AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 7, 2023
7:00 PM

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

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

1. Highway 8 Road project update - Joe Triplett - County Engineer/Public Works Director

APPROVAL OF MINUTES:

2. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for January 17, 2023

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

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

3. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of January 18, 2023 to February 7, 2023

4. To consider **Resolution 23-02-14** a resolution accepting a donation from Polaris Industries to the Railroad Park Project in the amount of $9,750.00

5. To consider **Resolution 23-02-15** a resolution declaring certain vehicles as surplus property for disposal and authorizing the Police Department to dispose of the vehicles

through online auction

6. To consider **Resolution 23-02-16** a resolution approving BerganKDV to conduct the annual audit services for the year ended December 31, 2022 in the amount of $37,100.00

7. To consider **Resolution 23-02-17** a resolution restricting parking on East Viking Boulevard for the 2023 East Viking Boulevard Improvement Project S.A.P. 248-108-003

8. To consider **Resolution 23-02-18** a resolution accepting constructed improvements and approving final payment (final pay voucher 5) to Kuechle Underground, Inc. for S.A.P. 248-108-001 East Viking Boulevard Utility and Street Improvements, City Project 19-02 (WSB Project 012660-000) in the amount of $99,451.80

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

9. Report of the Public Safety Director, Neil Bauer, for February 3, 2023

10. Report of City Building Official, Fred Weck, IV for February 3, 2023

11. Report of the City Attorney, Tom Loonan, for February 2, 2023

12. Report of City Engineer Mark Erichson, WSB for February 1, 2023

13. Report of the Public Works Superintendent Chuck Almhjeld for February 7, 2023

COMMUNICATIONS:

14. 2023 Spring Medallion Hunt

15. Age-Friendly Minnesota Community Grant Application

OLD BUSINESS:

NEW BUSINESS:

16. To consider **Resolution 23-02-19** a resolution approving the Preliminary Layout for the local road system improvements for the U.S. Highway 8 Reconstruction Project

17. To consider **Resolution 22-02-20** a resolution authorizing the purchase of a 2022 Dodge Durango from Guardian Fleet Safety in the amount of $50,180.14

18. To consider **Resolution 23-02-21** a resolution approving a professional services agreement with WSB for the Railroad Park Veterans' Memorial Final Design and Donor Recognition Design Development in the amount of $14,000

19. To discuss the vacancy for the Chisago County Municipalities Representative on ECRDC Board

20. To consider entering a closed session under Minnesota State Statute 13D.05, Subd (2) for a personnel matter

COUNCIL REPORTS:

ADJOURN

DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 17, 2023
7:00PM

CALL TO ORDER:

Acting Mayor Claire Luger called the Regular Meeting of the Wyoming City Council for January 17, 2023 to order at 7:00 PM

CALL OF ROLL:

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

ABSENT: Mayor Lisa Iverson

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Alex Saxe, Assistant City Administrator, Mark Erichson-WSB, Neil Bauer - Public Safety Director 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 3, 2023**

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JANUARY 3, 2022 AS SUBMITTED.

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

2. **Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for January 11, 2023**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE "WORK SESSION MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JANUARY 11, 2022 AS SUBMITTED.

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

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of January 4, 2023 to January 17, 2023
4. To consider Resolution 23-01-10 a resolution declaring items as surplus property for disposal and authorizing the Administration Department to dispose of items
5. To consider Resolution 23-01-11 a resolution appointing Wyoming paid on-call firefighter
6. To consider the hiring of Devin Ojeda as an Ice Rink and Warming House Attendant at a starting wage of $16.00/hr.
7. To consider a letter of support for a Federal Raise Grant for the Chisago County Highway 8 Project

Councilmember Schilling pulls #7

Council Member Schilling – Asked what is the timeline if the county were to receive any dollars from the federal grant request?

City Administrator Linwood – Stated that he believes the deadline for the grant is end of March and they would determine if they receive funding this summer.

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

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

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

8. Report of the Public Safety Director, Neil Bauer for January 11, 2023

9. Report of City Building Official, Fred Weck, IV for January 11, 2023

10. Report of City Attorney Tom Loonan for January 11, 2023

11. Report of City Engineer Paul Hornby, WSB for January 11, 2023

12. Report of Public Works Superintendent Chuck Almhjeld for January17, 2023

COMMUNICATION: NONE

OLD BUSINESS: NONE

NEW BUSINESS

13. To consider **Resolution 23-01-12** a resolution approving plans and specifications and ordering an advertisement for bids for the East Viking Boulevard Improvement Project (S.A.P. 248-108-003)

City Engineer Mark Erichson – Staff is requesting authorization to advertise for bids for the 2023 East Viking Blvd project and the Bridget over the sunrise river on East Viking Blvd. Staff is recommending that we bid these projects separately. Mr. Erichson stated that he believes council is very familiar with both projects, but will be happy to answer any questions.

Acting Mayor Luger – Asked Mr. Erichson if he could provide a timeline for the public record of the projects.

City Engineer Erichson – Provided the council moves forward authorize bids, the publication will go to the paper and then we will have a three week period for contractors to review and provide bids. Staff would bring this back to the 2nd meeting in February for potential reward. The East Viking Blvd project will then most likely begin in May. The bridge due to lead times on products for the project will be much later in the year and potentially into 2024.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, RESOLUTION 23-01-12 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING AN ADVERTISEMENT FOR BIDS FOR THE EAST VIKING BOULEVARD IMPROVEMENT PROJECT (S.A.P. 248-108-003)

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

14. To consider **Resolution 23-01-13** a resolution approving plans and specifications and ordering an advertisement for bids for Bridge No. 13J22 East Viking Boulevard over SO. BR. Sunrise River (SAP 248-594-002)

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, RESOLUTION 23-01-13 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING AN ADVERTISEMENT FOR BIDS FOR BRIDGE NO. 13J22 EAST VIKING BOULEVARD OVER SO. BR. SUNRISE RIVER (SAP 248-594-002)

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

COUNCIL REPORTS:

Council Member Ohnstad – Attended Park Commission meeting last week and council work session

Council Member Nanko Yeager – Attended council work session last week

Council Member Luger – Attended council work session last week

Council Member Schilling – Attended council work session and EDA Meeting last week.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO ADJOURN THE JANUARY 17, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:10 PM

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

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 7, 2023
7:00PM

Check Number	Name	Check Date
Text Label 54403	PACIFIC LIFE INSURANCE	01/17/2023

Item Code	GL Number	Amount
ROTH	101-0000-21712	250.00
		250.00

Check Number	Name	Check Date
Text Label 54404	LAW ENFORCEMENT LABOR	01/17/2023

Item Code	GL Number	Amount
UNION POLICE	101-0000-21713	20.00
		20.00

Check Number	Name	Check Date
Text Label 54405	CENTRAL PENSION FUND,	01/17/2023

Item Code	GL Number	Amount
CENT PENS FUND	101-0000-21716	480.00
		480.00

Check Number	Name	Check Date
Text Label 54406	WI SCTF,	01/17/2023

Item Code	GL Number	Amount
WI CHILD SUPPOR	101-0000-21710	215.42
		215.42

Check Number	Name	Check Date
Text Label EFT957	SELECTACCOUNT,	01/17/2023

Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CITY CONT	101-0000-21707	0.00
HSA CONT	101-0000-21707	2,131.16
		2,131.16

Check Number	Name	Check Date
Text Label EFT958	P.E.R.A.,	01/17/2023

Item Code	GL Number	Amount
CORD PERA	101-0000-21704	3,268.54
DCP PERA	101-0000-21704	16.67
DCP PERA MATCH	101-0000-21704	16.67
PERA CITY MATCH	101-0000-21704	3,771.37
PF PERA	101-0000-21704	3,754.63
PF PERA CITY	101-0000-21704	5,631.94
		16,459.82

Check Number	Name	Check Date
Text Label EFT959	INTERNAL REVENUE SERVICE,	01/17/2023

Check Number	Name	Check Date

Item Code	GL Number	Amount
FITW	101-0000-21701	7,343.51
MEDICARE_EE	101-0000-21703	1,315.16
MEDICARE_ER	101-0000-21703	1,315.16
SOCSEC_EE	101-0000-21703	3,790.73
SOCSEC_ER	101-0000-21703	3,790.73
		17,555.29

Text Label EFT960 STATE OF MINNESOTA, 01/17/2023

Item Code	GL Number	Amount
SITW	101-0000-21702	3,566.61
		3,566.61

Text Label

General Checking Account 10100
Total Amount Being Paid: $40,678.30
Total Number of Checks: 8

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

Check Number	Name	Check Date
Text Label 54407	PACIFIC LIFE INSURANCE	01/31/2023

Item Code	GL Number	Amount
ROTH	101-0000-21712	250.00
		250.00

Check Number	Name	Check Date
Text Label 54408	CENTRAL PENSION FUND,	01/31/2023

Item Code	GL Number	Amount
CENT PENS FUND	101-0000-21716	480.00
		480.00

Check Number	Name	Check Date
Text Label 54409	WI SCTF,	01/31/2023

Item Code	GL Number	Amount
WI CHILD SUPPOR	101-0000-21710	215.42
		215.42

Check Number	Name	Check Date
Text Label EFT961	SELECTACCOUNT,	01/31/2023

Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CITY CONT	101-0000-21707	0.00
HSA CONT	101-0000-21707	2,131.16
		2,131.16

Check Number	Name	Check Date
Text Label EFT962	P.E.R.A.,	01/31/2023

Item Code	GL Number	Amount
CORD PERA	101-0000-21704	3,129.79
DCP PERA	101-0000-21704	0.00
DCP PERA MATCH	101-0000-21704	0.00
PERA CITY MATCH	101-0000-21704	3,611.30
PF PERA	101-0000-21704	3,850.28
PF PERA CITY	101-0000-21704	5,775.43
		16,366.80

Check Number	Name	Check Date
Text Label EFT963	INTERNAL REVENUE SERVICE,	01/31/2023

Item Code	GL Number	Amount
FITW	101-0000-21701	7,717.21
MEDICARE_EE	101-0000-21703	1,147.61
MEDICARE_ER	101-0000-21703	1,147.61

Check Number	Name			Check Date
SOCSEC_EE		101-0000-21703	2,930.52	
SOCSEC_ER		101-0000-21703	2,930.52	
			15,873.47	

Text Label EFT964 STATE OF MINNESOTA, 01/31/2023

Item Code	GL Number	Amount
SITW	101-0000-21702	3,618.92
		3,618.92

Text Label

General Checking Account 10100
Total Amount Being Paid: $38,935.77
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming
Check Detail Register

02-07-2023

Check # / Invoice #	Check Date	Vendor Name		
	General Ledger #		mount	Comment
12544	**02/07/2023**	**90 DEGREE BENEFITS**		
9011-080894-1000				
	101-0000-21706	HOSPITALIZATION	$31,043.08	HOSPITALIZATION/MEDICAL INS
Total for 90 DEGREE BENEFITS			$31,043.08	
12545	**02/07/2023**	**WEX BANK**		
86434128				
	101-2400-42120	MOTOR FUELS	$42.35	MOTOR FUELS
	101-2110-42120	MOTOR FUELS	$391.35	MOTOR FUELS
	101-2110-42120	MOTOR FUELS	$2,629.76	MOTOR FUELS
	101-3100-42120	MOTOR FUELS	$3,387.22	MOTOR FUELS
	101-5200-42120	MOTOR FUELS	$29.99	MOTOR FUELS
	601-9425-42120	MOTOR FUELS	$1,703.41	MOTOR FUELS
	602-9425-42120	MOTOR FUELS	$1,703.41	MOTOR FUELS
Total for WEX BANK			$9,887.49	
54412	**02/07/2023**	**ABDO FINANCIAL SOLUTIONS, LLC**		
465840				
	101-1400-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	101-2110-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	101-2400-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	101-3100-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	101-5200-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	601-9425-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	602-9425-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
	651-9425-42100	OPERATING SUPPL	$437.50	OPERATING SUPPLIES
466659				
	101-1500-43000	PROFESSIONAL SE	$4,583.33	PROFESSIONAL SERVICE (GENERAL)
Total for ABDO FINANCIAL SOLUTION			$8,083.33	
54413	**02/07/2023**	**ABM EQUIPMENT, LLC**		
0172975-IN				
	101-3100-44040	REPAIRS & MAINT.	$221.43	REPAIRS & MAINT. - EQUIPMENT
Total for ABM EQUIPMENT, LLC			$221.43	
54414	**02/07/2023**	**ADAM'S PEST CONTROL INC**		
3603151				
	101-3100-42310	CONTRACTED SER	$47.25	CONTRACTED SERVICES
3603153				
	101-2110-42310	CONTRACTED SER	$47.25	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC			$94.50	
54415	**02/07/2023**	**AIRFRESH INDUSTRIES, INC**		
56894				
	101-5200-44050	SATALLITE RENTAI	$80.00	SATALLITE RENTAL
56952				
	101-5200-44050	SATALLITE RENTAI	$25.00	SATALLITE RENTAL
Total for AIRFRESH INDUSTRIES, INC			$105.00	

