

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 16, 2021
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for February 2, 2021
2. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for February 10, 2021

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

CONSENT AGENDA:

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

3. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of February 3, 2021 through February 16, 2021
4. To consider **Resolution 21-02-15** a resolution transferring revolving loan funds into a storm water capital improvement fund

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

5. Report of the Public Safety Director, Paul Hoppe for, February 10, 2021
6. Report of City Building Official, Fred Weck, IV for February 10, 2021
7. Report of City Attorney Tom Loonan for February 11, 2021
8. Report of City Engineer Mark Erichson, WSB for February 12, 2021
9. Report of Public Works Superintendent Chuck Almhjeld for February 16, 2021

COMMUNICATIONS:

10. Letter from the League of Minnesota Cities Insurance Trust regarding a Virtual Fleet Survey conducted February 8, 2021
11. City of Wyoming Winter Medallion Hunt

OLD BUSINESS:

NEW BUSINESS:

12. To consider approving a collective bargaining agreement between the City of Wyoming and Law Enforcement Labor Services (LELS) for the years 2021 to 2023
13. Wyoming Scout Project Volunteer Policy

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 2, 2021
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for February 2, 2021 to order at 7:00 PM

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

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: Councilmember Dennis Schilling

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for January 19, 2021

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER OHNSTAD TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JANUARY 19, 2021

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

2. To consider approving payment to the League of Minnesota Cities for Workers Compensation payment in the amount of \$90,867.00
3. To consider authorizing payment of recommended bills, payroll, and Journal Entries for the period of January 20, 2021 through February 2, 2021.

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

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

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

4. Report of the Public Safety Director, Paul Hoppe for January 27, 2021
5. Report of City Building Official, Fred Weck, IV for January 27, 2021
6. Report of City Attorney Tom Loonan for January 28, 2021
7. Report of City Engineer Mark Erichson, WSB for January 29, 2021
8. Report of Public Works Superintendent Chuck Almhjeld for January 27, 2021

COMMUNICATIONS:

9. Wyoming COVID-19 Business Preparedness Plan Update

Assistant City Administrator Dumais – Gave an update on the COVID-19 Business preparedness and reviewed the suggested amendments by staff to the Emergency Preparedness Plan.

Mayor Iverson – Stated that she is not comfortable with #17 and would prefer that the language surrounding the “peace-time emergency declaration expires” to be taken out.

The Council discussed possible updates and language changes to the Emergency Preparedness Plan and suggested bringing this back to a future meeting with different recommendations.

There was a consensus to bring this item back to a future meeting after further review by staff.

OLD BUSINESS: NONE

NEW BUSINESS

10. To consider approving the Wyoming Pay Equity Report prepared by Baker Tilly Incorporated utilizing the Minnesota Management and Budget web-based pay equity system as required by the State of Minnesota Local Government Pay Equity Act

City Administrator Linwood – Gave an explanation of the need for a pay equity report every three years. He gave an overview of the details included in the report.

Ann Antonsen, Baker Tilly – Shared some issues from the report, State requirements, and regression analysis from the pay plan created in 2006.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE WYOMING PAY EQUITY REPORT

PREPARED BY BAKER TILLY INCORPORATED UTILIZING THE MINNESOTA MANAGEMENT AND BUDGET WEB-BASED PAY EQUITY SYSTEM AS REQUIRED BY THE STATE OF MINNESOTA LOCAL GOVERNMENT PAY EQUITY ACT.

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

- 11.** To consider **Resolution 21-02-11** a resolution approving Plans and Specifications and Ordering Advertisement for Bids for the East Viking Boulevard Utility Improvements (City Project No. 19-02)

City Engineer Erichson – Gave an overview of past discussions surrounding the utility improvements on East Viking. He stated that they have completed the plans and specifications and are asking the Council to authorize advertising for bids.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-02-11 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE EAST VIKING BOULEVARD UTILITY IMPROVEMENTS CITY PROJECT NO. 19-02.

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

- 12.** To consider **Resolution 21-02-12** a resolution receiving the feasibility report and setting a public hearing for the 2021 Street Improvement Project (City Project No. 21-01)

City Engineer Erichson – Gave a summary of the findings of the feasibility report for the 2021 Street Improvement Project and explained that staff is recommending that the public hearing be scheduled for March 2, 2021. He stated that they would like to hold a public informational meeting prior to the public hearing to communicate with the residents which is tentatively scheduled for February 17, 2021. He gave an overview of the construction schedule, and plans. He noted that they have not heard a lot of negative commentary and believes that residents, in general, support this project.

Mayor Iverson – Noted that February 17, 2021 is Ash Wednesday so there may need to be some adjustments to either the time or date for the public information meeting.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-02-12 A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING FOR THE 2021 STREET IMPROVEMENT PROJECT CITY PROJECT NO. 21-01.

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

- 13.** To consider **Resolution 21-02-13** a resolution approving the purchase of one Ford Explorer SUV Hybrid Utility pursuit vehicle and build out for the Wyoming Police Department in the amount of \$43,197

Public Safety Director Hoppe – Stated that they are seeking approval to replace one of their public safety vehicles and gave an overview of the global fleet management strategy that they follow. He stated that they are looking to replace the 2014 fire command vehicle.

Councilmember Ohnstad – Expressed concern about difficulty finding parts for hybrid vehicles.

Public Safety Director Hoppe – Explained details about the warranties for this vehicle.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-02-13 A RESOLUTION APPROVING THE PURCHASE OF ONE FORD EXPLORER SUV HYBRID UTILITY PURSUIT VEHICLE AND BUILD OUT FOR THE WYOMING POLICE DEPARTMENT IN THE AMOUNT OF \$43,197

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

14. To consider Resolution 21-02-14 a resolution to authorize the purchase of a server from CW Technology in the amount of \$27,681.00

City Administrator Linwood – Explained that the City servers are something that is replaced every five years and noted that it was included in the budget.

Councilmember Nanko Yeager – Asked what would happen in the case of a crash and how the backup information would be obtained.

City Administrator Linwood – Explained the disaster recovery plan and the various redundancies that are included in the plan.

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER OHNSTAD TO APPROVE RESOLUTION 21-02-14 A RESOLUTION AUTHORIZING THE PURCHASE OF A SERVER FROM CW TECHNOLOGY IN THE AMOUNT OF \$27,681.00

Roll Call Vote:

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

COUNCIL REPORTS:

Council Member Ohnstad – Attended training through the League of Minnesota Cities.

Council Member Nanko Yeager – No report.

Council Member Luger – Attended training through the League of Minnesota Cities.

Mayor Iverson – Attended The Park Advisory Commission and the League of Minnesota Cities Experienced Official training. She passed along some compliments she had received regarding the Public Works and Public Works Superintendent Almhjeld has been doing with clearing the snow and brining.

City Engineer Erichson - Noted that there are a few development projects in process in the City and gave an update on the Highway 8 project and feedback for the County.

City Administrator Linwood – Explained that the City had appeared in a list published by the StarTribune as the 22nd hottest real estate market in the twin cities metro area.

MAYOR IVERSON ADJOURNED THE MEETING BY GENERAL CONSENT AT 8:28 PM

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:
February 16, 2021
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 10, 2021
6:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for February 10, 2021 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, Claire Luger, Brett Ohnstad and Dennis Schilling

Also Present: Robb Linwood-City Administrator and Kelly Dumais, Assistant City Administrator

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

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

1. Review of 2021 Goals – Highlights and Outcomes

City Administrator Linwood began discussion for the night asking each council member to provide something they were proud of that happened in the community in 2020 and something that they were proud of that the council accomplished in 2020. The council made the following lists

Community Accomplishments

- Community coming together for COVID
- Covid – Community coming together
- Increased support of community and business with impact of Covid.
- Re-envisioning of celebrations Don't Touch a Truck, Tree Lighting, Elections
- Food Drive – No Hunger November – Santa Clause on Fire Trucks
- Congratulations Video to Seniors Graduating
- Utilization of Videos for Communications

City Council Accomplishments

- Contract Negotiations Accomplished
- Railroad Park Spur Installed

- Continued drop in city taxes
- Continued commitment to transparency
- Utilizing Cares Dollars for Ipads and agenda management software that allows for better transparency
- Collaboration between council and staff
- 2020 Street Project
- DNR Grant for Swenson Park
- Continued Capital Improvement Plan for Street Projects
- Safety precautions staff implemented due to Covid-19
- Council and Staff adaptability due to Covid-19
- Don't Touch a Truck
- Graduating Seniors Video
- When we were in the news it was for POSITIVE Items!

City Administrator Linwood then reviewed the council's ongoing 2020 goals and new goals. He then went through a presentation of accomplishments the city had in 2020 largely based on the council goals.

The Council then went through an exercise to identify internal and external trends and factors that the city should take into consideration for 2021.

INTERNAL AND EXTERNAL TRENDS/FACTORS

What are some positive trends or factors that are impacting the city in 2021?

- StarTribune listed Wyoming as the 22nd hottest housing market in the twin cities metro area
- Social Media giving more individuals access to information – Helps with Transparency – City needs to self-promote – Public Safety does a tremendous job
- Community Identity – City Events – Touch a truck, tree lighting – Bringing the community together has been huge benefit
- Exiting of conditions of Covid will have positive effect on community
- People that are working together that haven't been previously – cooperation between community members due to COVID

What are trends or factors that present challenges in 2021?

- Covid will present challenges in 2021
- Social Media being used as a complaint format than usual avenues calling or emailing city
- Changes from Covid – What is normal and adopting new trends – potential growing pains
- Covid causing business disruption/downward trends on operations. We need to have businesses in Wyoming to offset taxes
- Covid economic impacts that applies to our residents

The Council then went through a SWOT exercise to identify items for 2021 and beyond.

SWOT Analysis	
Strengths	Weaknesses
• Social Media Presence • Strong community identity • Community resiliency • Staff and Employees • Community working together due to Covid • Communication/Transparency/City responsiveness calls to different departments staff works quickly • Council plans for future – Roads • Public Safety Department	• Covid Pandemic presents challenges to business and residents – What is the new norm? • Overall condition index of streets • Business Growth – Bringing new businesses into town • City Facilities – Conditions • Limited financial resources • Available Land that can be developed
Opportunities	Threats
• 35 corridor and Hwy 8 Corridor • Constant Contact Marketing City Economic Development • Businesses are relocating from larger municipalities • Expanding businesses due to interest rates • Community Partners – park developments – support from businesses – boy scouts/girl scout partnerships • Small Businesses – retail and food centric business's locating here • Council and Staff communications • Marketing Opportunities – working with high schools through businesses and utilizing local residents for job force in Wyoming – Cooperative Mayors and Cities that will work together for growth of area	• Land locked and not enough land to develop for industrial business • Cyber Threats to city systems • Impact of financial challenges to residents • External economic factors • Expanding in a way that doesn't bring value or isn't in the best interest of our community (Land Use)

City Administrator Linwood explained that the City Council sets the vision for the City and adopts guiding principles and goals to reflect that vision and guide decision-making at all levels of City government. The goal setting process builds Council consensus on policies and projects that impact City residents, businesses and the community as a whole. The City Staff uses the City Council's vision, principles, and goals to set priorities, direct work activities, and allocate staffing and financial resources

City Administrator Linwood discussed about the council having a visions statement and guiding principles moving forward. He did explain that this is a significant process and there may not be enough time tonight but something the council could work on throughout the rest of the year. The council were in favor of reviewing a vision statement and working on guiding principles in 2021.

