

PERA (Public Employees Retirement Association): Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion: Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassification: A change in classification of an individual position by raising it to a higher job class, reducing it to a lower job class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed in such a position.

Seasonal Employee: Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Spouse: Does not include unmarried domestic partners. If both spouses work for the City of Wyoming, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child(ren) or to care for a sick parent.

Temporary Employee: Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training: Is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

Transfer: Movement of an employee from one City position to another of equivalent pay.

Weapons: Weapons are things that are designed or used for inflicting bodily harm and/or physical damage. Examples include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek: A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

Article III. Citywide Work Rules and Code of Conduct

Section 3.01 Essential Functions of all City Employment

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the Wyoming, Minnesota. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our City. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in City positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Wyoming. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Section 3.02 Employee Ethics/ Conflicts of Interest

Employees shall not use their official position for personal gain, engage in any business or transaction or have a Personal Interest, direct or indirect, which is in conflict with the proper performance of their duties as a City employee. This policy is not all-encompassing in its definition of conflict of interest. Action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

No City employee shall engage in any act, which is in conflict, or creates an appearance of fairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:

1. Has any Personal interest in any sale to the City of any goods or services when such Personal Interest was received with prior knowledge that the City intended to purchase the property, goods, or services.
2. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.
3. Participates in their capacity as a City employee in the issuing of a purchase order or contract in which they have a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.
4. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.
5. Directly or indirectly, gives or receives, or agrees to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to their official services as such employee with this City.
6. Discloses or uses, without authorization, confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.
7. Has a Personal Interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.

Authorized personal uses include taking an assigned City vehicle to lunch on workdays as needed, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the City Administrator on a case-by-case basis.

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City. The employee will be guided in

interpretation of this section by the distinction between a gift, gratuity, or favor given or received which has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; a sample or promotional gift of nominal value (\$25 or less).

There are very limited exceptions to what is considered a gift or gratuity. The exceptions include:

1. A plaque or similar memento recognizing an individual's services in a field of specialty or to a charitable cause.
2. A trinket or memento of insignificant value.
3. Informational materials of unexceptional value.
4. Food or beverage given at a reception, meal, or meeting away from your normal place of work by an organization before whom you are appearing to make a speech or answer questions as part of a program. All other gifts of food or beverage are prohibited.
5. Usual or customary gift giving among employees during the holiday season, birthdays, retirements, weddings, baby showers; rolls, cookies.

Interpretations of this policy shall be referred to Human Resources/Assistant City Administrator or to the City Administrator. The City Administrator or other designee of the City Council, except where otherwise designated within this policy, shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct. Complaints which are considered by the City Administrator to be serious may be referred to an Ethics Panel, composed of City employees appointed by the City Administrator. An ethics panel, when constituted, shall investigate and hear the complaint, and recommend to the City Administrator or other designee of the City Council any action deemed appropriate. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

Section 3.03 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. For more information on personal communications and social media use please refer to the City of Wyoming Social Media Policy.

Section 3.04 Employee Standards of Behavior

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the City. If an employee's conduct falls below standard, they may be subject to disciplinary action. Some general things for which an employee may be disciplined include, but are not limited to:

- Violation of any policies contained within this Personnel Policy.

- Reporting to work under the influence of intoxicants or nonprescription/illegal drugs, or using such substances while on City property.
- Failure to follow the orders of one's supervisor(s).
- Being absent from work without permission or failure to report to the supervisor or Department Head when one is absent.
- Being habitually absent or tardy for any reason.
- Failure to perform assigned work in an efficient or effective manner.
- Being wasteful of material, property, or working time.
- Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- Failure to observe proper security procedures.
- Conduct on the job that violates the common decency or morality of the community.
- Conviction of a felony or gross misdemeanor.
- Violating safety rules and regulations.
- Making false accusations so as to discredit other employees or supervisors.
- Removal of City money, merchandise, or property, including property in custody of the City without permission.
- Lying to supervisors in connection with your job.
- Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment.
- Being on City premises during nonworking hours without permission.
- Divulging or misusing confidential information, including removal from City premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
- Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the City.
- Inability or unwillingness to perform the assigned job.
- Falsification of time records for payroll.
- Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
- The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a City employee.
- Other misconduct or actions unbecoming the employee.

Section 3.05 Attendance and Absence

The operations and standards of service in the City of Wyoming require that employees be at work unless extenuating circumstances warrant absence, or an employee has a position that has been approved to work remotely. Understanding and abiding by attendance requirements is an essential function of every City position.

Employees who need an absence away from work are required to notify their supervisor two weeks in advance in the case of planned absences and as soon as possible for an unplanned absence. In the event of an unexpected absence, employees should call their supervisor at least thirty (30) minutes before the

scheduled starting time, or as soon as possible upon knowing of the absence, and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.

Employees who are absent for two (2) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in Good Standing. The City may waive this rule in extenuating circumstances.

This policy does not preclude the City from administering discipline for unexcused absences of less than three days. Individual departments may establish more specific reporting procedures.

Section 3.06

Access to and Use of City Property

Unauthorized use or removal of City property and/or facilities or its conversion to personal use without Express authority or as allowed to the general public, may be cause for discipline up to and including discharge.

Use of City Property:

City-owned equipment is not available for personal use by employees. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their supervisor.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in Good Standing.

The computer and communications systems operated by the City for the conduct of business are the property and work environment of the City of Wyoming, and all Wyoming policies relating to personal conduct apply to access to and use of these resources. Employees should reference the City of Wyoming Computer Use Policy for more information.

Use of City Facilities

Employees, supervisors, or other persons may not use nor allow the use of any City facilities including personal property, lands, or buildings of the City of Wyoming for private interests except as generally allowed to the public. No City owned property shall be removed from any City Department land or building for any private use, purpose, or enjoyment, and no employee, supervisor, or other person shall be in any building of the department after normal working hours, unless they are upon official department business or as otherwise allowed by the general public.

City equipment or facilities may be loaned to community and civic organizations. Approval for such use must be obtained from the City Council unless covered by a mutual aid agreement.

Section 3.07 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

Section 3.08 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies or for any other reason in the course of the employment with the City, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Section 3.09 Whistleblower Protections

An employee of the City who, in good faith, reports an activity that they considers to be illegal or dishonest in accordance with applicable law may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; other fraudulent financial reporting; and as defined by any other federal, state, or local law.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the City Administrator or Assistant City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make complaints of illegalities within the workplace. Full investigations will be completed and employees will not face retaliation or reprisal for reports made in good faith.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an

adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources/Assistant City Administrator or the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 3.10 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization

Section 3.11 Smoking

The City of Wyoming observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees eighteen years old and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Section 3.12 Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 3.13 Nepotism

It is the City's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline, determine the salary or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those, which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what their spouse does, then the employees will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60

days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employees.

Section 3.14 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms, or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. In cases where the City maintains separate restroom and/or changing facilities for male and female employees, the City allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the City will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

Article IV. Employee Recruitment and Selection

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for final hiring decisions and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.01 Recruitment

All appointments in the municipal service shall be made according to job-relevant qualifications, merit, and fitness as determined by the City Council considering the recommendation of the City Administrator and Department Heads. The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

The basic recruitment and selection policies of the City are to take whatever measures necessary to seek out and to encourage properly qualified individuals to apply for positions of City service and to provide assurance that the best qualified applicants are properly inducted into municipal service. Competition for positions shall be open to all applicants who meet the qualifications established for the class of position for which application is made. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. No person shall in any way be favored or discriminated against because of race, color, creed, age, marital status, sex, political opinion or affiliation, disability, sexual orientation, or welfare assistance status.

In making a selection among candidates to fill vacancies, the City may use written, oral, or performance tests, an evaluation of training and experience, or any combination of these. Investigations of background, character, education, experience, or physical fitness may also be required subject to applicable law. The

deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file unless otherwise required by law.

Application for employment will generally be made online or by application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.02 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test, or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in Good Standing with the City, as determined by the discretion of the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications as set forth in the position posting.

Section 4.03 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City (psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without

accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, they will be notified of this determination.

Section 4.04 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal, and temporary employees may be terminated by the supervisor at any time, subject to City Council approval. The City has the right to make the final hiring decision based on qualifications, abilities, experience, and City of Wyoming needs.

Section 4.05 Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

Section 4.06 Current Employee Criminal Conviction Notification

Upon implementation of this policy, it is the duty of all incumbents to affirmatively notify the City Administrator's office in writing of any criminal conviction that occurred any time after the implementation of this policy. The conviction must be reported within two weeks after it is officially entered into court records. For purposes of this policy, conviction includes any conviction which has not been expunged and for which a jail sentence could have been imposed.

Upon notification of a conviction, the City Administrator's office will consult with the appropriate representative from the City of Wyoming Police, and the City's legal representative, to determine if the conviction is related to the employee's job. The City may take action to terminate the employee, based on the seriousness of the offense and in accordance with applicable law.

Intentional failure of the employee to notify the City of a criminal conviction that occurs after the effective date of this policy may be grounds for employment sanctions up to and including termination, regardless of when the omission is discovered. Such failure to notify may be grounds for termination regardless of the nature of the conviction.

An employee whose background check reveals convictions for offenses covered under MN Stat. 299C, that would disqualify them from employment, shall not be removed from their current position unless the check reveals information not previously known which is related to their ability to successfully perform the duties of their current job.

Section 4.07 Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving their initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Section 4.08 Employee Orientation

The Payroll/Bookkeeper will distribute and explain the various enrollments forms, etc. that must be filled out. Each new employee will be provided with information on employee benefits, City policies and operations.

The supervisor provides additional information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, time cards or reports, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;
5. Tour of the work area, including location of equipment, supplies, etc.;
6. Introduction to co-workers;
7. Schedule for lunch and breaks;
8. When and whom to report absence from work;
9. Who is responsible for performance planning and review.

Article V. Hours of Work

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

City Hall will maintain office hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Department Heads should schedule staff to provide coverage and keep offices open during those hours.

For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

Section 5.01 Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 9 a.m. to 3:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave. Full-time employees (exempt and non-exempt) employees are allowed to schedule the remainder of their shift on either side of the “core hours” so long as they ensure they are completing their full shift.

Section 5.02 Meal Breaks and Rest Periods

A paid fifteen-minute break is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by not taking these breaks.

Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements and/ or who are covered by a Collective Bargaining Agreement may have additional rules, issued by the supervisor and subject to approval of the City Administrator and/or as outlined in contract, on the use of meal breaks and rest periods.

Section 5.03 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. Decisions to cancel any departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. A decision to close down City operations will not result in a deduction of employee benefits. Employees on paid leave will still be charged with time off from the appropriate leave (e.g. vacation, sick, etc.) if the leave occurs on a City declared storm day.

Section 5.04 Flexible Working Hours

A department head may authorize a modification of an employee’s work schedule, upon approval of the City Administrator, to an alternative schedule wherein the usual number of hours are worked, but starting and quitting time vary, provided the scheduling does not in any way impair the City’s ability to serve the public or create a need for additional personnel or unnecessary overtime.

Article VI. Compensation

Section 6.01 In General

A salary schedule shall be adopted by the City Council and shall apply to all employees not covered by a labor contract. Employees covered by labor contract shall be compensated as referenced in the agreement. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

In addition to compensation, an employee may be eligible for reimbursements pursuant to Article 21.

Section 6.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Section 6.03 Job Descriptions

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator. The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Section 6.04 Job Classifications

The City will establish and maintain a Position Classification Plan so that all positions substantially similar with respect to the type, difficulty, and responsibility of work are included in the same class. For each class of positions there shall be:

- a) A class title description of duties or positions within the class;
- b) A written class description that explains the nature of the work responsibilities of the positions within the class;
- c) Examples of work which are illustrative of the duties of the positions allocated to the class;
- d) Position requirements such as the knowledge, abilities, and skills necessary for performance of the work; and
- e) A statement of experience and training desirable for recruitment into the class.

Section 6.05 Reclassification

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It shall be the duty of the City Administrator to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

Section 6.06 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Section 6.07 Wage Disclosure

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Section 6.08 Acting Role Compensation

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Article VII. Time Recording and Employee Pay

Section 7.01 Pay Days

Paydays are bi-weekly and all employees (full and part time) are paid through the end of the last pay period. For accounting purposes, a standard work week shall begin at 12:00 a.m. on Monday, and end at 11:59 p.m. the following Sunday and there shall be at least a three-day period from the end of the last pay period before paychecks are issued to the employees for that pay period. Any adjustments due to overtime, salary changes, deductions, or absences without pay, etc. will generally be adjusted the following payday. Each employee of the City will receive a statement with paycheck that states gross earnings for that period, the deductions for Federal, State, P.E.R.A., Insurance and employee deductions, along with the net amount paid. Any further deductions desired should be requested by the employee to the payroll supervisor. Every effort will be made to honor reasonable payroll deduction requests. The payroll supervisor must be notified immediately of any changes affecting your payroll records (such as address changes, number of exemptions claimed, marital status, etc.). When paydays fall on a holiday, checks are normally issued the work day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Section 7.02 Direct Deposit

As allowed for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the Finance Department of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Section 7.04 Improper Deduction or Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Section 7.05 Overtime and Compensatory Time

The City of Wyoming has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, may be required to work overtime as requested by their supervisor. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. All overtime must be authorized in advance

by the employee's supervisor. An employee who works overtime without prior approval may be subject to disciplinary action.

All overtime eligible employees will be compensated at the rate of one and one-half times their base hourly rate for hours worked over 40 in one workweek (except certain public safety employees working an extended workweek). Vacation and sick leave hours do not count toward "hours worked" for purposes of overtime. Holiday hours will count toward "hours worked." Overtime hours earned can be converted to equivalent hours of comp-time not to exceed 10 hours unless provided by union contract.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Only 20 hours of compensatory time can be carried over from one year to the next. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

Section 7.06 Exempt (non-overtime eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Unless otherwise allowed or disallowed by law, the City of Wyoming will only make deductions from the weekly salary of an exempt employee in the following situations:

1. The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
2. The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.
3. The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of their paid leave or a situation where the employee does not earn paid leave).

4. The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
5. The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
6. The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
7. The City of Wyoming may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

Article VIII. Employee Records

Section 8.01 File Retention

Official personnel files will be maintained by the City Administrators Office in accordance with applicable law and retention requirements, which will include all material of a confidential nature to including, but not limited to:

- Employment Contracts
- Permanent Documents
- Employee application
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel action forms
- Temporary Documents
- Personnel documents (maintained for 3 years unless otherwise provided pursuant to labor agreement)
- Administrative correspondence relating to leave/vacation requests
- All other administrative documents of limited informational life span
- Letters of appreciation, commendation, or discipline
- Establishment of procedures for the release and accessibility of information and audit of the personnel files.

Section 8.02 Accessing Personnel Documents

Personnel documents will be retained and disclosed pursuant to the Minnesota Government Data Practices Act.

Unless allowed by law, access to information contained in the personnel file will be limited to the City

Administrator, Assistant City Administrator, respective Department Heads, Legal Counsel, immediate supervisor and individual employees. Files pertaining to employees who are candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

Separate personnel files shall not be maintained by individual departments. Employees are guaranteed the rights and remedies provided under Minnesota Statutes §§181-960-181.965 as it pertains to violations of the above policy.

Section 8.03 Performance Review

An employee's immediate supervisor will conduct a performance appraisal on an annual basis or more frequently if prescribed by the City Administrator or the employee's Department Head. The performance appraisal will be used for identifying problem areas in an employee's performance, identifying the need for further training and development and as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the employee and the supervisor, copies of which will be available to the employee upon request.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. The form, with all required signatures, will be retained as part of the employee's personnel file.

In addition to annual performance evaluations, employees will be evaluated at the completion of the Probationary Period or any time the employee's supervisor or Department Head believes it is in the best interest of the employee and/or the City to conduct an evaluation.

Article IX. Benefits

Section 9.01 Overview

In addition to good working conditions and competitive pay, it is the City's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Assistant City Administrator/HR. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the

determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the City (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

These policies are not meant to modify or replace any benefits available as part of a collective bargaining agreement. The benefits in a collective bargaining agreement will control if there is any difference.

In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties

If employees have any questions regarding benefits, they should contact the Assistant City Administrator/HR.

Section 9.02 Health, Dental, and Life Insurance

The City makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Assistant City Administrator/HR.

Section 9.03 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. For information about PERA eligibility and contribution requirements, contact the Assistant City Administrator/HR.

If an employee leaves employment with the City before retirement and they desire to withdraw the amount they have contributed to PERA (employees may not receive the portion paid by the City; it remains with PERA), the employee may request such a refund, usually with interest. Withdrawal forfeits any potential retirement payments which the contributions may have earned for the employee. To be eligible for PERA benefits, employees must be a member for a minimum of three years.

Each year employees will receive correspondence from PERA detailing contributions and other pertinent retirement information. Employees should review the yearly information carefully to keep up-to-date on the benefits accrued through the retirement fund.

Section 9.04 Holidays

Full-time employees will be paid for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve -1/2 day (4 hours)**
Christmas Day
New Year's Eve -1/2 Day (4 hours)**
Floating Holiday- 2 days (16 hours)

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Holidays occurring on a Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday, assuming a Monday through Friday work week. Employees shall receive eight (8) hours of time off for each holiday and four (4) hours of time off for each half-day holiday.

**In those years when Christmas Day and New Year's Day fall on a Tuesday, Wednesday, Thursday or Friday employees shall receive ½ day (4) hours off for both Christmas Eve and New Year's Eve. In those years that Christmas Day and New Year's Day fall on a Saturday, Sunday or Monday the ½ day (4) hours for both Christmas Eve and New Year's Eve will not be granted. Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four hours thereafter.

Use of a Floating Holiday is subject to continuous full-time employment by the City of more than four months in a calendar year and supervisor approval. Unused floating holidays are not paid to terminated employees and may not be carried over to the next year.

Employees shall receive holiday pay provided they worked or were on approved paid leave the regularly scheduled work day before and after the holiday.

When a holiday falls during an employee's vacation, the employee will not be charged with vacation but the hours will be charged against holiday leave.

Although the City prefers that personnel enjoy the observed holidays, business emergencies may arise. Non-exempt hourly employees required to work on a recognized holiday will be paid at one and one-half times (1-1/2) their regular base rate of pay in addition to their regular holiday pay. Compensatory time-off may be taken in lieu of payment.

Section 9.05 Post-Employment Health Care Savings Plan

A. City Employees other than department heads

All City of Wyoming employees with the exception of department heads are required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

Upon separation of service in good standing, employees sick leave shall be deposited into the employee's HCSP as follows:

- Employees with under five (5) years of service will forfeit all sick time.
- Employees with at least five (5) years of service but less than (10) years of service shall receive 50% of the employee's sick leave;
- Employees with ten (10) or more years of service shall receive 100% of the employee's sick leave (up to a maximum of 750 hours.)

If the employee dies prior to having the payment deposited, the payment will be paid out in cash and will not be eligible for the HCSP. This policy will remain in effect for all department heads for a minimum of two years.

B. Department Heads

All City of Wyoming city administrator and department head contracts are also required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

For department heads who leave in Good Standing, upon separation of service, 100% of the department head's sick leave (up to a maximum 750 hours) shall be deposited into the employee's HCSP.

Article X. Leaves of Absence

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., leave under Article 11 could also apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 10.01 Sick Leave

Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees.

Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during any unpaid leave of absence. Full-time employees shall accrue sick time at a rate of eight (8) hours for each calendar month. For Employees hired

after February 1, 2003, the maximum amount of sick leave that they can accrue is 1,280 hours. For Employees hired after April 1, 2022, the maximum amount of sick leave that they can accrue is 750 hours.

After maximum accrual is reached, an Employee will not continue to earn sick leave until falling below the maximum accrual threshold.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that their presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee must:

- Communicate with their immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent; if an emergency prevents the employee from notifying their supervisor at such time, the employee is expected to call as soon as possible during the work day.
- Employees are required to keep their supervisor informed of their condition and anticipated return to work.
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination. Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave. Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator. Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement except as provided in Section 9.05, above.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.02 Safety Leave

Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Section 10.03 Vacation Leave

Paid vacation time is provided for regular full-time employees.

Vacation time shall be earned based on the following consecutive years of full-time service.

Upon Completion of

1 YEAR	80 HOURS
2 YEARS	80 HOURS
3 YEARS	80 HOURS
4 YEARS	120 HOURS
5 YEARS	120 HOURS
6 YEARS	120 HOURS
7 YEARS	120 HOURS
8 YEARS	120 HOURS
9 YEARS	160 HOURS
10 YEARS	160 HOURS
11 YEARS	160 HOURS
12 YEARS	160 HOURS
13 YEARS	160 HOURS
14 YEARS	160 HOURS
15 YEARS	200 HOURS

Employees covered by a labor agreement shall earn vacation benefits according to the contract. Eligible employees must obtain written approval from their Department Head prior to taking vacation time. Paid vacation is not available to employees until they have completed the probationary period unless otherwise authorized by the City Administrator.

Employees with more than one (1) year of service who leave employment by reason of death, disability, retirement, dismissal, or resignation will be paid for their accrued unused vacation time.

Employees can carry over up to 80 hours of accrued vacation at year end, anything in excess of 80 hours will be forfeited.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Requests for vacation must be received at least forty-eight hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee. Vacation leave cannot be converted into cash payments except at termination.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.04 Funeral Leave

Full-time employees may be granted a maximum of three working days for funeral leave in the event of death in the employee's immediate family. Immediate family will mean employee's spouse, child(ren), grandchild(ren), parents, grandparents, brothers or sisters of the employee and employee's spouse.

Additional time off for funeral leave may be granted by the City Administrator for unusual and extenuating circumstances, and shall be charged to the employee's vacation time.

Employees on an otherwise unpaid leave of absence will not be entitled to leave under this provision.

Section 10.05 Military Leave

The City values military personnel and their families. To that end, the City will comply with all applicable law as it relates to time off, reemployment rights, and any other benefits available to military personnel and their families.