City of Wyoming
Check Detail Register

02-07-2023

Check # / Invoice #	Check Date	Vendor Name		
	General Ledger #		mount	Comment
54416	**02/07/2023**	**ALLIED MEDICAL TRAINING**		
2910				
	101-2200-42080	TRAINING AND IN!	$885.00	TRAINING AND INSTRUCTION
	Total for ALLIED MEDICAL TRAINING		$885.00	
54417	**02/07/2023**	**ASPEN MILLS**		
307802				
	101-2110-44080	UNIFORMS	$1,478.75	UNIFORMS
307747				
	101-2110-44080	UNIFORMS	$688.85	UNIFORMS
307983				
	101-2110-44080	UNIFORMS	$54.95	UNIFORMS
	Total for ASPEN MILLS		$2,222.55	
54418	**02/07/2023**	**AUSTIN RADEMACHER**		
01302023				
	101-2400-43310	TRAVEL EXPENSES	$26.20	TRAVEL EXPENSES
	Total for AUSTIN RADEMACHER		$26.20	
54419	**02/07/2023**	**BAKER TILLY MUNICIPAL ADVISORS**		
BTMA18183				
	101-1500-43000	PROFESSIONAL SE	$2,500.00	PROFESSIONAL SERVICE (GENERAL)
	Total for BAKER TILLY MUNICIPAL AD'		$2,500.00	
54420	**02/07/2023**	**BCA/TRAINING DEVELOPMENT**		
26467-MINOR				
	101-2110-42080	TRAINING AND IN!	$325.00	TRAINING AND INSTRUCTION
	Total for BCA/TRAINING DEVELOPMEI		$325.00	
54421	**02/07/2023**	**BRUCES FOODS**		
2001281244				
	101-2110-42100	OPERATING SUPPL	$31.92	OPERATING SUPPLIES
	Total for BRUCES FOODS		$31.92	

City of Wyoming
Check Detail Register

02-07-2023

Check # / Invoice #	Check Date / General Ledger #	Vendor Name / mount		Comment
54422	**02/07/2023**	**BS& A SOFTWARE**		
144908				
	101-1500-44330	DUES & SUBSCRIP	$1,208.00	GENERAL LEDGER/BUDGETING
	101-1500-44330	DUES & SUBSCRIP	$1,025.00	ACCOUNTS PAYABLE
	101-1400-44330	DUES & SUBSCRIP	$1,025.00	CASH RECEIPTING
	601-9425-44330	DUES & SUBSCRIP	$356.00	UTILITY BILLING
	602-9425-44330	DUES & SUBSCRIP	$356.00	UTILITY BILLING
	101-1400-44330	DUES & SUBSCRIP	$442.33	PAYROLL
	101-2110-44330	DUES & SUBSCRIP	$442.33	PAYROLL
	101-3100-44330	DUES & SUBSCRIP	$442.33	PAYROLL
	101-1400-44330	DUES & SUBSCRIP	$402.67	HUMAN RESOURCES
	101-2110-44330	DUES & SUBSCRIP	$402.67	HUMAN RESOURCES
	101-3100-44330	DUES & SUBSCRIP	$402.67	HUMAN RESOURCES
	101-1400-44330	DUES & SUBSCRIP	$244.67	TIME SHEETS
	101-2110-44330	DUES & SUBSCRIP	$244.67	TIME SHEETS
	101-3100-44330	DUES & SUBSCRIP	$244.66	TIME SHEETS
	101-2400-44330	DUES & SUBSCRIP	$1,511.00	BUILDING/COMMUNITY DEVELOPMENT
	101-2400-44330	DUES & SUBSCRIP	$637.00	FIELD INSPECTION
	101-1400-44330	DUES & SUBSCRIP	$1,025.00	SPECIAL ASSESSMENTS
	101-1400-44330	DUES & SUBSCRIP	$1,619.00	ONLINE SERVICES
	101-1400-44330	DUES & SUBSCRIP	$1,327.00	EMPLOYEE WEB PORTAL
	Total for BS& A SOFTWARE		$13,358.00	
54423	**02/07/2023**	**CARGILL, INCORPORATED**		
2907851008				
	101-3100-44400	SALT & SAND	$6,033.89	SALT & SAND
2907855232				
	101-3100-44400	SALT & SAND	$2,724.11	SALT & SAND
2907898546				
	101-3100-44400	SALT & SAND	$12,155.80	SALT & SAND
	Total for CARGILL, INCORPORATED		$20,913.80	
54424	**02/07/2023**	**CHISAGO COUNTY ATTORNEY**		
2022 FORTFEITURE				
	201-2110-42100	OPERATING SUPPL	$592.35	OPERATING SUPPLIES
	Total for CHISAGO COUNTY ATTORNEY		$592.35	
54425	**02/07/2023**	**CHISAGO COUNTY RECORDER**		
202300000009				
	800-0000-20588	257 LAND HOLDIN	$92.00	COUNTY RECORDER-257 LAND HOLDINGS LLC
	800-0000-20540	KATIES GLEN ESCF	$92.00	COUNTY RECORDER-KATIES GLEN ESCROW
	Total for CHISAGO COUNTY RECORDEI		$184.00	

City of Wyoming
Check Detail Register

02-07-2023

Check # / Invoice #	Check Date / General Ledger #	Vendor Name / mount		Comment
54426	**02/07/2023**	**CINTAS**		
4144039396				
	101-2110-43600	CLEANING SERVIC	$28.51	CLEANING SERVICE-PUBLIC SAFETY
4144041827				
	101-1400-43600	CLEANING SERVIC	$31.05	CLEANING SERVICE-CITY HALL
4144042154				
	101-3100-44180	UNIFORMS	$118.77	STREETS
	101-3100-42100	OPERATING SUPPL	$23.25	SHOP SUPPLIES
4143294095				
	101-3100-44180	UNIFORMS	$138.97	STREETS
	101-3100-42100	OPERATING SUPPL	$33.55	SHOP SUPPLIES
4142729297				
	101-2110-43600	CLEANING SERVIC	$28.51	CLEANING SERVICE-PUBLIC SAFETY
4142697723				
	101-1400-43600	CLEANING SERVIC	$31.05	CLEANING SERVICE-CITY HALL
4144679560				
	101-3100-44180	UNIFORMS	$118.77	STREETS
	101-3100-42100	OPERATING SUPPL	$33.55	SHOP SUPPLIES
4145387150				
	101-1400-43600	CLEANING SERVIC	$31.05	CLEANING SERVICE-CITY HALL
4145391901				
	101-2110-43600	CLEANING SERVIC	$28.51	CLEANING SERVICE-PUBLIC SAFETY
	Total for CINTAS		$645.54	
54427	**02/07/2023**	**CRYSTEEL TRUCK EQUIPMENT**		
FP188622				
	101-3100-44040	REPAIRS & MAINT.	$3,196.95	REPAIRS & MAINT. - EQUIPMENT
F50263				
	101-3100-44040	REPAIRS & MAINT.	$4,194.65	REPAIRS & MAINT. - EQUIPMENT
	Total for CRYSTEEL TRUCK EQUIPMEN		$7,391.60	
54428	**02/07/2023**	**CUSTOMIZED SAFETY TRAINING LLC**		
89702				
	101-2200-42080	TRAINING AND IN	$525.00	TRAINING AND INSTRUCTION
	Total for CUSTOMIZED SAFETY TRAIN		$525.00	
54429	**02/07/2023**	**DAMARCO SOLUTIONS, LLC**		
4340				
	101-3100-44330	DUES & SUBSCRIP	$125.00	DUES & SUBSCRIPTIONS
	601-9425-44330	DUES & SUBSCRIP	$125.00	DUES & SUBSCRIPTIONS
	Total for DAMARCO SOLUTIONS, LLC		$250.00	
54430	**02/07/2023**	**DAVID J. KEDING**		
01202023				
	101-5200-42600	TRAIL MAINTENAN	$25.98	TRAIL MAINTENANCE
	Total for DAVID J. KEDING		$25.98	
54431	**02/07/2023**	**DON REDINGER**		
01/24/2023				
	602-0000-11500	ACCOUNTS RECEI	$261.34	Sewer - Base Charge
	Total for DON REDINGER		$261.34	

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Check # / Invoice #	Check Date	Vendor Name		
	General Ledger #		mount	Comment
54432	**02/07/2023**	**EARL F. ANDERSEN**		
0131797-IN				
	101-3100-42260	SIGN MATERIAL/RI	$233.40	SIGN MATERIAL/REPLACEMENT
Total for EARL F. ANDERSEN			$233.40	
54433	**02/07/2023**	**FACILICARE INC**		
17164				
	101-5500-43600	CLEANING SERVIC	$1,263.40	LIBRARY
	101-1400-43600	CLEANING SERVIC	$559.00	CITY HALL/FIRE
	101-2110-43600	CLEANING SERVIC	$299.00	POLICE
17167				
	101-3100-42310	CONTRACTED SER	$188.50	PUBLIC WORKS
Total for FACILICARE INC			$2,309.90	
54434	**02/07/2023**	**FASTENAL COMPANY**		
MNTC3222952				
	101-3100-44040	REPAIRS & MAINT.	$91.73	REPAIRS & MAINT. - EQUIPMENT
Total for FASTENAL COMPANY			$91.73	
54435	**02/07/2023**	**FERGUSON WATERWORKS**		
0501331-1				
	601-9425-42290	METERS	$8,235.00	METERS
Total for FERGUSON WATERWORKS			$8,235.00	
54436	**02/07/2023**	**FLEET ALIGNMENT SERVICE**		
4421				
	602-9425-44040	REPAIRS & MAINT.	$3,901.41	REPAIRS & MAINT. - EQUIPMENT
Total for FLEET ALIGNMENT SERVICE			$3,901.41	
54437	**02/07/2023**	**GUARDIAN FLEET SAFETY, LLC**		
23-0032				
	101-2110-43900	VEHICLE MAINTEN	$854.28	VEHICLE MAINTENANCE
23-0031				
	101-2110-43900	VEHICLE MAINTEN	$854.28	VEHICLE MAINTENANCE
Total for GUARDIAN FLEET SAFETY, LL			$1,708.56	
54438	**02/07/2023**	**HALLBERG STORAGE LLC**		
01162023				
	101-2200-42100	OPERATING SUPPL	$52.50	OPERATING SUPPLIES
Total for HALLBERG STORAGE LLC			$52.50	
54439	**02/07/2023**	**HAWKINS INC**		
6385878				
	601-9425-42160	CHEMICALS/CHEM	$3,027.74	
Total for HAWKINS INC			$3,027.74	

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54440	**02/07/2023**	**HEALTH PARTNERS**		
036086230613				
	101-0000-21706	HOSPITALIZATION	$2,205.02	HOSPITALIZATION/MEDICAL INS
036086239121				
	101-0000-21706	HOSPITALIZATION	$1,855.28	HOSPITALIZATION/MEDICAL INS
036085671986				
	101-0000-21706	HOSPITALIZATION	$1,855.28	HOSPITALIZATION/MEDICAL INS
	Total for HEALTH PARTNERS		$5,915.58	
54441	**02/07/2023**	**HOLIDAY COMPANIES**		
060101022300				
	101-2110-43900	VEHICLE MAINTEN	$94.50	VEHICLE MAINTENANCE
	101-2200-43900	VEHICLE MAINTEN	$4.50	VEHICLE MAINTENANCE
	Total for HOLIDAY COMPANIES		$99.00	
54442	**02/07/2023**	**HYDRAULICS PLUS & CONSULTING**		
16151				
	101-3100-44040	REPAIRS & MAINT.	$81.42	REPAIRS & MAINT. - EQUIPMENT
20377				
	101-3100-44040	REPAIRS & MAINT.	$81.42	REPAIRS & MAINT. - EQUIPMENT
16186				
	101-3100-44040	REPAIRS & MAINT.	$46.27	REPAIRS & MAINT. - EQUIPMENT
	Total for HYDRAULICS PLUS & CONSU		$209.11	
54443	**02/07/2023**	**INNOVATIVE OFFICE SOLUTIONS**		
IN4069783				
	101-2110-42000	SUPPLIES - OFFICE	$181.64	SUPPLIES - OFFICE/COPY/COMPUTR
IN4068198				
	101-2110-42000	SUPPLIES - OFFICE	$32.32	SUPPLIES - OFFICE/COPY/COMPUTR
IN4054133				
	101-1400-42000	SUPPLIES - OFFICE	$125.62	SUPPLIES - OFFICE/COPY/COMPUTR
IN4062441				
	101-2110-42000	SUPPLIES - OFFICE	$45.26	SUPPLIES - OFFICE/COPY/COMPUTR
IN4076542				
	101-1400-42000	SUPPLIES - OFFICE	$130.23	SUPPLIES - OFFICE/COPY/COMPUTR
IN4077610				
	101-3100-42000	SUPPLIES - OFFICE	$6.59	SUPPLIES - OFFICE/COPY/COMPUTR
IN4080980				
	101-2110-42000	SUPPLIES - OFFICE	$30.06	SUPPLIES - OFFICE/COPY/COMPUTR
IN4081984				
	101-2110-42000	SUPPLIES - OFFICE	$9.78	SUPPLIES - OFFICE/COPY/COMPUTR
IN4081983				
	101-2110-42000	SUPPLIES - OFFICE	$10.54	SUPPLIES - OFFICE/COPY/COMPUTR
IN4085339				
	101-3100-42000	SUPPLIES - OFFICE	$144.02	SUPPLIES - OFFICE/COPY/COMPUTR
	101-1400-42000	SUPPLIES - OFFICE	$11.98	SUPPLIES - OFFICE/COPY/COMPUTR
	Total for INNOVATIVE OFFICE SOLUTI		$728.04	
54444	**02/07/2023**	**IUOE LOCAL #49**		
01132023				
	101-0000-21714	PW UNION DUES	$210.00	MONTHLY DUES
	Total for IUOE LOCAL #49		$210.00	