The council then had considerable discussion about 2021 goals and completed with the following list:

Continued Development of parks

- Swenson ADA Grant
- Veterans Memorial at Railroad Park
- Development of Fireside Park
- Utilize Sunrise Trail to draw people here
- Work to ensure Hawk meadows snowshoeing and cross country skiing has trails
- Address Eagle Scout Projects and make sure they are repaired or updated
- Advertise Farmers Market
- Continue and have more partnerships with youth groups
- Look for potential area for a Dog Park

Continue work on City Budget/Services/Amenities

- Minimize financial impacts to residents and businesses as much as possible
- Be thoughtful of our taxes to our business's, residents and make sure they can continue to live here

Continue work evaluating city facilities

- Completion of needs assessment

Continued effort on community building

- Inclusiveness/Equity Policy Making
- Celebrating our identity – Stagecoach Days – Celebrate Wyoming's History overall, farming, railroad, continued events

Walkability/Safety

- Ensure new developments have trails
- Year round accessibility and promote fitness

Continue Street Replacement and Maintenance Programs

- Focus on Neighborhood Streets

Continue to attract new business/Retain Existing

- Duncan Donuts
- Look for opportunities for new styles of business
- Food options
- Strip mall that encompass a large group of businesses

Communications/Community Engagement

- Marketing campaign where to go with city complaints or concerns

Continued evaluation of blighted properties and programs for it

- Program to deal with nuisance properties

The Wyoming City Council Adjourned at 7:40pm

CITY OF WYOMING

02/03/21 1:07 PM

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***Check Detail Register©**

FEBRUARY 2021

	Check Amt	Invoice	Comment
10100 gen checking			
Paid Chk# 012394E 2/3/2021 MN DEPARTMENT OF REVENUE			
G 101-20201 SALES TAX PAYABLE	\$62.00	013121	JAN 21 SALES TAX
G 601-20201 SALES TAX PAYABLE	\$4,829.00	013121	4TH QTR COMMERCIAL WATER TAX
Total MN DEPARTMENT OF REVENUE	\$4,891.00		
10100 gen checking	\$4,891.00		

Fund Summary

10100 gen checking

101 GENERAL FUND	\$62.00
601 WATER FUND	\$4,829.00
	\$4,891.00

 Mayor Iverson

 Councilmember Luger

 Councilmember Nanko/Yeager

 Councilmember Schilling

 Councilmember Zerwas

CITY OF WYOMING

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FEBRUARY 2021

		Check Amt	Invoice	Comment
10100 gen checking				
Paid Chk#	012383E 2/2/2021	DEPARTMENT OF TREASURY		
G 101-21701	Federal Withholding	\$6,927.85		Federal
G 101-21703	FICA Tax Withholding	\$1,025.21		Medicare
G 101-21703	FICA Tax Withholding	\$2,519.09		Social Security
G 101-21703	FICA Tax Withholding	\$2,519.09		Social Security Benefit
G 101-21703	FICA Tax Withholding	\$1,025.21		Medicare Benefit
Total DEPARTMENT OF TREASURY		\$14,016.45		
Paid Chk#	012384E 2/2/2021	MN DEPARTMENT OF REVENUE		
G 101-21702	State Withholding	\$3,034.07		State Tax - MN
Total MN DEPARTMENT OF REVENUE		\$3,034.07		
Paid Chk#	012385E 2/2/2021	P.E.R.A.		
G 101-21704	PERA	\$2,745.22		Cord Pera
G 101-21704	PERA	\$3,870.49		PF Pera
G 101-21704	PERA	\$3,167.55		Pera City match
G 101-21704	PERA	\$5,805.74		PF pera city match
Total P.E.R.A.		\$15,589.00		
Paid Chk#	012386E 2/2/2021	SELECTACCOUNT		
G 101-21707	H.S.A	\$2,270.08		HSA CONTRIBUTION
Total SELECTACCOUNT		\$2,270.08		
Paid Chk#	051512 2/2/2021	LAW ENFORCEMENT LABOR SERVICE		
G 101-21713	UNION (POLICE)	\$444.50		UNION (POLICE)
otal LAW ENFORCEMENT LABOR SERVICE		\$444.50		
Paid Chk#	051513 2/2/2021	PACIFIC LIFE INSURANCE COMPANY		
G 101-21712	ROTH-PACIFIC LIFE	\$230.77		ROTH
Total PACIFIC LIFE INSURANCE COMPANY		\$230.77		
10100 gen checking		\$35,584.87		

CITY OF WYOMING

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FEBRUARY 2021

Check Amt Invoice Comment

Fund Summary**10100 gen checking**

101 GENERAL FUND

\$35,584.87

\$35,584.87

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

CITY OF WYOMING

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FEBRUARY 2021

Check Amt Invoice Comment

10100 gen checking

Paid Chk# 012395E 2/12/2021 EBSO

G 101-21706	Hospitalization/Medical Ins	\$25,754.45	9011-070818-1	FEBRUARY PREMIUMS
Total EBSO		\$25,754.45		

Paid Chk# 051515 2/16/2021 ADAMS PEST CONTROL INC

E 101-43100-231	CONTRACTED SERVICES	\$37.58	3249805	PEST CONTROL PW
E 101-43100-231	CONTRACTED SERVICES	\$64.43	3249806	PEST CONTROL PW FAXTON
E 101-42110-231	CONTRACTED SERVICES	\$37.58	3249807	PEST CONTROL PD
Total ADAMS PEST CONTROL INC		\$139.59		

Paid Chk# 051516 2/16/2021 ALL SAFE

E 101-42110-210	OPERATING SUPPLIES	\$204.28	183622	SERVICE CALL-FIRE EXTINGUISHER
E 101-42110-210	OPERATING SUPPLIES	\$179.42	184639	SERVICE-FIRE EXTINGUISHER
Total ALL SAFE		\$383.70		

Paid Chk# 051517 2/16/2021 ANCOM COMMUNICATIONS

E 101-42110-580	OTHER EQUIPMENT	\$1,529.00	99958	PAGER
Total ANCOM COMMUNICATIONS		\$1,529.00		

Paid Chk# 051518 2/16/2021 ASPEN MILLS

E 101-42110-408	UNIFORMS	\$348.65	253286	UNIFORM
E 101-42110-408	UNIFORMS	\$23.85	254257	UNIFORM
E 101-42110-408	UNIFORMS	\$183.40	257050	UNIFORM
E 101-42110-408	UNIFORMS	\$327.95	257051	UNIFORM
E 101-42110-408	UNIFORMS	\$744.79	259427	UNIFORM
E 101-42110-408	UNIFORMS	\$327.95	262774	UNIFORM
E 101-42110-408	UNIFORMS	\$361.00	267714	UNIFORM-BROWN
E 101-42110-408	UNIFORMS	\$59.90	269025	UNIFORM-ROD
E 101-42110-580	OTHER EQUIPMENT	\$928.95	269044	UNIFORM-EDWARDS
E 101-42110-408	UNIFORMS	\$20.70	269057	UNIFORM-EDWARDS
Total ASPEN MILLS		\$3,327.14		

Paid Chk# 051519 2/16/2021 AT & T MOBILITY

E 101-42110-320	COMMUNICATIONS (GENERAL)	\$1,447.64	02032021	WIRELESS CHARGES
Total AT & T MOBILITY		\$1,447.64		

Paid Chk# 051520 2/16/2021 CINTAS/G & K SERVICES

E 101-43100-418	UNIFORMS	\$118.47	4074957689	STREETS
E 101-43100-210	OPERATING SUPPLIES	\$16.27	4074957689	SHOP SUPPLIES
E 101-42110-360	CLEANING SERVICE	\$25.00	4074957813	POLICE DEPT
E 101-41400-360	CLEANING SERVICE	\$25.00	4074957966	CITY HALL
Total CINTAS/G & K SERVICES		\$184.74		

Paid Chk# 051521 2/16/2021 CONNEXUS ENERGY

E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$35.71	01282021	LAKE DR & HEATH - ST LIGHTS
E 101-42110-380	UTILITIES-GAS/ELEC/SEWER/	\$5.00	01282021	HAMLET DR
E 101-42110-380	UTILITIES-GAS/ELEC/SEWER/	\$5.00	01282021	FALLBROOK SIREN

CITY OF WYOMING

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FEBRUARY 2021

		Check Amt	Invoice	Comment
E 101-43100-386	STREET LIGHTS	\$15.91	01282021	250TH STREET NE SIGN
E 101-42110-380	UTILITIES-GAS/ELEC/SEWER/	\$5.00	01282021	PIONEER RD
Total CONNEXUS ENERGY		\$66.62		
Paid Chk# 051522	2/16/2021	CULLIGAN WATER CONDITIONING		
E 101-42110-210	OPERATING SUPPLIES	\$94.10	01312021	WATER
Total CULLIGAN WATER CONDITIONING		\$94.10		
Paid Chk# 051523	2/16/2021	CW TECHNOLOGY		
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO	\$140.75	INV00069247	GRAPHIC CARD, DISPLAY PORT
Total CW TECHNOLOGY		\$140.75		
Paid Chk# 051524	2/16/2021	DAN S TOWING		
E 202-42110-231	CONTRACTED SERVICES	\$77.93	81621	TOWING
E 202-42110-231	CONTRACTED SERVICES	\$91.27	81699	TOWING
E 202-42110-231	CONTRACTED SERVICES	\$252.33	81971	TOWING
E 202-42110-231	CONTRACTED SERVICES	\$91.27	82138	TOWING
Total DAN S TOWING		\$512.80		
Paid Chk# 051525	2/16/2021	DAVID & DANA BEAM		
G 601-11501	UTILITIES - OPUS	\$211.93	20004201549	UB OVERPAYMENT R21.00719.26
Total DAVID & DANA BEAM		\$211.93		
Paid Chk# 051526	2/16/2021	DEB HEGGERSTON		
G 601-11501	UTILITIES - OPUS	\$225.41	10004040100	UB OVERPAYMENT R21.00293.10
Total DEB HEGGERSTON		\$225.41		
Paid Chk# 051527	2/16/2021	DONALD & TRENA BLUME		
G 601-11501	UTILITIES - OPUS	\$10.14	20004203002	UB OVERPAYMENT R21.00468.65
Total DONALD & TRENA BLUME		\$10.14		
Paid Chk# 051528	2/16/2021	ECKBERG LAMMERS P.C.		
E 101-41400-304	ATTORNEY FEES	\$122.50	23045	GENERAL
E 101-41400-304	ATTORNEY FEES	\$780.00	23045	MEETINGS
E 101-41400-304	ATTORNEY FEES	\$175.00	23045	GENERAL EMPLOYMENT
G 800-20531	AADLAND WEST	\$52.50	23045	ECKBERG-REVIEW OF DA
E 101-41400-304	ATTORNEY FEES	\$262.50	23045	PROFESSIONAL SERVICES
G 800-20568	MOXNESS SUMMER FIELDS ESCR	\$942.50	23045	ECKBERG-REVIEW DEVELOPMENT AGREEMENT
Total ECKBERG LAMMERS P.C.		\$2,335.00		
Paid Chk# 051529	2/16/2021	ELEVATE BUILDERS, INC.		
G 601-11501	UTILITIES - OPUS	\$183.29	20004202506	UB OVERPAYMENT 21.00077.11
Total ELEVATE BUILDERS, INC.		\$183.29		
Paid Chk# 051530	2/16/2021	EMERGENCY EQUIPMENT CONNECTION		
E 101-42110-390	VEHICLE MAINTENANCE	\$277.25	1880	SIREN TRUCK 203
il EMERGENCY EQUIPMENT CONNECTION		\$277.25		
Paid Chk# 051531	2/16/2021	FACILICARE		