Employees should give management as much advance notice of their need for military leave as possible in accordance with law, so that the City can maintain proper coverage while employees are away.

Section 10.06 Jury Duty

Regular full-time and part-time employees not otherwise on an unpaid leave of absence will be granted up to 30 days of paid leave for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their

regular wages for the period. Any time necessary for jury duty beyond 30 days will be unpaid although employees can choose to use accrued leave. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, they will receive compensation for the jury duty time.

Section 10.07 Court Appearance

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.08 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family members include parent, spouse, child(ren) or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Section 10.09 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 10.10 Pregnancy and Parenting Leave

Employees who work twenty hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Employees are eligible for up to 12 weeks of unpaid leave for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child(ren). Leave and must begin within twelve months of the birth or adoption

of the child(ren). In the case where the child(ren) must remain in the hospital longer than the mother, the leave must begin within 12 months after the child(ren) leaves the hospital. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any leave under Article 11 remaining at the time this leave commences, this leave will also count as Article 11 leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also qualifying under Article 11).

Section 10.11 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council, unless applicable laws or contracts require payment.

Section 10.12 School Conference Leave

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Section 10.13 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 10.14 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided the employee gives the City at least twenty days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Section 10.15 Regular Leave Without Pay

The City Administrator may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety days when the leave is for medical reasons and Article 11 leave has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, funeral leave, voting leave, vacation leave, or any other forms of paid leave. Employees who are working reduced hours while on this type of leave will receive holiday and funeral pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave under Article 11 or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or leave under Article 11, will generally not be guaranteed to return to the original position unless agreed to by the City Administrator in writing prior to initiation of leave. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Section 10.16 Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time must, if possible, run concurrently with any break time already provided. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Section 10.17 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify Human Resources/Assistant City Administrator in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and

requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements, and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require additional information, including a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions if allowed by law.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if they refuse such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time, except as required by law.

Section 10.18 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

Article XI. Leave for Medical Purposes with Reinstatement Rights

The City recognizes that employees may need to take medical leave for themselves and/or family members and recognizes the importance of being able to take this leave without fear of losing employment. For this reason, the city has created this unpaid leave.

While the Family and Medical Leave Act applies to the City of Wyoming, because the City does not have more than 50 employees employed at one location or within 75 miles of one location, *no employees are eligible for FMLA coverage*. As such, the City has created this policy to provide a similar, but not identical coverage for purposes of medical leave. This policy shall be solely governed by the content herein as well as full and final interpretation from the City. This policy is not an adoption of FMLA and while the City *may* look to the FMLA for guidance of interpretation, the City shall have the sole discretion for interpretation irrespective of the FMLA.

Section 11.01 Eligibility

To qualify to take leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include leave, PTO, or vacation hours.

Section 11.02 Types of Leave Covered

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child(ren), including prenatal care, or placement of a child(ren) with the employee for adoption or foster care;
- To care for a spouse, child(ren), or parent who has a serious health condition or
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position

“Spouse” for purposes of this policy does not include domestic partners or common-law spouses.

“Caring for” for purposes of this policy includes psychological and well as physical care. It also includes acquiring care and sharing care duties.

“Parent includes a biological parent or a person who stood in the place of a parent.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or childbirth;
- **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- **Permanent/Long-Term Conditions Requiring Supervision:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity; and
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Section 11.03 Length and Amount of Leave

The length of leave under this policy is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling basis measured backward from the date leave is taken and continues with each additional leave day taken. If the employee returns to work within 12 weeks following

a family/ medical leave, they will be reinstated to their former position or an equivalent position with equivalent pay, benefits, status and authority.

The entitlement to FMLA leave for the birth or placement of a child(ren) for adoption expires twelve (12) months after the birth or placement of that child(ren).

If the City employs both spouses, the combined total leave under this policy to which they will be entitled together will be 12 weeks in any 12-month period if the leave is taken as (1) a Family Illness Leave to care for the employee's parent or (2) Birth, Adoption and Child Care Leave.

Section 11.04 How Leave May Be Taken

Leave may be taken for 12 (or less) consecutive weeks and may be used in block time or to reduce the workweek or workday, resulting in a reduced hour schedule. Generally, leave is not allowed on an intermittent or unplanned basis such as a day periodically when needed. In all cases, the leave may not exceed a total of 12 workweeks.

If an employee is taking leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the reduced schedule.

Reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child(ren) only with the City's approval.

Section 11.05 Procedure for Requesting Leave and Notice

All employees requesting Leave under this policy must provide written notice of the need for the leave to the Assistant City Administrator/Human Resources. An employee is required to give 30 days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form, which may be obtained from the City Administrator and/or Assistant City Administrator, should be completed by the employee and returned to the Department Head. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/ Medical Leave" form.

When the need for the leave is foreseeable, the employee must give verbal or written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practical, including following required call-in procedures. The City requires an employee on Leave under this policy to report periodically on the employee's status and intent to return to work.

The following forms are available from the City Administrator and/or Assistant City Administrator and must be submitted pursuant to the terms provided above.

1. Request for Family/Medical Leave
2. Physician or Practitioner Certification -Family Member/Serious Health Condition or Employee Serious/Health Condition

3. Authorization for Payroll Deduction for Benefit Plan Coverage Continuation During a Family/Medical Leave of Absence
4. Fitness for Duty to Return from Leave

Section 11.06 Certification and Documentation Requirements

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator and/or Assistant City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement.

If reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used reduced scheduled leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Section 11.07 Annual Medical Certification and Recertification

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

Section 11.08 Reinstatement

Employees returning from leave under this policy will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment unless their position otherwise would have been modified and/or eliminated irrespective of leave under this policy.

Section 11.09 Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. Employee contributions will be required either through payroll deduction or by direct payment to the City of Wyoming. The employee will be advised in writing at the beginning of the leave period as to the

amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

If an employee's contribution is more than 30 days late, the City of Wyoming may terminate the employee's insurance coverage. An employee granted a leave under this policy will continue to be covered under the City of Wyoming's group health insurance plan, life insurance plan and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with the leave under this policy. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

If the City of Wyoming pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The Employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

If the employee fails to return from leave under this policy for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member and notification/approval of continued leave, or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City of Wyoming may seek reimbursement from the employee for the portion of the premiums paid by the City of Wyoming on behalf of that employee (also known as the employer contribution) during the period of leave.

An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Section 11.10 Failure to return to work

Under certain circumstances, if the employee does not return to work at the end of the Leave under this policy for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

Section 11.11 Activities prohibited during leave

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action up to and including termination of employment.

Article XII. Sexual Harassment Prevention

The City of Wyoming is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. Discriminatory behavior includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior, and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Section 12.01 Applicability

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 12.02 Scope

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on [Minnesota Statute § 363.01, subdivision 41](#), is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes," or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment

policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.

- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.
- Other unwelcome behavior or words directed at an individual because of gender or sexuality.

Section 12.03 Expectations

The City of Wyoming recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment, and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Section 12.04 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately, if necessary.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIII. Respectful Workplace Policy

The City of Wyoming intends to maintain a respectful workplace free of disrespectful, offensive, or harassing behavior. Disrespectful conduct demeans people and creates unacceptable stress for the entire organization. Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all City employees, volunteers, firefighters, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 13.01 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Section 13.02 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

1. **Violent behavior:** includes the use of physical force, harassment, bullying or intimidation.
2. **Discriminatory behavior** includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance,
3. **Offensive behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. Employees are encouraged to discuss with their supervisor what is regarded as offensive. To determine what is "offensive," one must take into account the sensibilities of employees and the possibility of public reaction.
4. **Sexual Harassment:** Please see Section 12 which outlines the City's Policy and required response to Sexual Harassment.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Harassing behavior may include harassment of individuals based on race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance. Harassment can include but does not have to include the harasser interfering with, rejection of, or requiring another to engage or not engage in a certain activity to retain employment, have access to public services or accommodations.

Section 13.03 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIV. Workplace Violence

The City of Wyoming seeks to provide a safe and secure workplace environment for employees, volunteers, vendors, and citizens. Violence, or the threat of violence, has no place in any City of Wyoming facility. Maintaining a work environment free from violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Many City employees may be exposed to violence by the nature of their jobs. Violence or the threat of violence, by or against any City employee or other person while at a City of Wyoming workplace is unacceptable and may subject the individual to serious disciplinary action and/or criminal charges.

The City of Wyoming will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

The City of Wyoming is committed to providing a workplace environment in which all its officials and employees treat each other, their customers, and clients, and all others with courtesy, dignity and respect.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

Article XV. Reporting Procedure for Violations of Equal Opportunity, Sexual Harassment Prevent, Respectful Workplace, and Violence Policies

Section 15.01 General Reporting Requirements

Any employee who believes they are subject to or have witnessed any conduct which violates the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy must promptly follow the reporting procedure contained herein. Maintaining a professional work environment free from harassment, discrimination, and violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

The city has designed this policy to ensure that employees have multiple levels of reporting to ensure that concerns are addressed immediately and promptly. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment, discrimination, and disrespectful conduct. The city is obligated to prevent and correct unlawful conduct in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required. Retaliation for making a good faith claim or participating in an investigation is prohibited, as identified in Article 16 of this personnel policy.

If employees see or overhear what they believe is a violation of the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy, they must immediately report that information to a supervisor, your supervisor's supervisor, Human Resources/Assistant City Administrator, the City Administrator, or City Attorney.

The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.

In addition to notifying one of the above persons and stating the nature of the perceived violation, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her/their discretion to call 911, and/or take other reasonable action, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, Assistant City Administrator, a department head, or the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

Step 1(c). In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.02 Special Reporting Requirements

In the instance of alleged violations relating to supervisors, the city has identified special reporting requirements as indicated below:

- When the supervisor is the source of inappropriate conduct, a report will be made to the City Administrator or the Department Head who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.
- If the City Administrator is the source of inappropriate conduct, a report will be made to the City Attorney who will review the situation and implement an appropriate investigation if appropriate, and may confer with the City Council and/or the Mayor, as appropriate.
- If a councilmember or Mayor is the source of inappropriate conduct, the report will be made either to City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.
- If an elected or appointed City official (e.g., council member or commission member) is the victim of inappropriate behavior, the report will be made to the City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.03 Responsibilities of Supervisors

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator or City Attorney, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim or witness.

In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her/their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him, her or them what he/she/they want to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. See Section 15.04 for more information on investigations.

Step 3. The supervisor must notify the City Administrator about the allegations. For more information about what to do when allegations involve the City Administrator, the Mayor, or a councilmember, see “Special Reporting Requirements” above.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

Section 15.04 Investigation

The city will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation.

When a complaint has been received, the city will take reasonable and timely action, depending on the circumstances of the situation which may include an informal or formal investigation. It is common for the city to authorize an investigation by an independent investigator (consultant).

Formal investigations will be prompt, impartial, and thorough. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged, and may be required, to respond to questions or to otherwise participate in investigations regarding alleged violations.

Strict confidentiality is not possible as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. See Article 17 of this policy for more information.

Section 15.05 Statute of Limitations

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Article XVI. Anti-retaliation for reporting violations of workplace policies

The City will not tolerate retaliation or intimidation directed towards anyone who, in good faith, makes a report of employment discrimination, harassment, any violations of any other city policy contained within this personnel policy. In addition, the City will not tolerate retaliation against anyone who serves as a witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report improper conduct in good faith, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager; or
3. City Administrator.

In the event an employee feels retaliation has occurred by the City Administrator or City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XVII. Confidentiality of reporting violations of workplace policies

A person reporting or witnessing a violation of the City's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy cannot be guaranteed anonymity or confidentiality. The person's name and statements may have to be provided to the alleged offender due to the need to investigate the issue properly. Furthermore, the accused may have the right to answer charges made against them, particularly if discipline is a possible outcome. Reasonable efforts will be made to respect confidentiality of the individuals involved, to the extent possible.

All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Article XVIII. Handling citizens' complaints

Citizen complaints provide an opportunity for feedback and identifying problem areas. How well complaints are handled determines to a great extent the level of confidence and respect the public holds for its

municipal government. Above all, we are here to serve, and part of our job is to effectively handle citizen complaints.

When handling a complaint be polite and never argue with the complainant even if they are angry, unreasonable or insulting towards you and the City. Stay calm, cool and collected. Do not take criticisms personally and you will be better able to help solve the problem rather than become a part of it.

If you receive a complaint, it is very important to follow-through properly. This can be accomplished by doing the following:

- Receive and record information pertinent to the complaint;
- Determine which City employee is responsible to investigate and take corrective action and forward the complaint accordingly;
- Follow up on what action has been taken to correct the problem.
- Also, the responsible supervisor should notify the complainant to advise them of the action that has been taken to correct the problem.

Should complaints be violent in nature, employees should refer to Article 14 of this policy.

Article XIX. Separation from Service

Section 19.01 Resignations

Employees wishing to leave the City service in Good Standing must provide a written resignation notice to their supervisor, at least ten working days before leaving. Employees who terminate employment with the City after giving proper written notice shall be compensated for accrued but unused vacation time as of the date of separation. Failure to comply with this notice procedure may be considered reason for denying an employee future employment with the City. An unauthorized absence from work for a period of two (2) working days may be considered a resignation without notice.

Section 19.02 Severance pay

Upon resignation, retirement, death or disability of an employee, the employee, or named beneficiary, shall be paid 100% of the employee's vacation leave then accumulated, and the pay shall be paid at the employee's current rate of pay given they left in Good Standing.

Section 19.03 Continuation of insurance benefits upon separation

Federal law provides that employees who have separated from City service may continue on the City's group health and life insurance for a period of time. Pursuant to applicable state or federal law requirements, changes in family status, eligibility for Medicare or death of a spouse may warrant continuing coverage. Continuing coverage premiums must be paid in full by the separated employee, their spouse or dependents or coverage will lapse.

Article XX. Discipline

Section 20.01 Operational philosophy for employee discipline

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Wyoming.

City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. Employees and the City are best served when discipline is administered to correct actions rather than to punish.

The nature and severity of the offense and the employee's prior record shall be considered in any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the cause for discipline, the specific reasons supporting the cause, the discipline to be imposed, the effective date, and the right of the employee to be heard.

An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies or applicable bargaining agreements. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

All disciplinary actions involving suspensions without pay or termination require concurrence of the City Administrator and approval of the City Council prior to discipline being administered.

It is the responsibility of each supervisor and department head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Section 20.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 20.03 Disciplinary Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Section 20.04 Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. Supervisors will inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

The supervisor will document the oral reprimand including date(s), a summary of discussion(s), and corrective action needed.

Section 20.05 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator. Written warning/reprimand notices will be issued within a reasonable time after the occurrence of the violation becomes known to the supervisor.

A written reprimand will:

- (1) state what did happen;
- (2) state what should have happened;
- (3) identify the policy, directive or performance expectation that was not followed;
- (4) provide history, if any, on the issue;
- (5) state goals, including timetables, and expectations for the future; and
- (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Section 20.06 Suspension With or Without Pay

The City Administrator and the City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. At the discretion of the City Administrator, an employee of the City may be suspended with or without pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

An employee will be suspended without pay when the offense is of a serious enough nature usually sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed fifteen work days.

Investigatory suspensions may be used in cases where it is necessary to investigate a situation to determine what further disciplinary action may be justified. This suspension gives the supervisor the opportunity to

discuss the problem with their superior to determine an appropriate course of action when the situation is serious enough for the employee to be removed from the work environment.

If, after investigation, it is determined that the employee was not guilty of any violation, they will normally be returned to their position, paid for any lost time, and a letter exonerating the employee will be placed in their official personnel file. If, however, the employee is found in violation, then the appropriate disciplinary action will take effect on the date that the investigatory suspension began.

Section 20.07 Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

The employee must be qualified for the position to which they are being demoted or transferred.

Section 20.08 Withholding Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies in accordance with applicable law.

Section 20.09 Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided the probationary employee and a copy filed in the employee's personnel file. Dismissals of probationary employees also require the concurrence of the City Administrator and approval of the City Council.

The original copy of the disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

Article XXI. Grievance Procedure

The City's goal is to prevent the need for grievances and to deal promptly with those that do occur. If an employee and the employee's supervisor cannot resolve a problem, the employee may utilize the following procedure:

Step 1. If an employee and their immediate supervisor cannot resolve a problem informally, the employee shall submit a complaint in writing to the immediate supervisor within ten (10) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall attempt to resolve the matter and shall respond to the employee within five (5) working days.

Step 2. If the supervisor is unable to resolve the dispute, the written complaint may be brought to the employee's Department Head within five (5) working days of the supervisor's answer. The Department Head shall give a written answer to the employee within ten (10) working days after receipt of the written complaint.

Step 3. If the Department Head is unable to resolve the dispute, the employee may appeal in writing to the City Administrator. The written appeal must be presented to the City Administrator within five (5) working days of the Department Head's response. The City Administrator's decision shall be final.

If the dispute is not presented by the employee within the time limits indicated above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit, it shall be considered settled on the basis of the City's last answer. If the City does not answer a written complaint, or an appeal thereof, within the specified time limits, the employee may elect to treat the complaint as denied at that step and may appeal the complaint to the next step.

Employees exercising their rights under this policy shall be free from reprisal.

Employees covered by a labor agreement shall follow the grievance procedure established by the agreement, and that labor agreement shall supersede information contained in this section of policies.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and

The above list is not meant to be all inclusive or exhaustive.

Article XXII. Expense Reimbursements

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Section 22.01 Job Related Training and Conferences

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures.

Attendance at training programs will be approved at the Department Head level, except as follows:

- Attendance at a training program involving out-of-state travel by an employee requires approval by the City Administrator prior to registration.
- Attendance at any program or course work in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the City Administrator prior to registration.
- All outside training and conference attendance shall be processed through the Training Attendance Request Form.

City-sponsored and required training shall generally be arranged during regularly scheduled work hours. A department head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.

Responsibilities outlined in the job description, annual work program requirements, and training goals and

objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City. The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Employees who acquire training on their own time and expense are encouraged to notify Human Resources/Assistant City Administrator so the information can be noted in the employee's personnel file. Records of training shall be maintained in the employee's personnel file. Human Resources/Assistant City Administrator shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

Section 22.02 Job Related Activities

Attendance at any professional meeting or conference in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the supervisor or City Administrator prior to registration.

Section 22.03 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Section 22.04 Compensation for Travel

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Fair Labor Standards Act.

Section 22.05 Membership and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Section 22.06 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, not as part of a conference or training, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, employees will not be reimbursed for the following expenses:

1. when an employee chooses not to take advantage of meals, or other benefits already paid for or included in registration fees, and therefore creates additional expenses, those expenses shall not be eligible for reimbursement.
2. Expense reimbursements apply to employees only. Costs associated with spouses, child(ren), or other individuals not officially representing the City are not eligible for reimbursement.

The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$50 per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Section 22.07 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in Good Standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota or the actual cost of the course, whichever is less. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed 50% of the cost of tuition per year or a cap of \$2,500 per year.

Article XXIII. Outside Employment

The City of Wyoming does not restrict employees from engaging in outside employment that does not conflict with City interest. However, the City expects regular, full-time employees to consider City work their primary employment. The City will not condone outside employment that interferes with the performance of your duties with the City or which represents a conflict of interest. The City will not change your work hours to facilitate the scheduling of any outside employment, nor will an employee be allowed to conduct outside business during work hours.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service, holding a political office, or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid sick leave or similar unpaid leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration, or implementation of policies, programs, services, or any other operational aspect of the City.

Article XXIV. Drug Free Workplace

In accordance with federal law, the City of Wyoming has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a drug on City property or while conducting City business or while "on call" and subject to return to work is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

This includes cannabis or any medical cannabis products. **Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here.** Likewise, the fact that cannabinoids may be lawfully purchased and consumed in some circumstances does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use in certain circumstances. There is no

acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites.

- C. The City recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. **Applicants and employees still subject to being tested under the City's drug and alcohol testing policy.**
- E. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Article XXV. City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending, or permanent action is taken on their license, and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

Section 25.01 Personal Use of City Vehicles

City-owned vehicles are to be used only by City employees for official City business. Employees that drive or may be required to drive City vehicles and equipment are responsible for maintaining a safe driving record and for observing all traffic laws. Seatbelts must be properly used at all times. Drivers must carry a current, valid driver's license that is adequate for the type of vehicle being driven. Any employee who operates a City vehicle without a valid driver's license will be subject to disciplinary action. Passengers may be carried only when necessary to conduct City business and/or whose transportation via City vehicle is, in the opinion of the operator, in the best interest of the City. When a vehicle is not being used for business purposes, it shall be parked or left on the employer's premises. An exception is an IRS approved exempt vehicle, i.e., marked police or fire vehicle, which may be authorized by the City Council to be used for commuting to and from work and minimal use. City vehicles are not to be used for family purposes or for other pleasure or personal use at any time.

Section 25.02 Take-home vehicles

City of Wyoming take home vehicles are issued based upon a need for a timely response to an incident creating a concern for the public. Such vehicles are provided to enhance effectiveness, efficiency, and to provide better service to the community and the department. Persons issued take home vehicles are expected to have a high level of responsiveness to department needs beyond normal work hours. The below factors are used to consider the approval of a take home vehicle:

- Whether the employee's assignment and/or duties are subject to emergency callback on a continuing basis and whether the distance the employee lives from the City would allow emergency response on a timely basis.
- Whether other conditions exist, not based on usage, which make it in the City's best interest to allow take-home privileges.
- Whether the employee can demonstrate need based on number of meetings attended, miles driven, or related factors including, but not limited to, assignment and/or duties or position.
- Other factors as determined by City Administration.

Specific Policies relating to take home vehicles:

- Only employees authorized by the City Administrator are allowed take home vehicles. A list of assigned take home vehicles will be maintained. Department Heads are responsible to provide a list of take home vehicles and users to be on file with the City Administrator.
- Take home vehicles are issued based upon specific position and job duties, not assignment to a specific unit/division.
- Persons living over 15 nautical miles from their work assignment, as depicted in Figure 1, will not be allowed to take home a vehicle unless otherwise authorized by the City Administrator and/or department heads.
- Unless otherwise specified in a contract or labor agreement, take home vehicles will only be authorized for personal uses which are incidental to coming and going from work. City vehicles may not be driven by anyone not employed by the City of Wyoming
- Employees away from their assignment for more than 2 weeks (including illness, vacation, training, etc.) shall park the vehicle at the Department which the vehicle would normally reside.