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54445	**02/07/2023**	**KRAMER MECHANICAL**		
27162				
	101-3100-44010	REPAIRS & MAINT.	$760.37	REPAIRS & MAINT. - BUILDINGS
	Total for KRAMER MECHANICAL		$760.37	
54446	**02/07/2023**	**KUECHLE UNDERGROUND**		
PAYVOUCHER5				
	602-9425-45350	IMPROVEMENTS	$99,451.80	IMPROVEMENTS
	Total for KUECHLE UNDERGROUND		$99,451.80	
54447	**02/07/2023**	**LEAGUE OF MN CITIES**		
375168				
	101-2110-42080	TRAINING AND IN	$810.00	TRAINING AND INSTRUCTION
375325				
	101-1400-42100	OPERATING SUPPL	$21.55	OPERATING SUPPLIES
	101-2400-42100	OPERATING SUPPL	$21.55	OPERATING SUPPLIES
	601-9425-42100	OPERATING SUPPL	$21.55	OPERATING SUPPLIES
	602-9425-42100	OPERATING SUPPL	$21.55	OPERATING SUPPLIES
	Total for LEAGUE OF MN CITIES		$896.20	
54448	**02/07/2023**	**LITTLE FALLS MACHINE**		
266712				
	101-3100-44040	REPAIRS & MAINT.	$853.94	REPAIRS & MAINT. - EQUIPMENT
	Total for LITTLE FALLS MACHINE		$853.94	
54449	**02/07/2023**	**MC TOOL & SAFETY SALES**		
015351				
	101-3100-42300	SAFETY EQUIPMEN	$113.82	SAFETY EQUIPMENT
015407				
	101-5200-42400	SMALL TOOLS/MIN	$319.34	SMALL TOOLS/MINOR EQUIPMENT
	Total for MC TOOL & SAFETY SALES		$433.16	
54450	**02/07/2023**	**MENARDS- FOREST LAKE**		
1119				
	101-3100-42400	SMALL TOOLS/MIN	$59.97	SMALL TOOLS/MINOR EQUIPMENT
1206				
	101-5200-42400	SMALL TOOLS/MIN	$111.76	SMALL TOOLS/MINOR EQUIPMENT
1346				
	602-9425-42400	SMALL TOOLS/MIN	$6.97	SMALL TOOLS/MINOR EQUIPMENT
	602-9425-44040	REPAIRS & MAINT.	$5.56	REPAIRS & MAINT. - EQUIPMENT
	Total for MENARDS- FOREST LAKE		$184.26	
54451	**02/07/2023**	**MINNESOTA PUMP WORKS**		
INV020005				
	602-9425-43000	PROFESSIONAL SE	$1,815.75	PROFESSIONAL SERVICE (GENERAL)
	Total for MINNESOTA PUMP WORKS		$1,815.75	

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54452	**02/07/2023**	**MINNESOTA VALLEY TESTING LABS**		
1182296				
	601-9425-43110	LAB COSTS	$43.44	LAB TESTS
1181686				
	601-9425-43110	LAB COSTS	$127.60	LAB TESTS
1182695				
	601-9425-43110	LAB COSTS	$20.63	LAB TESTS
	Total for MINNESOTA VALLEY TESTING		$191.67	
54453	**02/07/2023**	**MN MANAGEMENT AND BUDGET**		
2022				
	206-2110-42100	OPERATING SUPPL	$1,500.00	OPERATING SUPPLIES
18003298				
	201-2110-42100	OPERATING SUPPL	$7.25	OPERATING SUPPLIES
	Total for MN MANAGEMENT AND BUDG		$1,507.25	
54454	**02/07/2023**	**MN. DNR**		
2023 1965-0127				
	601-9425-43120	FEE (GOVERNMENT	$1,259.87	FEE (GOVERNMENT-STATE)
	Total for MN. DNR		$1,259.87	
54455	**02/07/2023**	**NAPA AUTO PARTS**		
135922				
	101-3100-44040	REPAIRS & MAINT.	$18.70	REPAIRS & MAINT. - EQUIPMENT
136394				
	602-9425-44040	REPAIRS & MAINT.	$28.49	REPAIRS & MAINT. - EQUIPMENT
136580				
	602-9425-42400	SMALL TOOLS/MIN	$14.49	SMALL TOOLS/MINOR EQUIPMENT
137434				
	101-3100-42400	SMALL TOOLS/MIN	$670.90	SMALL TOOLS/MINOR EQUIPMENT
137435				
	101-3100-42400	SMALL TOOLS/MIN	$121.83	SMALL TOOLS/MINOR EQUIPMENT
	Total for NAPA AUTO PARTS		$854.41	
54456	**02/07/2023**	**NORTHERN TOOL & EQUIPMENT**		
0361116646				
	602-9425-44040	REPAIRS & MAINT.	$16.99	REPAIRS & MAINT. - EQUIPMENT
036116644				
	602-9425-44040	REPAIRS & MAINT.	$53.97	REPAIRS & MAINT. - EQUIPMENT
0361116872				
	101-3100-44040	REPAIRS & MAINT.	$29.98	REPAIRS & MAINT. - EQUIPMENT
	Total for NORTHERN TOOL & EQUIPME		$100.94	
54457	**02/07/2023**	**OREILLY AUTO PARTS**		
3261-294566				
	101-3100-42100	OPERATING SUPPL	$377.99	OPERATING SUPPLIES
	Total for OREILLY AUTO PARTS		$377.99	
54458	**02/07/2023**	**PRECISE MRM LLC**		
200-1040132				
	101-3100-42050	SOFTWARE UPGRA	$1,865.90	SOFTWARE UPGRADES
	Total for PRECISE MRM LLC		$1,865.90	

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54459	**02/07/2023**	**RAPIT PRINTING INC**		
243376				
	101-2110-42100	OPERATING SUPPL	$84.30	OPERATING SUPPLIES
	Total for RAPIT PRINTING INC		$84.30	
54460	**02/07/2023**	**RICOH BUSINESS SYSTEMS**		
106888620				
	101-1400-42150	COPIER	$146.23	CITY HALL
	101-2110-42240	MAINTENANCE CO	$77.19	POLICE DEPT
	101-2110-42240	MAINTENANCE CO	$20.71	FIRE DEPT
	Total for RICOH BUSINESS SYSTEMS		$244.13	
54461	**02/07/2023**	**RITEWAY BUSINESS FORMS**		
22-33964				
	101-1400-42000	SUPPLIES - OFFICE	$330.70	SUPPLIES - OFFICE/COPY/COMPUTR
	Total for RITEWAY BUSINESS FORMS		$330.70	
54462	**02/07/2023**	**SAUL & AUTUMN GARZA**		
02/01/2023				
	602-0000-11500	ACCOUNTS RECEIV	$202.50	Sewer - Base Charge
	Total for SAUL & AUTUMN GARZA		$202.50	
54463	**02/07/2023**	**STACY LENT FIRE DEPARTMENT**		
2023-105				
	101-2110-42080	TRAINING AND IN	$3,450.00	TRAINING AND INSTRUCTION
	Total for STACY LENT FIRE DEPARTME		$3,450.00	
54464	**02/07/2023**	**SYMBOLARTS**		
0452798				
	101-2110-45800	OTHER EQUIPMEN	$2,039.33	OTHER EQUIPMENT
	Total for SYMBOLARTS		$2,039.33	
54465	**02/07/2023**	**TIMESAVER OFF SITE SECRETARIAL**		
M27922				
	101-1400-42310	CONTRACTED SER	$261.00	CONTRACTED SERVICES
	Total for TIMESAVER OFF SITE SECRET		$261.00	
54466	**02/07/2023**	**TOTAL CONTROL SYSTEMS**		
10573				
	602-9425-45350	IMPROVEMENTS	$31,893.00	IMPROVEMENTS
	Total for TOTAL CONTROL SYSTEMS		$31,893.00	

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54467	**02/07/2023**	**UNUM LIFE INSURANCE**		
02012023				
	101-1400-41310	LIFE INSURANCE	$182.12	ADMIN
	101-2110-41310	LIFE INSURANCE	$644.90	POLICE
	101-1910-41310	LIFE INSURANCE	$65.26	PLAN & ZONE
	101-2400-41310	LIFE INSURANCE	$136.76	BLDG
	101-3100-41310	LIFE INSURANCE	$274.54	STREETS
	601-9425-41310	LIFE INSURANCE	$138.67	WATER
	602-9425-41310	LIFE INSURANCE	$138.66	SEWER
020123				
	101-0000-21715	VOLUNTARY TERM	$364.71	VOLUNTARY TERM LIFE
	Total for UNUM LIFE INSURANCE		$1,945.62	
54468	**02/07/2023**	**VC3, INC.**		
INV00076089				
	101-3100-42050	SOFTWARE UPGRA	$191.67	SOFTWARE UPGRADES
	601-9425-42050	SOFTWARE UPGRA	$191.67	SOFTWARE UPGRADES
	602-9425-42050	SOFTWARE UPGRA	$191.66	SOFTWARE UPGRADES
	Total for VC3, INC.		$575.00	
54469	**02/07/2023**	**VERIZON**		
9925461210				
	602-9425-43210	TELEPHONE	$80.04	MACHINE-TO-MACHINE
	Total for VERIZON		$80.04	
54470	**02/07/2023**	**WASTE MANAGEMENT CORP SERVICES**		
12312022				
	101-5500-43840	REFUSE	$16.50	LIBRARY 27-16928-33002
	101-5200-43840	REFUSE	$93.95	CITY MAINT 27-16916-73007
	101-3100-43840	REFUSE	$50.85	CITY HALL 27-16916-83005
	101-5200-43840	REFUSE	$110.68	CITY GARAGE 27-16920-33000
	Total for WASTE MANAGEMENT CORP S		$271.98	
54471	**02/07/2023**	**WILLIAMS SCOTSMAN, INC.**		
9016552147				
	101-3100-44100	RENTALS (EQUIPM	$482.00	RENTALS (EQUIPMENT)
	Total for WILLIAMS SCOTSMAN, INC.		$482.00	
54472	**02/07/2023**	**WINNICK SUPPLY INC.**		
007937				
	101-3100-44040	REPAIRS & MAINT.	$809.70	REPAIRS & MAINT. - EQUIPMENT
0077982				
	101-3100-44040	REPAIRS & MAINT.	$21.29	REPAIRS & MAINT. - EQUIPMENT
	Total for WINNICK SUPPLY INC.		$830.99	
54473	**02/07/2023**	**WOLD ARCHITECTS AND ENGINEERS**		
84186				
	401-1000-45000	CAPITAL OUTLAY	$269.41	CAPITAL OUTLAY
	Total for WOLD ARCHITECTS AND ENG		$269.41	