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			Check Amt	Invoice	Comment
E 101-41400-360	CLEANING SERVICE		\$299.00	16572	CITY HALL/FIRE
E 101-45500-360	CLEANING SERVICE		\$1,263.40	16573	LIBRARY
E 101-42110-360	CLEANING SERVICE		\$159.00	16574	POLICE
Total FACILICARE			\$1,721.40		
Paid Chk# 051532	2/16/2021	FAIRVIEW HEALTH SERVICES			
E 101-42110-300	PROFESSIONAL SERVICE (GE		\$366.00	15005106462	PHYSICAL-EDWARDS
Total FAIRVIEW HEALTH SERVICES			\$366.00		
Paid Chk# 051533	2/16/2021	FRONTIER AG & TURF			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$237.47	227536	WATER PUMP
Total FRONTIER AG & TURF			\$237.47		
Paid Chk# 051534	2/16/2021	GILBERT GAGNE			
G 601-11501	UTILITIES - OPUS		\$118.46	10003109600	UB OVERPAYMENT R21.00590.09
Total GILBERT GAGNE			\$118.46		
Paid Chk# 051535	2/16/2021	GOPHER STATE ONE CALL			
E 601-49425-465	LOCATES (GOPHER STATE)		\$20.93	1010854	LOCATES
E 602-49425-465	LOCATES (GOPHER STATE)		\$20.92	1010854	LOCATES
Total GOPHER STATE ONE CALL			\$41.85		
Paid Chk# 051536	2/16/2021	H & W FUND I.U.O.E LOCAL 49			
G 101-21706	Hospitalization/Medical Ins		\$6,625.00	02152021	PREMIUMS
Total H & W FUND I.U.O.E LOCAL 49			\$6,625.00		
Paid Chk# 051537	2/16/2021	HEALTH PARTNERS			
G 101-21706	Hospitalization/Medical Ins		\$1,879.38	102914515	MARCH PREMIUMS
Total HEALTH PARTNERS			\$1,879.38		
Paid Chk# 051538	2/16/2021	HYDRAULICS PLUS & CONSULTING			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$43.40	13866	HYD HOSE TRUCK 918
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$13.12	13876	HYD FITTING/TRUCK 918
Total HYDRAULICS PLUS & CONSULTING			\$56.52		
Paid Chk# 051539	2/16/2021	INNOVATIVE OFFICE SOLUTIONS			
E 101-41400-200	SUPPLIES - OFFICE/COPY/CO		\$190.69	IN3249799	TOWELS/PAPER
E 101-41400-200	SUPPLIES - OFFICE/COPY/CO		\$12.35	IN3252793	PAPER
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO		\$24.25	IN3256869	LEGAL PADS
E 101-43100-200	SUPPLIES - OFFICE/COPY/CO		\$108.79	IN3257311	TP, PAPER TOWEL
Total INNOVATIVE OFFICE SOLUTIONS			\$336.08		
Paid Chk# 051540	2/16/2021	IUOE LOCAL #49			
G 101-21714	PW UNION DUES		\$210.00	02032021	FEBRUARY DUES
Total IUOE LOCAL #49			\$210.00		
Paid Chk# 051541	2/16/2021	JIM HIPPI			
G 601-11501	UTILITIES - OPUS		\$95.38	10004029500	UB OVERPAYMENT R21.00590.99

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FEBRUARY 2021

			Check Amt	Invoice	Comment
Total JIM HIPP			\$95.38		
Paid Chk#	051542	2/16/2021	JUDY WEIHRAUCH TRUST		
G 601-11501	UTILITIES - OPUS		\$118.36	10003105600	UB OVERPAYMENT R21.00468.56
Total JUDY WEIHRAUCH TRUST			\$118.36		
Paid Chk#	051543	2/16/2021	LAKE AREA AUTO GLASS INC		
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$100.00	10622	INSTALL WS
Total LAKE AREA AUTO GLASS INC			\$100.00		
Paid Chk#	051544	2/16/2021	LISA PETERSON		
G 601-11501	UTILITIES - OPUS		\$68.46	20004202836	UB OVERPAYMENT R21.00399.17
Total LISA PETERSON			\$68.46		
Paid Chk#	051545	2/16/2021	LITTLE FALLS MACHINE		
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$89.62	360597	BOLT & WING TRUCK 915
Total LITTLE FALLS MACHINE			\$89.62		
Paid Chk#	051546	2/16/2021	MATTHEW & JACKIE MARSH		
G 601-11501	UTILITIES - OPUS		\$127.38	20004201783	UB OVERPAYMENT R21.00562.00
Total MATTHEW & JACKIE MARSH			\$127.38		
Paid Chk#	051547	2/16/2021	MENARDS - FOREST LAKE		
E 101-43100-210	OPERATING SUPPLIES		\$15.58	56366	WASHERS & BOLTS
E 601-49425-521	WATER TOWERS		\$99.99	56635	AUTO ROOM HEATER
Total MENARDS - FOREST LAKE			\$115.57		
Paid Chk#	051548	2/16/2021	MIDCONTINENT		
E 101-41400-321	TELEPHONE		\$113.28	144632301117	CITY HALL
E 101-41400-231	CONTRACTED SERVICES		\$920.53	144632301117	FIBER
E 101-42110-321	TELEPHONE		\$188.64	144632301117	POLICE DEPT
E 101-43100-321	TELEPHONE		\$64.07	144632301117	PUBLIC WORKS
E 601-49425-321	TELEPHONE		\$187.41	144632301117	WELL
E 602-49425-321	TELEPHONE		\$140.76	144632301117	LIFTSTATIONS
Total MIDCONTINENT			\$1,614.69		
Paid Chk#	051549	2/16/2021	MILLIGAN, JESSE		
E 101-42110-208	TRAINING AND INSTRUCTION		\$209.10	02032021	ADMIN SUPPLIES
Total MILLIGAN, JESSE			\$209.10		
Paid Chk#	051550	2/16/2021	MN DEPARTMENT OF HEALTH		
G 601-22810	SURCHARGE PAYABLE		\$3,384.00	03312021	WATER SUPPLY
Total MN DEPARTMENT OF HEALTH			\$3,384.00		
Paid Chk#	051551	2/16/2021	MN DNR WATER		
E 601-49425-312	FEE (GOVERNMENT-STATE)		\$1,140.25	2021	WATER PERMIT
Total MN DNR WATER			\$1,140.25		
Paid Chk#	051552	2/16/2021	MUNICIPAL EMERGENCY SERVICES		

CITY OF WYOMING

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FEBRUARY 2021

		Check Amt	Invoice	Comment
E 101-42110-370	INSPECTIONS	\$2,189.22	IN1545602	SCBA FLOW TEST
Total MUNICIPAL EMERGENCY SERVICES		\$2,189.22		
Paid Chk# 051553	2/16/2021	MVTL		
E 601-49425-311	LAB COSTS	\$97.50	1073136	LAB TESTS
Total MVTL		\$97.50		
Paid Chk# 051554	2/16/2021	NAPA AUTO PARTS		
E 101-43100-240	SMALL TOOLS/MINOR EQUIPM	\$238.29	014247	DRILL CORDLESS TRUCK 901
E 101-43100-404	REPAIRS & MAINT. - EQUIPME	\$26.44	015143	BEARING FOR BRINE PUMP
E 101-43100-404	REPAIRS & MAINT. - EQUIPME	\$14.58	016350	AUTO WASH
Total NAPA AUTO PARTS		\$279.31		
Paid Chk# 051555	2/16/2021	NORTHERN SALT INC		
E 101-43100-440	SALT & SAND	\$1,380.00	21549	SALT FOR BRINE MAKING
Total NORTHERN SALT INC		\$1,380.00		
Paid Chk# 051556	2/16/2021	OFFICE DEPOT		
E 601-49425-240	SMALL TOOLS/MINOR EQUIPM	\$14.29	150262557001	KEYBOARD WATER DEPT
E 601-49425-240	SMALL TOOLS/MINOR EQUIPM	\$19.38	150417583001	COMPUTER MOUSE
E 601-49425-240	SMALL TOOLS/MINOR EQUIPM	\$99.99	150417608001	MONITOR
Total OFFICE DEPOT		\$133.66		
Paid Chk# 051557	2/16/2021	RICOH BUSINESS SYSTEMS		
E 101-41400-215	COPIER	\$146.23	104604661	CITY HALL
E 101-42110-224	MAINTENANCE CONTRACTS	\$77.19	104604661	POLICE
E 101-42110-224	MAINTENANCE CONTRACTS	\$20.71	104604661	FIRE HALL
Total RICOH BUSINESS SYSTEMS		\$244.13		
Paid Chk# 051558	2/16/2021	RICOH USA		
E 101-42110-224	MAINTENANCE CONTRACTS	\$31.96	5061319589	POLICE
E 101-42110-224	MAINTENANCE CONTRACTS	\$2.33	5061319589	FIRE
E 101-41400-215	COPIER	\$42.19	5061319589	CITY HALL
Total RICOH USA		\$76.48		
Paid Chk# 051559	2/16/2021	SRC		
E 101-41400-384	REFUSE	\$86.52	02012021	804 CITY OF WYOMING
Total SRC		\$86.52		
Paid Chk# 051560	2/16/2021	THOMSON REUTERS-WEST PUBLISH		
E 101-42110-436	INVESTIGATIONS	\$159.54	843790307	INVESTIGATIVE SUITE
Total THOMSON REUTERS-WEST PUBLISH		\$159.54		
Paid Chk# 051561	2/16/2021	TIMESAVER OFF SITE SECRETARIAL		
E 101-41910-231	CONTRACTED SERVICES	\$151.00	M26203	PLANNING COMMISSION MEETING
E 101-41400-231	CONTRACTED SERVICES	\$151.00	M26203	CITY COUNCIL MEETING
Total TIMESAVER OFF SITE SECRETARIAL		\$302.00		
Paid Chk# 051562	2/16/2021	TITLESMART, INC-BLAINE		