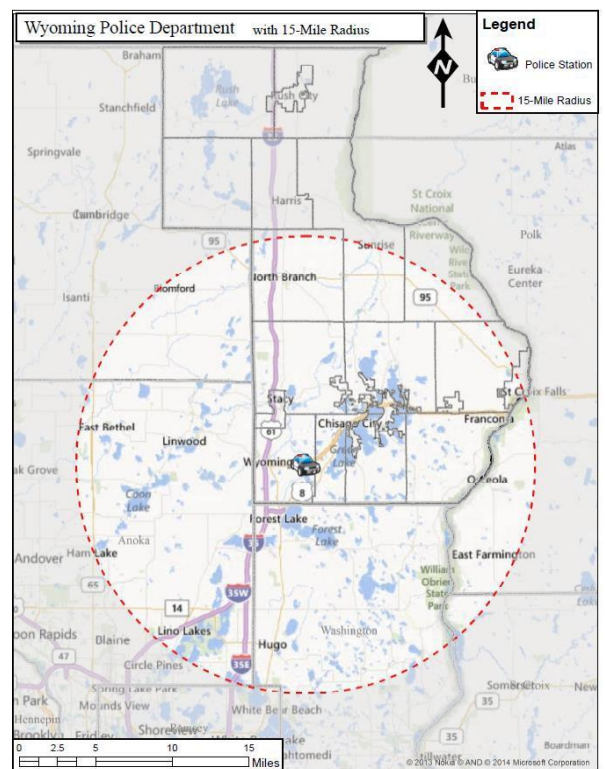


Figure 1

Section 25.03 Vehicle Collision

If, while operating a City owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, they shall:

1. Request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.
2. All collisions involving City vehicles or persons on duty and actively engaged in City business will be investigated by a police agency.

- a. If occurring outside the City, the collision will be investigated by the police agency having jurisdiction.
 - b. If occurring within the City and involving property damage or a minor (non-hospitalizing) injury, the collision will be investigated by the City Police Department.
 - c. If occurring within the City and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the City Police Department at the scene.
3. Employee responsibility is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.
4. A copy of all police reports and any statements attached will be forwarded to the Public Safety Director and the Chair of the Safety Committee within one day.

Article XXVI. Cellular Phone Use

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones, and to ensure that City employees exercise the highest standards of propriety in their use.

Section 26.01 Policy

City issued cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Emergency vehicle operators are exempt from Hands-Free under the following conditions while engaged in official duties.
 - a.) While engaged in an emergency situation where Hands-Free operation would adversely affect the employee's ability to perform the responsibilities of their official duties.

- b.) When in the presence of non-emergency responders and Hands-Free operation would jeopardize the safety of the employee.
- c.) When in the presence of non-emergency responders and Hands-Free operation would potential disseminate private or confidential data to unauthorized persons.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See Section 25 above for more information on reporting driver's license restrictions.
 - Alternatively, a supervisor may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions"

Regardless of who pays the bill, cell phone records about City business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for City business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

Article XXVII. Safety

The personal safety and health of each employee of the City of Wyoming and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, management seeks to maintain a safe and hazard-free work environment.

At Commencement of employment employees receive a copy of the City of Wyoming Employee Safety Manual. Employees are to read the manual carefully and ask questions about items that are unclear. As a condition of employment, employees are required to develop safe work habits and to contribute to the safety of themselves and co-workers. Employees are to reference the City of Wyoming Safety Manual for more information.

Section 27.01 Reporting Accidents and Illnesses

The City of Wyoming is committed to providing a safe and healthy working environment for all of its employees. It recognizes that most health and safety hazards can be eliminated if proper precautions are

taken. Therefore, it is the policy of the City Council to provide City employees with safe and healthful working conditions through the following means:

The City Administrator appoints a Safety Committee made up of employees from every department and every employee group. The City Administrator and the Committee create and maintain a safety program in compliance with all applicable federal, state, and local laws. The Safety Committee reviews every occupational illness and injury, and every incident which results in damage to City property, and it takes action to ensure that unsafe work methods, unsafe work sites, and unsafe equipment are identified and made safe. All employees are required to fully comply with the Safety Program.

Department heads and other management and supervisory employees are responsible for implementing the Safety Program by training their employees in safe work methods and by enforcing compliance with safety standards set by the Safety Committee. Department heads are responsible for providing all employees with that safety equipment and safety clothing which the City feels is necessary for employees to perform their duties in a safe manner.

Employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of yourself, your co-workers and the general public. To that end you are required to:

- Read the safety information that is provided to you by your supervisor.
- Immediately report to your supervisor all accidents and injuries occurring within the course of your employment.
- The supervisor will submit a Supervisor's Report of Accident Form to the City Administrator within twenty-four (24) hours of the time of injury.
- Immediately report to your supervisor all unsafe practices or conditions observed.

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

An employee who is temporarily unable to work due to an injury or illness sustained in the performance of the employee's work with the City may be eligible for Workers' Compensation, subject to the provisions of the State of Minnesota Workers' Compensation Law.

An employee who becomes eligible to receive Workers' Compensation will retain the total amount of the Workers' Compensation check and may receive the difference between their Workers' Compensation payment and the employee's regular gross salary through the use of accrued sick leave. The total of the Workers' Compensation check and the accrued sick leave compensation may not exceed the employee's normal gross pay.

An employee involved in an incident which results in damage to City property must submit a report of the incident to his or her supervisor within twenty-four (24) hours of occurrence.

Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

Section 27.02 Accidents involving defective equipment

When an accident happens where defective equipment is a possibility, the following action should be taken:

1. Attend to any injuries of employees or others.
2. Turn equipment in question over to the employee's supervisor, who shall consult with the Risk Manager.
3. Write a detailed report, within one day, to include all circumstances surrounding the incident and all manufacturing information available concerning the equipment in question. This report should be submitted to the Risk Manager. The Risk Manager will report such accidents to the Employee Safety and Health Committee.
4. When an employee is injured, procedures should be followed as outlined in the Policy.

Section 27.03 Possession and/or use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Acknowledgment

This personnel policy is an important document intended to help you become acquainted with the City of Wyoming. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the following:

- I have received and read a copy of the City of Wyoming's Personnel Policy. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Wyoming at any time, unless my employment is governed by a collective bargaining agreement that indicates otherwise.
- I further understand that unless I am covered by a collective bargaining agreement that indicates otherwise, my employment is terminable at will, either by myself or the City of Wyoming, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no representative of the City of Wyoming other than the City Administrator may alter "at will" status and any such modification must be in a signed writing.
- If my employment is governed by a collective bargaining agreement, I understand that the employment terms set out in this Personnel Policy work in conjunction with, and do not replace or amend any terms or conditions of employment stated in any collective bargaining agreement. Wherever employment terms in this Personnel Policy differ from the terms expressed in my union's collective bargaining agreement with the City of Wyoming, I understand that I should refer to the specific terms of the collective bargaining agreement, which will control.
- I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City of Wyoming's Personnel Policy.

I understand that nothing contained within this policy manual is intended to interfere with rights guaranteed to me by federal, state, and/or local law.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

RESOLUTION 22-11-103

A RESOLUTION AMENDING THE CITY OF WYOMING PERSONNEL POLICY

WHEREAS, Updates to The City of Wyoming Personnel Policy were adopted by the City Council on November 1, 2022; and

WHEREAS, The policy did not have a clause for vacation carry over; and

WHEREAS, City staff have added a clause allowing up to 80 hours of accrued vacation time to be carried over at year end, anything over 80 hours will be forfeited.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA approves this change and amending of the City of Wyoming Personnel Policy.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15TH DAY OF NOVEMBER, 2022.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



November 9, 2022

Mayor Iverson and City Council Members

Re: Public Safety Activity Report, November 15, 2022, City Council Meeting

Vehicle Updates

Squad 2204 was received the first week of November from Guardian Fleet Safety. The next squad, 2202, is being delivered on November 9, 2022.

Policy Manual Update

The police policy manual is slated to be completed in February of 2023, with Eckberg Lammers/LETAC delivering the final product with in-person training for all department staff.

Police Training Updates

On November 8, 2022, all officers participated in mandatory training for Use of Force and building searches. Wyoming Elementary was kind enough to allow us to use their facility after hours to conduct the training. This was a great introduction into the methodology of Reality Based Training.

Community Engagement

The first episode of "Community Roll Call with the Chief" was posted on November 9th, highlighting the new squads. This will be a great platform to pass along information to the community

Officers met with residents of Meadows on Fairview for a special "Coffee with a Cop" event on November 9th. It was a great chance to meet with community members at this facility.

Donation to Bikes4Kids

Eleven unclaimed bikes from our property system were donated to the Bikes4Kids organization in Ham Lake, MN. They were very appreciative of the donation and they will be put to good use after the refurbishing process.

Fire Updates

On November 2, 2022, Wyoming Fire was called to Columbus to assist Forest Lake with a fire near the Carlos Avery Wildland area. We responded with our new Grass truck, UTV and Engine 3, along with both command vehicles and upwards of 22 firefighters. One of our Chiefs assisted with incident command, and we had crews on both flanks of the fire in the woods working along the fire line. Thanks to the capabilities of our new grass truck we were able to get into the woods and put a significant amount of water on the fire. We were on scene for nearly = 5 hours with these



PUBLIC SAFETY

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

resources along with a crew standing by at our station for any calls in Wyoming. We also responded the following day with a water tender, as Forest Lake was out assisting another agency with a structure fire. We are seeking reimbursement from the MN DNR for staff and equipment use for this incident.

On November 4, 2022, Wyoming Fire responded to a two-vehicle crash with one vehicle on fire. Chief Ennis was able to respond right to the scene with a take home command vehicle and knocked the fire down with a fire extinguisher. He assisted the driver with getting out of window of the vehicle prior to the interior of the SUV becoming fully involved with fire.

Upcoming Community Outreach Events

- TBD



Neil D. Bauer, Ed.D.
Public Safety Director/Police Chief



PUBLIC SAFETY

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



November 8, 2022
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: NOVEMBER 15, 2022 CITY COUNCIL MEETING

Dear Mayor and Council Members:

This letter is intended to summarize on-going commercial building projects and zoning issues within the City. Some of these items may be separate agenda matters, while others are for informational purposes only.

Hallberg RV Storage Site

The security fence has been installed. Site grading is complete and the parking lot is ready for pavement. The southbound right turn lane has been completed. All interior walls have been constructed, all roofing and steel siding is complete, stone wainscoting, and overhead doors have been installed on all buildings. The steel frames for all four structures have been erected. The floor slabs all the buildings have been placed. All footings and the foundations for the buildings are in, site grading is near completion.

Hallberg Bingham Site

Final inspections for the north unit were done; after some minor items are addressed a temporary Certificate of Occupancy will be issued. The exterior of the building is complete, site grading continues, parking lot has been paved. The building and grading permits have been issued.

Maranatha Radio Tower

The fence surrounding the tower site is constructed, but one of the congregant's needs to make and install the gate to complete the job.

Planning Commission

The Planning Commission held a public hearing to consider applications for rezoning, lot width & depth variances, preliminary, and final plat of "Newman Estates".

The Planning Commission held a public hearing to consider applications for the preliminary, and final plat of "Mayorga Meadows".

These are separate agenda items.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



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tloonan@eckbergammers.com

November 9, 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 – October 28, 2022 – November 9, 2022**

Dear Robb:

Our office is advising City staff regarding development and land use questions. We continue to field questions relating to employment matters and serve in our general counsel role of reviewing City contracts and 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

November 10, 2022

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

Re: November 15, 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.

Fallbrook Avenue and 264th Street Improvement Project

On September 20, 2022, City Council authorized the preparation of a feasibility study for the Fallbrook Avenue and 264th Street Improvement Project. Notice to property owners has been sent indicating that we have been authorized to prepare a feasibility study and that they may see survey crews and soil borings taking place in the area. Survey work has been completed. They were also informed they would receive an invitation for a public information meeting to let them know about our public improvement process as well as get input from them. Staff is tentatively looking to set this in late November once we have a draft feasibility study completed.

Diamond Ridge Development

A preconstruction meeting was held on September 21, 2022. Tree removal and erosion control has been placed. No further work is planned to occur until next spring. We have been in communication with the adjacent property owner who has expressed concerns to inform them of what will be next and when.

East Viking Boulevard (Fenwick to Polaris)

Staff has updated the feasibility study and a public hearing will be held at the November 15th City Council meeting. The 2023 East Viking Improvement Project excludes the full depth reclamation from Glen Oak Drive to the west Polaris gate; however, the project does include the addition of hydrants and the bridge portion of the project that we received bridge bonds for, both of which are not assessable. Staff will discuss options for the box culvert as we have

determined they are about 8-9 months out on delivery. We could include in the project as we customarily would, or we could direct purchase the box culvert soon and have our contractor coordinate delivery and install. This may assist in completing the project in 2023, however our funds received are good through 2024, so we can proceed with either option.

Helium Court Storm Sewer Repair / 266th Street Storm Sewer Addition

City Council recently awarded both storm sewer improvements and a preconstruction meeting has been held. The contractor has yet to receive the necessary materials to complete the work and with the 10-day forecast projections, these two projects will need to be completed in the spring. Once the storm sewer structures are delivered, we will pay the contractor for materials on hand as we customarily would.

Bingham Property – Hallberg Project (Multi-Tennent)

All testing has now passed and a site walk through has been completed. The final punch list will be prepared the week of November 14th.

Sunrise Riverbank Development (residential and commercial)

The developer has submitted a revised concept. Staff has met with the applicant's team and we have provided initial feedback. Staff will be meeting with the development team in the near future to provide additional feedback.

2021 Street Improvement Project

No new update:

Staff has met with the contractor the week of 7/18, 9/1 and 9/6 with their subcontractor to go over remaining work. Punch list items, and additional seeding has occurred. Staff will be reviewing to ensure restoration efforts have taken. We are also working with the contractor to go over final payment quantities. Once restoration is acceptable, staff will bring a final pay voucher to the City Council for consideration. Once the project is accepted, the two-year warranty period will begin.

An agenda item related to restoration has been placed on the agenda for discussion.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The contractor has completed their work and is pulling together final contract closeout documentation. Once received, staff will place an agenda item for council consideration for final payment and acceptance.

Summer Fields Development

First Addition (19 lots): The contractor has indicated the project has been completed and all punch list items are complete as well. Upon inspection, there are a few items that remain; however, it is expected that this will be brought to the City in the near future for consideration of acceptance and release of escrow. The developer is working to address these remaining punch list items.

Second Addition (15 lots): Utility Construction, curb and gutter placement and asphalt has been placed. An escrow reduction has been requested and staff is confirming the value of work completed and what remains now that they have submitted the remaining . The escrow reduction has taken place.

Third Addition

No new update. 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

The developer indicated all punch list items were complete and requested final acceptance of the project and release of the Letter of Credit. Upon inspection, very little of the punch list was completed. The punch list was sent to them again along with photos indicating what need to be completed for the city to consider final acceptance. The developer has indicated these remaining items have now been completed. We will inspect to confirm. Once these have been addressed, staff will be ready to recommend acceptance of the improvements and start the two-year warranty period.

Heims Lake Villas North

All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has been completed, allowing building permits to be issued. The concrete sidewalk has been completed. Developer is choosing to complete the wear course paving in 2023.

Aadland Development (Hunter Hill)

Punch list items are currently underway and final layer of asphalt has been placed. Project acceptance is expected yet this fall.

Hallberg Storage

Final Punch list is being created and project completion is near.

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

Sincerely,

WSB and Associates, Inc.



Mark Erichson, PE



Public Works Report

Date: November 15th, 2022

Mayor Iverson and City Council Members

Public Works Report for November 15th, 2022 Council Meeting

The Fall hydrant flushing has been completed. We will be compiling our information and sending it to WSB for updates on our hydrant flushing plan.

The South Water Tower pipe has been ordered and we are looking at October for installation of the riser pipe. Still no word on the delivery date.

Swenson Park playground equipment has been installed.

The Helium Court storm water repair was scheduled for November 10th. Unfortunately, the storm structures are not ready and the project has been postponed until spring. Public Works has fixed the eroded wash-outs for winter.

All the vehicles are DOT Certified and we are gearing up for snow plowing.

10 Ash trees were removed and their replacements have been added.

Parks:

Satellite restrooms and extra garbage cans have been removed for winter

We are working with WSB on a collector app for trees

Meetings with Hugo Tree for writing an Emerald Ash Program for the city

Swenson Park playground equipment installed and now complete

The slide replacement and installation at Goodview has been ordered

Sanitary Sewer:

The jetting and cleaning of the sanitary sewer lines is completed

Vaccon Truck training scheduled for November 23rd, 2022 for the employees

Water:

Daily and monthly water tests have been completed

South Water Tower riser pipe scheduled for October

Hydrant flushing is completed

Streets:

Street maintenance materials, road salt, have been ordered

Grading of gravels for winter have been completed

Surface Water:

Setting up annual training with WSB

Street sweeping continues/ Training completed

Helium Court and Feriday Avenue projects have been postponed until Spring.



CITY OF WYOMING

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

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
DATE:	November 15, 2022
FROM:	Kim Lindquist, City Planner
	Fred Weck
RE:	Plat Review, Rezoning, Variance
	Application
APPLICANT:	Kelly Newman
PROPERTY:	5759 250th Street, R.21.11125.38
FILE NO.:	D-22-012 & 013, Z-22-003, V-22-001

OVERVIEW

Kelly Newman (“Applicant”) has requested review and approval of both a Preliminary and Final Plat to subdivide the parcel at 5759 250th Street into two properties along Fondant Avenue. The applicant is also applying for both a rezoning from R2 to R1 and two variances to address the ordinance requirements, lot depth and lot width, associated with the subdivision request. As proposed, the northern Lot 1 would be 1.00 acres and the southern Lot 2 would be 1.12 acres. Currently Lot 1 is developed with a residential dwelling and its accessory structures. The newly subdivided parcel, Lot 2, is planned for future residential development. The site is currently zoned as R2 – Rural Residential II.

The proposed rezoning would change the property to be zoned as R1-Rural Residential I, which is needed because the property does not have the required lot size to meet current zoning standards in the R2. The lot size standards for the R-2 District is 2 acres with a 1-acre buildable lot requirement, and the R-1 District requires a minimum 1-acre lot with 1 acre buildable.

The applicant is requesting two variances. One, is a variance permitting Lot 1 to have a lot width of 190 feet, 25 feet less than the standards set in the R1 Zoning District. The lot width requirement is 200’ or 215’ on a corner lot. The other, is a variance permitting Lot 2 to have a lot depth of 190 feet, 10 feet less than the R1 Zoning District standards. Both of the variances are prompted by the width of the current parent parcel. The standards are stated in Section 40 – 185 of the City Ordinances.

In addition, there is a wetland along the south property line that may impact whether Lot 2 has the required amount of buildable area. The wetland delineation report is currently being reviewed; preliminary results indicate the presence of nearby wetlands will not affect the size of the lot or its buildability. *The wetland delineation report has been approved; there are no wetlands on the property.*

Given the property location, the plan must meet R1 – Rural Residential, Subdivision, and Wetland ordinance standards.

STAFF RECOMMENDATION

Based on staff's analysis of the request and the standards for approval, staff recommends approval of the rezoning of the property from R2 – Rural Residential II to R1 – Rural Residential I.

Based on staff's analysis of the requests and the standards for approval, staff recommends that the variance requests from 215' lot width to 190' for Lot 1 and a 190' lot depth when 200' is required for Lot 2 be approved based on the practical difficulties in meeting the ordinance requirements. Accordingly, staff recommends that the Planning Commission make a finding of fact in their recommendation to the council that the proposed variances will not:

- (a) Impair an adequate supply of light and air to adjacent property.
- (b) Unreasonably increase the congestion in the public right-of-way.
- (c) Increase the danger of fire or endanger the public safety.
- (d) Unreasonably diminish or impair established property values within the neighborhood.
- (e) Cause an unreasonable strain upon existing municipal facilities and services.
- (f) Be contrary in any way to the spirit and intent of this Ordinance.
- (g) Have a negative direct or indirect fiscal impact upon the City or school district.

The requirements of Article III, Division 2 and Article III, Division 3, "The Preliminary Plat" and "The Final Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with. Accordingly, staff recommends approval of both with the following conditions:

1. All required local, state and/or federal permitting must be obtained.
2. Compliance with any Engineering comments provided on the marked-up Plat drawings.
3. ~~The applicant should confirm the wetland delineation and ensure there is 1 acre of buildable area on Lot 2 before filing of the final plat and if the delineation reduces the buildable area a variance from that standard is required.~~ *This has been done.*
4. Both the rezoning and the two variance requests are approved by the Planning Commission.

STAFF REVIEW

Comprehensive Plan and Zoning Review

The subject property is currently zoned R2 – Rural Residential II, but with the proposed rezoning it will be zoned as R1-Rural Residential I. It is guided as Lower-Density Suburban Neighborhood in the City of Wyoming's Comprehensive Plan which can result in an R1 or R2 zoning. The zoning and surrounding uses are as follows:

North – R1 – Rural Residential I; Heims Lake

South – A – Agriculture, R2 – Rural Residential II

East – R1 – Rural Residential I, MXD – Mixed Use District

West – R2-Rural Residential II, R1-Rural Residential I; a general mix of low-density residential housing

This parcel is not located within either the Shoreland Management Overlay or a FEMA-designated floodplain area. The following table summarizes the regulations associated with the site, outlining the standards for property zoned as R1 – Rural Residential I.