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54474	**02/07/2023**	**WSB**		
12312022				
	408-3100-43030	ENGINEERING	$32,130.50	2023 EAST VIKING BLVD IMPROVEMENT
	408-3100-43030	ENGINEERING	$4,114.75	2023 FALLBROOK AVENUE & 264TH STREET
	800-0000-20588	257 LAND HOLDIN	$936.25	257 LAND HOLDINGS LLC
	800-0000-20532	SHORE VIEW TWO	$360.50	SHORE VIEW TWO ESCROW PRELIM PLAT VARIAN
	800-0000-20531	AADLAND WEST	$385.00	HUNTER HILL ESCROW
	408-3100-43030	ENGINEERING	$1,160.00	2021 STREET IMPROVEMENT PROJECT
	101-1400-43030	ENGINEERING	$354.50	2022 GENERAL ENGINEERING SERVICES
	101-1910-43030	ENGINEERING	$291.00	2022 GENERAL PLANNING SERVICES
	651-1000-43030	ENGINEERING	$204.00	2022 LGU SERVICES
	408-9425-45350	IMPROVEMENTS	$257.50	2022 TRUNK WATERMAIN IMPROVEMENTS
	408-3100-43030	ENGINEERING	$4,354.50	BRIDGE 13506 REPLACEMENT
	602-9425-43000	PROFESSIONAL SE	$1,376.50	E VIKING BLVD SANITARY SEWER IMPROVEMENT
	800-0000-20591	GREGORY REZONE	$240.00	GREGORY REZONE ESCROW
	800-0000-20586	HALLBERG BINGHA	$51.50	HALLBERG 273RD FOREST BLVD PHASE 1
	800-0000-20595	HALLBERG SITE PL	$51.50	HALLBERG SITE PLAN ESCROW
	800-0000-20572	HEIMS LAKE VILLA	$690.25	HEIMS LAKE VILLA NORTH SKETCH
	800-0000-20540	KATIES GLEN ESCF	$2,921.00	KATIES GLEN ESCROW
	651-9425-43100	MS4 PERMIT - ENG	$201.00	MS4 PERMIT - ENGINEERING
	800-0000-20805	ROSENBAUER 202	$673.25	ROSENBAUER 2022 ESCROW
	800-0000-20568	MOXNESS SUMMEF	$1,148.50	SUMMER FIELDS 1ST ADDITION
	800-0000-20568	MOXNESS SUMMEF	$707.50	SUMMER FIELDS 2ND ADDITION
	800-0000-20593	AVERY PLACE PREI	$103.00	SUNRISE RIVERBANK-RESIDENTIAL
	101-5200-44040	REPAIRS & MAINT.	$1,446.00	WYOMING PARK SYSTEM PLAN
	401-1000-45000	CAPITAL OUTLAY	$3,446.75	PUBLIC SAFETY BUILDING SITE DESIGN
Total for WSB			$57,605.25	

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54475	**02/07/2023**	**XCEL ENERGY**		
811319771				
	101-3100-43860	STREET LIGHTS	$53.61	STOP LIGHTS
812127722				
	601-9425-43800	UTILITIES-GAS/ELI	$350.29	WELLHOUSE
81990439				
	101-3100-43860	STREET LIGHTS	$65.85	STOP LIGHTS
811961272				
	101-3100-43860	STREET LIGHTS	$18.06	STOP LIGHTS
812003608				
	101-3100-43800	UTILITIES-GAS/ELI	$26.19	SPEED SIGN
811935318				
	101-3100-43800	UTILITIES-GAS/ELI	$18.91	SPEED SIGN
811958421				
	101-3100-43800	UTILITIES-GAS/ELI	$179.15	PARKS
812152585				
	101-3100-43800	UTILITIES-GAS/ELI	$19.97	SPEED SIGN
812147323				
	101-3100-43800	UTILITIES-GAS/ELI	$18.49	SPEED SIGN
811965680				
	101-3100-43800	UTILITIES-GAS/ELI	$18.65	PARKS
812516396				
	101-3100-43800	UTILITIES-GAS/ELI	$2,951.44	UTILITIES-GAS/ELEC/SEWER/WATER
	101-3100-43860	STREET LIGHTS	$329.52	STOP LIGHTS
	602-9425-43800	UTILITIES-GAS/ELI	$2,866.16	LIFT STATIONS
	101-2110-43800	UTILITIES-GAS/ELI	$1,601.79	POLICE/PUBLIC WORKS
	101-1400-43800	UTILITIES-GAS/ELI	$1,611.55	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI	$3,229.33	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI	$564.54	PARKS
812494142				
	602-9425-43800	UTILITIES-GAS/ELI	$1,678.37	LIFT STATIONS
	601-9425-43800	UTILITIES-GAS/ELI	$216.79	WELLHOUSE
	Total for XCEL ENERGY		$15,818.66	

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General Checking Account 10100
Total Amount Being Paid: $353,232.50
Total Number of Checks: 66

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

RESOLUTION NO. 23-02-14

A RESOLUTION ACCEPTING A DONATION FROM POLARIS INDUSTRIES TO THE RAILROAD PARK PROJECT

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

WHEREAS, the following persons and entities have offered to donate $9,750.00 to the City of Wyoming:

Name of Donor	Value
Polaris Industries	$9,750.00

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

THEREFORE, BE IT RESOLVED, The City of Wyoming graciously accepts the Donation from Polaris Industries in the amount of $9,750.00

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 7th DAY OF FEBRUARY, 2023.

CITY OF WYOMING

By:_____
Lisa Iverson, Mayor

ATTEST:

_____
Robb Linwood, City Administrator

Friday, January 27, 2023

Presented To: Mayor Iverson and City Council
Presented By: Chief Neil Bauer
Department: Public Safety
Reference: Disposal of Property
Method: Consent Agenda

Background Information:
The public safety department has two (2) vehicles that need to be disposed of through our online public auction process:

Case #	19.006850				
Vehicle Year:	1995	Vehicle Make:	Nissan	Model:	Leaf
Vehicle VIN:	1n6HD16S5SC39687		Vehicle Plate:	991VXX	
15 Day Notice Sent:	N/A		45 Day Notice Sent:	N/A	
Reason for Impound:	Forfeiture				
Narrative:	The vehicle listed was seized for forfeiture following arrest in 2019. The driver was convicted of the designated offense and the vehicle was administratively forfeited. The vehicle will be auctioned through our public auction process with proceeds directed to the forfeiture fund.				

Case #	19.009425				
Vehicle Year:	1995	Vehicle Make:	Toyota	Model:	Corolla
Vehicle VIN:	2T1AE09B8SC108613		Vehicle Plate:	BSV919	
15 Day Notice Sent:	N/A/		45 Day Notice Sent:	N/A	
Reason for Impound:	Forfeiture				
Narrative:	The vehicle listed was seized for forfeiture following arrest in 2019. The driver was convicted of the designated offense and the vehicle was administratively forfeited. The vehicle will be auctioned through our public auction process with proceeds directed to the forfeiture fund.				

Recommendation:
It is my recommendation that the City Council authorize the disposal of this property.

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

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

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

RESOLUTION 23-02-15

A RESOLUTION DECLARING CERTAIN VEHICLES AS SURPLUS PROPERTY FOR DISPOSAL AND AUTHORIZING THE POLICE DEPARTMENT TO DISPOSE OF THE VEHICLES THROUGH ONLINE AUCTION

WHEREAS, the City of Wyoming has a policy of impounding vehicles for lawful violations and if unclaimed or forfeited selling said vehicles at auction; and

WHEREAS, the Wyoming Police Department has filed the appropriate documents with Chisago County Courts to clear title on the following vehicles so that they may be sold/disposed of; and

WHEREAS, the following vehicles are now eligible to be declared surplus property of the City of Wyoming for sale or recycling through an online auction or disposed of as scrap:

The following vehicle will be posted on the Minnesota State Surplus on-line auction:

1995 Nissan Leaf
1995 Toyota Corolla

NOW THEREFORE, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA** authorizes the Police Department to sell/dispose of these items through an Online Auction with the net proceeds to be distributed to the Wyoming Police Department's Forfeiture Fund.

ALSO, THEREFORE, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA,** also authorize the Mayor and the City Administrator to sign the necessary documents to transfer the vehicle from the City to the new owners as required.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 7TH DAY OF FEBRUARY, 2023.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

_____
Robb Linwood, City Administrator/Clerk

Sent via electronic mail.

January 27, 2023

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

Dear Mr. Linwood:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Summary of Engagement Terms:

Level of Attest Service: Audit in accordance with *Government Auditing Standards* (Government Yellow Book Audit)

Financial Statements: Governmental activities, business-type activities, each major fund and the aggregate remaining fund information
Financial Reporting Framework: Accounting principles generally accepted in the United States of America
Period: As of and for the Year Ended December 31, 2022
Required Supplementary Information: Management's Discussion and Analysis (MD&A), Schedule of Employer's and Non-employer's Propostionate Share of Net Pension Liability - Minnesota PERA Plans, Schedule of Employer Contributions - Minnesota PERA Plans, Schedule of Changes in the Fire Relief Association's Net Pension Liability and Related Ratios, and Schedule of Employer's Fire Relief Association Contributions.
Supplementary Information:

- Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules: Opnion in relation to the financial statements as a whole
- Introductory Section and Statistical Section of the Comprehensive Annual Financial Report: N/A

Attest Engagement Partner: Nancy Schulzetenberg

Fees: We estimate that our fees for services will be $33,100 for the audit, $3,000-$5,000, per program, for a single audit, if necessary and $4,000 for the Fire Relief Association audit, with the fees for the IRS form 990 billed separately. Additional assistance related to GASB 87 if needed, will be negotiated and billed separately.

Non-attest Services: Preparation of the financial statements.

We appreciate the opportunity to be of service to you and believe this letter and the attached audit engagement agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and as further detailed in the attached audit engagement agreement, please acknowledge your acceptance by signing and returning it to us.

I have read, and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

Nancy Schulzetenberg

Nancy Schulzetenberg, Certified Public Accountant
BerganKDV

Acknowledged by:

Title:

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, the supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the financial statements, or the other supplementary information appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

AUDITOR’S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

We will identify significant risks of material misstatement as part of our audit planning. Audit planning and plan modifications continue throughout the course of the audit, as such, identified risks will include those identified and communicated to you previously, including during the prior year, modified for additional significant risks identified and prior risks no longer considered significant. These significant risks and modifications will be communicated to you throughout the audit process. A complete summary of significant risks identified will be included in our communications letter, required communications to those charged with governance.

Our audit of the financial statements does not relieve you of your responsibilities.

THIRD-PARTY SERVICE PROVIDERS

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing

and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements, that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

INDEPENDENCE

Professional and certain regulatory standards require us to be independent in the performance of our services in both fact and appearance. As such, we will not perform any management functions, make any management decisions, or perform any services or activities, without the appropriate safeguards, that would impair our independence.

You agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, financial statements, related notes, and any other non-attest services we provide. You will be required to acknowledge in the management representation letter the non-attest services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, and any other non-attest services we provide; you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

To ensure that our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, because we incur significant time and expense in hiring and training our personnel, if you hire any of our personnel who provided services to you in the preceding 12 months you agree to pay us a fee of 50% of that individual's annualized compensation.

REPORTING

We will issue a written report upon completion of our audit of the governmental entity's financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the governmental entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The attest engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

FEES AND INVOICING

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or disruptions in providing our services. If significant additional time is necessary, our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting or other regulatory standards will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

We commit staff and resources to your engagement at the time scheduled with you and your team. Failure to provide the required documentation and engagement support by the agreed upon due dates may result in an inconvenience fee of 25% of the base fee noted in the summary of engagement terms.

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney’s fees we may incur.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

ENGAGEMENT ADMINISTRATION AND OTHER

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BerganKDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BerganKDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

MANAGEMENT WRITTEN REPRESENTATIONS

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

DISPUTE RESOLUTION

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties of conduct nonbinding mediation.

LIMITATION OF LIABILITY

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

PREVAILING TERMS

In the event of any conflicts or inconsistencies between the terms of this engagement agreement and summary of engagement terms, and any other contract or agreement, the terms and conditions of this agreement prevail.

SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

PEER REVIEW REPORT

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at www.BerganKDV.com or will be provided in alternate formats upon request.

RESOLUTION NO. 23-02-16

CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA

A RESOLUTION APPROVING BERGANKDV
TO CONDUCT THE ANNUAL AUDIT SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2022
IN THE AMOUNT OF $37,100.00

WHEREAS, the City of Wyoming annually enters into agreements for auditing services; and

WHEREAS, BerganKDV was selected by the city council as part of a proposal for audit services for 2021, 2022 and 2023

WHEREAS, The City of Wyoming is required by State Statue to conduct an annual audit of city funds; and

WHEREAS, the City of Wyoming will need the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information audited.