CITY OF WYOMING

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FEBRUARY 2021

		Check Amt	Invoice	Comment
G 601-11501	UTILITIES - OPUS	\$166.05	10003104400	UB OVERPAYMENT R21.00570.34
Total TITLES MART, INC-BLAINE		\$166.05		
Paid Chk# 051563	2/16/2021	TRUENORTH STEEL		
E 651-49425-231	CONTRACTED SERVICES	\$3,794.80	BL000002701	CULVERT PURCHASE FOR RESALE
Total TRUENORTH STEEL		\$3,794.80		
Paid Chk# 051564	2/16/2021	UNUM LIFE INSURANCE		
G 101-21715	VOLUNTARY TERM LIFE	\$330.03	03012021	VOLUNTARY TERM LIFE
E 101-41400-131	LIFE INSURANCE	\$162.53	030121	ADMIN
E 101-42110-131	LIFE INSURANCE	\$633.64	030121	POLICE
E 101-41910-131	LIFE INSURANCE	\$57.26	030121	PLAN & ZONE
E 101-42400-131	LIFE INSURANCE	\$117.67	030121	BLDG
E 101-43100-131	LIFE INSURANCE	\$255.78	030121	STREETS
E 601-49425-131	LIFE INSURANCE	\$77.37	030121	WATER
E 602-49425-131	LIFE INSURANCE	\$77.37	030121	SEWER
Total UNUM LIFE INSURANCE		\$1,711.65		
Paid Chk# 051565	2/16/2021	US BANK EQUIPMENT FINANCE		
E 101-42400-200	SUPPLIES - OFFICE/COPY/CO	\$162.00	435366984	FEBRUARY PLOTTER
Total US BANK EQUIPMENT FINANCE		\$162.00		
Paid Chk# 051566	2/16/2021	VERA RIECK		
G 601-11501	UTILITIES - OPUS	\$29.34	10003032700	UB OVERPAYMENT R21.00168.00
G 601-11501	UTILITIES - OPUS	\$42.87	10003032700	UB OVERPAYMENT R21.00166.00
G 601-11501	UTILITIES - OPUS	\$2.79	10003032700	UB OVERPAYMENT R21.00204.00
G 601-11501	UTILITIES - OPUS	\$3.00	10003032700	UB OVERPAYMENT R21.00077.00
Total VERA RIECK		\$78.00		
Paid Chk# 051567	2/16/2021	VERIZON		
E 101-43100-321	TELEPHONE	\$454.37	9872146105	PUBLIC WORKS
E 101-41400-321	TELEPHONE	\$167.08	9872146105	ADMINISTRATION
E 101-42400-321	TELEPHONE	\$83.54	9872146105	BUILDING
Total VERIZON		\$704.99		
Paid Chk# 051568	2/16/2021	VICTORY AUTOMOTIVE SERVICE		
E 101-42110-390	VEHICLE MAINTENANCE	\$61.25	800935	LUBE, OIL
E 101-42110-390	VEHICLE MAINTENANCE	\$32.84	800971	TIRE REPAIR
E 101-42110-390	VEHICLE MAINTENANCE	\$91.78	800973	OIL, LUBE, AIR FILTER
E 101-42110-390	VEHICLE MAINTENANCE	\$124.76	801001	OIL, LUBE, TIRE REPAIR
E 101-42110-390	VEHICLE MAINTENANCE	\$87.47	801033	OIL & LUBE
Total VICTORY AUTOMOTIVE SERVICE		\$398.10		
Paid Chk# 051569	2/16/2021	VISA		
E 101-42400-208	TRAINING AND INSTRUCTION	\$160.00	013121-0292	PALN REVIEWS SEMINAR
Total VISA		\$160.00		
Paid Chk# 051570	2/16/2021	VISA		
E 101-42110-436	INVESTIGATIONS	\$19.98	013121-0284	BUSHNELL

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			Check Amt	Invoice	Comment
E 101-42110-210	OPERATING SUPPLIES		\$12.87	013121-0284	DROPBOX
E 101-42110-210	OPERATING SUPPLIES		\$73.05	013121-0284	BODY MOUNT
E 101-42110-210	OPERATING SUPPLIES		\$41.75	013121-0284	MOUNT FOR SQUAD
E 101-42110-580	OTHER EQUIPMENT		\$524.97	013121-0284	CAMERA
E 101-42110-208	TRAINING AND INSTRUCTION		\$160.00	013121-0284	MN SHERIFFS ASSOC
E 101-42110-210	OPERATING SUPPLIES		\$66.40	013121-0284	PLIERS
E 101-42110-210	OPERATING SUPPLIES		\$9.65	013121-0284	WIRE CUTTER
E 101-42110-210	OPERATING SUPPLIES		\$26.94	013121-0284	BANDAGE SCISSORS
E 101-42110-210	OPERATING SUPPLIES		\$17.92	013121-0284	LONG NOSE PLIERS
E 101-42110-580	OTHER EQUIPMENT		\$2,037.98	013121-0284	MONITORS
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO		\$10.73	013121-0284	DISPLAYPORT
	Total VISA		\$3,002.24		
Paid Chk# 051571	2/16/2021	VISA			
E 101-43100-212	MOTOR FUELS		\$100.00	013121-0300	KEROSENE
E 101-43100-212	MOTOR FUELS		\$100.00	013121-0300	KEROSENE
E 101-45200-208	TRAINING AND INSTRUCTION		\$515.00	013121-0300	PLAYGROUND CLASS-RYDEEN
E 101-45200-208	TRAINING AND INSTRUCTION		\$515.00	013121-0300	PLAYGROUND CLASS-LUMSDEN
	Total VISA		\$1,230.00		
Paid Chk# 051572	2/16/2021	WAUSAU ELECTRIC INC			
E 601-49425-401	REPAIRS & MAINT. - BUILDING		\$1,176.40	2286	REPLACE HEATER IN CHLORINE ROOM WELL #3
	Total WAUSAU ELECTRIC INC		\$1,176.40		
Paid Chk# 051573	2/16/2021	WS & D PERMIT SERVICE INC.			
R 101-32210	Building Permits		\$64.00	B-20-265	BUILDING PERMIT FEE REFUND
	Total WS & D PERMIT SERVICE INC.		\$64.00		
Paid Chk# 051574	2/16/2021	XCEL ENERGY			
E 101-43100-386	STREET LIGHTS		\$5,522.02	718650843	STOP LIGHTS
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/		\$34.14	719099538	SPEED SIGN
	Total XCEL ENERGY		\$5,556.16		
Paid Chk# 051575	2/16/2021	ZEE MEDICAL SERVICE			
E 101-43100-231	CONTRACTED SERVICES		\$108.05	54053179	MED SUPPLIES
E 101-42110-231	CONTRACTED SERVICES		\$202.45	54053179	MD SUPPLIES
	Total ZEE MEDICAL SERVICE		\$310.50		
Paid Chk# 051576	2/16/2021	ZIEGLER INC.			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$174.15	PC200251631	GLASS DOOR
	Total ZIEGLER INC.		\$174.15		
	10100 gen checking		\$79,115.92		

CITY OF WYOMING

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FEBRUARY 2021

Check Amt Invoice Comment

Fund Summary**10100 gen checking**

101 GENERAL FUND	\$65,853.90
202 POLICE IMPOUNDS & TOWS	\$512.80
601 WATER FUND	\$7,720.37
602 SEWER FUND	\$239.05
651 SURFACE/STORM WATER FUND	\$3,794.80
800 PROJECTS AND DEVELOPMENTS	\$995.00
	\$79,115.92

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Zerwas



Request for Council Action

Date: February 11, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Capital Revolving Loan fund transfer to Storm Water Capital

Method: New Business

Background Information:

In 2020 Bakery Tilly was engaged by the City of Wyoming to undertake a comprehensive storm water utility rate and fee study. Baker Tilly partnered with WSB who provided their knowledge of the City's storm water system's operational and capital needs. The purpose of the study is to provide the City of Wyoming with a report establishing equitable storm water rates for residential, commercial, and industrial customers over the next five years.

The overall objective of this study was to recommend rates and fees that will equitably recover the cost of providing storm water service to customers. The recommended rates and fees should ensure adequate funding for operating and maintenance costs and capital needs, while minimizing the impact on rates to the greatest extent possible. New rates recommended should be fair and equitable to all customers.

The Wyoming city council adopted the storm water rate recommendations from Baker Tilly at the November 17, 2020 City Council Meeting. As part of the rate study assumptions it was necessary to have a transfer of \$250,000 into the Surface Water Utility Fund from the Capital Revolving Fund to pay for capital improvements.

Recommendation: To approve **Resolution 21-02-15** a resolution transferring revolving loan funds into a storm water capital improvement fund



CITY OF WYOMING

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

RESOLUTION NO. 21-02-15

**A RESOLUTION TRANSFERRING CAPITAL REVOLVING LOAN FUNDS INTO A
STORM WATER CAPITAL IMPROVEMENT FUND**

WHEREAS, the City has a Capital Revolving Fund and a Surface Water Utility Fund;

WHEREAS, The Storm Water Rate Study provides for a transfer of \$250,000 from the Capital Revolving Fund to the Surface Water Utility Fund for capital improvement purchases;

NOW THEREFORE BE IT RESOLVED that the City of Wyoming does hereby approve the transfer of \$250,000 from the Capital Revolving Fund to the Surface Water Utility Fund.

This resolution was adopted by the City Council of the City of Wyoming on the 16th of February, 2021.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Council Report

February 11, 2021

Mayor Iverson and City Council Members

Re: Public Safety Activity Report for Feb 16th, 2021 City Council Meeting

As new neighborhoods and construction pick up in 2021, and with the rising cost of construction materials, we expect to see an increase in construction site thefts. To help proactively address the issue, I have added a couple more remote cameras to our inventory and started working with builders to develop a deployment strategy. We have been using remote cameras for some time and are seeing very positive results especially in the apprehension of burglary suspects. The cameras dual purpose as recording devices and motion sensors with a direct alert to officer's cell phones. These combined features get us immediate remote access to video feeds before we even arrive on scene. The prearrival awareness has allowed us to deploy a strategic response improving our apprehension tactics. The deployments this far have been very well received by the property owners, specifically our early intervention approach and the results they produce.

I am expecting to see some staff impacts over the next nine months in the Police Department, we will be re-assigning some of our current staff duties, making schedule changes, and freshening up our eligibility list. Staffing certainly has been a challenge over the past 3 years, primarily keeping the department fully staffed, healthy, and eligible. I'm anticipating continued challenges in 2021.

Every spring we participate in the school with our PEAK program, this spring will be different. The school is restricting outside involvement this spring in consideration of COVID and meeting their mandatory teaching criteria. This spring's PEAK class will be suspended and we will try to reimplement in the fall.