Zoning District	<u>R1-Rural Residential</u>	<u>R2 – Rural Residential</u>	<u>Proposed</u>
Lot Width	215 feet (corner lot) 200 feet (interior lot)	215 feet (corner lot) 200 feet (interior lot)	*Lot 1 – 190 feet Lot 2 – 255 feet
Lot Depth	200 feet; shall not be greater than four times the lot width	200 feet; shall not be greater than four times the lot width	Lot 1 – 229 feet *Lot 2 – 190 feet
Lot Size	One (1) acre, at least one (1) acre of which must be buildable	Two (2) acres, at least one (1) acre of which must be buildable	Lot 1 – 1.00 Acres Lot 2 ~ 1.12 Acres
Front Yard Setback	73 feet from the centerline of street	73 feet from the centerline of street	Lot 1 (Existing) - 76 feet
Side Yard Setback	Principal – 10 feet Accessory – 3 feet Driveway – 5 feet	Principal – 10 feet Accessory – 3 feet Driveway – 5 feet	Lot 1 (Existing) – 44 feet
Rear Yard Setback	Principal – 35 feet Accessory – 3 feet	Principal – 35 feet Accessory – 3 feet	Lot 1 (Existing) – 121 feet from the proposed property line

***Variance Required**

Roads and Traffic

There are no new public roads proposed as part of this subdivision, but it is anticipated that a new driveway from Fondant Avenue will be created for Lot 2 upon development. There does not appear to be any geographical constraints or sight distance issues for private access to Lot 2.

Drainage/Natural Resource/Wetlands

Because there is no proposed excavation or disturbance at this time, a NPDES stormwater permit is not required. While the site is located within the Comfort Lake Forest Lake Watershed District, a CLFLWD permit is only required with subdivisions of more than 3 lots and therefore not required for this proposal. There is no floodplain in the area, so no floodplain permitting is required. Since there is no increase in impervious ground cover, no stormwater plan is required. Upon development of Lot 2, additional permitting for drainage and grading will be reviewed and permitting may be triggered through CLFLWD depending on the proposed improvements. Any future development that may alter or drain any of the wetland located on the property will require additional permitting and authorization. In addition, no structure shall be erected, reconstructed, altered, or moved nearer than twenty (20) feet from any of the wetland on the property.

Wetland delineation on the property will need be reviewed and confirmed to ensure that Lot 2 has at least 1 acre of buildable space. Preliminary review indicates that the wetland will not negatively impact the buildability of the lot or meeting the 1-acre standard.

Utilities

Municipal sanitary sewer and watermain services are not currently available on this site, and none are proposed as part of the subdivision. If any future utilities are proposed, a corresponding utility plan would need to be submitted by the applicant.

Park Dedication

Article IV of the Subdivision Ordinance sets forth the park dedication requirements. The policy for minor subdivisions is that when three or fewer lots are being created that the minimum park and trail fees will be collected without the need for the Joint Park Planning Board to meet unless the development is in an area where the City is looking to acquire park land. This policy was reaffirmed at a Joint Park Planning Board held on October 28, 2014.

The area of the proposed subdivision is not an area that the City is looking to acquire land and as such the City will require park and trail dedication funds. The minimum park dedication for the proposed subdivision equals \$1,500.00 plus the minimum trail dedication of \$300.00. The fees are to be collected prior to final plat approval.

Rezoning Request

The applicant wishes to amend their property's current zoning of R2-Rural Residential II to instead be R1-Rural Residential I.

Section 40 - 141 (4) (a) outlines the standards for rezoning. The City may adopt amendments to the zoning ordinance and zoning map in relation both to land uses within a particular district or to the location of the district lines. Such amendment shall not be issued indiscriminately but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the City. The following factors shall also be considered.

1. Whether the amendment will create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

The proposed rezoning will not create excessive demand on existing public facilities or services as it permits creation of one additional buildable lot.

2. Whether the amendment is sufficiently compatible so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.

The proposed rezoning would allow for a subdivision that is generally compatible with the surrounding existing development, and it would not negatively affect the value of any nearby property.

3. The amendment in the opinion of the City is reasonably related to the overall needs of the City.

This rezoning is consistent with the lower-density suburban neighborhood designation given to this property and the surrounding area.

4. The amendment is consistent with the intent and purposes of the zoning ordinance.

The purpose of the R1 - Rural Residential I district is provide an area for very low-density housing with on-site wastewater systems in locations that are similarly developed. The

property rezoning would allow for the development of a new lot served by on-site well and septic.

5. The amendment will not cause traffic hazard or congestion.

The rezoning will not cause traffic hazard or congestion.

Variance Standards

The applicant is requesting two variances. One, is a variance permitting Lot 1 to have a lot width of 190 feet, 25 feet less than the lot width standard for corner lots in the R1 Zoning District. The other, is a variance permitting Lot 2 to have a lot depth of 190 feet, 10 feet less than the R1 Zoning District standards. Both of these standards are stated in Section 40 – 185 of the City Ordinances.

The City of Wyoming Zoning Ordinance Section 40 – 120, (5), and Minnesota State Statute 462.357 specify the following criteria must be met in order to grant a variance. The criteria with analysis is provided below for both the lot width and lot depth variance.

(a) The property in question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.

The planned future residential development on Lot 2 cannot be achieved without both a lot width variance for Lot 1 (an existing condition) and a depth variance for Lot 2. This proposed subdivision is consistent with the density of the surrounding neighborhood and the general purpose of the R1 zoning district.

(b) Exceptional or extraordinary circumstances apply to the property which does not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of the property, since enactment of this Ordinance, have had no control.

The pre-existing parent parcel lot dimensions are set and cannot be increased. Lot 1 is already developed, and the undersized lot width is a pre-existing condition. With the subdivision, Lot 2 has a minor lot depth variance due to the existing lot dimensions. Lot 2 has more lot width than required. Both parcels are considered buildable from a lot size and buildability standpoint.

(c) That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

A literal interpretation of R1-Rural Residential I lot standards would deprive the applicant of the rights commonly enjoyed by other properties in the same district.

(d) The special conditions or circumstances do not result from actions of the applicant.

The variances are a result of existing conditions, particularly as it is related to the Lot 1 lot width variance.

(e) That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.

The variances requested will not confer the applicant any special privilege that is not permitted to other property owners in the same zoning district.

(f) The variance requested is the minimum variance which would alleviate the hardship.

The requested variances are the minimum variances necessary to alleviate the hardship.

(g) The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.

The variances requested would not be detrimental to the purposes of the ordinance or to any property in the same zone.

(h) Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.

Economic conditions or circumstances alone are not the only consideration for granting of the variances.

(i) In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.

This property is not located in the Floodplain District.

(j) Variances shall be granted for earth sheltered construction by state statutes when in harmony with this Ordinance

This criterion is not relevant to the applied variances.

Plat Review Standards

In accordance with Sec. 32 – 42, the following criteria shall be considered during the Plat review application process:

(a) Consistency with the design standards and other requirement of this ordinance.

The planned subdivision does not comply with RI-Rural Residential I lot standards, and therefore there are multiple variances required – which the applicant is pursuing. Outside of these, the subdivision is consistent with all other design standards.

(b) Consistency with the City's Comprehensive Plan, Stormwater Management Plan, and any other development plans officially adopted by the City.

The planned subdivision is consistent with the lower-density suburban neighborhood designation of the City's Comprehensive Plan. In addition, there are no complications relating to the City's Stormwater Management Plan or any other formally adopted plans.

(c) The physical characteristics of the site, including but not limited to topography, erosion, flooding potential, development, and major vegetation.

The applicant must ensure that the wetland area located near the southern property line does not reduce Lot 2's buildable area to less than one acre.

(d) The proposed development's fiscal impact and environmental impact.

The proposed development will have no major negative fiscal or environment impact.

(e) Whether the proposed subdivision is in conflict with applicable general and specific plans (e.g. growth management system goals and policies, capital improvement programs, ordinances).

The proposed subdivision is not in conflict with any specific or general plans.

(f) Whether the design or improvement of the proposed subdivision is in conflict with applicable development plans.

This criterion is met.

(g) That the site is physically suitable for the proposed density of the development.

With the requested rezoning and related variances, this site is physically suitable for future low-density rural residential development.

(h) Whether the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage.

The design of the subdivision should not cause substantial environmental damage.

(i) Whether the design of the subdivision or the type of improvements are likely to cause serious public health problems.

The design of the subdivision should not cause serious public health problems.

(j) Whether the design of the subdivision or the type of improvements will conflict with easements of record or of easements established by judgment of a court.

The design of the subdivision should not conflict with any easement of record or easement established by judgment of a court.

In addition, per Sec. 32 – 51, the Final Plat shall substantially conform to the Preliminary Plat.

This criterion is met.

Planning Commission Recommendation

Rezoning - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the rezoning request based on the finding that the criteria contained in Article V, Division 9, Zoning Amendments have been met and concur with Staff's recommended findings of fact.

Variances - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the requested variances from Sections 40-185, (2), (a) and 40-185, (3) of the City of Wyoming Zoning Ordinance to allow the creation of a corner residential lot with less than 215 feet of width and a residential lot with less than 200 feet of lot depth, based on the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items a, b, c, d, e, f, g, and h of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.

3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.
4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.

Preliminary Plat - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend the approval of the requested preliminary plat with the finding of fact; that the requirements of Article III, Division 2, "The Preliminary Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

Final Plat - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend the approval of the requested final plat with the finding of fact; that the requirements of Article III, Division 3, "The Final Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

The Planning Commission recommends approval of the Preliminary and Final Plats with the following conditions:

1. All required local, state and/or federal permitting must be obtained.
2. Compliance with any Engineering comments provided on the marked-up Plat drawings.
3. Both the rezoning and the two variance requests are approved by the Planning Commission.



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

LAND USE APPLICATION: ORDINANCE AMENDMENT

This application initiates a request to change the text of a city ordinance or to change the boundaries of a zoning district (rezoning). Any person owning real estate within the city may initiate an ordinance amendment request.

Property Address: 5759 250th St Forest LK, Mn

Applicant(s): Name(s) Kelly Neuman

Address 5759 250th St

City Forest Lake State Mn Zip 55025

Phone Number 218-522-0181 Email _____

Owner(s) - If other than Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Owners(s) Signature(s) [Signature] Date 10/18/22

Legal description of property (if rezoning) OR proposed text amendment (attach additional pages if necessary):

Present use of property: Residential

Property Identification Number(s): R.21 11125-38

Present Zoning District: R-2 Proposed Zoning District: R1

This application and the following attachments must be submitted to be considered a complete application:

- ☒ 1. Stated reason for requested change Letter
- ☒ 2. Statement of compatibility to the City Comprehensive Plan
- ☒ 3. Text of the portion of the existing ordinance to be amended (If applicable)
- ☒ 4. Proposed amended text and statements outlining any other effects that the amendment may have on other areas of this ordinance
5. Additional information as may be requested by the Planning Commission - Rezoning requests will require a map of the area to be rezoned
6. The application fee and escrow must be paid at the time of application.

Applicant(s) Signature(s) [Signature] Date 10/18/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. Article V, Division 9, Zoning Amendments, is attached to this application. By signing this application, the applicant acknowledges that it has been read and understood.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Application # Z-22-003

Date Complete Application Received 10/18/22

Fee: \$220.00 + Escrow \$750.00

Revised 07/28/22

Date Application Received 10/17/22

60 Days 12/18/22

Date Paid 10/18/22

By: [Signature]
Official

Check # ✓

To City of Wyoming,

I would like to request an Ordinance Amendment for 5759 250th st., Forest Lake, MN 55025 to split the lot to build a new home on the South lot.

Thank you,

Kelly Newman

Kelly Newman 10/18/22

Z-22-003



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

LAND USE & VARIANCE APPLICATION

A variance application initiates a request for an allowance to vary from the terms of the Ordinance and is heard by the Planning Commission who will make a recommendation to the City Council. The City Council will make the final decision.

Property Address: 5759 250th St Forest LK Mn 55025

Applicant(s) Information:

Name(s) Kelly Newman
Address 5759 250th St
City Forest Lake State Mn Zip 55025

Home 218-522-0181
Work _____
Email KTN 4758@yahoo.com

Owner(s) Information: (if other than Applicant(s))

Name(s) _____
Address _____
City _____ State _____ Zip _____

Home _____
Work _____
Email _____

Owner(s) Signature(s) [Signature]

Date 10/18/22

Legal description of property: Residential

Property Identification Number: R.21 11125.38 Present Zoning: _____

Present use of property: Residential

Proposed use of property: Residential

Description of request: Split lot Variance for lot width and lot

This application and the following attachments must be submitted to be considered a complete application: Depth

1. A detailed map of the property showing the location of existing and proposed structures and improvements and existing land uses and buildings of adjacent properties within 500 feet. A survey is required for all setback variances.
2. A letter to the Planning Commission describing the variance request and how the request satisfies the criteria found in Sec. 40 - 120, (5), (a) - (j).
3. A completed Variance Worksheet (attached).
4. The variance fee (\$220.00) must be paid at the time of application. The application fee and escrow must be paid at the time of application. The fee is not refundable. The unused portion of the escrow will be returned to the applicant.
5. Any other information deemed necessary by the Zoning Administrator or Planning Commission. (A variance application for a property in a Shoreland District must include a valid Septic System Certificate of Compliance)

A public hearing can be scheduled only after a complete application has been received.

Applicant(s) Signature [Signature] Date 10/18/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 7, Variances, is attached to this application and by signing this application, the applicant acknowledges that it has been read and understood.

OFFICE USE ONLY

Application # V-22-001

Date Complete Application Received 10/17/22

Fee \$220.00 + Escrow \$750.00
Revised 07/27/22

Date Application Received 10/17/22

60 Days 12/18/22

Date Paid 10/18/22

By: [Signature]
Official

Check # ✓

To City of Wyoming,

I would like to request a variance for 5759 250th St. Forest Lake, MN 55025. A Variance of 190ft from the old 200ft which equals a 10ft variance needed. I will also need a 25ft variance from the existing 215ft variance.

Thank you,

Kelly Newman

Kelly Newman 10/18/22

Variances

*Lot 1, Block 1, Newman Estates - corner lot width 215'
40-185, (2)(a) - has 190'*

*Lot 2, Block 1, Newman Estates Lot Depth 200'
40-185, (3) - has 190'*

City of Wyoming Variance Worksheet

Applicant(s): Kelly Newman Phone: 218-522-0181
Address: 5759 250th St Forest LK Mn
Variance request description: From 200' to 190' 10' variance / 215 to 190 25' variance
City Ordinance Section number: _____

Answer the following questions based on the criteria found in Sec. 40 – 120, (5), (a) – (j). If needed, use a separate page. **All questions must be answered.**

Criteria #1 The property in question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.

Applicant - Can the property in question be put to a reasonable use if used under the conditions allowed by this Ordinance? ☒ Yes ☐ No

Describe: its just for residential

Criteria #2 Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since enactment of this Ordinance have had no control.

Applicant - Do exceptional or extraordinary circumstances apply to the property that do not apply generally to other properties in the same zone or vicinity, and do they result from lot size or shape, topography, or other circumstances over which the owners of property since enactment of this Ordinance have had no control?

☐ Yes ☒ No

Describe: Just want to split it

Criteria #3 That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

Applicant - Does the literal interpretation of the provisions of this Ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance?

☐ Yes ☒ No

Describe: its just my back acre

Criteria #4 The special conditions or circumstances do not result from actions of the applicant.

Applicant - Do the special conditions or circumstances result from actions of the applicant?

☒ Yes ☐ No

Describe: I request to do it

City of Wyoming Variance Worksheet (Continued)

Criteria #5 That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.

Applicant - Will granting the variance requested confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district? ☒ Yes ☐ No

If yes, describe. yes changing from R2 to R1

Criteria #6 The variance requested is the minimum variance which would alleviate the hardship.

Applicant - Is the variance you are requesting the minimum variance which would alleviate the hardship? ☒ Yes ☐ No

Describe: each is an acre or over

Criteria #7 The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.

Applicant - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? ☐ Yes ☒ No

Describe: I want to build a home

Criteria #8 Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.

Applicant - Is the requested variance for economic reasons? ☐ Yes ☒ No

Describe: _____

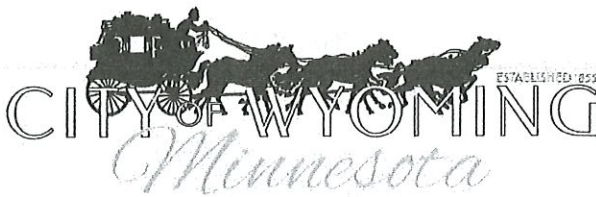
Criteria #9 In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.

Applicant - Is the property in a Flood Plain District? ☒ Yes ☒ No

Criteria #10 Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.

Applicant - Is the variance for earth-sheltered construction? ☒ Yes ☒ No

If yes, how is the request in harmony with the ordinance? _____



City Of Wyoming
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Wyoming, MN 55092
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permits@wyomingmn.org

SUBDIVISION APPLICATION: PRELIMINARY PLAT

A preliminary plat application is filed after the Planning Commission has reviewed the sketch plan application for the proposed subdivision. The application is reviewed by the Plat Review Committee and then forwarded on to the Planning Commission for a public hearing. After the public hearing the application is considered by the City Council.

Applicant(s): Name(s) Kelly Newman
Address 5759 250th St
City Forest Lake State Mn Zip 55025
Phone Number 218-522-0181 Email ICTN4758@yahoo.com

Owner(s) - If other than Applicant(s):

Name(s) _____
Address _____
City _____ State _____ Zip _____
Phone Number _____ Email _____

Signature of owner(s) Kelly Newman Date _____

Legal description of property: _____

Property Identification Number: R.21. 11125.38

Present use of property: Residential

Proposed use of property: Residential

Present zoning of property: R2

Total acreage of property: 2.12
Number of proposed lots: 2

Total acreage in wetlands or floodplain: 0
Acreage of proposed parkland dedication: 0

☒ 4 full size copies of the proposed preliminary plat

☒ 1 electronic version legibly detailing all features

☒ A copy of proposed protective covenants, if applicable

☒ Septic site evaluation reports

☒ Applications for any necessary variances, conditional use permits, or rezoning

☒ 2 reduced copies (no larger than 11 X 17)

☒ Environmental Assessment Worksheet, if necessary

☒ Grading, drainage and erosion control plans

☒ Wetlands delineation report

☒ Copies of permit application submittals to all agencies with jurisdiction over wetlands or water bodies and channels on the development site

☐ List of any special assessments

Applicant(s) Signature: Kelly Newman Date 10/18/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Application # D-22-012

Date Application Received 10/17/22

Date Complete Application Received 10/20/22

120 Days 2/17/23

Fee: \$450.00 + \$70.00/Lot + Consultant Escrow = \$

Date Paid 10/18/22

By: [Signature]
Official

Check # [Signature]

Consultant Escrow = \$1,000 without improvements or \$10,000 with improvements + \$500.00/lot for 30+ lots

Revised 07/27/22



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

SUBDIVISION APPLICATION: FINAL PLAT

Applicant(s): Name(s) Kelly Newman
Address 5759 250th St
City Forest Lake State MN Zip 55025
Phone Number 218-522-0181 Email KTN 4758@YAHOO.COM

Owner(s) - if other than Applicant(s):
Name(s) _____
Address _____
City _____ State _____ Zip _____
Phone Number _____ Email _____

Signature of owner(s) Kg Date 10/18/22

Legal description of property: _____

Property Identification Number: R.21. 11125.38

Present use of property: Residential

Proposed use of property: Residential

Present zoning of property: R-2

Surveyor: Name Widjeth Phone _____

Engineer: Name _____ Phone _____

Real Estate Agent: Name _____ Phone _____

This application and the following attachments must be submitted to be considered a complete application:

Total size of property: 2.12 Total acreage in wetlands or floodplain: 0

Number of proposed lots: 2 Current zoning and use of property: _____

- ☒ 4 full size copies of the final plat drawings
☒ Improvements complete & accepted
☒ Performance guarantee for the improvements
☒ Soil perc tests and borings
☒ Park Dedication Submitted
☒ Other
☒ The application fee and escrow must be paid at the time of application
- OR
- ☒ 2 reduced copies (no larger than 11 x 17)
☒ Developers Agreement
☐ Certificate of Title & Opinion
☒ Receipt proving that the taxes have been paid
☐ Legal & Engineering Fees Paid

Applicant(s) Signature: Kg Date 10/18/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

The meeting can be scheduled only after a complete application is received.

OFFICE USE ONLY

Application # 0-22-013

Date Complete Application Received ____/____/____

Fee: \$200.00 + Escrow \$1,000.00

Revised 07/27/22

Date Application Received 10/17/22

120 Days ____/____/____

Date Paid 10/18/22

By: _____

Official

Check # _____

LTING & ASSOCIATES, INC.

UNCHECKED PLAT
SUBJECT TO CHANGE
REVISED 10/18/22

OFFICIAL PLAT

NEWMAN ESTATES

KNOW ALL PERSONS BY THESE PRESENTS: That Kelly T. Newman, single, owner and proprietor of the following described property situated in the County of Chisago, State of Minnesota, to wit:

Lot 1, Block 2, WILDLIFE ESTATES according to the plat thereof Chisago County, Minnesota.

Has caused the same to be surveyed and platted as NEWMAN ESTATES and does hereby donate and dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Kelly T. Newman, single has hereunto set his hand this ____ day of _____, 20____.

Kelly T. Newman

COUNTY OF _____
The foregoing instrument by Kelly T. Newman, single was acknowledged before me this ____ day of _____, 20____.

(signature)

(print name)

Notary Public, Minnesota
My Commission Expires 1/31/20____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet land as of this date are shown and labeled; and all public ways are shown and labeled.

Shawn M. Kupcho, Land Surveyor
Minnesota Licensed Surveyor No. 49021

STATE OF MINNESOTA
COUNTY OF CHISAGO
The foregoing Surveyor's Certificate by Shawn M. Kupcho, Minnesota License No. 49021, was acknowledged before me this ____ day of _____, 20____.