NOW, THEREFORE, BE IT RESOLVED by the City Council hereby authorizes the City Administrator to contract with BerganKDV

Hereupon said resolution was declared duly passed and adopted by the city council of the city of Wyoming this 7th day of February, 2023

CITY OF WYOMING

By:_____
Lisa Iverson, Mayor

ATTEST:

_____
Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: February 7, 2023

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

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: 2023 East Viking Boulevard Improvement Project, Parking Restrictions

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Background and supporting documentation of request:

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

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

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

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

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

As part of the city improvement process, and meetings with residents resulted in the inclusion of areas where the curb is bumped-out, providing traffic calming effects, shorter pedestrian crossing areas for safety and overall reduced lane width. The areas with bumped-out curb requires no parking as part of the State Aid funding. The City is funding a portion of the project with Municipal State Aid Funds distributed through MnDOT and as a requirement of funding areas that are not wide enough to meet State Aid requirements for width require a No Parking Resolution.

The No Parking areas are detailed as follows:

- Intersection of Forli Avenue, south side, 70-feet east and west of centerline,
- Intersection of Forli Avenue, north side, 100-feet east of centerline,
- Friesland Avenue to Glen Oak Drive – North side of the street,
- Intersection of Frontier Avenue, south side, 80-feet east and west of centerline,
- Intersection of Glen Oak Drive, south side, 70-feet east and west of centerline,

Staff recommends approval of the Resolution restricting parking on East Viking Boulevard between Fenwick Avenue and Glen Oak Drive as detailed above.

Recommendation:

Approve Resolution No. 23-02-17, a resolution Restricting Parking on East Viking Boulevard, SAP 248-108-003.

RESOLUTION NO. 23-02-17

CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA

A RESOLUTION RESTRICTING PARKING ON EAST VIKING BOULEVARD FOR THE 2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT S.A.P. 248-108-003

WHEREAS, the City of Wyoming has planned improvements to East Viking Boulevard, State Aid Route No. 108, between Fenwick Avenue and Glen Oak Drive; and

WHEREAS, the City of Wyoming has ordered the project for the 2023 East Viking Boulevard Improvement Project; and

WHEREAS, the City of Wyoming will be expending Municipal State Aid System funds on improvements to East Viking Boulevard; and

WHEREAS, this improvement does not provide adequate width for parking as follows:

- Intersection of Forli Avenue, south side, 70-feet east and west of centerline,
- Intersection of Forli Avenue, north side, 100-feet east of centerline,
- Friesland Avenue to Glen Oak Drive – North side of the street,
- Intersection of Frontier Avenue, south side, 80-feet east and west of centerline,
- Intersection of Glen Oak Drive, south side, 70-feet east and west of centerline,

and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wyoming that:

The City of Wyoming shall prohibit the parking of motor vehicles along East Viking Boulevard between Fenwick Avenue and Glen Oak Drive as described herein.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 7th DAY OF FEBRUARY, 2023

_____
Lisa Iverson, Mayor

ATTEST:

_____
Robb Linwood, City Administrator/Clerk

(seal)

C:\Users\asaxe\Desktop\23-02-17 Resolution restricitng parking on East Viking Blvd..docx

Request for Council Action

Date: February 7, 2023

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

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: SAP 248-108-001, East Viking Boulevard Utility Improvements, City Project No. 19-02 Accept Improvements, Approve Final Payment

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Background and supporting documentation of request:

The S.A.P. 248-108-001, East Viking Boulevard Utility Improvements, City Project No. 19-02, construction is complete and the contractor has submitted the following documents for final payment and project close-out:

- Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
- Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
- Consent of Surety to Final Payment certification from the contractor's surety.
- Two-year maintenance bond.

The construction quantities completed for the project have been reviewed and agreed upon by the contractor. Staff recommends approval of the enclosed resolution accepting the constructed improvements and approving Final Construction Pay Voucher for Kuechle Underground, Inc.

Recommendation:

Approve Resolution No. 23-02-18, a resolution accepting the constructed improvements and authorizes final payment in the amount of $99,451.80 to Kuechle Underground, Inc. for S.A.P. 248-108-001 East Viking Boulevard Utility and Street Improvements, City Project 19-02.

East Viking Boulevard Utility Improvements

Final Pay Voucher 5

wsb

Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	**Contractor:** Kuechle Underground 10998 State Highway 55 Kimball, MN 55353

WSB Project No.: 012660-000
Client Project No.: 19-02
State Project No.: 248-108-001
Federal Project No.:

Contract Amount		**Funds Encumbered**	
Original Contract	$1,224,780.35	Original	$1,224,780.35
Contract Changes	$0.00	Additional	N/A
Revised Contract	$1,224,780.35	Total	$1,224,780.35

Work Certified To Date	
Base Bid Items	$1,104,785.00
Contract Changes	$0.00
Material On Hand	$0.00
Total	$1,104,785.00

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
$46,539.54	$1,104,785.00	$0.00	$1,005,333.20	$99,451.80	$1,104,785.00
		Percent Retained: 0%			Percent Complete: 90.2%

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

Signature

02/02/2023

Date

Approved By Kuechle Underground

Signature

1/27/2023

Date

Approved By City of Wyoming

Signature

Date

Payment Summary				
No.	**Up Through Date**	**Work Certified Per Voucher**	**Amount Retained Per Voucher**	**Amount Paid Per Voucher**
1	04/30/2021	$22,062.00	$1,103.10	$20,958.90
2	06/04/2021	$596,765.62	$29,838.28	$566,927.34
3	06/30/2021	$309,267.11	$15,463.36	$293,803.75
4	08/11/2021	$130,150.74	$6,507.53	$123,643.21
5	12/09/2022	$46,539.53	($52,912.27)	$99,451.80

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	$738,156.90	$0.00	$665,022.20	$73,134.70	$738,156.90
Roadway Improvements SAP 248-108-001	$301,737.60	$0.00	$278,855.02	$22,882.58	$301,737.60
Storm Sewer Improvements SAP 248-108-001	$64,890.50	$0.00	$61,455.98	$3,434.52	$64,890.50

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	$73,134.70	$809,213.95	$809,213.95	$738,156.90
2	State Aid	$26,317.10	$415,566.40	$415,566.40	$366,628.10

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2011.601 /00010	VIBRATION MONITORING	LS	$15,000.00	1	1	$15,000.00	1	$15,000.00
2	2021.501 /00010	MOBILIZATION	LS	$60,000.00	1	0	$0.00	1	$60,000.00
3	2104.502 /03300	SALVAGE SIGN	EACH	$40.00	4	0	$0.00	4	$160.00
4	2104.503 /00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	$4.00	40	0	$0.00	85.5	$342.00
5	2104.503 /00205	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$3.00	1900	0	$0.00	673	$2,019.00
6	2104.503 /00315	REMOVE CURB & GUTTER	L F	$3.00	1600	28	$84.00	1526	$4,578.00
7	2104.504 /00120	REMOVE BITUMINOUS PAVEMENT	S Y	$4.00	6700	0	$0.00	7446.1	$29,784.40
8	2104.518 /00140	REMOVE CONCRETE WALK	S F	$1.00	9400	216	$216.00	10536.3	$10,536.30
9	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	$6,500.00	1	0	$0.00	1	$6,500.00
10	2105.601 /00015	DEWATERING	LS	$40,000.00	1	0	$0.00	1	$40,000.00
11	2105.601 /00100	TEMPORARY ROAD	LS	$3,200.00	1	0	$0.00	1	$3,200.00
12	2105.607 /00420	EXCAVATION SPECIAL	C Y	$16.00	654	0	$0.00	0	$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
13	2106.507 /00010	EXCAVATION - COMMON (P)	C Y	$20.00	1548	0	$0.00	1548	$30,960.00
14	2106.507 /00010	EXCAVATION - COMMON	C Y	$15.00	1101	0	$0.00	1100.39	$16,505.85
15	2106.507 /00080	SELECT GRANULAR EMBANKMENT (CV)	C Y	$24.00	381	0	$0.00	0	$0.00
16	2112.519 /00010	SUBGRADE PREPARATION	RDST	$200.00	15.5	0.2	$40.00	15.6	$3,120.00
17	2123.610 /00410	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$150.00	60	13	$1,950.00	13	$1,950.00
18	2123.610 /010111	UTILITY CREW	HOUR	$1,200.00	20	8.38	$10,056.00	11.71	$14,052.00
19	2130.523 /00010	WATER	MGAL	$30.00	40	0	$0.00	0	$0.00
20	2211.507 /00170	AGGREGATE BASE (CV) CLASS 5	C Y	$28.00	882	0	$0.00	1005.07	$28,141.96
21	2211.507 /00170	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	$30.00	866	0	$0.00	866	$25,980.00
22	2331.603 /00070	JOINT ADHESIVE	L F	$0.75	3405	0	$0.00	1684	$1,263.00
23	2357.506 /00010	BITUMINOUS MATERIAL FOR TACK COAT	GAL	$3.50	730	0	$0.00	157	$549.50
24	2360.504 /MSS02	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	$32.00	200	0	$0.00	264.1	$8,451.20
25	2360.509 /13300	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	$70.00	860	0	$0.00	0	$0.00
26	2360.509 /22300	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	$65.00	880	0	$0.00	906.79	$58,941.35
27	2360.509 /23205	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	$63.00	860	0	$0.00	1123.95	$70,808.85
28	2521.518 /00060	6" CONCRETE WALK	S F	$6.50	9400	0	$0.00	8529	$55,438.50
29	2531.503 /02310	CONCRETE CURB & GUTTER DESIGN B612	L F	$26.50	90	0	$0.00	50	$1,325.00
30	2531.503 /02315	CONCRETE CURB & GUTTER DESIGN B618	L F	$17.60	1210	0	$0.00	1418.5	$24,965.60
31	2531.503 /02320	CONCRETE CURB & GUTTER DESIGN B624	L F	$33.80	205	0	$0.00	58.5	$1,977.30
32	2531.618 /00010	TRUNCATED DOMES	S F	$48.00	300	0	$0.00	211	$10,128.00
33	2533.503 /WR01	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	LF	$15.00	48	0	$0.00	50	$750.00
34	2533.503 /WR01	RELOCATE PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	LF	$6.00	48	0	$0.00	20	$120.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
35	2563.601 /00010	TRAFFIC CONTROL	LS	$32,000.00	1	0.05	$1,600.00	1	$32,000.00
36	2563.613 /01100	PORTABLE CHANGEABLE MESSAGE SIGN	UDAY	$75.00	49	35	$2,625.00	49	$3,675.00
37	2564.602 /00101	INSTALL SALVAGED SIGN	EACH	$200.00	4	0	$0.00	6	$1,200.00
38	2565.602 /00037	ADJUST HANDHOLE	EACH	$600.00	1	0	$0.00	0	$0.00
39	2565.602 /51717	RIGID PVC LOOP DETECTOR 6'X6'	EACH	$1,000.00	8	0	$0.00	4	$4,000.00
40	2573.501 /00025	STABILIZED CONSTRUCTION EXIT	LS	$8,100.00	1	0.5	$4,050.00	1	$8,100.00
41	2573.502 /00110	STORM DRAIN INLET PROTECTION	EACH	$250.00	29	0	$0.00	26	$6,500.00
42	2573.503 /00061	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	$4.00	400	0	$0.00	420.5	$1,682.00
43	2574.507 /00100	COMMON TOPSOIL BORROW	C Y	$40.00	100	0	$0.00	96	$3,840.00
44	2575.504 /00011	SODDING TYPE LAWN	S Y	$12.00	340	0	$0.00	663.25	$7,959.00
45	2575.504 /00013	SODDING TYPE MINERAL	S Y	$14.00	480	0	$0.00	0	$0.00
46	2575.508 /40001	HYDRAULIC MULCH MATRIX	LB	$3.00	430	0	$0.00	0	$0.00
47	2582.503 /10104	4" SOLID LINE PAINT	L F	$0.36	1050	0	$0.00	1567	$564.12
48	2582.503 /10404	4" DBLE SOLID LINE PAINT	L F	$0.72	1430	0	$0.00	1444	$1,039.68
49	2582.518 /01000	PAVT MSSG PAINT	S F	$4.43	100	33.53	$148.54	80.03	$354.53
50	2582.518 /05000	CROSSWALK PAINT	S F	$2.50	360	0	$0.00	216	$540.00
51	2104.502 /00780	REMOVE MANHOLE	EACH	$250.00	7	1	$250.00	7	$1,750.00
52	2104.503 /00290	REMOVE SEWER PIPE (SANITARY)	L F	$3.00	1470	0	$0.00	1486	$4,458.00
53	2104.503 /00830	REMOVE CONCRETE CASING	L F	$10.00	170	0	$0.00	161	$1,610.00
54	2104.503 /00840	REMOVE SANITARY SERVICE PIPE	L F	$3.00	160	0	$0.00	99	$297.00
55	2503.601 /M9498	SANITARY SEWER BYPASS PUMPING	L S	$13,000.00	1	0	$0.00	1	$13,000.00
56	2503.602 /00300	CONNECT TO EXISTING SANITARY SEWER	EACH	$2,700.00	4	0	$0.00	5	$13,500.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
57	2503.602 /00310	CONNECT TO EXISTING MANHOLES (SAN)	EACH	$11,000.00	2	0	$0.00	2	$22,000.00
58	2503.602 /00370	CONNECT TO EXISTING SANITARY SEWER SER	EACH	$420.00	9	0	$0.00	9	$3,780.00
59	2503.602 /13902	18"X4" PVC WYE	EACH	$2,250.00	4	0	$0.00	7	$15,750.00
60	2503.602 /13903	18"X6" PVC WYE	EACH	$2,300.00	5	0	$0.00	2	$4,600.00
61	2503.603 /21004	4" PVC PIPE SEWER	L F	$37.00	40	0	$0.00	87	$3,219.00
62	2503.603 /21006	6" PVC PIPE SEWER	L F	$40.00	50	0	$0.00	12	$480.00
63	2503.603 /21018	18" PVC PIPE SEWER	L F	$150.00	1460	0	$0.00	1454	$218,100.00
64	2503.603 /M8881	TELEVISE SANITARY SEWER	L F	$4.00	1460	401	$1,604.00	1429	$5,716.00
65	2506.502 /06000	CASTING ASSEMBLY	EACH	$500.00	5	0	$0.00	6	$3,000.00
66	2506.502 /06020	ADJUST FRAME & RING CASTING	EACH	$950.00	1	0	$0.00	0	$0.00
67	2506.602	CHIMNEY SEAL	EACH	$155.00	8	0	$0.00	6	$930.00
68	2506.603 /20080	CONSTRUCT 8" OUTSIDE DROP	L F	$1,161.00	9	0	$0.00	9.26	$10,750.86
69	2506.603 /M8848	CONST 48" DIA SAN SEWER MANHOLE	L F	$350.00	63	4.89	$1,711.50	63	$22,050.00
70	2104.502 /00880	REMOVE HYDRANT	EACH	$300.00	1	0	$0.00	1	$300.00
71	2104.503 /LA14	REMOVE WATERMAIN	LF	$10.00	90	25	$250.00	100	$1,000.00
72	2504.602 /00010	CONNECT TO EXISTING WATER MAIN	EACH	$2,400.00	8	0	$0.00	8	$19,200.00
73	2504.602 /00032	ADJUST GATE VALVE & BOX	EACH	$560.00	12	0	$0.00	11	$6,160.00
74	2504.603 /01062	6" WATERMAIN DUCTILE IRON CL 52	L F	$175.00	80	0	$0.00	44	$7,700.00
75	2504.604 /01100	4" POLYSTYRENE INSULATION	S Y	$32.00	100	0	$0.00	123.5	$3,952.00
76	2504.608 /00020	DUCTILE IRON FITTINGS	LB	$15.00	200	0	$0.00	303	$4,545.00
77	2104.502 /00820	REMOVE CASTING	EACH	$100.00	10	0	$0.00	6	$600.00
78	2104.502 /00910	REMOVE DRAINAGE STRUCTURE	EACH	$250.00	7	0	$0.00	6	$1,500.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
79	2104.503 /00285	REMOVE SEWER PIPE (STORM)	L F	$10.00	530	0	$0.00	283	$2,830.00
80	2503.503 /19125	12" RC PIPE SEWER DES 3006 CL V	L F	$100.00	20	2	$200.00	29	$2,900.00
81	2503.503 /19155	15" RC PIPE SEWER DES 3006 CL V	L F	$102.00	460	0	$0.00	253	$25,806.00
82	2503.602 /00320	CONNECT TO EXISTING STORM SEWER	EACH	$1,900.00	13	0	$0.00	14	$26,600.00
83	2503.602 /00360	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$2,000.00	7	0	$0.00	7	$14,000.00
84	2503.603 /M5879	TELEVISE STORM SEWER	L F	$4.00	480	0	$0.00	0	$0.00
85	2506.502 /06000	CASTING ASSEMBLY	EACH	$690.00	14	0	$0.00	15	$10,350.00
86	2506.502 /06020	ADJUST FRAME & RING CASTING	EACH	$950.00	1	0	$0.00	1	$950.00
87	2506.503 /02420	CONST DRAINAGE STRUCTURE DES 48-4020	L F	$450.00	34	15.01	$6,754.50	37.42	$16,839.00
88	2506.602	CHIMNEY SEAL	EACH	$180.00	11	0	$0.00	17	$3,060.00
89	2506.602 /06460	REPAIR DRAINAGE STRUCTURE	EACH	$900.00	6	0	$0.00	5	$4,500.00
90	2506.602 /12568	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	$1,600.00	3	0	$0.00	5	$8,000.00
Bid Totals:							**$46,539.54**		**$1,104,785.00**