Paul Hoppe
Public Safety Director



PUBLIC SAFETY

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



CAD Summary Report

Printed On: 02/10/21 13:41

Wyoming

	01/21	02/21	Total
911 Hangup or Open Line	2	3	5
Abandoned Vehicle		1	1
ALARM-Commercial		2	2
ALL OTHER than Financial Fraud		1	1
All Pedestrian		1	1
ANIMAL-Animal at Large	1	1	2
ANIMAL-Found	1		1
Assist Other Agency	3	4	7
BURGLARY-Residential (not in progress)		1	1
CHECK-Area	13	63	76
CHECK-Business	18	39	57
CHECK-Park	4	41	45
CHECK-Residence	2		2
CHECK-the welfare	2		2
Child Protection/Neglect		2	2
CRASH-Hit & Run (not in progress)	2		2
CRASH-Personal Injury		1	1
CRASH-Property Damage ONLY	2	3	5
Criminal Sexual Conduct		1	1
Detail/Activities	6	4	10
Dispute		3	3
Disturbance (in progress)	1	2	3
DOMESTIC-physical (in progress)		1	1
DOMESTIC-physical (not in progress)	1		1
DOMESTIC-Verbal (in progress)		1	1
Driving Complaint	5	5	10
Drug Activity	1	1	2
Extra Patrol		1	1
Financial Fraud-Check CCard		1	1



CAD Summary Report

Printed On: 02/10/21 13:41

	01/21	02/21	Total
FIRE Call	1	1	2
FOUND-Property		1	1
Gun Complaint/Shots Fired		1	1
Gun Permit	2	3	5
Harassment	1		1
Informational ICR	1	1	2
Intoxicated Driver	1		1
JUVENILE-Complaint		1	1
JUVENILE-Missing Person		1	1
Lift Assist		1	1
MEDICAL	2	8	10
MI/Psych Issue	1		1
Motorist Assist	1	1	2
Noise Complaint	2		2
OFP/HRO/NCO Violation (in progress)		1	1
Open Door/Window	1		1
Ordinance Violation/Peddler Complaint		1	1
Paper Service		1	1
Parking Complaint	2	3	5
Public Assist		4	4
Recovered Vehicle		1	1
Road Hazard	3	1	4
SQUAD CHECK	12	20	32
Stoparm Violation		1	1
Suicidal Person		1	1
Suspicious Activity	2	6	8
Suspicious Person	3	1	4
Suspicious Vehicle		4	4
THEFT (not in progress)	4	2	6
THEFT-FROM Vehicle		2	2



CAD Summary Report

Printed On: 02/10/21 13:41

	01/21	02/21	Total
THEFT-of Gas		1	1
Theft-of Identity		1	1
THEFT-OF Vehicle (not in progr	1		1
THREATS (in progress)		1	1
Traffic Enforcement/Radar		8	8
TRAFFIC Stop	15	22	37
Training	1		1
Vehicle Lockout	1	3	4
Vehicle Off Road		2	2
Vehicle Repo		1	1
Total	121	290	411



February 10, 2021
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: February 16, 2021 CITY COUNCIL MEETING

Dear Mayor and Council Members:

This letter is intended to summarize on-going commercial building projects and zoning issues within the City. Some of these items may be separate agenda matters, while others are for informational purposes only.

Planning Commission

The Planning Commission reviewed a sketch plan for the proposed “Heims Lake Villas North” development located off of 257th Street south of the hospital and adjacent to the developer’s almost completely built out “Heims Lake Villas” subdivision. The sketch plan shows 34 detached townhomes that will be marketed to ages 55+ like the adjacent subdivision. The Joint Park Planning Board will be discussing park dedication requirements at a meeting on February 23rd. Their next steps will include rezoning the property to the Office and Health Care District (OHC), a Conditional Use Permit for a Planned Unit Development, and the Preliminary and Final Plats. The developer is hoping to construct the public improvements and some of the homes before this fall.

Maranatha Radio Tower

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

Midco Data Center

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

Wyoming Grange Daycare

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

CU Recovery Parking Area Expansion

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

260th Street Water Tower

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

Gopher State Mini-Storage

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

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckberglammers.com

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

Writer's Email:
tloonan@eckberglammers.com

February 11, 2021

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – January 29, 2021 – February 11, 2021

Dear Robb:

Our office is assisting the City in preparation of legal documents relating to the Summer Fields Development as well as responding to concerns relating to other development matters in the City. We continue to provide legal assistance relating to the COVID-19 Pandemic. We continue our general counsel role of fielding questions and addressing general concerns raised by City staff relating to any other legal matters relevant to the City.

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report



February 12, 2021

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

Re: February 16, 2021 City Council Meeting
WSB Project No. 015228-000

Dear Mayor and Council Members:

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

2020 Street Improvement Project

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

2021 Street Improvement Project

City Council received the feasibility study at the February 2, 2021 City Council meeting and set the public hearing for March 2, 2021. Staff will hold a second neighborhood meeting on February 18, 2021 at 6:00 p.m. to inform property owners with the results of the feasibility study prior to the Public Hearing.

MS4 Story Map

The story map is now up and running on the City website.

Summer Fields Development

The entire development consists of 106 lots with the first phase consisting of 19 lots. Council approved these items at the 12/1 City Council meeting. Staff has provided the developer comments on the plans and have provided a draft development agreement to the developer for review. Staff is waiting to receive plans that address our comments. Construction is expected to occur this spring.

Wetland Banking Project (Former Golf Course Property)

Staff and Mayor Iverson had a meeting with the property owner and his team regarding plans for a wetland bank creation project. Staff has continued to meet with the wetland banking team and held a meeting with the Board of Water and Soil Resources on 1/29/21 to review the proposal and discuss hydraulic modeling and survey requirements associated with this plan.

Certificate of Mileage

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

Preserve at Comfort Lake

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

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

Heims Lake Villas North

The Planning Commission reviewed the Sketch Plan at the 2/9/21 Planning Commission meeting and provided feedback. The Sketch Plan consists of creating 32 detached, single-family villas.

Aadland Development

The development agreement has been prepared and provided to the developer for review. Staff has approved the plans for the project and the applicant is working on gaining approval from the CLFLWD. The applicant is looking to add a center island for an entrance monument at the entrance to the development and is revising plans for staff to review. The development is also looking to potentially add a trail along Pioneer Road. This will be difficult to accomplish within the ROW due to the ditch, and power poles, but it may be able to be constructed in an easement along the edge of their plat. As development continues, this trail could connect to the trail along the section of Pioneer Road in Chisago City and ultimately along the trail proposed to be constructed along CR 8.

Diamond Ridge Development

This plat consists of 6 single family lots at the end of 261st Street and will connect to Emerald Avenue. Staff has provided comments on the construction plans and have also prepared a draft development agreement. Staff has now received revised construction plans and provided comments on what was not completed and still needed to be addressed. We expect construction will begin in the spring of 2021.

Wellhead Protection Plan

WSB had submitted for a Source Water Protection Implementation Grant from the Minnesota Department of Health to continue to implement the actions outlined in our Wellhead Protection

Plan. We successfully received the \$10,000 we requested. Staff has begun working on these efforts. There is not a City matching funds requirement.

TH 61 and East Viking Sanitary Sewer Upsizing Project

Staff and council discussed the project at a work session on January 13th. Staff has finalized plans and are requesting authorization to advertise for bids. The advertisement for bids has been submitted to the paper and staff will bring the bid results to the City Council for consideration in March/April. Many ongoing efforts related to public engagement will continue.

East Viking Bridge over the Sunrise River

No Update.

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

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

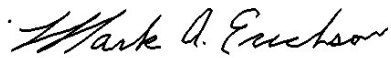
Annual Bridge Inspections

Wyoming Annual Bridge Inspections have been completed. MNDOT had a load rating completed for the bridge over the Sunrise River and the result was slightly restricting the weight from what it is currently posted at.

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

Sincerely,

WSB and Associates, Inc.



Mark A. Erichson, PE



City Council Report

Mayor Iverson and City Council Members

Public Works Report for February 16th, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,
Public Works has finished the Fleet Vehicle Survey with the League of MN Cities and will start following up on recommended suggestions. The Report also includes recommendations from the League on a grant opportunity. The opportunity is applying for the grant on a 50/50 basis for the purchase of a screed box for patching streets. Public Works will be bringing this recommendation to City Council after we write the grant from the Department of Labor and Industry and before applying.
The Memorial rock has arrived for Lions Park and Public Works will be planning to install in the spring. Meetings are starting to be scheduled for the Highway 61 project and I will be attending them.
With the cold weather we had a couple electric heaters stop working. One was at well #3 and the other one was the North Tower. Both have been replaced. We also have oil in one of our generator's coolant, we are waiting on an estimate for this. All three incidents were called out by SCADA and responded to.

Parks:

Grooming trails

Snow plowing trails and increasing the number of trails being plowed.

Sanitary Sewer:

Daily Rounds have been completed.

Wyoming Trail Generator estimate

Water:

Daily and monthly water tests have been completed

Correspondence continues from MDH on Coronavirus

An electric heater went out at the North Tower and Well #3. They have been replaced.

Streets:

2021 Street Project Meeting

Dead or trouble boulevard trees continue to be removed or pruned.

Snow plowing and more Clearlane salt ordered.

Brining streets continues before snowfalls.

Surface Water:

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

Working with WSB for a solution.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

February 10th, 2021

Robb Linwood - rlinwood@wyomingmn.org
City Administrator-Clerk City of Wyoming

Chuck Almhjeld - CAlmhjeld@wyomingmn.org
Public Works Superintendent City of Wyoming

Josh Smith - JSmith@wyomingmn.org
Public Works City of Wyoming

Re: Virtual Fleet Survey Conducted on February 8th, 2021

Dear Mr. Linwood,

On Monday of this week I met with Chuck Almhjeld and Josh Smith via Skype to discuss the City of Wyoming Public Works Department's driver and vehicle safety efforts. I was impressed with the many driver and vehicle safety initiatives that Chuck and Josh have put in place and continue to improve on. The three of us also discussed the need to reduce the manual material handling exposure for street repair work. The current manual material handling methods exposes employees to frequent bending, lifting, and leveling of the asphalt by having to shovel the asphalt with shovels over an extended period of time as part of the repair process. One solution discussed was purchasing a Simex ST200 Screed box. The Public Works Department will submit an OSHA Grant Request to try and offset the cost of this or similar equipment. Finally, the three of us discussed how the department is updating the lift station monitoring/alarm systems to help in early detection and notification of trouble signals before the situation leads to a claim.

Purpose of Visit

The primary purpose of the survey was to discuss your fleet loss control efforts and procedures reviewing the key provisions. This was in conjunction with the city's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, automobile, liability and/or workers' compensation insurance. Operating motor vehicles is integral to virtually every department of municipal government and has become an essential element in the delivery of most, if not all, municipal services. The potential for loss is significant.

Besides the obvious damage to the vehicle, some additional direct and indirect costs could include but are not limited to:

- Workers Compensation claim costs if the employee is injured;
- Costs involved if a member(s) of the public are injured;
- Disruption of operations;
- Equipment loss, or loss of use;
- Shaken public confidence;

- Impact on our department budget;
- Increased insurance premiums, which could be both in auto and workers' compensation.

The potential for a large loss is significant. Additionally, negligent operation of motor vehicles is one of the few general exceptions to governmental immunity. This is an exception that can also expose your city to civil liability and losses of greater severity.

Survey Overview

We discussed your fleet safety programs and the importance of a fleet management policy endorsed by senior management, and who is responsible for overseeing the whole program. There are many issues to address in a fleet safety policy including:

- Management Policy;
- Driver Selection;
- Driver Training;
- Driver Supervision;
- Distracted driving;
- Home vehicle use;
- Accident Reporting and review;
- Vehicle Inspection and Maintenance; and
- Recordkeeping.