(signature)

(print name)

Notary Public, Minnesota
My Commission Expires 1/31/20____

Approved by the City Council of the City of Wyoming, Minnesota, this ____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Signed: _____ Mayor Signed: _____ Clerk

This plat was approved as to form and execution this ____ day of _____, 20____.

City of Wyoming Attorney

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes

this ____ day of _____, 20____.

Chisago County Surveyor

No delinquent taxes and transfer entered this ____ day of _____, 20____.

Chisago County Auditor

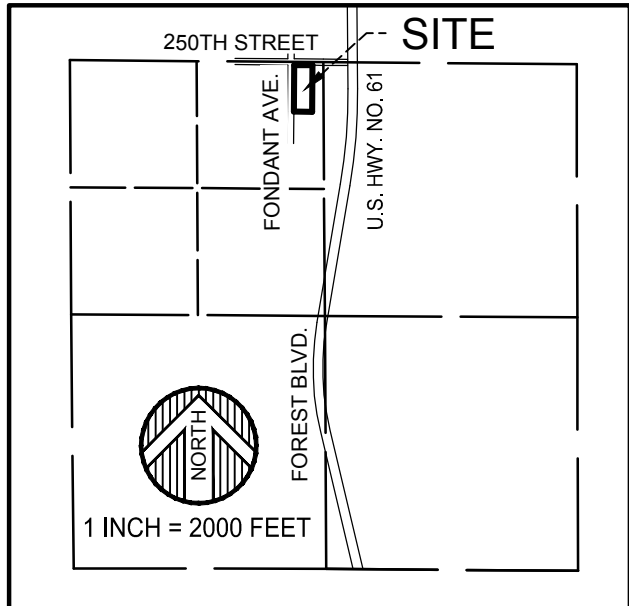
I hereby certify that the taxes for the year 20____ on the property described herein are paid this ____ day of _____, 20____.

Chisago County Treasurer

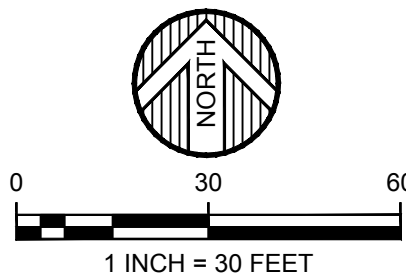
Document No. _____
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at ____ o'clock ____ M., and was duly recorded in the Chisago County Records.

Chisago County Recorder

VICINITY MAP



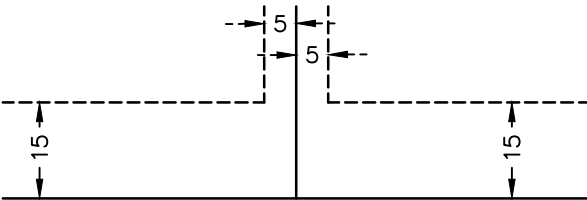
SEC. 32, T33, R21
CHISAGO COUNTY, MINNESOTA



FOR THE PURPOSES OF THIS PLAT, THE BEARINGS ARE BASED ON THE CHISAGO COUNTY COORDINATE SYSTEM HARN GEODETIC POSITION NAD83 (1996)

- DENOTES A SET 1/2" IRON PIPE MONUMENT W/CAP MARKED LS 49021
- DENOTES A FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED LS 6617

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AND 15 FEET IN WIDTH AND ADJOINING STREET LINES, AS SHOWN ON THIS PLAT.

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

**UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
NOVEMBER 8, 2022
8:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for November 8, 2022 to order at 8:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Mark Lobermeier, Michael Naumann, Katie West, Roger Carr, and Dan Iverson

ABSENT: None

Also Present: City Council Liaison Brett Ohnstad and Fred Weck, Zoning Administrator

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 Planning Commission for October 11, 2022

A MOTION WAS MADE BY COMMISSIONER CARR, SECONDED BY COMMISSIONER WEST, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR OCTOBER 11, 2022, AS SUBMITTED.

*Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None*

SCHEDULED PUBLIC HEARINGS:

2. Rezoning: Z-22-03: Rural Residential II District (R2) to Rural Residential 1 District (R1)
Variance: V-22-001: Lot Width and Depth
Preliminary and Final Plats: D-22-012 and 013 – “Newman Estates”
Location: 5759 250th Street – southeast corner of 250th and Fondant Avenue
Applicant: Kelly Newman
Property ID Number: 21-11125.38

Zoning Official Weck gave an overview of the requests for rezoning, variance, and preliminary/final plat requests for property located at 5759 250th Street. He explained that staff recommends approval.

MOTION BY COMMISSIONER CARR, SECONDED BY COMMISSIONER NAUMANN, TO

OPEN THE PUBLIC HEARING AT 8:05 P.M.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

Ray Hortsman, 7575 250th, noted that he had a comment related to the property located at 7580 250th Street.

Chair Lobermeier explained that the Planning Commission was discussing 5759 250th Street right now and 7580 250th Street would be discussed next on the agenda.

MOTION BY COMMISSIONER IVERSON, SECONDED BY COMMISSIONER WEST, TO CLOSE THE PUBLIC HEARING.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO RECOMMEND APPROVAL OF THE REZONING REQUEST: Z-22-03: RURAL RESIDENTIAL II DISTRICT (R2) TO RURAL RESIDENTIAL 1 DISTRICT (R1) FOR PROPERTY LOCATED AT 5759 250TH STREET – SOUTHEAST CORNER OF 250TH AND FONDANT AVENUE, PROPERTY ID NUMBER: 21-11125.38.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST: V-22-001: FOR LOT WIDTH FOR LOT 1, BLOCK 1, OF 190 FEET, FOR PROPERTY LOCATED AT 5759 250TH STREET – SOUTHEAST CORNER OF 250TH AND FONDANT AVENUE, PROPERTY ID NUMBER: 21-11125.38.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

MOTION BY COMMISSIONER CARR, SECONDED BY COMMISSIONER NAUMANN, TO RECOMMEND APPROVAL OF THE VARIANCE REQUEST: V-22-001: FOR LOT DEPTH, FOR LOT 2, BLOCK 1 OF 190 FEET, FOR PROPERTY LOCATED AT 5759 250TH STREET – SOUTHEAST CORNER OF 250TH AND FONDANT AVENUE, PROPERTY ID NUMBER: 21-11125.38.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None

Abstain: *None*
Absent: *None*

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER NAUMANN, TO RECOMMEND APPROVAL OF PRELIMINARY PLAT: D-22-012 AND D-22-013 “NEWMAN ESTATES” FOR PROPERTY LOCATED AT 5759 250TH STREET – SOUTHEAST CORNER OF 250TH AND FONDANT AVENUE, PROPERTY ID NUMBER: 21-11125.38, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. ALL REQUIRED LOCAL, STATE AND/OR FEDERAL PERMITTING MUST BE OBTAINED.**
- 2. COMPLIANCE WITH ANY ENGINEERING COMMENTS PROVIDED ON THE MARKED-UP PLAT DRAWINGS.**
- 3. BOTH THE REZONING AND THE TWO VARIANCE REQUESTS ARE APPROVED BY THE PLANNING COMMISSION.**

Voting Aye: *West, Carr, Naumann, Iverson, and Lobermeier*
Voting Nay: *None*
Abstain: *None*
Absent: *None*

MOTION BY COMMISSIONER CARR, SECONDED BY COMMISSIONER IVERSON, TO RECOMMEND APPROVAL OF FINAL PLAT: D-22-012 AND D-22-013 “NEWMAN ESTATES” FOR PROPERTY LOCATED AT 5759 250TH STREET – SOUTHEAST CORNER OF 250TH AND FONDANT AVENUE, PROPERTY ID NUMBER: 21-11125.38, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. ALL REQUIRED LOCAL, STATE AND/OR FEDERAL PERMITTING MUST BE OBTAINED.**
- 2. COMPLIANCE WITH ANY ENGINEERING COMMENTS PROVIDED ON THE MARKED-UP PLAT DRAWINGS.**
- 3. BOTH THE REZONING AND THE TWO VARIANCE REQUESTS ARE APPROVED BY THE PLANNING COMMISSION.**

Voting Aye: *West, Carr, Naumann, Iverson, and Lobermeier*
Voting Nay: *None*
Abstain: *None*
Absent: *None*

Chair Lobermeier noted that the Planning Commission was a recommending body and explained that these items will be on the City Council agenda for November 15, 2022 at 7:00 p.m.

- 3. Preliminary and Final Plats: D-22-014 and 015 – “Mayorga Meadows”**
Location: 7580 250th Street – between Hazel Avenue and Lake Boulevard/Highway 8
Applicant/Owner: Luis Reyes-Camacho on behalf of Noe Mayorga
Property ID Number: 21.10508.00

Zoning Official Weck explained the request to subdivide property at 7580 250th Street into two parcels and gave a brief overview of the application and the existing driveway location. He stated that the City Attorney has asked for a title commitment and noted that new easements will be necessary to allow for access to the new lot. Staff recommends approval with the conditions as listed in the staff report.

Kelly Jordan, surveyor for Widseth, explained that they had requested easement information from the title company when they started this process. He stated that what they sent was the deed and in the deed it mentions the 10 foot strip. He noted that there may not be a separate easement document, but they agree with Zoning Official Weck and are trying to get a title commitment from the title company. He stated that they also agree that they should rewrite a new easement to match the existing driveway location.

MOTION BY COMMISSIONER IVERSON, SECONDED BY COMMISSIONER CARR, TO OPEN THE PUBLIC HEARING AT 8:16 P.M.

<i>Voting Aye:</i>	<i>West, Carr, Naumann, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>None</i>

Ray Hortsman, 7575 250th Street, expressed concern about the roadway access being closed and referenced the public notice letter that was set out on October 24, 2022. He stated that the issues to him are related to the wetlands that have sandhill cranes, pileated woodpeckers, deer, coyote, and raccoons. He stated that two homes have been added to Hazel in the last year, and is concerned that there are a few other larger lots on the nearby roadways and expressed concern about the septic tanks and drawing water from the pond that he dug about 20 years ago. He asked that Commission to go out and take a look and see how many houses are now on this roadway and consider the potential for the people that still have large lots here as well. He asked that they take into consideration possible environmental impacts on the wetlands in the area.

Karl Dahl, 7514 250th Street, stated that his concerns are similar to what Mr. Hortsman had shared. He stated that they enjoy the wetlands and the property right now and explained that they are kind of putting the family farm back together. He stated that he has a lot of respect for people to be able to have property rights and explained his concerns were related to the fact that they are working to make this an organic farm and does not want water problems to be coming from the property. He stated that he does not have any problems with the home or the proposed development, but wants to make sure that the City gives thoughtful consideration to the soil, ditches, water shedding, and make sure that all of the water will be handled properly.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO CLOSE THE PUBLIC HEARING.

<i>Voting Aye:</i>	<i>West, Carr, Naumann, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>None</i>

Zoning Administrator Weck explained that with regard to the wetlands, there will be no wetland impact and reviewed the setback requirements. He stated that when they apply for a building permit for the new home, they will be required to get additional permits such as from the watershed

district related to erosion control. He stated that the plans are for a standard septic system just like everyone else in the neighborhood. He noted that Mr. Hortsman had mentioned the construction of the road and was referring to closing off access points, but that is part of the Highway 8 project, and not this development.

MOTION BY COMMISSIONER CARR, SECONDED BY COMMISSIONER NAUMANN, TO RECOMMEND APPROVAL OF PRELIMINARY PLAT D-22-014 AND D--22-015, "MAYORGA MEADOWS" LOCATED AT 7580 250TH STREET, PROPERTY ID NUMBER: 21.10508.00, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THAT THE CITY ATTORNEY SHALL STATE WHETHER FEE SIMPLE TITLE TO THE PLATTED PROPERTY IS IN THE NAMES OF THE SUBDIVIDERS.**
- 2. ALL REQUIRED LOCAL, STATE AND/OR FEDERAL PERMITTING MUST BE OBTAINED.**
- 3. COMPLIANCE WITH ANY ENGINEERING COMMENTS PROVIDED ON THE MARKED-UP PLAT DRAWINGS.**
- 4. PRIOR TO RECORDING OF THE FINAL PLAT, THE APPLICANT SHALL CONFIRM THEY HAVE LEGAL ACCESS TO THE BUILDING SITE ON LOT 2 THROUGH THE EXISTING PRIVATE ACCESS EASEMENT AND ACCESS TO THE EXISTING, CONSTRUCTED DRIVEWAY. TO MAINTAIN THE EXISTING DRIVEWAY, THE PRIVATE DRIVE EASEMENT SHOULD BE MODIFIED, AND A SHARED DRIVEWAY AGREEMENT BE RECORDED WITH THE PLAT.**

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

MOTION BY COMMISSIONER CARR, SECONDED BY COMMISSIONER IVERSON, TO RECOMMEND APPROVAL OF FINAL PLAT OF MAYORGA MEADOWS LOCATED AT 7580 250TH STREET", SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THAT THE CITY ATTORNEY SHALL STATE WHETHER FEE SIMPLE TITLE TO THE PLATTED PROPERTY IS IN THE NAMES OF THE SUBDIVIDERS.**
- 2. ALL REQUIRED LOCAL, STATE AND/OR FEDERAL PERMITTING MUST BE OBTAINED.**
- 3. COMPLIANCE WITH ANY ENGINEERING COMMENTS PROVIDED ON THE MARKED-UP PLAT DRAWINGS.**
- 4. PRIOR TO RECORDING OF THE FINAL PLAT, THE APPLICANT SHALL CONFIRM THEY HAVE LEGAL ACCESS TO THE BUILDING SITE ON LOT 2 THROUGH THE EXISTING PRIVATE ACCESS EASEMENT AND ACCESS TO THE EXISTING, CONSTRUCTED DRIVEWAY. TO MAINTAIN THE EXISTING DRIVEWAY, THE PRIVATE DRIVE EASEMENT SHOULD BE MODIFIED, AND A SHARED DRIVEWAY AGREEMENT BE RECORDED WITH THE PLAT.**

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None

Abstain: None
Absent: None

NEW BUSINESS: NONE

OLD BUSINESS: NONE

COMMUNICATIONS:

Zoning Administrator Weck noted that Commissioner Carr had tendered his resignation earlier today.

Commissioner Carr explained that his last meeting will be November 22, 2022.

Chair Lobermeier reminded the Commission that he will not be in attendance at the November 22, 2022 meeting.

UPDATES:

A MOTION WAS MADE BY COMMISSIONER NAUMANN, SECONDED BY COMMISSIONER WEST, TO ADJOURN THE NOVEMBER 8, 2022 “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 8:29 PM.

Voting Aye: West, Carr, Naumann, Iverson, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-104

**RESOLUTION APPROVING A REZONING FROM THE RURAL RESIDENTIAL II
(R-2) DISTRICT TO THE RURAL RESIDENTIAL I (R-1) DISTRICT
AT
5759 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Kelly Newman has applied for approval of a rezoning of property from the Rural Residential II District (R-2) to the Rural Residential I District (R-1) on property legally described as.

Lot 1, Block 2, Wildlife Estates.

WHEREAS, on November 8, 2022 the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items 1, 2, 3, 4, 5, 6, 7, and 8 of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.
3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.

4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Variance, as requested by the applicant.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER, 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-105

**RESOLUTION APPROVING A VARIANCE FROM SECTION 40 – 185, (2), (a); TO
ALLOW THE CREATION OF A NEW CORNER LOT (*LOT 1, BLOCK 1, NEWMAN
ESTATES*) WITH ONE-HUNDRED NINETY FEET OF LOT WIDTH
AT
5759 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Kelly Newman has applied for a variance from Zoning Ordinance Section 40 – 185, (2), (a) to allow the creation of a corner lot (*Lot 1, Block 1, Newman Estates*) with one-hundred ninety (190) feet of lot width instead of the required two-hundred fifteen (215) feet on property legally described as:

Lot 1, Block 2, Wildlife Estates.

WHEREAS, on November 8, 2022 the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items 1, 2, 3, 4, 5, 6, 7, and 8 of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.

3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.
4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Variance, as requested by the applicant.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER, 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-106

**RESOLUTION APPROVING A VARIANCE FROM SECTION 40 – 185, (3); TO
ALLOW THE CREATION OF A NEW LOT (*LOT 2, BLOCK 1, NEWMAN ESTATES*)
WITH ONE-HUNDRED NINETY FEET OF LOT DEPTH
AT
5759 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Kelly Newman has applied for a variance from Zoning Ordinance Section 40 – 185, (3), to allow the creation of a lot (*Lot 2, Block 1, Newman Estates*) with one-hundred ninety (190) feet of lot depth instead of the required two-hundred (200) feet on property legally described as:

Lot 1, Block 2, Wildlife Estates.

WHEREAS, on November 8, 2022 the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items 1, 2, 3, 4, 5, 6, 7, and 8 of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.

3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.
4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Variance, as requested by the applicant.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER, 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-107

**RESOLUTION APPROVING THE PRELIMINARY PLAT OF
"NEWMAN ESTATES"
AT
5759 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Kelly Newman has applied for approval of the Preliminary Plat of Subdivision for the creation of one new lot on property legally described as:

Lot 1, Block 2, Wildlife Estates.

WHEREAS, on November 8, 2022, the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The requirements of Article III, Division 2, "The Preliminary Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Preliminary Plat as requested by the applicant with the following conditions:

1. All required local, state and/or federal permitting must be obtained.
2. Compliance with any Engineering comments provided on the marked-up Plat drawings.
3. Both the rezoning and the two variance requests are approved by the Planning Commission.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-108

**RESOLUTION APPROVING THE FINAL PLAT OF
"NEWMAN ESTATES"
AT
5759 250TH STREET**

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WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Kelly Newman has applied for approval of the Final Plat of Subdivision for the creation of one new lot on property legally described as:

Lot 1, Block 2, Wildlife Estates.

WHEREAS, on November 8, 2022 the Planning Commission held a public meeting in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The requirements of Article III, Division 3, "The Final Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Final Plat as requested by the applicant with the following conditions:

1. All required local, state and/or federal permitting must be obtained.
2. Compliance with any Engineering comments provided on the marked-up Plat drawings.
3. Both the rezoning and the two variance requests are approved by the Planning Commission.

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ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
DATE:	November 15, 2022
FROM:	Kim Lindquist, City Planner
	Fred Weck
RE:	Preliminary/Final Plat Review,
APPLICANT:	Luis Reyes-Camacho
	Noe Mayorga
PROPERTY:	7580 250th Street, R.21.10508.00
FILE NO.:	D-22-014 & 015

OVERVIEW

Noe Mayorga (“Applicant”) has requested a review and approval of both a Preliminary and Final Plat to subdivide the 14.75-acre parcel at 7580 250th Street into two properties. Surrounding the parcel, are similarly zoned R1 Rural Residential lots to the north and west and R2 Rural Residential to the east with Agriculture directly south of the site.

The parcel is proposed to be subdivided north to south, with the western Lot 1, containing the existing residence and accessory buildings. As proposed, Lot 1 would be 9.78 acres and the remainder, Lot 2 would be 4.66 acres. The newly subdivided parcel, Lot 2, is planned for future residential development. The site is zoned as R1 – Rural Residential I and some of the parcel is within the Shoreland Management Overlay. In addition, there is over four acres of wetland located on the property, in the east and central portion of the site.

Of note, a driveway easement is located on the parcel along the eastern border. However, the installed driveway that serves as the sole access point to a property located directly north of the property, 7660 250th Street, is not contained with the easement. The newly proposed Lot 2 would require use of this existing driveway due to the location of wetlands on the property. It is unclear at this time if access is permitted from the existing driveway for the new lot; additional information by the applicant is needed.

Given the property location, the plan must meet R1 – Rural Residential, Shoreland Management Overlay, Subdivision, and Wetland ordinance standards.

STAFF RECOMMENDATION

The requirements of Article III, Division 2 and Article III, Division 3, “The Preliminary Plat” and “The Final Plat”, as contained in the City of Wyoming Subdivision Ordinance have been complied with. accordingly, staff recommends approval of the preliminary and final plat subject to the following conditions:

1. That the City Attorney shall state whether fee simple title to the platted property is in the names of the subdividers.
2. All required local, state and/or federal permitting must be obtained.
3. Compliance with any Engineering Comments provided on the marked-up Plat drawings.

4. ~~The applicant should confirm the specific wetland delineation on Lot 2 before filing of the final plat.~~ *The wetland delineation has been approved.*
5. Prior to recording of the final plat, the Applicant shall confirm they have legal access to the building site on Lot 2 through the existing private access easement and access to the existing, constructed driveway. To maintain the existing driveway, the private drive easement should be modified, and a shared driveway agreement be recorded with the plat.

STAFF REVIEW

General Comprehensive Plan and Zoning Review

The subject property is zoned R1 – Rural Residential I and is located within the Shoreland Management Overlay. In addition, the property is guided as Lower-Density Suburban Neighborhood in the City of Wyoming’s Comprehensive Plan. The zoning and surrounding uses are as follows:

North – R1 – Rural Residential I; Comfort Lake

South – A – Agriculture; and a mix of commercial and low-density housing to the south of Lake Boulevard

East – R1 – Rural Residential I; Comfort Lake

West – R2-Rural Residential II, R1-Rural Residential I; a general mix of low-density residential housing

Zoning District	<u>R1-Rural Residential</u>	<u>Shoreland Management Overlay (Comfort Lake 13-53)</u>	<u>Proposed</u>
Lot Width	200 feet	*Underlying Zoning Applies	Lot 1 ~ 331 feet Lot 2 ~ 325 feet
Lot Depth	200 feet; shall not be greater than four times the lot width	*Underlying Zoning Applies	Lot 1 ~ 1,282 feet Lot 2 ~ 634 feet
Lot Size	One (1) acre, at least one (1) acre of which must be buildable	*Underlying Zoning Applies	Lot 1 ~ 9.78 acres Lot 2 ~ 4.66 acres
Front Yard Setback	73 feet from the centerline	75 feet from OHWL	Lot 1 (Principal) ~ 102 feet Lot 1 (Accessory) ~ greater than 158 feet for all structures

Side Yard Setback	10 feet for principal buildings (3 feet for accessory)	75 feet from OHWL	Lot 1 (Principal) ~ 78 feet from the proposed subdivided lot line Lot 1 (Accessory) ~ greater than 43 feet for all structures from the proposed subdivided lot line
Rear Yard Setback	35 feet for principal buildings (3 feet for accessory)	75 feet from OHWL	Lot 1 (Principal) ~ 1,164 feet Lot 1 (Accessory) ~ greater than 1,015 feet for all structures

Roads, Traffic, and Access

It is anticipated that the proposed development creates no new access points unto a public street. Because of the existing driveway to 7660 250th Steet, and the residence at 7580 250th, no additional driveways should be added. For that reason, and because of the amount of on-site wetlands, Lot 2 would need to utilize the existing driveway from 250th Street. To ensure that the applicant has the legal right to use the existing driveway in the future, the title work will need to be further inspected. In addition, the driveway is not currently located within the easement, and for future clarity, the easement should be modified so that it encompasses the existing driveway. This issue must be resolved prior to recording of the plat. To ensure compliance with Subdivision Ordinance Sec. 32 – 83(12), any planned future addition to the existing driveway cannot cause any access hardships for the property to the north.