Project Category Totals

Category	Amount This Voucher	Amount To Date
SCHEDULE A. - SURFACE IMPROVEMENTS	$35,769.54	$599,002.14
SCHEDULE B. - SANITARY SEWER IMPROVEMENTS	$3,565.50	$344,990.86
SCHEDULE C. - WATERMAIN IMPROVEMENTS	$250.00	$42,857.00
SCHEDULE D. - STORM SEWER IMPROVEMENTS	$6,954.50	$117,935.00

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

RESOLUTION NO. 23-02-18

A RESOLUTION ACCEPTING CONSTRUCTED IMPROVEMENTS AND APPROVING FINAL PAYMENT (FINAL PAY VOUCHER 5) TO KUECHLE UNDERGROUND, INC. FOR S.A.P. 248-108-001 EAST VIKING BOULEVARD UTILITY AND STREET IMPROVEMENTS, CITY PROJECT 19-02 (WSB Project 012660-000) IN THE AMOUNT OF $99,451.80.

WHERE AS, the City of Wyoming entered into a Contract with Kuechle Underground, Inc. to complete S.A.P. 248-108-001 East Viking Boulevard Utility and Street Improvements, City Project 19-02; and,

WHERE AS, the City Engineer, Mark Erichson, has reviewed and approved the completion of work on this project.

THEREFORE, BE IT RESOLVED that the City of Wyoming accept the constructed improvements and authorizes the "Payment of Final Pay Voucher #5" in the amount of $99,451.80 to Kuechle Underground, Inc. for S.A.P. 248-108-001 East Viking Boulevard Utility and Street Improvements, City Project 19-02.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 7th DAY OF FEBRUARY, 2023

_____
Lisa Iverson, Mayor

ATTEST:

_____
Robb Linwood, City Administrator/Clerk

(seal)

Council Report

February 3, 2023

Mayor Iverson and City Council Members

Re: Public Safety Activity Report – February 7, 2023 City Council Meeting

Police Officer Hiring Process Update

Officer Rachel Columbus and I participated in a law enforcement career fair in Alexandria, MN, at Alexandria Technical and Community College. It was great interacting with the students and representing the City of Wyoming. There were 78 department with displays at the career fair, the most they have ever had participate in the event. We learned that of the students that will graduate this year, 75% of them already have job offers with law enforcement agencies, leaving less than 20 students looking for positions in the graduating class.

We hope to receive a few more applications as a result of our participation in the career fair based on conversations we had with students.

Police Policy Manual

Officer Rachel Columbus continues to work with Eckberg Lammers to draft critical policies that need updates. The initial round of updates includes: Use of Force, Pursuit, Social Media, Duty to Intercede, and several others. Eckberg Lammers will present the new policy updates at the end of March to the department, allowing for questions and interaction for better understanding.

The policies will be available on the City of Wyoming website for improved transparency for the community.

Thank You to Sergeant Rod

I want to acknowledge the flexibility and commitment to the department that Sergeant Brian Rod has shown since we have been down an officer. Sergeant Rod adjusts his schedule at a moment's notice to make sure that we have patrol coverage and that our officers can take leave as needed. One week he is working the day shift and the next week he's working overnights. His efforts are appreciated by everyone. Thank you!

Polar Plunge 2023 for MN Special Olympics

Our Wyoming PD team raised $1,358 from family and friends to support MN Special Olympics! Officer Trevor Minor, Reserve Rebekah Peterson and I made the plunge in sub-zero temperatures for the event. We had a great time and will be back next year. This is a really positive event for a fantastic cause.

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

Upcoming Community Outreach Events

- Elderly Fraud Awareness presentation at Fairview Meadows (February 22, 2023)

Neil D. Bauer, Ed.D.
Public Safety Director/Police Chief

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

February 3, 2023
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: FEBRUARY 7, 2023 CITY COUNCIL MEETING

Dear Mayor and Council Members:

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

Hallberg Bingham Site
A permit application to finish the south tenant space has been received and is being reviewed. A temporary Certificate of Occupancy has been issued for the north unit. The exterior of the building is complete, site grading continues, parking lot has been paved. The building and grading permits have been issued.

Hallberg RV Storage Site
A temporary Certificate of Occupancy has been issued for the four buildings. The remaining site work to be completed in the spring includes pavement and final landscape plantings.

Maranatha Radio Tower
The fence surrounding the tower site is constructed, but one of the congregant's needs to make and install the gate to complete the job.

IPlan Plan Review Tables
The plan review tables have been received and are being put to use.

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 2, 2023

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 12, 2023 – February 2, 2023

Dear Robb:

Our office is advising City staff regarding City contracts, and continue to field questions relating to employment matters and serve in our general counsel role of addressing all general legal concerns raised by City staff relating to any other legal matters relevant to the City.

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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

Engineer's Report

February 1, 2023

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

Re: February 7, 2023, City Council Meeting
WSB Project No. 021007-000

Dear Mayor and Council Members:

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

Fallbrook Avenue and 264th Street Improvement Project
No new update:
On September 20, 2022, City Council authorized the preparation of a feasibility study for the Fallbrook Avenue and 264th Street Improvement Project. Notice to property owners has been sent indicating that we have been authorized to prepare a feasibility study and that they may see survey crews and soil borings taking place in the area. Survey and geotechnical investigative work have been completed.

Since there are only a few landowners on this project, staff is having individual one on one meetings to discuss the project in a similar manner as we do for a neighborhood informational meeting. Once this process has been completed and the feasibility study is completed, staff will bring forward an agenda item requesting the council to receive the feasibility study and set the public hearing.

East Viking Boulevard (Fenwick to Glen Oak)
Council approved plans and specifications and authorized advertisement for bids. Staff is completing minor comments from MnDOT SA review and adding plans for overlay of East Viking Boulevard from Polaris to the east city boundary as an alternate bid item for Public Works. This project will be bid with Bridge No. 13J22 for efficiencies in construction.

Staff held a neighborhood meeting on November 30th and received some valuable feedback. Staff has submitted plans to MNDOT State Aid for their review. It is expected that staff will asking Council to approve the plans and specifications and authorize advertisement for bids at the January 17th City Council meeting. Once bids are received, we expect we will be recommending the City Council award a construction Contract at the February 21st City Council meeting.

Bridge No. 13J22 - East Viking Boulevard over the Sunrise River (So. Branch)
Council approved plans and specifications and authorized advertisement for bids. Staff is making minor revisions to the plans and specifications as required by MnDOT SA due to delay in bidding. The delay was due to the timeline waiting for results of the Federal EDA grant for East Viking Boulevard. The delay requires the project is bid under the 202 MnDOT criteria instead of the 2018 criteria of the current plans and specs. This project will be bid with East Viking Boulevard Improvement Project for efficiencies in construction.

After receiving quotes and coordination with MnDOT on funding reimbursement, staff decided it is best to bid the precast materials with the overall project.

Staff has requested quotes for the pre purchase of the precast concrete box culverts as the lead time to get these made and delivered to the site (if bid with the project), may prevent that portion of the project from being constructed this season. Staff will bring these quotes to the City Council for consideration at the January 3rd City Council meeting.

Staff plans to bid this project with the East Viking Boulevard improvements between Fenwick Avenue and Glen Oak Drive to reduce costs in hauling fill material, and to coordinate detours. Staff anticipates bridge construction after July, 2023 with completion by the end of 2023.

Katies Glenn
CUP and Preliminary Plat were approved by Council on 01/03/2023.
Staff completed review of the Katies Glen development. This development is located on the east side of Goodview Avenue, south of Goldfinch Avenue. The project was considered at the December 13th Planning Commission meeting and by the City Council on December 20, 2022, and tabled for consideration by the full Council to January 3, 2023.

Helium Court Storm Sewer Repair / 266th Street Storm Sewer Addition
No new update:
City Council awarded both storm sewer improvements and a preconstruction meeting has been held. Due to material availability, these two projects will need to be completed in the spring. Once the storm sewer structures are delivered, we will pay the contractor for materials on hand as we customarily would.

Bingham Property – Hallberg Project (Multi-Tennent)
No new update:
All testing has now passed, and a site walk through has been completed. A final punch list has been provided to the contractor.