Summary

For fleet programs to be successful, managers and supervisors must direct it properly and be held accountable for consistently implementing the elements set forth in your policies. Your vehicle operations represent a considerable investment of your city's tax dollars. Fleet safety management is not just about managing tax dollars. The most important result of managing our fleet is to keep your employees and the public safe.

- The City of Wyoming has many effective elements to contribute to a successful fleet safety program including:
 - All of the Public Works (PW) drivers are required to obtain and maintain a Class B CDL with some required to have a Class A CDL for towing trailer with GVWR > 10,000 pounds. Also, some are required to maintain a Class A CDL with Tanker endorsement for operating the tanker truck.
 - The vehicles requiring CDL's to operate have an Annual DOT Inspection performed by a certified DOT Inspector.
 - The Public Works Department is looking for fall training opportunities for drivers including the MNDOT SPOT snowplow driver training.
 - The city is reimplementing the safety meetings via zoom to help review incidents, determine root cause of incidents, and implement corrective measures when possible to prevent reoccurrence.
 - The PW shop is in the process of implementing a preventative maintenance software system to help track required service and repairs.

Suggestions

- Taking additional steps will strengthen the city's fleet safety program. In addition to the attached suggestions, some areas we discussed include:
 - Attached are some Sample Fleet Safety MGMT Policies for municipalities which you may use as a guide for modifying your current fleet safety program efforts.
 - We reviewed previous suggestions and I've updated the status of these as well.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

- If you are ever looking for streaming video to support your city's safety training efforts, you can order them through LMC loss control at no charge. Please see the Coastal Flix hyperlink below for information.

[LMCIT Coastal Streaming Safety Videos](#)

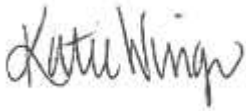
Conclusion

Thanks again for the time and courtesy extended to me during our call. I will plan to contact you next year to schedule the next loss control meeting. Please do not hesitate to contact me at any time if you have safety or loss control related questions.

Sincerely,



Joe Gehrts
Senior Loss Control Consultant
League of MN Cities
jgehrts@lmc.org



Katie Winge
Underwriting Operations Manager
Phone: (651) 281-1222
kwinge@lmc.org

c: Resources submitted prior to visit:

- Claims History for the city
- Vehicle Schedule List
- 2019 ADA Suggestions from LMC Loss Control
- Fleet Management Self-Evaluation Checklist

c: Resources attached:

- Sample Fleet Management Safety Program for Municipalities

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.



Council Communication

Date: January 28th, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais – Assistant City Administrator

Department: Administration

Reference: Medallion Hunt

Method: Communications

Background Information:

Throughout the COVID-19 pandemic, the City of Wyoming has been working to identify opportunities for community activities that can be accomplished within the safety guidelines from the Minnesota Department of Health. Staff have prepared a medallion hunt with clues tied to park amenities throughout Wyoming. The City will share clues over our social media accounts encouraging people to explore the City's parks. In years past, Wyoming has done a medallion hunt as a part of Stagecoach days with great success. With continued restrictions on gatherings due to COVID-19, staff saw an opportunity to create a community event that could encourage people to get outside and get connected to Wyoming history and our community parks. Final logistics for the event are still being finalized, staff anticipate launching the month long medallion hunt at the end of February.



CITY OF WYOMING

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



Request for Council Action

Date: February 12, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Law Enforcement Legal Services (LELS) bargaining agreement 2021-2024

Method: New Business

Background Information:

Local Law Enforcement Services (LELS) and the Wyoming City Council have been negotiating a bargaining agreement over for an employment agreement for the years 2021 – 2023. A tentative agreement with LELS has been reached and a copy of the updated agreement has been provided to the city council

If approved by the city council the duration of the new agreement is from 2021-2023. The contract includes the following highlights and changes from the previous that are identified by red font in the contract.

- 3% compensation increase in each year of the contract 2021,2022,2023
- Section 16.3 Field Training Officer: This item was negotiated to have the change of compensation due to the extra work that is necessary when officers are working in this capacity. There is no change in the 1st year of the contract as it will remain 1 hour of comp time at straight pay for 2021. It will change to 1 hour of OT per shift for 2022 and 2023.
- Section 10.9 Voluntary Program: This portion of the contract was changed to adjust the yearly fitness compensation. Previously the contract allowed for a \$500 contribution to the employees HSA account with the successful completion of a fitness exam. This item has been modified to still allow the former component, but to also allow the employee to be compensated with a \$500 payment towards an annual gym membership with proof of purchase.

Recommendation: The council ratifies the collective bargaining agreement between Local Law Enforcement Services (LELS) and the City of Wyoming for the years of 2021-2023



CITY OF WYOMING

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

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY OF WYOMING, MINNESOTA

AND

LAW ENFORCEMENT LABOR SERVICES, INC.
Local #365

POLICE UNIT

JANUARY 1, 2021 - DECEMBER 31, 2023

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ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is made and entered into by and between the City of Wyoming, Minnesota, hereinafter referred to as Employer and L.E.L.S., Inc., Local #365 Union. The intent and purpose of this Agreement is as follows:

1.1 Establish and memorialize the parties' agreement concerning wages and other terms and conditions of employment for the duration of such agreement; and

1.2 Establish procedures for resolution of disputes concerning the interpretation and/or application of this written Agreement.

ARTICLE 2. DEFINITIONS

2.1 Days:
Calendar days excluding Saturdays, Sundays, and legal holidays as defined by Minnesota Statutes.

2.2 Department:
The Police Department of the Employer.

2.3 Employer:
The City of Wyoming, Minnesota, a municipal corporation organized under the laws of the State of Minnesota.

2.4 Employee:
A member of the collective bargaining unit.

2.5 Immediate Family:
The employee's spouse; and the children, step children, grandchildren, parents, step parents, grandparents, and siblings of the employee and the employee's spouse.

2.6 Union:
Law Enforcement Labor Services, Inc., Local #365.

2.7 Grievance:
A dispute between the parties as to the application or interpretation of this agreement. Such procedure for filing a grievance is outlined in Article 6 of this agreement.

2.8 Work Week:
For the purposes of this Agreement, the normal work week shall start at 00:01 am on Monday morning and shall run through 12:00 midnight of the following Sunday evening.

ARTICLE 3. RECOGNITION

The Employer recognizes the Union as the exclusive representative under Minnesota Statutes, Section 179A.03 for all licensed peace officers of the Wyoming Police Department, excluding Sergeants and the Police Chief.

ARTICLE 4. EMPLOYER AUTHORITY

4.1 Management Rights:

The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

4.2 Subcontracting:

The Employer agrees to negotiate with the Union, in good faith, the subject of subcontracting bargaining unit work should such subject arise during the term of this Agreement.

4.3 Discretion:

Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 5. UNION SECURITY

5.1 Dues Checkoff:

Upon receipt of a properly executed authorization card from an employee, the Employer will deduct from the employee's paycheck the monthly dues that the employee has agreed to pay to the Union. All such sums so deducted from the employee's paycheck will be remitted to the Union. The Union will furnish the Employer with a list of those who are certified members of the Union, along with dues amounts.

5.2 Fairshare Fee:

The Employer will deduct fair share fees in accordance with the provisions of Minnesota Statutes, Section 179A.06, for those employees who choose not to be a dues-paying member of the Union. Such deduction shall automatically commence after completion of 30 days of bargaining unit employment.

5.3 Payroll Savings:

The Employer agrees to deduct an amount pre-arranged by the employee for the employee's savings. The amount to be deducted for the employee's savings will be remitted to any bank so deemed by the employee.

5.4 Communication:

5.4.1 Facilities: The Employer shall make available to the Union mutually agreed upon facilities as reasonable times for the purpose of conducting Union business.

5.4.2 Technology: The Employer shall allow reasonable use of technology (e.g., local phone, local fax, email) at reasonable times for the purpose of communicating Union business.

5.4.3 Bulletin Board: The Employer shall make space available on an employee bulletin board for posting Union notices and announcements. Such notices and announcements shall not be partisan in nature, nor detrimental to the Employer.

- 5.5 Union Officers/Stewards:
The Union may designate certain employees from the bargaining unit to act as stewards and shall certify to the Employer, in writing, of such choice and the designation of the successors to former stewards. The Union shall inform the Employer of the Union's Business Agent.

ARTICLE 6. GRIEVANCE PROCEDURE

- 6.1 Processing of Grievances:
It is recognized and accepted by the Union and Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.
- 6.2 Grievance Procedure:
Grievances, as defined in Article 2, Section 2.7, shall be resolved in conformance with the following procedure:
- Step 1 An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) days after such alleged violation has occurred, present such grievance to the Employer-designated Step 1 representative. The Employer-designated Step 1 representative shall provide a written response to the Union within ten (10) days after receipt. A grievance not resolved at Step 1 shall be appealed to Step 2 within ten (10) days.
- Step 2 A grievance appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision(s) of the Agreement allegedly violated, and the remedy requested, and shall be presented to the Employer-designated Step 2 representative within ten (10) days of receipt of the Step 1 Employer response. The Employer-designated Step 2 representative shall provide a written response to the Union within ten (10) days of receipt. A grievance not resolved at Step 2 shall be appealed to Step 3 within ten (10) days.
- Step 3 A grievance not resolved at Step 2 shall be submitted to the Minnesota Bureau of Mediation Services (BMS) for mediation within ten (10) days of receipt of the Step 3 Employer response. A grievance not resolved at Step 3 shall be appealed to Step 4 within ten (10) days.
- Step 4 A grievance unresolved at Step 3 and appealed to Step 4 shall be submitted to arbitration within ten (10) days of the last mediation session, and shall be subject to the provisions of the Public Employment Labor Relations Act (PELRA) of 1971, as amended. The selection of an arbitrator shall be made in accordance with the Rules established by BMS.
- 6.3 Waiver:
If a grievance is not presented within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual agreement of the Employer and the Union. If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last response. If the Employer does not respond to a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as "denied" at that Step and proceed to the next Step.

6.4 Arbitration:
For grievances submitted to arbitration:

6.4.1 Arbitrator's Authority:

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

6.4.2 Arbitrator's Decision:

The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding upon both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

6.4.3 Arbitrator's Fees and Expenses:

The fees and expenses of the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

ARTICLE 7. SAVINGS CLAUSE

This Agreement is subject to the laws of the State of Minnesota and the United States of America. In the event any provision of this Agreement shall be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions shall continue in full force and effect.

ARTICLE 8. LEAVES OF ABSENCE

8.1 Bereavement Leave:

An employee will be granted a maximum of three (3) working days bereavement leave with pay in the event of a death in the employee's immediate family. Additional days for bereavement leave may be granted at the discretion of the Chief of Police or designee for extenuating and unusual circumstances, which additional time shall be charged against the employee's sick leave or vacation leave.

8.2 Jury Duty:

All employees will receive an automatic leave of absence when called for jury duty. Employees will be paid at their regular rate of pay by the Employer, less jury duty service pay.