Drainage/Natural Resource/Wetlands

Because there is no proposed excavation or disturbance, a NPDES permit is not required. While the site is located within the Comfort Lake Forest Lake Watershed District, a CLFLWD stormwater permit is only required for subdivisions of three or more lots – which this plat is not proposing. The delineated creek on Lot 1 is shown as a stream on CLFLWD maps and the lot split may trigger CLFLWD Rule 4.0 if the creek is classified as a stream by CLFLWD; this should be confirmed. Future development may require an erosion control permit if there is any land disturbance with wetland impacts, or if there is extensive grading, filling, or land alteration on the property. There is no floodplain in the area, so no floodplain permitting is required. Since there is no increase in impervious ground cover, no stormwater plan is required. The delineated creek on Lot 1 is not a Department of Natural Resources Public Waterway, meaning no additional regulations are present.

Any future development that may alter or drain the 4 plus acres of wetland located on the property will require additional permitting and authorization. In addition, no structure shall be erected, reconstructed, altered, or moved nearer than twenty (20) feet from any of the wetland on the property.

For future reference, as a requirement of the Shoreland District Overlay, a grading and filling permit is required for the movement of more than ten (10) cubic yards of materials within the shoreland overlay zones, or for movement of more than fifty (50) cubic yards of materials outside of shoreland overlay zones.

The wetland delineation report has been approved.

Utilities

Municipal sanitary sewer and watermain services are not currently available on this site, and none are proposed as part of the subdivision. If any future utilities are proposed, a corresponding utility plan would need to be submitted by the applicant.

Park Dedication

Article IV of the Subdivision Ordinance sets forth the park dedication requirements. The policy for minor subdivisions is that when three or fewer lots are being created that the minimum park and trail fees will be collected without the need for the Joint Park Planning Board to meet unless the development is in an area where the City is looking to acquire park land. This policy was reaffirmed at a Joint Park Planning Board held on October 28, 2014.

The area of the proposed subdivision is not an area that the City is looking to acquire land and as such the City will require park and trail dedication funds. The minimum park dedication for the proposed subdivision equals \$1,500.00 plus the minimum trail dedication of \$300.00.

PRELIMINARY AND FINAL PLAT REVIEW STANDARDS

In accordance with Sec. 32 – 42, the following criteria shall be considered during the Plat review application process:

- (a) Consistency with the design standards and other requirement of this ordinance.

This criteria is met as the proposed subdivision meets all zoning and overlay district standards.

- (b) Consistency with the City's Comprehensive Plan, Stormwater Management Plan, and any other development plans officially adopted by the City.

The proposed subdivision aligns with the guidance of the City's Comprehensive Plan for lower-density suburban neighborhood housing.

- (c) The physical characteristics of the site, including but not limited to topography, erosion, flooding potential, development, and major vegetation.

Considering the wetland area located on the property, there is still adequate space for a future residential development without major ecological disturbance. Use of the existing driveway located along the eastern property line will need to be clarified before any planned development.

- (d) The proposed development's fiscal impact and environmental impact.

As proposed, the subdivision will have no negative fiscal or environmental impact.

- (e) Whether the proposed subdivision is in conflict with applicable general and specific plans (e.g. growth management system goals and policies, capital improvement programs, ordinances).

The proposed subdivision is not in conflict with any relevant plans or ordinances.

- (f) Whether the design or improvement of the proposed subdivision is in conflict with applicable development plans.

The proposed subdivision is not in conflict with any applicable development plans.

(g) That the site is physically suitable for the proposed density of the development.

There is more than the adequate amount of space required for a low-density residential development in Lot 2. This standard is met.

(h) Whether the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage.

It is not intended that the applicant will be within the wetland area and will meet all shoreland overlay requirements. There should be no substantial environmental damage.

(i) Whether the design of the subdivision or the type of improvements are likely to cause serious public health problems.

The proposal will not cause any serious public health problems.

(j) Whether the design of the subdivision or the type of improvements will conflict with easements of record or of easements established by judgment of a court.

Before recording of the final plat, additional title work is needed to assess whether the new lot, Lot 2 can gain access from the existing driveway. Additionally, the access easement shall be modified to encompass the existing driveway, so no new driveways are allowed on the site and no wetlands impacts are needed to develop the site.

In addition, per Sec. 32 – 51, the Final Plat shall substantially conform to the Preliminary Plat.

This standard is met.

Planning Commission Recommendation:

Preliminary Plat - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend the approval of the requested preliminary plat with the finding of fact; that the requirements of Article III, Division 2, "The Preliminary Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

Final Plat - On November 8, 2022 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend the approval of the requested final plat with the finding of fact; that the requirements of Article III, Division 3, "The Final Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

The Planning Commission recommends approval of the Preliminary and Final Plats with the following conditions:

1. That the City Attorney shall state whether fee simple title to the platted property is in the names of the subdividers.
2. All required local, state and/or federal permitting must be obtained.
3. Compliance with any Engineering Comments provided on the marked-up Plat drawings.
4. Prior to recording of the final plat, the Applicant shall confirm they have legal access to the building site on Lot 2 through the existing private access easement and access to the existing, constructed driveway. To maintain the existing driveway, the private drive easement should be modified, and a shared driveway agreement be recorded with the plat.



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

SUBDIVISION APPLICATION: PRELIMINARY PLAT

A preliminary plat application is filed after the Planning Commission has reviewed the sketch plan application for the proposed subdivision. The application is reviewed by the Plat Review Committee and then forwarded on to the Planning Commission for a public hearing. After the public hearing the application is considered by the City Council.

Applicant(s): Name(s) Luis Reyes-Camacho
Address 635 Bielenberg Drive Suite 100
City Woodbury State MN Zip 55125
Phone Number 651-410-3107 Email luisreyesmn@kw.com

Owner(s) - If other than Applicant(s):
Name(s) Noe Mayorga
Address 7580 250th Street
City Wyoming State MN Zip 55092
Phone Number Authentisign Email noe@bestinsulationmn.com

Signature of owner(s) Noe Mayorga Date 10/19/22

Legal description of property: Part of the Southwest Quarter of Section 27, Township 33, Range 21, Chisago County, Minnesota.

Property Identification Number: R.21. 10508.00

Present use of property: Residential

Proposed use of property: Residential

Present zoning of property: Rural Residential 1 and Shoreland Overlay

Total acreage of property: 14.75
Number of proposed lots: 2

Total acreage in wetlands or floodplain: 4.49 ac
Acreage of proposed parkland dedication: 0

- ☒ 4 full size copies of the proposed preliminary plat
☒ 1 electronic version legibly detailing all features
☐ A copy of proposed protective covenants, if applicable
☒ Septic site evaluation reports
☐ Applications for any necessary variances, conditional use permits, or rezoning

- ☒ 2 reduced copies (no larger than 11 X 17)
☐ Environmental Assessment Worksheet, if necessary
☐ Grading, drainage and erosion control plans
☒ Wetlands delineation report
☒ Copies of permit application submittals to all agencies with jurisdiction over wetlands or water bodies and channels on the development site

☐ List of any special assessments
Authentisign
Noe Mayorga

Applicant(s) Signature: Noe Mayorga Date 10/19/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Application # D-22-014

Date Application Received 10/17/22

Date Complete Application Received 10/20/22

120 Days 2/17/23

Fee: \$450.00 + \$70.00/Lot + Consultant Escrow = \$

Date Paid 10/20/22

By: [Signature] Official

Check # ✓

Consultant Escrow = \$1,000 without improvements or \$10,000 with improvements + \$500.00/lot for 30+ lots



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

SUBDIVISION APPLICATION: FINAL PLAT

Applicant(s): Name(s) Luis Reyes-Camacho
Address 635 Bielenberg Drive Suite 100
City Woodbury State MN Zip 55125
Phone Number 651-410-3107 Email luisreyesmn@kw.com

Owner(s) - if other than Applicant(s):
Name(s) Noe Mayorga
Address 7580 250th Street
City Wyoming State MN Zip 55092
Phone Number Email noe@bestinsulationmn.com

Signature of owner(s) Noe Mayorga Date 10/19/22

Legal description of property: Part of the Southwest Quarter of Section 27, Township 33, Range 21, Chisago County, Minnesota.

Property Identification Number: R.21.10508.00

Present use of property: Residential

Proposed use of property: Residential

Present zoning of property: Rural Residential 1 and Shoreland Overlay

Surveyor: Name Kelly Jordan Phone 651-358-2343

Engineer: Name None Phone

Real Estate Agent: Name Luis Reyes-Camacho Phone 651-410-3107

This application and the following attachments must be submitted to be considered a complete application:

Total size of property: 14.75 Total acreage in wetlands or floodplain: 4.49 ac

Number of proposed lots: 2 Current zoning and use of property: see above

- | | |
|--|---|
| ☒ 4 full size copies of the final plat drawings | ☒ 2 reduced copies (no larger than 11 x 17) |
| ☒ Improvements complete & accepted | OR ☒ Developers Agreement |
| ☒ Performance guarantee for the improvements | ☒ Certificate of Title & Opinion |
| ☒ Soil perc tests and borings | ☒ Receipt proving that the taxes have been paid |
| ☐ Park Dedication Submitted | ☒ Legal & Engineering Fees Paid |
| ☒ Other | |
| ☒ The application fee and escrow must be paid at the time of application | |

Applicant(s) Signature: Noe Mayorga Date 10/19/22

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

The meeting can be scheduled only after a complete application is received.

OFFICE USE ONLY

Application # 0-22-015

Date Application Received 10/17/22

Date Complete Application Received / /

120 Days / /

Fee: \$200.00 + Escrow \$1,000.00

Date Paid 10/20/22

By: Official

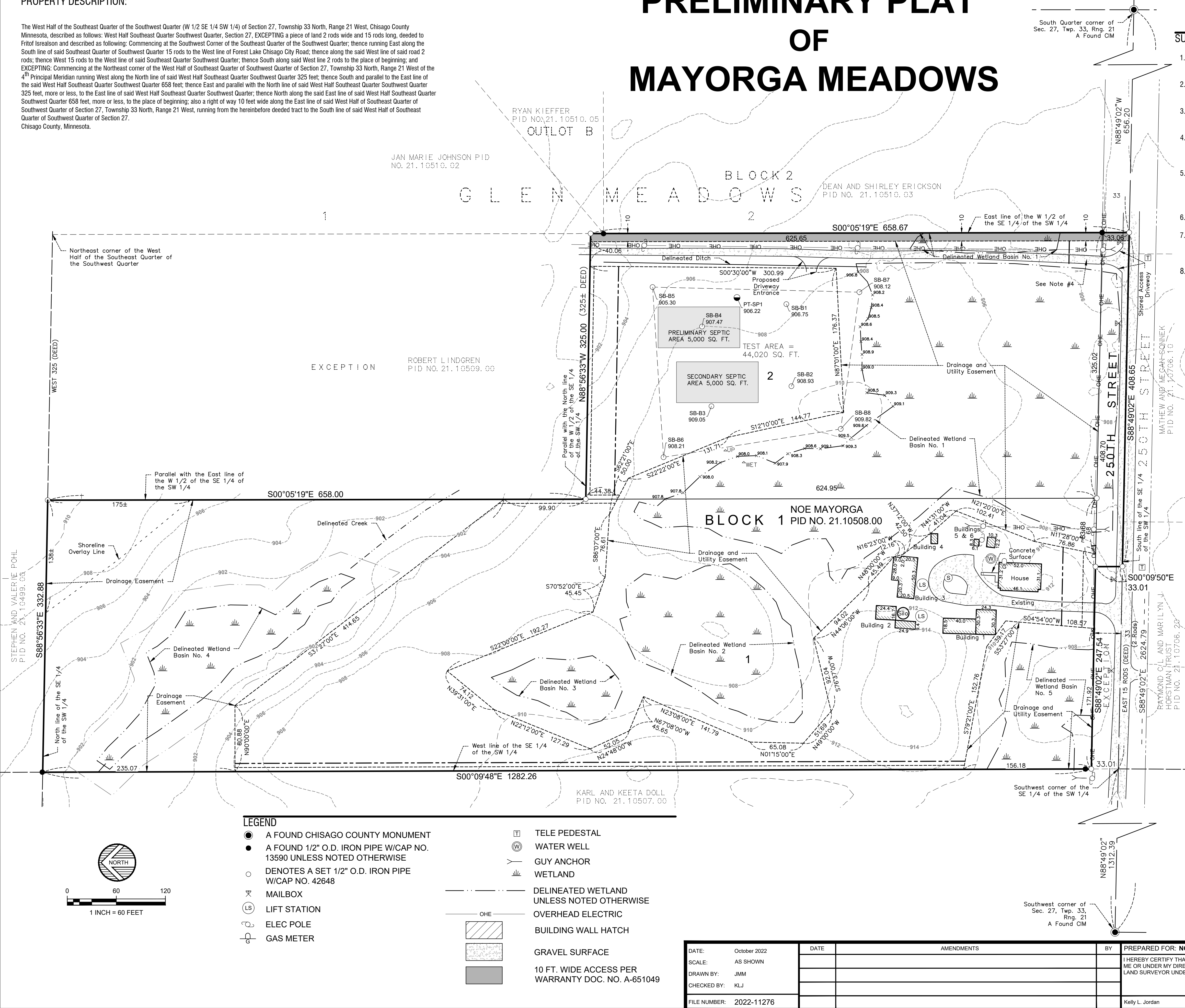
Check #

PROPERTY DESCRIPTION:

The West Half of the Southeast Quarter of the Southwest Quarter (W 1/2 SE 1/4 SW 1/4) of Section 27, Township 33 North, Range 21 West, Chisago County Minnesota, described as follows: West Half Southeast Quarter Southwest Quarter, Section 27, EXCEPTING a piece of land 2 rods wide and 15 rods long, deeded to Fritof Isrealson and described as following: Commencing at the Southwest Corner of the Southeast Quarter of the Southwest Quarter; thence running East along the South line of said Southeast Quarter of Southwest Quarter 15 rods to the West line of Forest Lake Chisago City Road; thence along the said West line of said road 2 rods; thence West 15 rods to the West line of said Southeast Quarter Southwest Quarter; thence South along said West line 2 rods to the place of beginning; and EXCEPTING: Commencing at the Northeast corner of the West Half of Southeast Quarter of Southwest Quarter of Section 27, Township 33 North, Range 21 West of the 4th Principal Meridian running West along the North line of said West Half Southeast Quarter Southwest Quarter 325 feet; thence South and parallel to the East line of the said West Half Southeast Quarter Southwest Quarter 658 feet; thence East and parallel with the North line of said West Half Southeast Quarter Southwest Quarter 325 feet, more or less, to the East line of said West Half Southeast Quarter Southwest Quarter; thence North along the said East line of said West Half Southeast Quarter Southwest Quarter 658 feet, more or less, to the place of beginning; also a right of way 10 feet wide along the East line of said West Half of Southeast Quarter of Southwest Quarter of Section 27, Township 33 North, Range 21 West, running from the hereinbefore deeded tract to the South line of said West Half of Southeast Quarter of Southwest Quarter of Section 27.

Chisago County, Minnesota.

PRELIMINARY PLAT
OF
MAYORGA MEADOWS



SURVEY NOTES:

- Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1996 adj.)
- Vertical Control: MNDOT "1308 B" Elev. = 912.06 NAVD88
Contours shown are LIDAR derived on the NAVD88 datum provided by MnDNR.
- The property address is 7580 250th St., Wyoming, MN 55092
PID No. 21.10508.00
- Existing driveway is not located within written easement description. We recommend amending the driveway easement description to follow the traveled driveway.
- The future building pad for Lot 2 will be located within the test area and must meet all current building criteria at the time of construction. The lowest floor elevation must be at least 2 feet above the Ordinary High Water elevation for the adjoining wetlands.
- The subject property is within the Comfort Lake/Forest Lake Watershed District.
- The subject property lies within Zone X, areas determined to be outside the 0.2% annual chance floodplain per FIRM Map No. 27025C0375D, effective April 17, 2012.
- Gopher State One-Call, Ticket No. 222170744, dated 08/05/2022. A Gopher State One Call (GSOC) request was placed on 08/05/2022 for utility locates on this site. The underground utility locations, shown hereon, if any, are approximate and are based upon locates from those utility providers that actually performed a locate as a result of this request. The surveyor has not physically located the underground utilities. Pursuant to MS 216.D contact Gopher State One Call at (651-454-0002) prior to any excavation.

ACREAGE:

The total acreage of subject property	642,523 Sq. Ft. or 14.75 Acres
Lot 1, Block 1:	425,837 Sq. Ft. or 9.78 Acres
Lot 2, Block 1:	203,197 Sq. Ft. or 4.66 Acres
Dedicated Right of Way of 250th Street	13,489 Sq. Ft. or 0.31 Acres

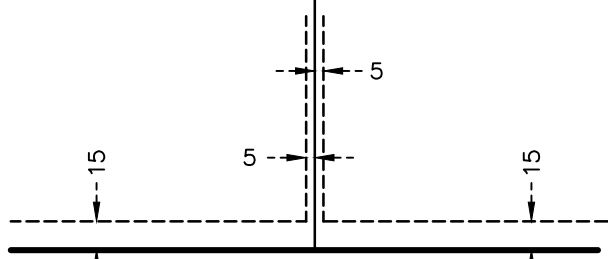
DIMENSIONAL STANDARDS	
	ZONING: RURAL RESIDENTIAL I WITH SHORELAND OVERLAY
MINIMUM REQUIREMENTS:	
MINIMUM LOT SIZE:	1 ACRE
MINIMUM BUILDABLE AREA:	1 ACRE
MINIMUM LOT WIDTH:	200 FT.
MINIMUM LOT DEPTH:	200 FT.
MINIMUM BUILDING SETBACKS:	
CENTERLINE OF TOWNSHIP ROAD:	73 FT.
SIDE YARD:	10 FT.
REAR YARD:	35 FT.
WETLAND:	20 FT.
WETLAND BUFFER:	25 FT.

ADDITIONAL SETBACK INFORMATION

	PROPERTY LINE
DRIVEWAY:	5 FT.
SEPTIC TANK:	10 FT.
SEPTIC DRAINFIELD:	10 FT.

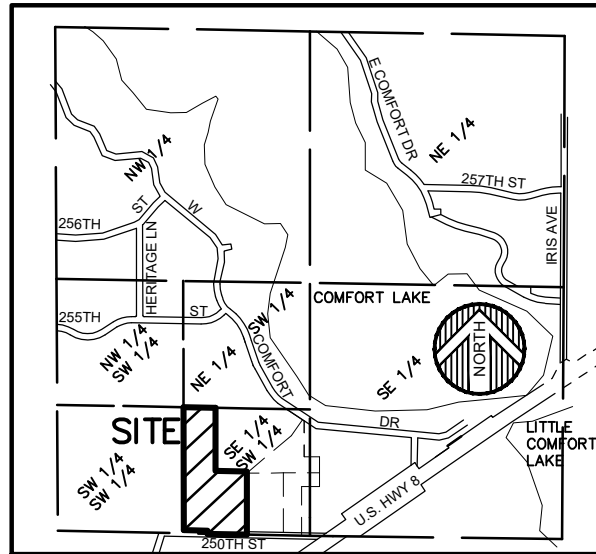
	BUILDING	WELL
SEPTIC TANK	10 FT.	50 FT.
SEPTIC DRAINFIELD	20 FT.	50 FT.
BUILDING	NA	3 FT. TO BUILDING OVERHANG

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 15 FEET IN WIDTH AND ADJOINING STREET LINES, AND 5 FEET IN WIDTH AND ADJOINING PLAT BOUNDARY AND SIDE LOT LINES UNLESS OTHERWISE SHOWN ON THIS PLAT.

VICINITY MAP
1"=2000'



SEC. 27, T33, R21
CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA

© 2022 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

DATE:	October 2022	DATE:		AMENDMENTS		BY:	PREPARED FOR: NOE MAYORGA
SCALE:	AS SHOWN						I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	JMM						
CHECKED BY:	KLJ						
FILE NUMBER:	2022-11276						
						Kelly L. Jordan	DATE: 10/17/2022 LIC. NO. 42648

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-109

**RESOLUTION APPROVING THE PRELIMINARY PLAT OF
"MAYORGA MEADOWS"
AT
7580 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Luis Reyes-Camacho on behalf of Noe Mayorga has applied for approval of the Preliminary Plat of Subdivision for the creation of one new lot on property legally described as:

The West Half of the Southeast Quarter of the Southwest Quarter (W 1/2 SE 1/4 SW 1/4) of Section 27, Township 33 North, Range 21 West, Chisago County Minnesota, described as follows: W 1/2 SE 1/4 SW 1/4, Section 27,

EXCEPTING a piece of land 2 rods wide and 15 rods long, deeded to Fritof Isrealson and described as following: Commencing at the Southwest Corner of the SE 1/4 of the SW 1/4; thence running East along the South line of said SE 1/4 of SW 1/4 15 rods to the West line of the Forest Lake Chisago City Road; thence along the said West line of said road 2 rods; thence West 15 rods to the West line of said SE 1/4 SW 1/4; thence South along said West line 2 rods to the place of beginning;

and EXCEPTING: Commencing at the NE corner of the W 1/2 of SE 1/4 of SW 1/4 of Sec. 27, Twp. 33N, Range 21W of the 4th P.M. running West along the North line of said W 1/2 SE 1/4 SW 1/4 325 feet; thence South and parallel to the East line of the said W 1/2 SE 1/4 SW 1/4 658 feet; thence East and parallel with the North line of said W 1/2 SE 1/4 SW 1/4 325 feet, more or

less, to the East line of said W 1/2 SE 1/4 SW 1/4; thence North along the said East line of said W 1/2 SE 1/4 SW 1/4 658 feet, more or less, to the place of beginning; also a right of way 10 feet wide along the East line of said W 1/2 of SE 1/4 of SW 1/4 of Sec. 27, Twp. 33N, Range 21 W, running from the hereinbefore deeded tract to the South line of said W 1/2 of SE 1/4 of SW 1/4 of Sec. 27.