Diamond Ridge Development
No new update:

A preconstruction meeting was held on September 21, 2022. Tree removal and erosion control has been placed. No further work is planned to occur until next spring. We have been in communication with the adjacent property owner who has expressed concerns to inform them of what will be next and when.

Sunrise Riverbank Development (residential and commercial)
No new update:
The developer has submitted a revised concept. Staff has met with the applicant's team, and we have provided initial feedback. Staff will be meeting with the development team in the future to provide additional feedback.

The developer is working on the remediation of potentially contaminated soils from previous use as a golf course. Golf courses previously used materials on greens and tee boxes to prevent damage from mold and fungus. The work consists of excavation potentially contaminated soil and hauling to a certified facility. The developer will provide the City with complete documentation report of the remediation.

2021 Street Improvement Project
No new update:
Staff has met with the contractor the week of 7/18, 9/1 and 9/6 with their subcontractor to go over remaining work. Punch list items, and additional seeding has occurred. Staff will be reviewing to ensure restoration efforts have taken. We are also working with the contractor to go over final payment quantities. Once restoration is acceptable, staff will bring a final pay voucher to the City Council for consideration. Once the project is accepted, the two-year warranty period will begin.

TH 61 and East Viking Sanitary Sewer Upsizing Project
The contractor has submitted documents requesting final payment and is on the Council agenda today for consideration of approval.

Su**mmer Fields Development**
First Addition (19 lots): The contractor has indicated the project has been completed and all punch list items are complete as well. Upon inspection, there are a few items that remain; however, it is expected that this will be brought to the City in the near future for consideration of acceptance and release of escrow. The developer is working to address these remaining punch list items.

The Developer started work installing pipes in the filtration basin on 12/12/2022. Staff has reduced the cash escrow to $10,000. Remaining work is primarily related to the removal of silt fence and ensure restoration efforts have taken.

Second Addition (15 lots): Utility Construction, curb and gutter placement and asphalt has been placed. An escrow reduction has been requested and staff is confirming the value of work completed and what remains now that they have submitted the remaining. The escrow reduction has taken place.

Third Addition
No new update. The developer has indicated that they are currently working on the third addition final plat and construction plans. This is for the completion of the site on the east side of Kettle River Boulevard. Earlier indication was that the third addition was for the next phase on the west side of Kettle River Boulevard.
The next addition on the West side of Kettle River Boulevard will involve the design of a city lift station within the site and will require design and ordering of lift station components. An on-site generator will also be required to be installed at the downstream list station. The lead time on this is significant and that information has been provided to the developer to make sure these do not impede the timing of this next phase. Lift station design is currently underway as requested by the developer.

Preserve at Comfort Lake
No new update:
The developer indicated all punch list items were complete and requested final acceptance of the project and release of the Letter of Credit. Upon inspection, very little of the punch list was completed. The punch list was sent to them again along with photos indicating what needs to be completed for the city to consider final acceptance. The developer has indicated these remaining items have now been completed. We will inspect to confirm. Once these have been addressed, staff will be ready to recommend acceptance of the improvements and start the two-year warranty period.

Heims Lake Villas North
No new update:
All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has been completed, allowing building permits to be issued. The concrete sidewalk has been completed. Developer is choosing to complete the wear course paving in 2023.

Aadland Development (Hunter Hill)
No new update:
Punch list items are currently underway and final layer of asphalt has been placed. Project acceptance is expected in the spring once restoration is acceptable. Due to the drought, many areas of the seeding have not come in adequately. Project acceptance is expected in the spring. Staff will reduce the letter of credit accordingly.

Hallberg Storage
No new update:
Final Punch list has been created and project completion is near.

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

Sincerely,
WSB and Associates, Inc.

Mark Erichson
City Engineer

Public Works Report

Date: February 7, 2023

Mayor Iverson and City Council Members
Public Works Report for February 7, 2023 Council Meeting

Streets:

Snow and ice control continues to be a heavy focus of the Public Works Crew. While the total snow in January was less than December, the crew performed snow and ice control on 11 occasions. Chloride usage for the month of January was 58 ton. The crew has also been making progress in widening streets, pushing back cul de sacs and opening catch *basins.*

Sanitary Sewer:

The new panel for Lift Station 5 has been delivered. Staff will work with Total Control to schedule installation in the spring. In the month of January Public works pulled pumps at 2 lift stations for blockage and worked with Total Control to resolve a computer issue at lift station #8.

Water:

Daily and monthly water tests have been completed
South Water Tower riser pipe scheduled for February or March

Surface Water:

Annual training completed. Staff has also been working with the Comfort Lake Watershed district in attempt to apply for a grant based on a street sweeping program in conjunction wit the Lower St. Croix Watershed.

Parks:

The crew has worked to maintain the ice at Swenson Park. There has been a good deal of traffic at the park despite staffing shortage and challenging weather. The crew has also been keeping up with trail blowing and keeping the park parking lots opened up.

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

Council Communication

Date: February 3, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Alex Saxe, Assistant City Administrator
Department: Administration
Reference: 2023 Spring Medallion Hunt
Method: Communications

Background Information: In years past the City has held a spring medallion hunt. Staff are in the process of putting together a medallion hunt similar to what has been incorporated in the past. This event will invite people to explore around Wyoming and Wyoming Parks by following clues shared on the City's social media and website to find the medallion. Logistics for the event are being finalized, the medallion hunt will run March 6-10.

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

Council Communication

Date: February 3, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Alex Saxe, Assistant City Administrator
Department: Administration
Reference: Age-Friendly Minnesota Community Grant Application
Method: Communications

Background Information:
City staff are working in collaboration with Chisago Age Well Coalition and Central Minnesota Council on Aging to apply for a Minnesota Age-Friendly Community Grant. The funds for this grant would go to creating a new community garden and help create a long term plan for our age friendly program. Staff are currently working with Meadows on Fairview for a potential location on their property for the garden. The City will be notified if we are awarded this grant later this spring.

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: January 31, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Robb Linwood, City Administrator
Department: Administration
Reference: Approving the Preliminary Layout for the Hwy 8 Reconstruction Project
Method: New Business

***Background Information*:**

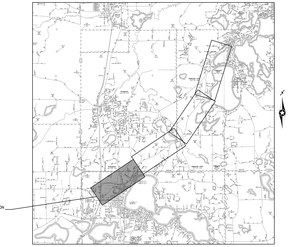
Chisago County is leading the effort to reconstruct US Highway 8 between I-35 and Karmel Avenue. City of Wyoming, in coordination with Chisago County Public Works, has engaged in a preliminary design effort. Chisago County has engaged in a community engagement process as part of the preliminary design effort intended to gather and consider public feedback for the proposed project. The County has recommended Local Street Preliminary Project Layout showing proposed roadway and drainage improvements for the Project has been prepared and presented to the City.

City staff has worked with the city engineer to review the layout and propose changes and revisions. The local street preliminary project layout being presented to council is being recommended by city staff and city engineer. Staff is also recommending to the council that the council in agreeance and supports the county's continuing development of final plans and right of way acquisition necessary for the construction of the project.

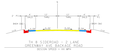
Request: To approve **Resolution 23-02-19** a resolution approving the Preliminary Layout for the local road system improvements for the U.S. Highway 8 Reconstruction Project

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

LOCATION MAP



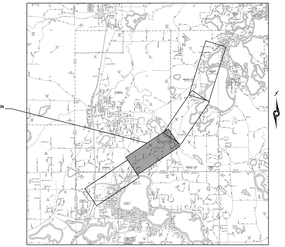
TYPICAL SECTIONS



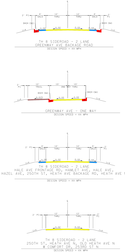
TYPICAL SECTION A-A
PROPOSED RAILWAY
SCALE: 1:100

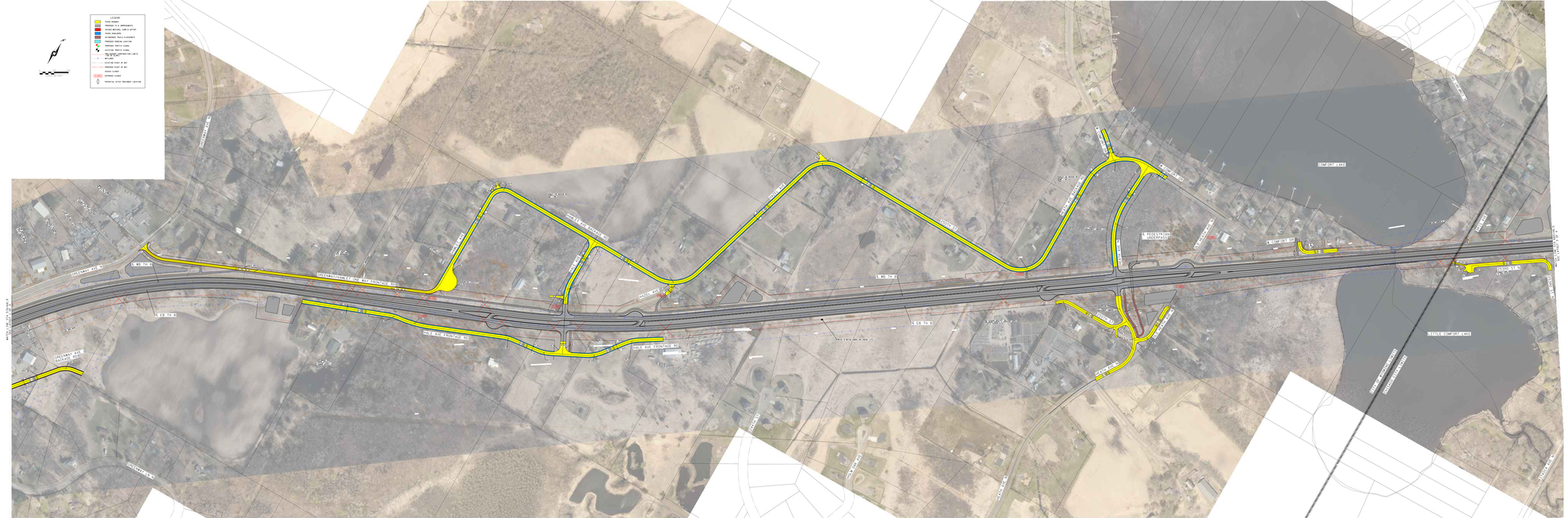
LEGEND
FOUR SQUARE
PROPOSED TO BE DEMOLISHED
PROPOSED RAILWAY TRACK & SLEEPER
PROPOSED PERIMETER FENCE
RETAINERED TRACK & SLEEPERS
PROPOSED PARKING LOCATION
PROPOSED PARKING LOCATION
EXISTING TRAFFIC SIGNAL
PROPOSED DEMOLITION LIMITS BUILDING
PROPOSED EDGE OF BUS
PROPOSED EDGE OF BUS
ACCESS CLOSED
EXPANDED CLOSED
PROPOSED SITE PROPERTY LOCATION
CITY OF PORT ALBERNI
CITY OF PORT ALBERNI
CITY OF PORT ALBERNI

LOCATION MAP



TYPICAL SECTIONS




COMPTON LAKE
LITTLE COMPTON LAKE
PEDESTRIAN CROSSING
HALE AVE FRONTAGE RD
HALE AVE FRONTAGE RD
COLLEGE AVE
COLLEGE AVE
COLLEGE AVE

CITY OF WYOMING
CHISAGO COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 23-02-19

A RESOLUTION APPROVING THE PRELIMINARY LAYOUT FOR THE LOCAL ROAD SYSTEM IMPROVEMENTS FOR THE US HIGHWAY 8 RECONSTRUCTION PROJECT

WHEREAS, Chisago County is leading the effort to reconstruct US Highway 8 between I-35 and Karmel Avenue; and

WHEREAS, City of Wyoming, in coordination with Chisago County Public Works, has engaged in a preliminary design effort; and

WHEREAS, the County has engaged in a community engagement process as part of the preliminary design effort intended to gather and consider public feedback for the proposed project; and

WHEREAS, A County recommended Local Street Preliminary Project Layout showing proposed roadway and drainage improvements for the Project has been prepared and presented to the City; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wyoming that said County Recommended Local Street Preliminary Project Layout be in all things approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Wyoming that the City of Wyoming supports the County continuing with the development of final plans and right-of-way acquisition necessary for the construction of the Project.