8.3 Non-medical Personal Leave Without Pay:

An employee may request a leave of absence without pay for a period of not more than one (1) year, and all requests in excess of five (5) working days shall be in writing and directed to the supervisor. When the request is for five (5) working days or less, the request shall be answered in writing by the supervisor within two (2) days. When the request is for more than five (5) working days, the request shall be answered in writing within fifteen (15) days. Requests for leave of absence of more than

fifteen (15) working days shall only be granted with the approval of the City Council and shall cause the employee's anniversary date for seniority privileges to be advanced by the number of days in excess of fifteen (15) working days.

8.4 Other Leave Rights:

The Employer shall comply with other leave requests that are allowed by the laws of the State of Minnesota and the United States of America.

ARTICLE 9. DISCIPLINE

9.1 The Employer will discipline employees for just cause only and in accordance with State of Minnesota Statutes relating to disciplinary procedures involving Peace Officers.

9.2 Discipline is intended to be corrective and will not be punitive. One of the following forms of progressive discipline will be used:

- a. oral reprimand;
- b. written reprimand;
- c. suspension;
- d. demotion; or
- e. discharge.

9.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an employee's personnel file shall be presented in written form, read, and acknowledged by signature of the employee. The employee and the Union will receive a copy of such reprimands and/or notices at the time of implementation. At the request of the employee, reference an oral reprimand shall be made void after one year and written reprimands shall be removed from the file after two years, provided the employee has not been involved in progressive disciplinary action.

9.4 Employees may examine their individual personnel file at reasonable times under the supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation that may lead to disciplinary action unless the employee has been given the opportunity to have a Union representative of their choice present at such questioning.

9.6 Grievances relating to discipline may be initiated by the Union at Step 2 of the Grievance Procedure outlined in Article 6 of this Agreement.

ARTICLE 10. INSURANCE

10.1 Group Health Single Coverage:

For 2021, 2022 and 2023, the Employer shall contribute up to \$730.94 of the monthly premium cost of the single plan health and dental insurance policy for each full time employee who requests such coverage and who qualifies for and is enrolled in the Insurance Carriers group health, hospitalization and loss of time plan. Insurance premium increases, if any, for 2022 and 2023 will be paid 50% by the Employer and 50% by the Employee. If an employee opts out of City Group Health Coverage, the City will pay the employee \$350.00 per month.

- 10.2 Group Health Dependent (Family) Coverage:
For 2021, 2022 and 2023, the Employer shall pay up to \$1799.74 of the monthly premium cost for a dependent (family) plan health and dental insurance policy for each full-time employee who requests such coverage and is enrolled in the Insurance Carriers group health, hospitalization and loss of time plan. Insurance premium increases, if any, for 2022 and 2023 will be paid 50% by the Employer and 50% by the Employee. If an employee opts out of City Group Health Coverage, the City will pay the employee \$350.00 per month.
- 10.3 Insurance Carrier:
The selection of the insurance carrier shall be made by the Employer as provided by law and after consultation with the Union representative. Any additional cost premium beyond 11.1 and 11.2 shall be the responsibility of the employee, and paid through payroll deduction. Any proposed change to the aggregate value of the plan must be negotiated in good faith between the Employer and the Union.
- 10.4 Employer Protection:
The Employer's responsibility under this Article is limited to selection of the carrier and payment of the premiums as stated in 11.1 and 11.2. The Employer has no liability for the failure or refusal of the insurance carrier to honor an employee's claim or to pay benefits and no such action on the part of the insurance carrier shall be attributable to the Employer. Disputes between the insurance carrier and the employee are not subject to the grievance procedure outlined in this Agreement.
- 10.5 Life Insurance:
The Employer will purchase and maintain at its expense, a Term Life insurance policy in the amount of \$20,000 for each employee.
- 10.6 Disability Insurance:
The Employer will provide at its expense, long and short term disability insurance for each employee. This policy will in no way affect or be affected by the employee's sick leave or Worker's Compensation benefits outlined in Article 14.
- 10.7 False Arrest Insurance:
The Employer shall purchase and maintain at its expense, False Arrest insurance for each employee.
- 10.8 Post-Employment Health Care Savings Plan (HCSP):
- 10.8.1 Duration:
Participation in the HCSP by the public employees will begin the first pay period following the execution of this Agreement and shall continue through the duration of this Agreement unless specifically modified by the parties.
[See Article 14 Section 7]
- 10.8.2 Administration:
The Employer will handle the administrative responsibilities of remitting and accounting for the public employees' contributions to the Minnesota State Retirement System (MSRS) as required by MSRS.
- 10.8.3 Contributions:
Contributions to the HCSP are established by the members of the public employee collective bargaining unit. For the duration of this agreement:
- Employees with at least five (5) years of service but less than ten (10) years of service, 50% of eligible sick leave severance shall be deposited into their HCSP.

Employees with ten (10) or more years of service, 100% of eligible sick leave severance shall be deposited into their HCSP.

Individual public employees may neither increase nor decrease their individual contributions from the amount collectively established by and for the public employee collective bargaining unit.

10.8.4 Investment Options:

Individual public employees may select their individual investment options for their contributions to their HSCP through MSRS.

10.9 Voluntary Program:

The following is a voluntary program at the option of the Employee. The Employer will contribute \$500/year towards the Employee's HSA account or a \$500 payment to the employee with proof of purchase of an annual gym membership for an Employee who meets the Department's standard of a yearly physical fitness exam; administered by the Employer one time per year. The Employee must pass the physical exam annually to be eligible for the compensation. If at any time during the contract period, the Employee either fails to participate in the yearly physical fitness exam, or fails to meet the standards, the Employee will no longer be eligible for compensation.

ARTICLE 11. HOLIDAYS

11.1 Designated Holidays:

The following eleven (11) holidays are recognized for holiday pay:

New Year's Day	President's Day
Easter Sunday	Martin Luther King Day
Memorial Day	Fourth of July
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

11.2 Floating Holidays:

Employees shall receive two (2) Floating Holidays on January 1 of each year. Floating Holidays must be taken during the same calendar year at a time approved by the Chief of Police.

11.3 Holidays Worked:

Employees who work on any of the eleven (11) holidays outlined in 11.1 shall be paid at one and one-half (1 ½) times their regular rate of pay for all hours worked on that holiday, in addition to their holiday pay.

ARTICLE 12. VACATION

12.1 Accrual Rates:

All full time employees shall receive vacation benefits which shall be paid at their regular rate of compensation and shall be used in a minimum of Y2 shift increments. Vacation will be credited monthly on the first pay period of the month for which it is earned pursuant to the following:

Upon completion of	Monthly Accrual Rate	Total Hours Accrued Per Year
6 months	6.67	40 hours
12 months	6.67	80 hours
48 months	10.00	120 hours
108 months	13.33	160 hours
180 months	16.67	200 hours
		MAX yearly accrual is 200 hours

12.2 Selection:

Employees shall submit vacation requests to the City Administrator or designee in advance. Department Supervisors shall evaluate the requests and provide a written response to each employee within a reasonable amount of time. Such requests shall not be unreasonably denied. Vacation will be granted as per Best Police Management practices. Requests submitted prior to April 1st shall be granted by seniority if there is a conflict between employee requests within the same classification. Requests submitted after April 1st shall be granted on a first-come-first-served basis, without regard to seniority.

12.3 Carry Over:

No more than eighty (80) hours of vacation may be carried over into the following year unless otherwise approved by the City Administrator.

12.4 Accrual While on Paid Leave:

Use of earned vacation leave shall be considered to be hours in compensated payroll.

12.5 Cash Out Upon Separation:

Employer shall pay employee for all accrued, but unused vacation time upon separation of employment. In the case of employee death, Employer shall pay this benefit to beneficiary or personal representative accordingly.

ARTICLE 13. SICK LEAVE

13.1 Accrual Rates:

Sick leave for full-time employees shall be accumulated at the rate of eight (8) hours per calendar month of service with a maximum accrual. Compensation under this Article shall be at the employee's regular rate of pay, and shall be used in a minimum of 1/2 hour increments. An employee may not accumulate more than 1280 hours.

13.2 Eligibility:

Sick leave shall be granted for bona-fide personal injury or illness, medical examination, medical treatment or legal quarantine. For periods exceeding three (3) consecutive days absence, a written report by a doctor may be requested by the Employer.

13.3 Family illness:

Sick leave shall be granted for bona-fide personal injury or illness, medical examination, medical treatment or legal quarantine of a member of the employee's immediate family (as defined by and limited by Minn. Stat. Sec. 181.9413) that requires the employee's presence. For periods exceeding two (2) consecutive days absence, a written report by a doctor may be requested by the Employer, verifying the need for employee's leave.

- 13.4 Worker's Compensation:
When an employee is eligible for worker's compensation payments, the Employer will pay the complete salary to the employee and the same shall be charged to their sick leave until worker's compensation takes over. An employee may supplement their worker's compensation payments with a portion of their sick leave so that the combination of the two will equal the employee's regular pay, provided it is not ruled illegal either by the Attorney General's opinion or Court decision. The Employer shall continue to contribute to the employee's group health premium at the regular rate while eligible for worker's compensation payments.
- 13.5 Accrual While on Paid Leave:
Use of earned sick leave shall be considered to be hours in compensated payroll status.
- 13.6 Unpaid Sick Leave:
In the event an employee. does not qualify for leave under the Family Medical Leave Act of 1997 (FMLA) and the employee needs a temporary leave due to a health condition of the employee or the employee's immediate family that requires their presence, and the employee has exhausted all other paid leave benefits, the Employer shall grant Unpaid Sick Leave as follows: ·
- Those employed by the City of Wyoming for the past twelve (12) months:
- Twelve (12) weeks for those with 1040+ hours worked in the past 12 months, and Employer contribution to health care premium shall continue at the regular rate.
- 13.7 Cash Out Upon Separation:
Employer shall compensate employee for all accrued, but unused sick leave upon separation, paid at the employee's normal rate of pay at the time of separation, not to exceed one-thousand-two-hundred-eighty (1280) hours. Eligible amount shall be deposited into the employee's Post Employment Health Care Savings Account per Article 11. In the case where separation is caused by employee's death, Employer shall pay this cash benefit to the beneficiary or personal representative accordingly. In the case where separation is due to involuntary termination with just cause for reasons of misconduct, the employee is not eligible to receive this benefit.

ARTICLE 14. HOURS OF WORK

- 14.1 Normal Schedule:
The normal work day for full time Peace Officers shall be 8-12 hours. The normal work year for full-time employees shall be 2080 hours. Such hours include: assigned shifts, paid holidays, assigned training, and paid leave time.
- 14.2 Paid Breaks:
Employees shall be allowed two (2) fifteen-minute paid rest periods and one (1) thirty- minute meal period per 8-hour shift. Employees shall be allowed three (3) fifteen-minute paid rest periods and two (2) thirty-minute meal periods per 12-hour shift. Service to the public may interrupt such breaks.
- 14.3 Advance Posting:
Schedules shall be posted 30 days in advance, except for an emergency.