Chisago County, Minnesota.

Abstract Property.

WHEREAS, on November 8, 2022, the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The requirements of Article III, Division 2, "The Preliminary Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Preliminary Plat as requested by the applicant with the following conditions:

1. That the City Attorney shall state whether fee simple title to the platted property is in the names of the subdividers.
2. All required local, state and/or federal permitting must be obtained.
3. Compliance with any Engineering Comments provided on the marked-up Plat drawings.
4. Prior to recording of the final plat, the Applicant shall confirm they have legal access to the building site on Lot 2 through the existing private access easement and access to the existing, constructed driveway. To maintain the existing driveway, the private drive easement should be modified, and a shared driveway agreement be recorded with the plat.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

RESERVED FOR RECORDING DATA

RESOLUTION NO. 22-11-110

**RESOLUTION APPROVING THE FINAL PLAT OF
"MAYORGA MEADOWS"
AT
7580 250TH STREET**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Luis Reyes-Camacho on behalf of Noe Mayorga has applied for approval of the Final Plat of Subdivision for the creation of one new lot on property legally described as:

The West Half of the Southeast Quarter of the Southwest Quarter (W 1/2 SE 1/4 SW 1/4) of Section 27, Township 33 North, Range 21 West, Chisago County Minnesota, described as follows: W 1/2 SE 1/4 SW 1/4, Section 27,

EXCEPTING a piece of land 2 rods wide and 15 rods long, deeded to Fritof Isrealson and described as following: Commencing at the Southwest Corner of the SE 1/4 of the SW 1/4; thence running East along the South line of said SE 1/4 of SW 1/4 15 rods to the West line of the Forest Lake Chisago City Road; thence along the said West line of said road 2 rods; thence West 15 rods to the West line of said SE 1/4 SW 1/4; thence South along said West line 2 rods to the place of beginning;

and EXCEPTING: Commencing at the NE corner of the W 1/2 of SE 1/4 of SW 1/4 of Sec. 27, Twp. 33N, Range 21W of the 4th P.M. running West along the North line of said W 1/2 SE 1/4 SW 1/4 325 feet; thence South and parallel to the East line of the said W 1/2 SE 1/4 SW 1/4 658 feet; thence East and parallel with the North line of said W 1/2 SE 1/4 SW 1/4 325 feet, more or less, to the East line of said W 1/2 SE 1/4 SW 1/4; thence North along the said East line of said

W 1/2 SE 1/4 SW 1/4 658 feet, more or less, to the place of beginning; also a right of way 10 feet wide along the East line of said W 1 /2 of SE 1/4 of SW 1 /4 of Sec. 27, Twp. 33N, Range 21 W, running from the hereinbefore deeded tract to the South line of said W 1/2 of SE 1/4 of SW 1/4 of Sec. 27.

Chisago County, Minnesota.
Abstract Property.

WHEREAS, on November 8, 2022 the Planning Commission held a public meeting in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The requirements of Article III, Division 3, "The Final Plat", as contained in the City of Wyoming Subdivision Ordinance have been complied with.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Final Plat as requested by the applicant with the following conditions:

1. That the City Attorney shall state whether fee simple title to the platted property is in the names of the subdividers.
2. All required local, state and/or federal permitting must be obtained.
3. Compliance with any Engineering Comments provided on the marked-up Plat drawings.
4. Prior to recording of the final plat, the Applicant shall confirm they have legal access to the building site on Lot 2 through the existing private access easement and access to the existing, constructed driveway. To maintain the existing driveway, the private drive easement should be modified, and a shared driveway agreement be recorded with the plat.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th DAY OF NOVEMBER 2022.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator



Request for Council Action

Date: 11/15/2022

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: F550 Truck Purchase

Method: New Business

Background Information:

As discussed in the November 9th, 2022 Budget Meeting, we ordered a 2021 F550 on January 18th, 2021. We were notified by Ford that our order was cancelled on April 18th, 2022. Continued delays in production and moving timelines to meet order dates have complicated the familiar process of vehicle procurement. Purchasing ventures have released build sheets and Public Works has reserved build slots. While the process has been slow and encountered multiple delays, manufacturers are now sending out the prices.

As of today, November 15th, 2022 Public Works has received the pricing from Sourcwell Contract for a 2023 F550 truck chassis under the contract. The quote from Sourcwell is \$63,035.00. The second quote, a State Bid quote, was received on a Chevrolet 5500 from North Country Chevrolet is \$63,879.00 for the same type of truck but a Chevrolet.

The 2021 CIP amount for the truck chassis and box was \$80,000.00. The soft quote for the box, which State Contracts come out in December, is \$33,000.00. With the approval of the Sourcwell Contract, the total purchase price would not exceed \$96,035.00. The current 2005 F550 would be sold on auction, with City Council approval, with a minimum bid of \$16,500 to meet the budgeted amount. With the current prices we believe that this is a reasonable outcome of an auction price.

Recommendation:

Staff recommends the purchase of a 2023 F550 chassis from the National Auto Fleet Group under the Sourcwell contract 091521-NAF in the amount of \$63,035.00.



CITY OF WYOMING

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



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

11/11/2022

Quote ID: **22350**

Order Cut Off Date: **12/16/2022**

Mr Joe Keding
City of Wyoming
26885 Forest Blvd
Wyoming, Minnesota, 55092
Dear Joe Keding,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford Super Duty F-550 DRW (W5H) XL 4WD Crew Cab 179" WB 60" CA, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$63,035.00	\$60,647.98	3.787 %	\$2,387.02
Factory Order		\$0.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$60,647.98		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



2023 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD Crew Cab 179" WB 60" CA

WINDOW STICKER

2023 Ford Super Duty F-550 DRW XL 4WD Crew Cab 179" WB 60" CA

CODE	MODEL	MSRP
W5H	2023 Ford Super Duty F-550 DRW XL 4WD Crew Cab 179" WB 60" CA	\$56,690.00
OPTIONS		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44G	Transmission: TorqShift 10-Speed Automatic, (STD)	\$0.00
TGJ	Tires: 225/70Rx19.5G BSW A/P, (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage, driver's side manual lumbar and 2 - way adjustable driver/passenger headrests	\$0.00
X8L	Limited Slip w/4.88 Axle Ratio	\$395.00
86M	Dual 68 AH/65 AGM Battery	INC
67B	410 Amp Dual Alternators, -inc: 250 + 160 amp	\$115.00
473	Snow Plow Prep Package, -inc: pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations), Note 1: Restrictions apply; see supplemental reference or body builders layout book for details, Note 2: Also allows for the attachment of a winch, Note 3: Highly recommended to add (86M) dual battery on 7.3L gas engines, Adding (67B) 397 amp alternators for diesel engine is highly recommended for max output	\$250.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package, -inc: upgraded frame, rear-axle and low deflection/high capacity rear springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR	\$1,155.00
67P	Extra Heavy-Duty Front End Suspension - 7,500 GAWR, -inc: upgraded front axle and max 7,500 lbs, Front springs/GAWR rating for configuration selected, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer	\$285.00
18B	Platform Running Boards	\$445.00
43K	Pro Power Onboard - 2KW	\$985.00
61L	Front Wheel Well Liners (Pre-Installed)	\$180.00
872	Rear View Camera & Prep Kit, -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions	\$415.00
76C	Exterior Backup Alarm (Pre-Installed)	\$150.00
43C	120V/400W Outlet, -inc: Dual 68 AH/65 AGM Battery	\$175.00
660A	Order Code 660A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$61,240.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,795.00
TOTAL PRICE	\$63,035.00

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

RESOLUTION NO. 22-11-111

**A RESOLUTION APPROVING THE PURCHASE OF A 2023 F550 CHASSIS FROM
THE NATIONAL AUTO FLEET GROUP UNDER THE SOURCEWELL CONTRACT
091521-NAF IN THE AMOUNT OF \$63,035.00.**

WHEREAS, the Wyoming Public Works department currently has a vehicle that has exceeded its useful life, and;

WHEREAS, the current vehicle used by public works has a diesel engine which exceeds the needs for the use of this vehicle while also being less efficient and more expensive to operate than the proposed gas engine alternative; and

WHEREAS, the proposed vehicle would be able to use interchangeable parts with our existing snow plows.

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the purchase of a 2023 F-550 truck from the National Auto Fleet Group under the Sourcewell Contract 091521-NAF in the amount of \$63,035.00

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 15th DAY OF NOVEMBER, 2022**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: November 15th, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: 2023 F350 Truck Purchase

Method: New Business

Background Information:

Unit 904 is used for a variety of day to day functions within the department. It is utilized in parks and street maintenance and staff trainings. A plow also needs to be incorporated into this truck to increase its utilization in the full spectrum of the work program. The truck is a 2012, Chevrolet 2500, 103135 miles.

Public Works has received two quotes. One from Sourcewell and one from Midway Ford on the State Bid process.

The bid from Midway Ford was the lowest bid at \$50,370.92. Sourcewell bid is \$60,970.00 for the same model truck.

This truck is scheduled in the 2023 CIP at a budgeted amount of \$55,000. Due to market volatility Public Works budgeted \$10,000 more in the 2023 CIP for the vehicle and plow to ensure appropriate dollars were levied. As discussed in the November 9th budget meeting, the sooner the order is placed the better chance of receiving the vehicle.

A snow plow is \$8,000.00 for this truck. That would put the total amount of the purchase to not exceed \$58,370.92. The 2012 Chevrolet 2500 truck will be sold at auction and will bring in more than \$3,370.92 to meet the proposed 2023 CIP amount.

Recommendation:

Staff recommends approving the purchase of a 2023 F350 pickup from Midway Chevrolet in the amount of \$50,370.92 under State Bid Contract FTM36 Contract#169665.



CITY OF WYOMING

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

10/25/22

2023 SUPER DUTY® PICKUP

PROPRIETARY

(F-250 / F-350 / F-450)

OPTIONAL EQUIPMENT

	Order Code	XL				XLT				Lariat			
		F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450
		600 A	610 A	620 A	670 A	603 A	613 A	623 A	673 A	608 A	618 A	628 A	678 A
BODYSTYLE & WHEELBASES													
Regular Cab 4X2 - 8' Box	142"	F2A	F3A	F3C	F4C	—	—	—	—	—	—	—	—
Regular Cab 4X4 - 8' Box	142"	F2B	F3B	F3D	F4D	F2B	F3B	F3D	F4D	—	—	—	—
SuperCab 4X2 - 6 3/4' Box	148"	X2A	X3A	—	—	—	—	—	—	—	—	—	—
SuperCab 4X2 - 8' Box	164"	X2A	X3A	X3C	—	—	—	—	—	—	—	—	—
SuperCab 4X4 - 6 3/4' Box	148"	X2B	X3B	—	—	X2B	X3B	—	—	X2B	X3B	—	—
SuperCab 4X4 - 8' Box	164"	X2B	X3B	X3D	—	X2B	X3B	X3D	—	X2B	X3B	X3D	—
Crew Cab 4X2 - 6 3/4' Box	160"	W2A	W3A	—	—	—	—	—	—	—	—	—	—
Crew Cab 4X2 - 8' Box	176"	W2A	W3A	W3C	W4C	—	—	—	—	—	—	—	—
Crew Cab 4X4 - 6 3/4' Box	160"	W2B	W3B	—	—	W2B	W3B	—	—	W2B	W3B	—	—
Crew Cab 4X4 - 8' Box	176"	W2B	W3B	W3D	W4D	W2B	W3B	W4D	—	W2B	W3B	W3D	W4D
ENGINE/TRANSMISSION													
★6.8L 2V DEVCT NA PFI V8 Gas/TorqShift®-G Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4)	99A/4 4F	S	S	S	—	—	—	—	—	—	—	—	—
7.3L 2V DEVCT NA PFI V8 Gas/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Off-Road (4x4) 96d	99N/4 4G	O-17S	O-17S	—	—	S	S	—	—	S	S	S	—
6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4)	99T/44 G	O	O	O	S	O	O	O	S	O	O	O	S
★6.7L High Output Power Stroke® V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4)	99M/4 4G	O	O	O	O	O	O	O	O	O	O	O	O
WHEELS													
4-Wheels (SRW); 6 Wheels (DRW). Spare Wheel included with Spare Tire.													
17" Argent Painted Steel w/Painted Hub Covers/Center Ornaments	64A	S	S	—	—	—	—	—	—	—	—	—	—
17" Forged Polished Aluminum wheels (four (4) exterior wheels; inner DRW are aluminum)	64H	—	—	P-68F	—	—	—	—	—	—	—	—	—
17" Argent Painted Steel (Hub Covers/Center Ornaments not included)	64K	—	—	S	—	—	—	—	—	—	—	—	—
17" Forged Polished Aluminum w/Bright Hub Covers/Center Ornaments (4 aluminum outer and 2 steel inner)	64J	—	—	O	—	—	O	—	—	—	S	—	—
18" Bright Machined and Carbonized Gray Painted Aluminum	64C	—	—	—	—	—	—	—	—	S	S	—	—
18" Argent Painted Steel w/Painted Hub Covers/Center Ornaments	64F	—	S-1,0	—	—	—	—	—	—	—	—	—	—
18" Sparkle Silver Painted Cast Aluminum w/Bright Hub Covers/Center Ornaments	648	—	—	—	—	S	S	—	—	—	—	—	—
18" Machined and Tarnished Dark Anodized Low-Gloss Painted Aluminum	64E	—	—	—	—	P-17Y	P-17Y	—	—	P-17Y	P-17Y	—	—
★18" Ebony Black Painted Aluminum	64S	P-17S	P-17S	—	—	P-17K	P-17K	—	—	—	—	—	—
19.5" Forged Polished Aluminum w/Bright Hub Covers/Center Ornaments (4 aluminum outer and 2 steel inner)	64D	—	—	—	S	—	—	—	S	—	—	—	S
20" Chrome PVD Aluminum (4x4 only; req. Chrome Package (17C))	649	—	—	—	—	—	—	—	—	P-17C	P-17C	—	—
20" Dark Carbonized Gray High-Gloss Painted Aluminum and Matte Black Hub Covers/Center Ornaments (4X4 only)	642	O-17S	O-17S	—	—	O-17K	O-17K	—	—	P-17K	P-17K	—	—
TIRES													
4 Tires (SRW); 6 Tires (DRW). Spare may not be the same as the road tire.													
LT245/75R17E BSW A/S	TD8	S	S	S	—	—	—	—	—	—	—	S	—
LT245/75R17E BSW A/T	TBM	O	O	O	—	—	—	O	—	—	—	O	—
LT245/75R17E OWL A/T(4)	TBL	—	—	—	—	—	—	O	—	—	—	O	—
LT275/65R18E BSW A/S	TCH	—	S-1,0	—	—	S	S	—	—	—	—	—	—
LT275/70R18E BSW A/T, 4x4	TDX	P-17S	O/P-17S	—	—	O-P-17K	O-P-17K	—	—	S	S	—	—
33" Off-Road Tire (LT285/70R17 A/T)	TEX	P-17Z	P-17Z	—	—	—	—	—	—	—	—	—	—
35" Off-Road Tire (LT285/75R18E BSW A/T)	TFW	—	—	—	—	P-17Y	P-17Y	—	—	P-17Y	P-17Y	—	—
225/70R19.5G BSW Traction	TGL	—	—	—	S	—	—	—	S	—	—	—	S
LT275/65R20E BSW A/T, 4x4 - (NA 142" WB)	TCW	O-17S	O-17S	—	—	O-17K	O-17K	—	—	P-17C/17K	P-17C/17K	—	—

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only
 ★ = New for this model year

S = Standard, O = Optional, P = Packaged Option, F = Fleet Only Option

10/25/22

2023 SUPER DUTY® PICKUP
(F-250 / F-350 / F-450)
OPTIONAL EQUIPMENT

PROPRIETARY

	Order Code	XL				XLT				Lariat			
		F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450
		600 A	610 A	620 A	670 A	603 A	613 A	623 A	673 A	608 A	618 A	628 A	678 A
TIRES													
4 Tires (SRW); 6 Tires (DRW). Spare may not be the same as the road tire. (continued)													
Spare Wheel and Tire Delete (also deletes jack and frame-mounted carrier)	51X	—	O	O	O	—	—	—	—	—	—	—	—
GROUPS/PACKAGES (see Packaged Options/Emissions pages for complete content and restrictions)													
XL Chrome Package	96V		O										
★XL Off-Road Package (SRW only)	17Z		O										
STX Appearance Package	17S		O										
XLT Premium Package	17P		—				O-2,3						
Chrome Package	17C		—				—				O		
★Sport Appearance Package (req. F-250/F-350 4x4 SRW; NA w/ DRW)	17K		—				O-2,3				O-2,3		
Lariat Ultimate Package	96U		—				—				O-3		
FX4 Off-Road Package	17X		O				O				O		
Tremor Off-Road Package – req. 4x4 and 6.7L High Output Diesel or 7.3L Gas Engine; NA w/8' Box or F-450	17Y		—				O-3				O-3		
Snow Plow Prep Package (w/6.7L Power Stroke® Diesel engine includes 250 Amp Alternator (67D))	473		O				O				O		
Camper Package	471		O				O				O		
Snowplow/Camper Package	47B		O				O				O		
F-250 >10K GVWR Package – std w/ 6.7L High Output Diesel (99M) on XL and XLT	68U		O				O				—		
★F-250 High Capacity Axle Upgrade Package (std. w/ 6.7L High Output Diesel (99M))	535		O				O				O		
★F-450 40,000 LBS Gooseneck Tow Package – req. 4x2 and 6.7L High Output Diesel (99M))	535		O-1				—				—		
F-350 Gas Heavy-Duty Payload Package (req. 6.8L Gas Engine (99A) and 4x2; incl 17" Forged Polished Aluminum wheels (64H) (four (4) exterior wheels; inner DRW are aluminum) – DRW only)	68F		O-1				—				—		
Heavy-Service Front Suspension Package	67H		O				O				O		
★360-Degree Camera Package (incl. Incl. LED Center High-Mounted Stop Lamp (CHMSL))	874		O				O				S		
★Tow Technology Package	52T		O				O				O		
★XL Driver Assist Package	96D		O				—				—		
FUNCTIONAL													
Engine Block Heater (Incl. grille cover)	41H		O				O				O		
Transmission Power Take-Off Provision (includes Transmission mounted live drive and stationary mode PTO; NA 4x2 142" WB; NA F-450 142" WB; req. 7.3L or 6.7L engine with 10-speed transmission (44G))	62R		O				O				O		
★Ford Pro Upfit Integration System	18A		O				O				O		
★Pro Power Onboard – 2KW (req. Dual Battery (86M) on F-250/F-350; will remove rear underseat storage on XLT and Lariat SuperCab; incl. Dual Alternators 12V 250 Amp + 24V 150 Amp)	43K		O				O				O		
Dual Battery (Dual AGM 68 AH; incl. with Diesel engines; 6.8L and 7.3L Gas engine req. 410 Amp Dual Alternator (67B) or Pro Power Onboard 2KW (43K))	86M		O				O				O		
Alternators (*Refer to alternator charts for further details)													
190 Amp Alternator on Gas engines and 250 Amp Alternator on Diesel engines (see alternator charts for ordering requirements and restrictions)	67D		O				S				S		
250 Amp Alternator on Gas engines (see alternator charts for ordering requirements and restrictions)	67E		O				O				O		
410 Amp Dual Alternator (250+160 Amp; see alternator charts for ordering requirements and restrictions)	67B		O				O				O		
Trailer Towing Equipment													
Power-folding with Autofold, PowerScope® Telescoping, Power Glass Trailer Tow Mirrors with Heat, Turn Signal, High-Intensity LED Security Approach Lamps, Utility Lighting System(LED Side-mirror Spotlights)	54F		—				O, P-17P				S		
LED Box Lighting (Incl. LED Center High-Mounted Stop Lamp (CHMSL))	66L		O				O – P-17K				S		
5th Wheel/Gooseneck Hitch Prep Package (NA w/85L Drop-in Bedliner or 85M Bed Mat; std on F-450)	53W		O				O				O		
Cab Steps and Running Boards													
Platform Running Boards	18B		O				O – P-17K				P-17K		
6" Angular Bright Anodized Step Bar (Std. on Lariat F-350 DRW and F-450)	18C		—				O-2,3				S/O		

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only
 ★ = New for this model year