Hereupon said resolution was declared duly passed and adopted by the City Council of the City of Wyoming this 7th day of February, 2023

CITY OF WYOMING

By:_____
Lisa Iverson, Mayor

ATTEST:

_____
Robb Linwood, City Administrator/Clerk

Memorandum

Date: January 23, 2023

To: Mayor Iverson and City Council Members

From: Neil Bauer, Public Safety Director

Subject: Purchase of 2022 Dodge Durango

***Background Information*:**
In 2023, we have one police vehicle due for replacement based on the fleet management strategy. Squad #203 is a fully marked 2019 Ford F-150, that has been used by the patrol sergeants. Current mileage on the F150 is approximately 87,000 miles. In the fleet plan, it is being transitioned to be utilized as a chief vehicle for the fire department for the remainder of its usable life with the city. This F150 will function well as a chief vehicle for the fire department.

The F150 has not been ideal as a marked squad for patrol use. The turning radius for the F150 does not allow for agile maneuverability needed for patrol. The storage in the rear bed is not climate controlled, restricting storage of EMS equipment and other supplies to the prisoner compartment.

The CIP budget for 2023 allocated $62,000 for the replacement of the 2019 F150.

Purchase of 2022 Dodge Durango
We were unable to order a 2023 Ford Interceptors due to the ordering window closing prior to the budget being approved in December. Guardian Fleet Safety has a new 2022 Dodge Durango, black, available for purchase immediately. The cost of the vehicle is $43,800.00 without equipment. This is a negligible cost difference from ordering a 2023 Dodge Durango that would potentially arrive late in 2023 ($44,311).

Trade in of 2014 Ford PPV Explorer
The current fire chief vehicle is a 2014 Ford Explorer with approximately 40,000 miles. Guardian Fleet Safety has offered $10,500 in trade in towards the 2022 Dodge Durango. Auction prices are unpredictable and we can save the cost for decommissioning the vehicle prior to auction.

Cost Breakdown

Vehicle Cost	$43,800.00
Upfitting Cost, Equipment and Graphics	$16,880.14
Trade In of 2014 Explorer	($10,500,00)
Total Cost for 2022 Durango	**$50,180.14**

***Recommendation*:**

Staff recommends that Council authorize the purchase of and equipping a 2022 Dodge Durango from Guardian Fleet Safety, trading in a 2014 Ford Explorer, and outfitting for an estimated total cost of $50,180.14.

Neil D. Bauer, Ed.D.
Police Chief/Public Safety Director

RESOLUTION NO. 23-02-20

A RESOLUTION TO AUTHORIZING THE PURCHASE OF A 2022 DODGE DURANGO VEHICLE FROM GUARDIAN FLEET SAFETY IN THE AMOUNT OF $50,180.14

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WHEREAS, The Wyoming Public Safety Department has a vehicle due for replacement as it is nearing the 100,000 miles/6 year allocated service life; and

WHEREAS, The Public Safety Department was unable to order a 2023 Ford Interceptor due to the ordering timeframe; and

WHEREAS, The Wyoming Police Department requests replacing this squad with a 2022 Dodge Durango which is available for purchase immediately; and

WHEREAS, Guardian Fleet has offered $10,500.00 in trade in towards the 2022 Dodge Durango.

THEREFORE, BE IT RESOLVED, The City of Wyoming authorizes the purchase of a 2022 Dodge Durango from Guardian Fleet Safety in the amount of $50,180.14.

Hereupon said resolution was declared duly passed and adopted by the City Council of the City of Wyoming this 7th day of February, 2023

CITY OF WYOMING

By:

_____

Lisa Iverson, Mayor

ATTEST:

_____

Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: February 3, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Alex Saxe, Assistant City Administrator
Department: Administration
Reference: Veteran's Memorial
Method: New Business

***Background Information*:**
Over the past two years the City has been working with WSB on the concept for the Railroad Park Redevelopment project. The concept plan for the park includes a Veteran's Memorial, History Walk, and general site work with a stage. The City continues to fundraise for the park, with the project still being short from fully funded, this past summer staff explored a phased approach with WSB. The Redevelopment will occur in 3 phases: Veteran's Memorial as phase 1, History Walk as phase 2, and the sitework and stage as phase 3.

The Park Advisory Commission has been working the past several months on a final design of the Veteran's Memorial. Staff is asking the City to enter into a professional services agreement with WSB to complete the final design of phase 1 and manage the quote and bid packages for construction. Anticipated construction would start this spring and would not exceed $100,000.

The Park Advisory Commission will be reviewing this at their February 6, 2023 meeting. Staff will bring forward any comments they have.

Request: To approve **Resolution 23-02-21** a resolution approving a professional services agreement with WSB for the Railroad Park Veterans' Memorial Final Design and Donor Recognition Design Development in the amount of $14,000.

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

February 3, 2023

Alex Saxe
Assistant City Administrator
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: Professional Services Proposal – Railroad Park Veteran's Memorial

Dear Mr. Saxe,

WSB is pleased to submit this letter proposal to the City of Wyoming (City) to provide professional services for the final design and bidding of a portion of the Veteran's Memorial area, based up on the approved concept plan and a budget of approximately $100,000.

PROJECT UNDERSTANDING

It is our understanding that this project includes creation of final design documents and technical specifications to obtain bids or quotes for the construction of the proposed improvements of the first phase of the Veteran's Memorial. This is to include a portion of the plaza space to be a mixture of concrete flatwork and memorial paver areas with a modular unit retaining wall on one side and a concrete border containing three (3) flagpoles and a small raised wall or curb for displaying the five seals of the United States armed forces on the opposite side.

A separate scope for determination of options for donor recognition is provided that will take place concurrently but will not be included as part of the final design for construction until an approved method is determined.

SCOPE OF SERVICES

A. Veteran's Memorial Final Design

a. Review Meeting: Consultant will facilitate a virtual review meeting with the Client to confirm the project scope, schedule and deliverables.

b. Final Design Package: Consultant will prepare final design documents that will illustrate overall design layout, materials, and construction methods. Corresponding technical specifications and an estimate of probable costs will also be prepared. Plan documents and specifications will be distributed to the Client at the 75% complete milestone for final review and comments prior to taking the plans to 100 to include the following:
   - Removals
   - Layout
   - Grading
   - Restoration
   - Electrical
   - Details

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

c. Bidding: Consultant will provide oversight and administration of the project bidding / quoting process. If quotes are acceptable, the Consultant will distribute final plans and specifications to Contractor's to obtain pricing. Otherwise, the project will be publicly bid through an electronic process through Quest CDN for distribution of plans and specifications. The Consultant will respond to questions that arise during the bidding process, prepare addenda, and facilitate a virtual / electronic bid opening through Quest CDN. Following bidding, the Consultant will tabulate bids, review contractor references, and provide letter of recommendations for selection of a contractor.

d. Exclusions: Consultant has not included construction administration services, but these services can be added if construction administration and oversight is desired.

B. Donor Recognition Design Development

a. Review Meeting: Consultant will facilitate a meeting with the Client to review and confirm the project scope, schedule and deliverables (to be timed with the final design review meeting).

b. Design Development: Consultant will explore several options for methods of incorporating donor recognition within the project area. This will include layout plan options illustrating various locations, method of display, and materials, combined with photo examples. A high-level estimate of probable costs related to the varying options will be prepared for comparison as it fits with budget constraints.

c. Review Meeting: Consultant will facilitate a virtual design review meeting to determine which option or combination of options to carry forward into the design process.

d. Preferred Option Plan: Consultant will refine the option(s) based on the design review meeting with the Client and provide a pdf of plans to the Client. The Client will then meet with donors to review the options and make a determination on the option to carry forward into construction.

e. Exclusions: Final design and bidding services are not included due to unknown design needs but can be provided upon completion of a preferred donor recognition method.

ADDITIONAL SERVICES: Services other than those listed in the Scope of Services above and requested and authorized in writing by the Client. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule at the time of request

FEES FOR PROFESSIONAL SERVICES

It is proposed that the project be billed on an hourly-not-to-exceed fee according to the following breakdown:

Task A (Final Design):	$ 10,500
Task B (Donor Recognition):	$ 3,500

This letter represents our entire understanding of the project scope. If the City of Wyoming is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Thank you for the opportunity to propose on this project. If you should have any questions regarding this proposal, please contact Candace at 612-518-3694.

Sincerely,

WSB

Candace Amberg, PLA
Project Manager

Jason L. Amberg, PLA
Director of Landscape Architecture

RESOLUTION NO. 23-02-21

A RESOLUTION APPROVING AN AGREEMENT WITH WSB FOR PROFESSIONAL SERVICES FOR THE VETERANS MEMORIAL AT RAILROAD PARK IN THE AMOUNT OF $14,000.00

WHEREAS, the City of Wyoming has completed a master design for Railroad Park including a veteran's memorial, history walk and other amenities

WHEREAS, the agreement for professional services include final design for the veterans memorial including removals, layout, grading, restoration, electrical, other details and bidding

WHEREAS, the services will include design development for the donor recognition for all those that donated to the project

THEREFORE, BE IT RESOLVED, The Wyoming City Council entering in to agreement with WSB for the professional services and donor recognition for Railroad Veteran's Memorial project in the amount of $14,000.00

Hereupon said Resolution was declared duly passed and adopted this 7th day of February, 2022

CITY OF WYOMING

By:

_____

Lisa Iverson, Mayor

ATTEST:

_____

Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: January 31, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Robb Linwood, City Administrator
Department: Administration
Reference: ECRDC Municipality Term of office for Chisago County
Method: New Business

***Background Information*:**
The East Central Regional Development Commission (ECRDC) was organized by petition of local units of government in 1973. Formation of regional development commissions – RDCs – is authorized under the Regional Development Act of 1969. An updated Regional Development Act was passed in 1997 by the Minnesota Legislature. There are 13 development regions in Minnesota. The East Central Regional Development Commission's mission is to provide leadership and direction through problem solving. We do this by initiating projects and programs that lead to create solutions to regional problems, by providing technical assistance and by identifying and developing available resources. Our mission is to provide a leadership role as an advocate for East Central Minnesota to bring about positive change. Some of the areas that the ECRDC works in our Economic Development, Regional Transit, and Community Development.

The ECRDC Commisison is made up of 4 representatives from each of the following county's including, Chisago, Isanti, Kanbec, Mille Lacs and Pine. They also have a large city over 10,000 board member, a native American tribal representative and school board representation.

<u>The Board meets every other month (February, April, June, August, October, December) on the 4th Monday at 7:00PM at the ECRDC building located at 100 Park St. S., Mora, MN 55051. Please not the annual meeting in June is at 5:30PM at location is to be determined.</u>

The term of office of Kevin Stenson, who was the Municipalities Representative for Chisago County on the ECRDC board has expired. According to the ECRDC By-Laws, the process for selection is as follows:

- Nominations: Each mayor and council member have an opportunity to nominate a mayor or council member to represent the cities in Chisago County. This position's term of office runs concurrent with the elected official's term of office with the city.
- If a Wyoming city council member or mayor would be nominated by the council they would then be put on a ballot.
- Selection: A ballot is then sent to the mayor of each city, who will then select from the nominees the Municipalities Representative for Chisago County.

Request: To discuss and determine if any council members or mayor would like to be nominated for the Chisago County Municipal commission vacancy for the East Central Regional Development Commission.

EAST CENTRAL
Regional Development Commission
ECRDC.org • (320) 679-4065
100 Park St S, Mora, MN 55051

To: Mayors and Council Members of the Cities of Chisago County

From: Trish Rydlund, Information Manager

Date: January 24, 2023

Re: Your Representative on the East Central Regional Development Commission's Board (ECRDC)

The term of office of Kevin Stenson, your Municipalities Representative for Chisago County on the ECRDC has expired. According to the ECRDC By-Laws, the process for selection is as follows:

Nominations: Each mayor and council member have an opportunity to nominate a mayor or council member to represent the cities in Chisago County. This position's term of office runs concurrent with the elected official's term of office with the city.

Selection: A ballot is then sent to the mayor of each city, who will then select from the nominees the Municipalities Representative for Chisago County.

Please complete the Nomination Form and return it in the enclosed addressed envelope or via email to ecrdc@ecrdc.org. The deadline is February 24, 2023.

NOMINATION FORM
CHISAGO COUNTY MUNICIPALITIES

I nominate the following person to serve on the Board of the East Central Regional Development Commission.

Name: _____

Address: _____

Phone: _____ Cell Phone:

Email: _____

Elected City Position: _____

Submitted by: _____

City of _____

PLEASE SUBMIT BY FEBRUARY 24, 2023

Request for Council Action

Date: February 3, 2023

Presented to: Mayor Iverson and City Council Members
Presented by: Robb Linwood, City Administrator
Department: Administration
Reference: Personnel matter
Method: New Business

***Background Information*:**
City staff is requesting the city council to enter into a closed session for a personnel matter that would fall under MN State Statute 13D.05, Subd 2

Recommendation: The Wyoming City Council enters a closed session under MN State Statute 13D.05, Subd 2 for a personnel matter.

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