ARTICLE 15. WAGES

- 15.1 Hourly Base Rate for Patrol and/or Investigators:

	<u>01-01-2021</u>	<u>01-01-2022</u>	<u>01-01-2023</u>
Start	\$29.79	\$30.68	\$31.60
Upon 6 months	\$31.26	\$32.20	\$33.17
Upon 12 months	\$32.83	\$33.81	\$34.82
Upon 24 months	\$34.47	\$35.50	\$36.57
Upon 36 months	\$36.19	\$37.28	\$38.40
Upon 120 months	\$38.01	\$39.15	\$40.32

ARTICLE 16. PREMIUM PAY

16.1 Night Differential:

Effective January 1, 2015, night differential in the amount of \$0.45/hour shall be paid for all hours worked between the hours of 7:00 pm and 7:00 am. The night differential amount shall increase to \$0.60/hour effective January 1, 2016, and to \$0.75/hour effective January 1, 2017.

16.2 Work Out of Class:

Any patrol officer who is the senior patrol officer on duty, and who acts in the capacity of a sergeant in the absence of the regular shift sergeant, shall receive sergeant's pay (Top pay) while the sergeant is absent. Such patrol officer shall revert back to Patrol pay at any time the senior patrol officer is no longer acting in place of the sergeant.

16.3 Field Training Officer:

Any officer who is assigned by the Police Chief (or designee) to serve in the capacity of a Field Training Officer (FTO) shall earn one (1) hour of compensatory time at straight pay for the year 2021 for each day of service in FTO capacity. Any officer who is assigned by the Police Chief (or designee) to serve in the capacity of a Field Training Officer (FTO) shall earn one (1) hour of overtime pay per shift for 2022 and 2023 for each day of service in FTO capacity.

16.4 Overtime:

Time worked in excess of an employee's scheduled shift shall be compensated at the rate of one and one half (1 1/2) times the employee's regular rate of pay.

16.5 Compensatory Time:

Employees may earn compensatory time at the rate of one and one half (1 1/2) times in lieu of overtime pay upon mutual agreement between the employee and the Employer, not to exceed sixty (60) hours. Employees may use compensatory time by mutual agreement. As of the last pay period in December of each year, all accumulated compensatory time that exceeds twice the number of hours in the officer's regularly scheduled shift shall be paid to the employee.

16.6 Call Back:

Off-duty call back for any matter, including, but not limited to court appearances or police affiliated matters, shall be considered overtime and all affected employees shall be compensated for a minimum of four (4) hours.

- 16.8 Investigator:
Any officer who is assigned by the Police Chief (or designee) to serve in the capacity of Investigator shall earn \$200/month in addition to the officer's regular monthly wage.

ARTICLE 17. UNIFORM/SAFETY GEAR ALLOWANCE

17.1 Uniforms/Safety Gear:

17.1.1 New Hires:

The Employer will pay all reasonable and necessary expense of uniforms for newly hired full-time employees, to include two (2) full sets of uniforms and all employer-approved duty equipment and the employer-approved accessories, all at the Employer's expense.

17.1.2 Allowance:

Beginning on the first anniversary of employment, full-time employees will receive a uniform allowance of Six Hundred Seventy-five Dollars (\$675.00) per year for basic uniforms and body protection as approved by the City Administrator or designee.

17.2 Weapons:

The Employer shall furnish the pistol used by employees as their primary weapon.

17.3 Ammunition:

17.3.1 Duty Ammo:

The Employer shall provide and pay for all reasonable and necessary ammunition for their primary weapon for use while on duty.

17.3.2 Range Ammo:

The Employer shall provide and pay for all reasonable and necessary ammunition for their primary weapon for use while qualifying with their duty weapon at required range duty.

ARTICLE 18. TRAINING

18.1 Approved Training:

The Employer will make available, and pay for, such training as required for the employees to maintain licenses and/or certifications, or as required by the Employer or the State of Minnesota.

18.2 Reimbursement of P.O.S.T. License Fee:

The Employer will reimburse officers for their P.O.S.T. license fee upon presentation of a receipt or other evidence that their license fee has been paid.

ARTICLE 19. SENIORITY VACANCIES/PROMOTIONS

19.1 Probationary Employee:

New employees hired in the unit shall be considered as probationary employees for the first twelve (12) months of their employment. When an employee finishes the probationary period, they shall be placed on the seniority list and credited as of their first day of work.

19.2 Seniority List:

The Employer shall provide an updated seniority list as of January 1st of each year to the union.

- 19.3 Vacancies:
Vacancies within the unit shall first be posted internally for seven (7) days. If there are no qualified internal applicants, the vacancy may be posted externally.
- 19.4 Trial Period:
Employees accepting a new position outside of their current job classification shall serve a six (6) month trial period to determine 1) their desire to remain in the new classification; and 2) their ability to perform the job. During this trial period, the employee shall have the right to revert back to their former position and salary without loss of seniority or other benefits. During this trial period, if the employer determines that the employee is not able to perform the job, notice to revert back to their previous position shall be submitted in writing, with reasons, to both the employee and the Union.
- 19.5 Loss of Seniority:
An employee shall lose their seniority for the following reasons only:
1) resignation; 2) discharged for cause and upheld; 3) absent for five consecutive work days without notice (exceptions may be made for extenuating circumstances).

ARTICLE 20. LAYOFF/RECALL

- 20.1 Layoff:
In case of the need to eliminate positions, employees will be laid off based on inverse seniority within their job classification. Employees and the Union will be given a minimum of fourteen (14) days advance notice in writing prior to layoff.
- 20.2 Recall:
Employees will be recalled from layoff based on seniority within their job classification. Notice of recall shall be sent to the laid off employee's last known address by registered/certified mail. Employees will be given seven (7) days after receipt of recall notice to inform the employer of their intent to return to work. Failure to respond within the seven (7) day period will terminate recall rights.

ARTICLE 21. SAFETY AND HEALTH

- 21.1 Occupational Safety and Health Act (OSHA) of 1970:
As required by OSHA, the Employer shall make provisions for the safety and health of its employees during the hours of employment. Protective devices (both personal and mechanical) and protective clothing as required for the compliance with the Act shall be provided for and maintained by the Employer.
- 21.2 Cooperation:
The Union and Employer agree that they will cooperate in the enforcement of any safety and health standards and rules that may be established by the Employer to comply with State, Federal or other legal regulations.
- 21.3 Safety and Training Requirements:
Employees may be required to attend safety meetings or safety training meetings if required by the Employer. Time spent in safety meetings are considered hours worked.

21.4 Safety Committee:

A Safety Committee consisting of a representative from the City Council and a duly appointed representative from each of the following departments: Police, Public Utilities and Street, shall meet regularly for the purpose of reviewing accident records and making recommendations to improve the safety and health program. Minutes shall be taken and copies posted in a conspicuous place for employee access.

21.5 Physical Exams:

The Employer shall cover the full cost of employee physicals and/or examinations that are required as a condition of employment.

ARTICLE 22. WAIVER

22.1 Any and all prior agreements, resolutions, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this agreement, are hereby superseded.

22.2 The parties mutually acknowledge that, during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any terms and conditions of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this agreement for the stipulated duration of this agreement.

ARTICLE 23. DURATION

This Agreement will be in effect for three (3) years as of January 1, 2021, and will remain in full force until December 31, 2023, and will continue from year to year thereafter unless either party notifies the other in writing sixty (60) days prior to the anniversary date that it desires to modify this Agreement, so as to comply with the provisions of the Public Employee Labor Relations Act of 1971 as amended.

SIGNATURES BELOW CONSTITUTE AGREEMENT OF THE PARTIES AS OF THIS ____ DAY OF _____, 2021.

FOR THE CITY OF WYOMING:

FOR LELS, LOCAL #365:

Lisa Iverson, Mayor

Business Agent

Robb Linwood, City Administrator/Clerk

Steward



Request for Action

Date: February 12, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais – Assistant City Administrator

Department: Administration

Reference: Wyoming Scout Project Volunteer Policy

Method: Communications

Background Information:

The City of Wyoming supports and encourages community projects through organizations such as the Boys or Girl Scouts of America. The eagle scout project for example, represents a culmination of the skills that young people learn throughout their time with the Boy Scouts and is an investment in something that they care about. Some examples of scout projects are creating picnic tables for a city park, building bird houses for city parks, planting native gardens, etc. The City of Wyoming is honored when we are identified by these young people as a place or a space that they care about and want to contribute to through these projects.

To support these projects successful implementation and ensure clear communication between the City, scouts, troop leaders, parents, and other parties involved, the staff are proposing the following Scout Project Volunteer policy. The City is responsible in ensuring that all projects comply with city policies and safety guidelines. To ensure that the scouts successfully navigate the city process this policy will help to ensure clear communication for expectations. By establishing a clear process for scouts to navigate, the City will hopefully encourage additional projects and collaboration with volunteers and volunteer groups.

Recommended Action: Approve policy 21-1 Wyoming Scout Project Volunteer Policy



CITY OF WYOMING

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

 Administration	Date	Number
	2/12/2021	21-01
	Retention	Approval
	Permanent	
	To: Wyoming city council members	
	Subject:	
	Wyoming Scout Project Volunteer Policy	

I. Purpose

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in scout volunteer programs or projects in the City of Wyoming. This policy is intended for internal management guidance only, and does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

II. Project Guidelines:

- A. **Planning** - Before approaching the City with a project in a park or on other city property you will need to gather the following information:
 - What is your project? Why is it needed and why do you want to do it?
 - Where will it be located? Draw a map or a plan.
 - What will it look like? Collect drawings, photos or brochures.
 - How much will it cost? How will you raise the funds?
 - Who needs to give permission? Identify all agencies or property owners who may be involved.
- B. **Staff Review**- Scouts are required to meet with City staff prior to preparing their proposal in order to review any applicable policies or regulations.
- C. **Presentation of project** – Work with the city staff to find out when you may appear before the Council or Park Advisory Commission to present your project.
 - Provide your written materials to the City in advance of the meeting). At a minimum the materials shall include maps, drawings.
 - Let staff know if you will need any special equipment for your presentation.
 - Show up at the meeting on time ready to make your presentation.
 - Be ready to answer questions about your project.

The Park Advisory Commission will make a recommendation to the City Council on whether or not your project should be approved. Presentation to City Council—After the Park Advisory Commission recommendation, you will need to make the same presentation to the City Council.

- D. **Execute your Project**- Once approved by the City Council, your project can now begin! You will be assigned a staff member as your contact person, to make sure we stay in the loop of your project and can guide you if needed. Staff will verify project has been completed as approved prior to final acceptance by the Council.
- E. **Final Acceptance**—The City Council must formally accept your project (if you have donated any goods or services of value to the community) by adopting a resolution at a City Council meeting. When your project is completed, provide staff with the following information:
- A description of the final project, including who worked on it and provided goods or services for it. Photographs would be helpful.
 - The final cost of your project including copies of receipts.
 - Any product literature or guarantees, if applicable.

Staff will work with you to schedule your final presentation for the next regular City Council meeting and prepare the resolution. The Council will recognize you and your project at that time, so you may wish to invite others who participated in the project.