S = Standard, O = Optional, P = Packaged Option, F = Fleet Only Option

10/25/22

2023 SUPER DUTY® PICKUP
(F-250 / F-350 / F-450)

PROPRIETARY

OPTIONAL EQUIPMENT

	Order Code	XL				XLT				Lariat			
		F-250	F-350 SR W	F-350 DR W	F-450	F-250	F-350 SR W	F-350 DR W	F-450	F-250	F-350 SR W	F-350 DR W	F-450
		600 A	610 A	620 A	670 A	603 A	613 A	623 A	673 A	608 A	618 A	628 A	678 A
Cab Steps and Running Boards (continued)													
Power-Deployable Running Boards (Not available with Lariat Interior Trims 6J or 6B, SuperCab, or Sport Appearance Package (17K) (unless 17K is ordered with Tremor Off-Road Pkg (17Y))	18E		—				—				O		
KEY EXTERIOR OPTIONS													
LED Roof Marker/Clearance Lamps (Std. on F-350 DRW & F-450)	592		S/O				S/O				S/O		
Tailgate Step (Includes step and handle)	85G		O				O				O, P-96U		
Tough Bed® (spray-in bedliner; includes tailgate-Guard, black box bed tie-down hooks and black bed attachment bolts)	85S		O				O				O		
Rear-windows													
Defrost with Fixed and Privacy Glass (Privacy Glass is standard on XLT; XL req. Privacy Glass (924))	43B		—				O				—		
Power-Sliding Glass with Defrost and Privacy Glass (924 Privacy Glass is standard on XLT)	435/924		O-2,3				O-2,3				S		
KEY INTERIOR OPTIONS													
★Max Recline Seats (10-way power driver and 8-way power passenger and 4-way headrests; req. Lariat Ultimate Pkg (96U))	90M		—				—				O		
Moonroof, Power (Twin Panel on Crew Cab; optional availability on XLT req. Sport Appearance Pkg (17K) ; includes map lights and Moonroof switches)	43V		—				O-3				O-3		
120V/400W Outlet (with 40/20/40 seats, there is one in-dash mounted outlet; 2 nd outlet in the console req. 40/Console/40 seats)	43C		O				S				S		
Floor Mats, All-Weather (Doesn't include carpet floor mats; req. Super Cab or Crew Cab, 4x2 or 4x4 w/ESOF when Carpet Delete (166) is ordered)	16T		—				O				O		
★Interior Work Surface (req. 40/20/40 seat)	52S		O				O				O		
Carpet Delete (XLT & Lariat replaced w/black vinyl flooring)	166		S				O				O		
Rapid-Heat Supplemental Cab Heater (Optional in all states with 6.7L Power Stroke® Diesel engine (99T/99M))	41A		O				O				O		
Remote Start System	76S		O				O				S		
Upfitter Switches; (6) (Located in overhead console; req. 190 Amp Alternator (67D), 250 Amp Alternator (67E), 410 Amp Dual Alternator (67B), or Pro Power Onboard – 2KW (43K) on 6.8L Gas and 7.3L Gas engines; 250 Amp Alternator (67D), 410 Amp Dual Alternator (67B), or Pro Power Onboard – 2KW (43K) on 6.7L Diesel engines)	66S		O				O				O, P-96U		
Front-Seats (See Color & Trim Availability page for additional information)													
Cloth, 40/20/40 Split Bench	1		O				—				—		
Vinyl, 40/Mini-Console/40	L		O				—				—		
Cloth, 40/Mini-Console/40	4		O				—				—		
Cloth, 40/Console/40	2		—				O-2,3				—		
Leather, 40/20/40 Split Bench	6		—				—				O		
FORD ACCESSORIES, PRE-INSTALLED													
12,000 lb. Ford Performance Parts winch by Warn (Incl. wireless and wired remote controls; 70-foot high-tensile strength, abrasion-resistant synthetic line; requires 4x4; 6.8L engine (99A) and 7.3L Gas engine (99N) requires Dual Battery (86M); 6.7L Power Stroke® Diesel engine (99T) and 6.7L High Output Power Stroke Diesel engine (99M) requires 410 Amp Alternator (67B); NA w/ F-450 or F-350 DRW w/ 4.10 Final Drive Ratio (X4N); req. 410 Amp Alternator (67B) on gas engines; F-250 requires F-250 >10K GVWR Package (68U))	15W		O				O				O		
Aluminum Crossbed Toolbox by Weather Guard (Defender Series)	19J		O				O				O		
Premium Aluminum Crossbed Toolbox by Weather Guard (model # 127-0-02)	19K		O				O				O		
Gooseneck Dual Hitch Kit-15E – F-450 only (includes one (1) 2 5/16" Gooseneck ball, one (1) 3" Gooseneck ball and two (2) safety chain tie-down bars; NA w/85L Drop-in Bedliner or 85M Bed Mat)	15E		O				O				O		
Customer-Placed Trailer Camera (req. 360-Degree Camera Package (874) on XLT)	65B		—				O				O		
Individual Trailer TPMS (Includes four (4) TPMS sensors) Note: Trailer TPMS sensors only compatible on wheels with a .452' diameter valve stem	65A		—				O				O		
Wheel Locks (reqs. 20" wheels)	94W		—				—				O		
360-Degree Dual Beacon LED Warning Strobes – Amber	91S		O				O				—		
360-Degree Dual Beacon LED Warning Strobes – Amber-White	91G		O				O				—		
Drop-in Bedliner (NA with all Gooseneck features (53W, 15E, 15J, 15K); NA w/ F-450)	85L		O				O				O		

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only
 ★ = New for this model year

S = Standard, O = Optional, P = Packaged Option, F = Fleet Only Option

10/25/22

2023 SUPER DUTY® PICKUP
(F-250 / F-350 / F-450)
OPTIONAL EQUIPMENT

PROPRIETARY

	Order Code	XL				XLT				Lariat			
		F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450	F-250	F-350 SRW	F-350 DRW	F-450
		600 A	610 A	620 A	670 A	603 A	613 A	623 A	673 A	608 A	618 A	628 A	678 A
FORD ACCESSORIES, PRE-INSTALLED (continued)													
Tonneau Pickup Box Cover – Soft Folding (NA w/Aluminum Crossbed Toolbox (19J/19K) or Drop-in Bedliner (85L))	21D			O				O				O	
Tonneau Pickup Box Cover – Hard Folding (NA w/Aluminum Crossbed Toolbox (19J/19K) or Drop-in Bedliner (85L))	21E			O				O				O	
Tonneau Pickup Box Cover – Retractable (NA w/Aluminum Crossbed Toolbox (19J/19K) or Drop-in Bedliner (85L))	21J			O				O				O	
Wheel Well Liner, Front				O				O				O	
Wheel Well Liner, Rear (avail. on F-250 and F350 SRW only)	61M			O				O				O	
Wheel Well Liner, Front/Rear (avail. On F-250 and F350 SRW only)	61N			O				O				O	
*Retractable Bed Side-Step	87S			O				O				O	
Retractable Rear Corner Bed Step (NA w/ F-450; req. F-250 >10K GVWR Package (68U))	87B			O				O				O	
Bed Mat (NA with all Gooseneck features (53W, 15E, 15J, 15K), 85L Drop-in Bedliner, 85S Tough Bed® (spray-in bedliner) or F-450)	85M			O				O				O	
Splash Guards/Mud Flaps Front (reqs. Splash Guards/Mud Flaps Rear (62S) for F250 & F350 SRW and DRW; standard on F-350 DRW when Deployable Running Boards (18E) are ordered; NA on F-450; NA w/ XL/XLT F-350 DRW)	61S			O				O				O	
Splash Guards/Mud Flaps Rear (reqs. Splash Guards/Mud Flaps Front (61S) for F250 & F350 SRW and DRW; optional on F-350 DRW when Deployable Running Boards (18E) are ordered)	62S			O				O				O	
Vehicle Safe by Console Vault (reqs. Seat-Bucket 40/console/40; F-250 requires F-250 >10K GVWR Package (68U))	21X			—				O				O	
Exterior Backup Alarm	76C			O				O				O	
Gooseneck Hitch Kit – 15J (req. 53W 5 th Wheel/Gooseneck Hitch Prep Package; Available F-250/F-350 only; NA w/85L Drop-in Bedliner or 85M Bed Mat)	15J			O				O				O	
5 th Wheel Hitch Kit-15L – includes 19k rated hitch for SRW. (req. 53W 5 th Wheel/Gooseneck Hitch Prep Pkg., F-250 >10K GVWR Package (68U) and 8-ft. box; NA w/85L Drop-in Bedliner or 85M Bed Mat)	15L			O				O				O	
5 th Wheel Hitch Kit-15K – includes 32.5k rated hitch for DRW (req. 53W 5 th Wheel/Gooseneck Hitch Prep Pkg. and 8-ft. box; NA w/85L Drop-in Bedliner or 85M Bed Mat)	15K			O				O				O	
Stainless Steel Wheel Covers – Front & Rear (F-350 DRW only; req. 64K 17" Argent Painted Steel Wheel)	945			O				O				—	

1 = Regular Cab only, 2 = SuperCab only, 3 = Crew Cab only
 ★ = New for this model year

S = Standard, O = Optional, P = Packaged Option, F = Fleet Only Option

10/25/22

2023 SUPER DUTY® PICKUP
(F-250 / F-350 / F-450)

PROPRIETARY

COLOR & TRIM AVAILABILITY

		Interior and Seat Color
INTERIOR COLOR		Medium Dark Slate
XL	• HD Vinyl 40/20/40 Split Bench w/center armrest, cupholder and storage; manual lumbar (driver's side only) • Cloth 40/20/40 Split Bench w/center armrest, cupholder and storage; manual lumbar (driver's side only) • Vinyl 40/Mini-Console/40, manual lumbar (driver's side only) • Cloth 40/Mini-Console/40, manual lumbar (driver's side only)	AS
		1S
		LS ¹
		4S ¹
XLT	• Cloth 40/20/40 split bench, 20% locking center under-seat storage, w/center armrest, cupholder and storage, 8-way power driver (includes power lumbar), two-way adjustable driver/passenger headrests • Cloth 40/Console/40; 8-way power driver (includes power lumbar), two-way adjustable driver/passenger headrests; Flow-through Console with 120V/400W outlet in rear (SuperCab & Crew Cab only)	3S
		2S
EXTERIOR COLOR		Monotone
XL		Availability
Agate Black Metallic	UM	•
Antimatter Blue Metallic	HX	•
Carbonized Gray Metallic	M7	•
Iconic Silver Metallic	JS	•
Oxford White	Z1	•
Race Red	PQ	•
Stone Gray Metallic	D1	•
XLT		
Agate Black Metallic	UM	•
Antimatter Blue Metallic	HX	•
Carbonized Gray Metallic	M7	•
Iconic Silver Metallic	JS	•
Oxford White	Z1	•
Race Red	PQ	•
Rapid Red Metallic Tinted Clearcoat ²	D4	•
Stone Gray Metallic	D1	•
FLEET ONLY EXTERIOR COLOR – (REQUIRES VALID FIN CODE) ^{3,4}		Monotone
		Availability
XL		
Green	GR	•
Orange	MB	•
School Bus Yellow	BY	•
Vermillion Red	E4	•
Yellow	AT	•
XLT		
Green	GR	•
Orange	MB	•
School Bus Yellow	BY	•
Vermillion Red	E4	•
Yellow	AT	•

¹ Fleet Only² Extra Charge Paint³ Fleet only exterior colors will be priced as VSO colors.⁴ Not available with DRW, Sport Appearance Pkg (17K), Tremor Off-Road Package (17Y), STX Appearance Package (17S) or FX4 Off-Road Package (17X)

★ = New for this model year

• = Available

PACKAGED OPTIONS/EMISSIONS

★XLT PREMIUM PACKAGE (17P)

Availability:

- Optional XLT

Requires:

- Sport Appearance Pkg (17K)

Includes:

- F-250 > 10K GVWR Package (68U)
- 360-Degree Camera Package (874)
- Automatic High Beam
- BLIS® with Cross-Traffic Alert/ BLIS® with Trailer Coverage
- Heated Front Seats
- Power-folding with Autofold, PowerScope® Telescoping, Power Glass Trailer Tow Mirrors with Heat, Turn Signal, High-Intensity LED Security Approach Lamps, Utility Lighting System(LED Side-mirror Spotlights)
- Reverse Brake Assist
- Reverse Sensing System
- B&O® Sound System by Bang & Olufsen® with HD Radio™ (8 speakers including subwoofer)
- Intelligent Access with Push-Button Start
- Remote Start System
- Remote Tailgate Release
- SiriusXM® Radio w/ 360L

Note: Includes a three (3)-month prepaid subscription. Service is not available in Alaska and Hawaii.

Note: SiriusXM audio and data services each require a subscription sold separately, or as a package, by Sirius XM Radio Inc. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call SiriusXM at 1-866-635-2349. See SiriusXM Customer Agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Sirius, XM and all related marks and logos are trademarks of Sirius XM Radio Inc

- SYNC 4 with Enhanced Voice Recognition
 - 12" LCD Capacitive Touchscreen with Swipe Capability
 - Information On Demand Panel
 - Wireless Phone Connection
 - Cloud Connected
 - AppLink w/ App Catalog
 - 911 Assist
 - Apple CarPlay and Android Auto Compatibility
 - Digital Owner's Manual
 - Conversational Voice Command Recognition
 - Connected Built-In Navigation¹

¹ Navigation services require SYNC®4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details). Eligible vehicles receive a complimentary 3-year trial of navigation services that begins on the new vehicle warranty start date. Customers must unlock the navigation service trial by activating the eligible vehicle with a FordPass member account. If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation.

Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features.

FordPass App, compatible with select smartphone platforms, is available via a download. Message and data rates may apply.

★SPORT APPEARANCE PACKAGE (17K)

Availability:

- Optional on XLT and Lariat SuperCab or Crew Cab

Requires:

- F-250/F-350 4x4 SRW
- Fixed Rear-window w/Privacy Glass and Defrost (43B)
- XLT Premium Package (17P)

Not available with:

- Chrome Package (17C)

Includes:

- Dark Painted Grille
- Body-color front/rear bumpers
- Body-color mirror caps (Lariat only)
- Box Side Decal (Sport 4x4; NA w/ FX4 Pkg)
- Dark Fender Badge
- Black tow hooks
- Platform Running Boards (18B)
- Chrome Exhaust Tip
- 18" Ebony Black Painted Aluminum Wheels (64S) (XLT only)
- LT275/70R18E BSW A/T, 4x4 (TDX) (XLT only)
- 20" Dark Carbonized Gray High-Gloss Painted Aluminum Wheels (642) (Lariat only)
- LT275/65R 20E BSW A/T (TCW) (Lariat only)

Included on XLT; std on Lariat:

- LED Box Lighting
- LED Center High-Mounted Stop Lamp (CHMSL)
- LED Fog Lamps
- LED Reflector Lamps
- Rear under-seat storage (foldable/locking on Crew Cab)

Options Available:

- 20" Dark Carbonized Gray High-Gloss Painted Aluminum Wheels (642) (optional on XLT)
- LT275/65R 20E BSW A/T (TCW) (optional on XLT)

PACKAGED OPTIONS/EMISSIONS

F-250 HIGH CAPACITY AXLE UPGRADE PACKAGE (535)**Availability:**

- Optional on XL, XLT, Lariat, King Ranch and Platinum F-250
- Standard on Limited

Requires:

- 6.7L Power Stroke® Diesel engine (99T)
- 6.7L High Output Power Stroke® Diesel engine (99M)

Includes:

- 11.6" Axle upgrade
- F-250>10K GVWR Package (68U)
- Increase GVWR up to 11,400 lbs.
- Increase GCW on diesel engine from TBD lbs. to TBD lbs

NOTE: *Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.*

TOW TECHNOLOGY PACKAGE (52T)**Availability:**

- Optional on XL, XLT and Lariat
- Standard on King Ranch, Platinum and Limited

Requires:

- 360-Degree Camera Package (874) on XL and XLT
- Driver Assist Package on XL

Includes:

- Lane Departure Warning (XL only)
- Lane-Keeping Assist – (not included w/ XL, 4x2, or XL, XLT/Lariat 4x4 w/ 142", 148" WB, or DRW 164" WB)
- Pro Trailer Backup Assist™
- Trailer Reverse Guidance

360-DEGREE CAMERA PACKAGE (874)**Availability:**

- Optional on XL and XLT
- Standard on Lariat, King Ranch, Platinum and Limited

Requires:

- Driver Assist Package on XL

Includes:

- 360-Degree Camera System (Incl. TBD Camera Views and Picture and Picture capability)
- Trailer 360-Degree Camera Compatibility
- Wired Aux Trailer Camera Compatibility

Included on XL and XLT; std on Lariat, King Ranch, Platinum and Limited:

- BLIS with Cross-Traffic Alert / BLIS with Trailer Coverage
- LED Center High-Mounted Stop Lamp (CHMSL)
- Rear Parking Sensors, Reverse Sensing System w/ Reverse Brake Assist

★FORD PRO UPFIT INTEGRATION SYSTEM (18A)**Availability:**

- Optional on all Pickups

Usage:

- Recommended for snowplows and trucks that will utilize upfit aftermarket equipment

Includes:

- Upfit Integration System (Interface with equipment only; not programmable, not cloud-connected. Note: programmable and cloud-connected version will be late availability)

SNOW PLOW PREP PACKAGE (473)**Availability:**

- Optional on all 4x4 Pickups

Not available with:

- ★ Tremor Off-Road Package (17Y)
- Heavy-Service Front Suspension Package (67H)

Requires:

- 4x4

Includes:

- Computer selected springs for snowplow application
- 190 Amp Alternator (67D) on 6.8L Gas and 7.3L Gas engines
- 250 Amp Alternator (67D) on 6.7L Diesel engines
- Rapid-Heat Supplemental Cab Heater (41A) on 6.7L Power Stroke® V8 Turbo Diesel

Options Available:

- 250 Amp Alternator (67E) with 6.8L Gas or 7.3L Gas engines

NOTE 1: *Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details*

NOTE 2: *May result in deterioration of ride quality when vehicle is not equipped with snowplow*

NOTE 3: *Dual Battery (86M) recommended with 6.8L or 7.3L Gasoline Engines; See Body Builders Layout Book for details.*

CAMPER PACKAGE (471)**Availability:**

- Optional on XL, XLT, Lariat and King Ranch® (DRW only), Platinum (DRW)

Not available with:

- 20" Wheels and Tires
- FX4 Off-Road Package (17X)
- ★ Tremor Off-Road Package (17Y)
- SRW 4x4

Includes:

- Extra heavy-service front springs (4x2) (2 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment)
- Heavy-service front springs (4x4) (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment)
- Rear auxiliary springs
- Rear stabilizer bar
- Slide-in camper certification

NOTE 1: *Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific Trailer Towing or camper limits and corresponding required equipment, axle ratios and model availability.*

NOTE 2: *May result in deterioration of ride quality when vehicle is not equipped with camper*

PACKAGED OPTIONS/EMISSIONS

SNOWPLOW/CAMPER PACKAGE (47B)**Availability:**

- Optional on XL, XLT, Lariat, and King Ranch® (DRW only)

Not available with:

- 20" Wheels and Tires
- Tremor Off-Road Package (17Y)
- Heavy-Service Front Suspension Package (67H)

Requires:

- 4x4

Includes:

- Computer selected springs for snowplow application
- 190 Amp Alternator (67D) on 6.8L Gas and 7.3L Gas engines
- 250 Amp Alternator (67D) on 6.7L Diesel engines
- Heavy-service front springs (4x4) (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment)
- Rear auxiliary springs
- Rear stabilizer bar
- Slide-in camper certification

NOTE 1: *Salesperson's Source Book or Ford RV Trailer Towing Guide should be consulted for specific Trailer Towing or camper limits and corresponding required equipment, axle ratios and model availability. Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details. Expect firmer ride when vehicle is not equipped with snowplow and/or camper.*

NOTE 2: *May result in deterioration of ride quality when vehicle is not equipped with snowplow and/or camper*

NOTE 3: *Dual Battery (86M) recommended with 6.8L or 7.3L Gasoline Engines; See Body Builders Layout Book for details.*

HEAVY-SERVICE FRONT SUSPENSION PACKAGE (67H)**Availability:**

- Optional on all Pickups

Usage:

- Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR)

Not available with:

- Tremor Off-Road Package (17Y)
- Snow Plow Package (473)

Includes:

- Heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment)

NOTE 1 *Vehicle ride height will increase w/the addition of this package.*

NOTE 2 *May result in deterioration of ride quality when vehicle is not equipped with front end utility attachment.*

F-350 GAS HEAVY-DUTY PAYLOAD PACKAGE (68F)**Availability:**

- Optional on XL
- F-350
- Regular Cab

Not available with:

- 4x4

Requires:

- 6.8L Gas engine (99A) with 3.73 Non-Limited-Slip final drive ratio (X37) – SRW only
- 6.8L Gas engine (99A) with 4.30 Limited-Slip final drive ratio (X4L) – DRW only

Includes:

- 40/Mini-Console/40
- 17" Forged Polished Aluminum wheels (64H) (four (4) exterior wheels; inner DRW are aluminum) – DRW only

NOTE: Package increases payload by reducing base curb weight

F-450 40,000 LBS GOOSENECK TOW PACKAGE (535)**Availability:**

- Optional on XL
- F-450
- Regular Cab

Requires:

- 4x2
- 6.7L High Output Power Stroke® Diesel engine (99M)

Includes:

- 40/Mini-Console/40
- Spare Tire Delete
- Wheel Center Cab Delete
- Unique Conventional Trailer Hitch

RESOLUTION NO. 22-11-112

**A RESOLUTION APPROVING THE PURCHASE OF A 2023 F350 PICKUP
FROM MIDWAY CHEVROLET UNDER STATE BID CONTRACT FTM36
CONTRACT #169665 IN THE AMOUNT OF \$50,370.92**

WHEREAS, the Wyoming Public Works department currently has a vehicle that has exceeded its useful life; and

WHEREAS, the current vehicle used by public works has a diesel engine which exceeds the needs for the use of this vehicle while also being less efficient and more expensive to operate than the proposed gas engine alternative; and

WHEREAS, the proposed vehicle would be able to use interchangeable parts with our existing snow plows.

THEREFORE, BE IT RESOLVED, the City of Wyoming authorizes the purchase of a 2023 F350 Pickup from Midway Chevrolet under State Bid Contract FTM36 Contract #169665 in the amount of \$50,370.92.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 15TH DAY OF NOVEMBER, 2022.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk