

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 21, 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".

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for February 7, 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.

2. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of February 8, 2023 to February 21, 2023
3. To consider authorization for the advertisement of two seasonal Public Works employees
4. To consider approving payment to the League of Minnesota Cities for Workers Compensation Insurance for February 2023 to February 2024 in the amount of \$140,070
5. To consider **Resolution 23-02-22** 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 23-02-23** a resolution requesting Municipal State Aid Street Funds for SAP Projects, 248-108-003, 248-110-004, and 248-106-001.

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

7. Report of the Public Safety Director, Neil Bauer, for February 17, 2023
8. Report of City Building Official, Fred Weck, IV for February 17, 2023
9. Report of the City Attorney, Tom Loonan, for February 17, 2023
10. Report of City Engineer Mark Erichson, WSB for February 17, 2023
11. Report of the Acting Public Works Superintendent Joe Keding for February 21, 2023

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

12. To consider **Resolution 23-02-24** a resolution contracting with Hylden Advocacy & Law as a Lobbyist for the City of Wyoming in the amount of \$30,000
13. To consider selecting a facilitator for Strategic Planning Services

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 7, 2023
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for February 7, 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 Lisa Iverson, Linda Nanko Yeager, Dennis Schilling, Brett Ohnstad, and Claire Luger

ABSENT: None

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

1. Highway 8 Road Project Update – Joe Triplett - County Engineer/Public Works Director

Joe Triplett, County Engineer/Public Works Director - Gave an overview of the status of the Highway 8 project. He explained that MnDot has approved the proposed layout and now work has begun working with the local cities on the road system details. He noted that they have been able to secure another \$3 million in congressional directed spending from Congressman Stauber and had applied for another \$5 million. He stated that they have almost completed the Federal RAISE grant application and reviewed other potential funding options. He stated that they expect the environmental documentation to be completed within the next few months and hopes that the final design for the project will be wrapped up by this summer.

Mayor Iverson – Asked how much money had been raised thus far.

Mr. Triplett – Stated that they have raised \$38.12 million thus far of the estimated \$70-\$80 million for the overall project, which has been a bit of a moving target. He stated that they have done a bit of a corridor study and wanted to ask the City about development on the other side.

Mayor Iverson – Explained that the City was still working through it so there is still a bit of time.

City Administrator Linwood – Noted that the City has had limited contact with the developer, but is hopeful that they will contact the City soon.

Mr. Triplett – Stated that he will plan to schedule a check back in late February or early March.

County Commissioner Montzka – Stated that he was here to see if the City had any other issues that they would like the Board to discuss. He gave a brief overview of some of the recent activities the County Board has undertaken.

APPROVAL OF MINUTES:

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for January 17, 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 17, 2023 AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider authorizing the payment of recommended bills, payroll, and journal entries for the period of January 18, 2023 through 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. (removed for separate discussion)~~
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 Easts Viking Boulevard Utility and Street Improvements, City Project 19-02 (WSB Project 012660-000) in the amount of \$99,451.80.

Mayor Iverson – Asked to pull item #6 for discussion

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

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

Voting Nay: None

Abstain: None

Absent: None

#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.

Mayor Iverson – Questioned the price increase for the audit services

City Administrator Linwood – Stated that the City received a 3 year bid from BerganKDV and this reflects the inflationary cost of employees and doing business.

Mayor Iverson – She stated that it just seems as though every vendor expense just keeps on going up.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE CONSENT AGENDA ITEM #6 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

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

Voting Nay: None

Abstain: None

Absent: None

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

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 City Attorney Tom Loonan for February 2, 2023
12. Report of City Engineer Mark Erichson, WSB for February 1, 2023
13. Report of Public Works Superintendent Chuck Almhjeld for February 7, 2023

COMMUNICATIONS:

14. 2023 Spring Medallion Hunt

Assistant City Administrator Saxe – Explained that this was the first community event he organized last year. He noted that it had good response from the residents, so the City was planning to do it again this year. He stated that the dates will be March 6-10, 2023 which coincides with the spring break for the Forest Lake School District.

15. Age-Friendly Minnesota Community Grant Application

Assistant City Administrator Saxe – Explained that over the last few weeks, staff has been working with Chisago Age-Well Coalition and the Central Minnesota Council on Aging to apply for a Minnesota Age-Friendly Community Grant. He stated that he expects to be notified by late-April if the City is awarded the grant funds. He gave an overview of their plans for a community vegetable garden that has things like raised beds but also a floral component that could be designed like a labyrinth to keep the mind engaged.

Councilmember Nanko Yeager – Asked how these plans would affect the existing community garden.

Assistant City Administrator Saxe – Noted that they had spoken with Fairview first about the potential of expanding the current community garden and they felt it would be more beneficial to explore a new one that could have the mixed component of both floral and vegetable.

Councilmember Nanko Yeager – Asked if there may be a way to garner more community involvement in the current community garden and noted that only 10 of the 14 available spots were occupied last year.

Assistant City Administrator Saxe – Stated that the City can try to get more involved and explained that it is currently run by Fairview. He stated that with this grant, they would be looking to get a project coordinator to get the garden created and make plans for maintenance moving forward.

OLD BUSINESS: NONE

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

City Administrator Linwood – Gave a brief overview of the final Preliminary Layout for the Highway 8 project and noted that City staff and City Engineer Erichson recommend approval.

Council Member Nanko Yeager – Asked how much right-of-way will need to be acquired for this proposed layout.

Mr. Triplett – Stated that they are still looking into those details but noted that this is still the preliminary design and this is just intended to be a ‘road map’ as to where they can start. He stated that there will definitely be some right-of-way acquisition that will be necessary as part of this project.

Mayor Iverson – Asked about the Highway 8 Corridor study and whether that information had been factored into these plans.

Mr. Triplett – Confirmed that they have been able to utilize that study.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 23-02-19 A RESOLUTION APPROVING THE PRELIMINARY LAYOUT FOR THE ROAD SYSTEM IMPROVEMENTS FOR THE U.S. HIGHWAY 8 RECONSTRUCTION PROJECT

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

Voting Nay: None

Abstain: None

Absent: None

17. To consider **Resolution 23-02-20** a resolution authorizing the purchase of a 2022 Dodge Durango from Guardian Fleet Safety in the amount of \$50,180.14

Public Safety Director Bauer – Indicated that funds had been allocated in the 2023 budget to replace one squad. He explained that the idea is to transition this vehicle to the Fire Department as a Chief vehicle for the remainder of its usable life. He gave an overview of the plans and reasons for ordering a 2022 Dodge Durango and plans to trade-in another vehicle in order to help keep costs down. He answered general questions about vehicles, fleet services, differences in use between the Police Department and the Fire Department, and typical mileage for the vehicles.

Mayor Iverson – Expressed concern that the new design is not as reflective as she would like and can be difficult to recognize the vehicles as police vehicles.

Public Safety Director Bauer – Noted that based on feedback from the Council they will be adjusting the graphics on the vehicles to make them more visible.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 23-02-20 A RESOLUTION AUTHORIZING THE PURCHASE OF A 2022 DODGE DURANGO FROM GUARDIAN FLEET SAFETY IN THE AMOUNT OF \$50,180.14

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

Voting Nay: None

Abstain: None

Absent: None

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

Assistant City Administrator Saxe – Gave an overview of the design process for the Railroad Park Veterans' Memorial and noted that they have raised a little over half of the funds needed for this project. He noted that the City has explored a possible phased approach for redevelopment of the park which the Park Advisory Commission (PAC) has worked very hard on. He noted that it is anticipated that construction will begin later this spring and explained that this item is for approval of the professional services agreement with WSB which has been recommended by the PAC.

Council Member Nanko Yeager – Asked how much money had been raised thus far.

Assistant City Administrator Saxe - Explained that the current balance is \$130,000, however, there are two potentially large donations that are in the works. He stated that one business has indicated that they will donate \$50,000 as soon as construction begins and another has verbally committed to donate \$50,000. He stated that if those are finalized, the total amount raised would be \$230,000.

Council Member Nanko Yeager – Confirmed that the fee for WSB would also be coming out of donated funds. She questioned the not-to-exceed dollar amount for the project.

Assistant City Administrator Saxe – Gave an explanation for the proposed not-to-exceed dollar amount and explained the proposed phases.

Mayor Iverson – Reminded the Council that this agenda item was specifically for the professional services agreement with WSB and not related to design details or costs for Railroad Park.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, 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

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

Voting Nay: None

Abstain: None

Absent: None

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

City Administrator Linwood – Explained that ECRDC stands for the East Central Regional Development Commission and gave an overview of their activities in the area. He stated that they are looking for someone from the County to fill the vacant position on the Commission and asked if there was anyone from the Council interested in serving in this capacity.

There was no interest expressed from any of the Council in serving on this Commission.

COUNCIL REPORTS

Council Member Ohnstad – Attended the Park Advisory Commission meeting.

Council Member Nanko Yeager – No report.

Council Member Luger – No report.

Council Member Schilling – No report.

Mayor Iverson – Expressed appreciation to Pat Rylander for the new barn quilt on the drug store. She commended Public Safety Director Bauer and his team for their work with the Special Olympics fundraising event.

Public Safety Director Bauer – Stated that it was a very cold event, but they were able to raise over \$1,300 at this plunge event.

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

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER SCHILLING TO MOVE INTO CLOSED SESSION UNDER MINNESOTA STATE STATUTE 13D.05, SUBD (2) RELATED TO A PERSONNEL MATTER.

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER SCHILLING TO COME OUT OF CLOSED SESSION UNDER MINNESOTA STATE STATUTE 13D.05, SUBD (2) RELATED TO A PERSONNEL MATTER.

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

Voting Nay: None

Abstain: None

Absent: None

City Attorney Loonan gave a summation of the closed session

The closed meeting was relative to the matters of a personnel matters. The meeting was closed under MN State Statute 13D.05.subd (2). The closed meeting was attended by Mayor Lisa Iverson and City Council Members Dennis Schilling, Linda Nanko Yeager, Claire Luger and Brett Ohnstad. Also, in attendance was City Administrator, Robb Linwood, Assistant City Administrator, Alex Saxe and City Attorney Tom Loonan. The council voted and approved Joe Keding to serve as acting Public Works Superintendent during the absence of the current public works superintendent

ADJOURNMENT

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER LUGER TO ADJOURN THE FEBRUARY 7, 2023 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:18PM

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

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

NEXT REGULAR MEETING:
FEBRUARY 21, 2023
7:00PM

City of Wyoming Check Detail Register

1/2
February 14, 2023 03:15 PM
User: ssaxe
DR: Wyoming

01-31-2023 Wire

Check # Invoice #	Check Date	Vendor Name	mount	Comment
12546 02012023	01/31/2023	4M FUND		
	900-0000-10400	INVESTMENTS AT	\$1,500,000.00	INVESTMENTS AT COST
Total for 4M FUND			\$1,500,000.00	

City of Wyoming Check Detail Register

2/2
February 14, 2023 03:15 PM
User: ssaxe
DR: Wyoming

01-31-2023 Wire

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

General Checking Account 10100

Total Amount Being Paid: \$1,500,000.00

Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

CITY OF WYOMING
JOURNAL ENTRY
JE: 1838

Post Date: 01/31/2023
Entry Date: 02/06/2023
Description: ALLOCATION OF BOND PAYMENT

Entered By: ssaxe
Journal: GJ

GL #	Description	DR	CR
900-0000-10100	Cash	1,476,601.88	
900-0000-10400	Investments		1,476,601.88
339-7000-46010	2016A Principal	110,000.00	
339-7000-46110	2016A Interest	4,597.50	
339-0000-10100	Cash		114,597.50
338-7000-46010	2015A Principal	335,000.00	
338-7000-46110	2015A Interest	21,150.00	
338-0000-10100	Cash		356,150.00
601-7000-46010	2015A Principal	44,895.00	
601-7000-46110	2015A Interest	2,820.03	
601-0000-10100	Cash		47,715.03
602-7000-46010	2015A Principal	115,105.00	
602-7000-46110	2015A Interest	7,229.97	
602-0000-10100	Cash		122,334.97
340-7000-46010	2018A Principal	85,000.00	
340-7000-46110	2018A Interest	19,121.88	
340-0000-10100	Cash		104,121.88
337-7000-46010	2009A BABs Principal	320,000.00	
337-7000-46110	2009A BABS Interest	27,150.00	
337-0000-10100	Cash		347,150.00
341-7000-46010	2020A Principal	205,000.00	
341-7000-46110	2020A Interest	32,900.00	
341-0000-10100	Cash		237,900.00
601-7000-46010	2015B Principal	120,000.00	
601-7000-46110	2015B Interest	26,632.50	
601-0000-10100	Cash		146,632.50
Journal Total:		2,953,203.76	2,953,203.76

APPROVED BY: _____

For Check Dates 02/14/2023 to 02/14/2023

Check Number Name			Check Date
Text Label	54478	PACIFIC LIFE INSURANCE	02/14/2023
Item Code	GL Number	Amount	
ROTH	101-0000-21712	250.00	
		250.00	
Text Label	54479	LAW ENFORCEMENT LABOR	02/14/2023
Item Code	GL Number	Amount	
UNION POLICE	101-0000-21713	540.00	
		540.00	
Text Label	54480	CENTRAL PENSION FUND,	02/14/2023
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		480.00	
Text Label	54481	WI SCTF,	02/14/2023
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		215.42	
Text Label	EFT965	SELECTACCOUNT,	02/14/2023
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	
Text Label	EFT966	P.E.R.A.,	02/14/2023
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,951.03	
DCP PERA	101-0000-21704	0.00	
DCP PERA MATCH	101-0000-21704	0.00	
PERA CITY MATCH	101-0000-21704	3,405.04	
PF PERA	101-0000-21704	3,978.65	
PF PERA CITY	101-0000-21704	5,967.95	
		16,302.67	
Text Label	EFT967	INTERNAL REVENUE SERVICE,	02/14/2023

For Check Dates 02/14/2023 to 02/14/2023

Check Number	Name	Check Date
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Item Code	GL Number	Amount
FITW	101-0000-21701	7,038.65
MEDICARE_EE	101-0000-21703	1,065.25
MEDICARE_ER	101-0000-21703	1,065.25
SOCSEC_EE	101-0000-21703	2,604.85
SOCSEC_ER	101-0000-21703	2,604.85
		14,378.85

Text Label

EFT968 STATE OF MINNESOTA,

02/14/2023

Item Code	GL Number	Amount
SITW	101-0000-21702	3,275.00
		3,275.00

Text Label

General Checking Account 10100
Total Amount Being Paid: \$37,573.10
Total Number of Checks: 8

- Mayor Iverson
- Councilmember Luger
- Councilmember Nanko Yeager
- Councilmember Schilling
- Councilmember Ohnstad

City of Wyoming Check Detail Register

1/10
February 17, 2023 02:18 PM
User: ssaxe
DR: Wyoming

02-21-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54483 00723	02/21/2023	ANDERSON - KOCH FORD			
		101-2110-43900	VEHICLE MAINTEN	\$150.00	VEHICLE MAINTENANCE
		Total for ANDERSON - KOCH FORD		\$150.00	
54484 306566	02/21/2023	ASPEN MILLS			
		101-2110-44080	UNIFORMS	\$358.85	UNIFORMS
		Total for ASPEN MILLS		\$358.85	
54485 2032023	02/21/2023	AT & T MOBILITY			
		101-2110-43200	COMMUNICATIONS	\$1,136.63	COMMUNICATIONS (GENERAL)
		101-2200-43200	COMMUNICATIONS	\$274.07	COMMUNICATIONS (GENERAL)
		Total for AT & T MOBILITY		\$1,410.70	
54486 84822921	02/21/2023	BOUND TREE MEDICAL			
		101-2200-42100	OPERATING SUPPL	\$88.58	OPERATING SUPPLIES
		Total for BOUND TREE MEDICAL		\$88.58	
54487 01312023	02/21/2023	CAMPBELL KNUTSON			
		101-1400-43040	ATTORNEY FEES	\$62.00	ATTORNEY FEES
		Total for CAMPBELL KNUTSON		\$62.00	
54488 13261	02/21/2023	CHISAGO LAKES JOINT SEWAGE TRE			
		602-9425-43890	SEWER PLANT FEE	\$23,136.66	DECEMBER 22 TREATMENT CHARGES
		602-9425-43890	SEWER PLANT FEE	\$24,050.79	JANUARY 23 TREATMENT CHARGES
		Total for CHISAGO LAKES JOINT SEWA		\$47,187.45	
54489 4145387289 131909 4146111318	02/21/2023	CINTAS			
		101-3100-44180	UNIFORMS	\$118.77	STREETS
		101-3100-42100	OPERATING SUPPL	\$17.97	SHOP SUPPLIES
		101-2110-43600	CLEANING SERVIC	\$(25.00)	CLEANING SERVICE-PUBLIC SAFETY
		101-3100-44180	UNIFORMS	\$135.87	STREETS
		101-3100-42100	OPERATING SUPPL	\$33.55	SHOP SUPPLIES
		Total for CINTAS		\$281.16	
54490 01302023	02/21/2023	CONNEXUS ENERGY			
		101-3100-43800	UTILITIES-GAS/ELI	\$37.97	LAKE DR & HEATH - ST LIGHTS
		101-2110-43800	UTILITIES-GAS/ELI	\$5.25	HAMLET DR
		101-2110-43800	UTILITIES-GAS/ELI	\$5.25	FALLBROOK SIREN
		101-3100-43860	STREET LIGHTS	\$21.92	250TH STREET NE SIGN
		101-2110-43800	UTILITIES-GAS/ELI	\$5.25	PIONEER RD
		Total for CONNEXUS ENERGY		\$75.64	

City of Wyoming Check Detail Register

2/10
February 17, 2023 02:18 PM
User: ssaxe
DR: Wyoming

02-21-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54491 01302023	02/21/2023	CULLIGAN WATER CONDITIONING			
		101-2110-42100 OPERATING SUPPL		\$141.55	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO				\$141.55	
54492 98356	02/21/2023	CUSTOMIZED SAFETY TRAINING LLC			
		101-1400-42080 TRAINING AND IN		\$166.68	TRAINING AND INSTRUCTION
		101-1500-42080 TRAINING AND IN		\$55.56	TRAINING AND INSTRUCTION
		101-2110-42080 TRAINING AND IN		\$111.12	TRAINING AND INSTRUCTION
		101-2400-42080 TRAINING AND IN		\$111.12	TRAINING AND INSTRUCTION
		101-3100-42080 TRAINING AND IN		\$55.52	TRAINING AND INSTRUCTION
Total for CUSTOMIZED SAFETY TRAINI				\$500.00	
54493 89846	02/21/2023	DAN'S TOWING			
		202-2110-42310 CONTRACTED SER		\$525.00	TOWING
89712		202-2110-42310 CONTRACTED SER		\$375.81	TOWING
89915		202-2110-42310 CONTRACTED SER		\$161.06	TOWING
89987		202-2110-42310 CONTRACTED SER		\$200.00	TOWING
90165		202-2110-42310 CONTRACTED SER		\$375.81	TOWING
90315		202-2110-42310 CONTRACTED SER		\$161.06	TOWING
90314		202-2110-42310 CONTRACTED SER		\$161.06	TOWING
Total for DAN'S TOWING				\$1,959.80	
54494 20230125	02/21/2023	DUNAWAY CUSTOM ARMS			
		101-2110-45800 OTHER EQUIPMEN		\$2,722.56	OTHER EQUIPMENT
Total for DUNAWAY CUSTOM ARMS				\$2,722.56	
54495 33190	02/21/2023	ECKBERG LAMMERS P.C.			
		101-1400-43040 ATTORNEY FEES		\$10.00	GENERAL
		101-1400-43040 ATTORNEY FEES		\$780.00	MEETINGS
		101-1400-43040 ATTORNEY FEES		\$122.50	GENERAL EMPLOYMENT
		101-1400-43040 ATTORNEY FEES		\$122.50	FREDRICKSEN LAND PETITION
Total for ECKBERG LAMMERS P.C.				\$1,035.00	
54496 16862	02/21/2023	FALLS DODGE INC			
		401-2110-45000 CAPITAL OUTLAY		\$2,995.00	CAPITAL OUTLAY
Total for FALLS DODGE INC				\$2,995.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54497 0501331-2	02/21/2023	FERGUSON WATERWORKS			
		401-3100-45000-1 CAPITAL OUTLAY		\$60,845.00	CAPITAL OUTLAY
Total for FERGUSON WATERWORKS				\$60,845.00	
54498 061831/3	02/21/2023	FOREST LAKE ACE			
		101-3100-42400 SMALL TOOLS/MIN		\$34.70	SMALL TOOLS/MINOR EQUIPMENT
Total for FOREST LAKE ACE				\$34.70	
54499 02152023	02/21/2023	H & W FUND I.U.O.E LOCAL 49			
		101-0000-21706 HOSPITALIZATION		\$8,520.00	PREMIUMS
Total for H & W FUND I.U.O.E LOCAL 4				\$8,520.00	
54500 394607	02/21/2023	HOLIDAY 3550			
		602-9425-42080 TRAINING AND IN:		\$75.90	TRAINING AND INSTRUCTION
Total for HOLIDAY 3550				\$75.90	
54501 IN4088883 IN4098367	02/21/2023	INNOVATIVE OFFICE SOLUTIONS			
		101-1400-42000 SUPPLIES - OFFICE		\$11.83	SUPPLIES - OFFICE/COPY/COMPUTR
		101-1400-42000 SUPPLIES - OFFICE		\$74.99	SUPPLIES - OFFICE/COPY/COMPUTR
		101-3100-42000 SUPPLIES - OFFICE		\$24.99	SUPPLIES - OFFICE/COPY/COMPUTR
Total for INNOVATIVE OFFICE SOLUTI				\$111.81	
54502 8919	02/21/2023	IPROJECTSOLUTIONS, LLC			
		101-2400-42050 SOFTWARE UPGRA		\$17,600.00	SOFTWARE UPGRADES
Total for IPROJECTSOLUTIONS, LLC				\$17,600.00	
54503 02032023	02/21/2023	IUOE LOCAL #49			
		101-0000-21714 PW UNION DUES		\$210.00	MONTHLY DUES
Total for IUOE LOCAL #49				\$210.00	
54504 117237	02/21/2023	JOHN HASTINGS			
		101-2200-44040 REPAIRS & MAINT.		\$36.50	REPAIRS & MAINT. - EQUIPMENT
Total for JOHN HASTINGS				\$36.50	
54505 02012023	02/21/2023	LEAGUE OF MN CITIES			
		101-1400-42080 TRAINING AND IN:	\$125.00	374726 WINTER WORKSHOP	
		101-1400-42080 TRAINING AND IN:	\$40.00	374729 ANNUAL CONFERENCE	
		101-1110-42080 TRAINING AND IN:	\$350.00	375640 ELECTED LEADERSHIP INSTITUTE	
		101-1400-42080 TRAINING AND IN:	\$250.00	375784 CITY DAY ON THE HILL	
		101-1400-42080 TRAINING AND IN:	\$495.00	374728 ANNUAL CONFERENCE	
Total for LEAGUE OF MN CITIES				\$1,260.00	

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54506 WC 1001723_Q-7	02/21/2023	LEAGUE OF MN CITIES INS TRUST			
		101-1110-41500	WORKER S COMP (	\$375.39	WORKER S COMP (GENERAL)
		101-1330-41500	WORKER S COMP (	\$159.68	WORKER S COMP (GENERAL)
		101-1400-41500	WORKER S COMP (	\$2,564.68	WORKER S COMP (GENERAL)
		101-1500-41500	WORKER S COMP (	\$518.26	WORKER S COMP (GENERAL)
		101-1910-41500	WORKER S COMP (	\$406.20	WORKER S COMP (GENERAL)
		101-2110-41500	WORKER S COMP (	\$71,439.90	WORKER S COMP (GENERAL)
		101-2400-41500	WORKER S COMP (	\$1,148.57	WORKER S COMP (GENERAL)
		101-3100-41500	WORKER S COMP (	\$33,406.70	WORKER S COMP (GENERAL)
		101-5200-41500	WORKER S COMP (	\$9,918.36	WORKER S COMP (GENERAL)
		601-9425-41500	WORKER S COMP (	\$10,065.43	WORKER S COMP (GENERAL)
		602-9425-41500	WORKER S COMP (	\$10,066.83	WORKER S COMP (GENERAL)
		Total for LEAGUE OF MN CITIES INS TI		\$140,070.00	
54507 366977	02/21/2023	LITTLE FALLS MACHINE			
		101-3100-44040	REPAIRS & MAINT.	\$765.02	REPAIRS & MAINT. - EQUIPMENT
367032		101-3100-44040	REPAIRS & MAINT.	\$151.29	REPAIRS & MAINT. - EQUIPMENT
		Total for LITTLE FALLS MACHINE		\$916.31	
54508 2023-SAXE	02/21/2023	MCFOA REGION IV			
		101-1500-42080	TRAINING AND IN'	\$50.00	TRAINING AND INSTRUCTION
		Total for MCFOA REGION IV		\$50.00	
54509 2079	02/21/2023	MENARDS- FOREST LAKE			
		101-3100-42400	SMALL TOOLS/MIN	\$13.71	SMALL TOOLS/MINOR EQUIPMENT
2172		602-9425-42400	SMALL TOOLS/MIN	\$40.94	SMALL TOOLS/MINOR EQUIPMENT
2192		101-2200-42100	OPERATING SUPPL	\$32.96	OPERATING SUPPLIES
2321		101-3100-42400	SMALL TOOLS/MIN	\$36.42	SMALL TOOLS/MINOR EQUIPMENT
		Total for MENARDS- FOREST LAKE		\$124.03	
54510 14463230113162	02/21/2023	MIDCONTINENT COMMUNICATIONS			
		101-1400-43210	TELEPHONE	\$111.48	CITY HALL
		101-1400-42310	CONTRACTED SER	\$904.92	FIBER
		101-2110-43210	TELEPHONE	\$406.55	POLICE DEPT
		101-3100-43210	TELEPHONE	\$63.59	PUBLIC WORKS
		601-9425-43210	TELEPHONE	\$186.75	WELL
		602-9425-43210	TELEPHONE	\$139.12	LIFTSTATIONS
		Total for MIDCONTINENT COMMUNIC		\$1,812.41	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54511	02/21/2023	MINNESOTA VALLEY TESTING LABS			
1185318					
		601-9425-43110	LAB COSTS	\$133.03	LAB TESTS
		Total for MINNESOTA VALLEY TESTING LABS		\$133.03	
54512	02/21/2023	NAPA AUTO PARTS			
137642					
		101-3100-42400	SMALL TOOLS/MIN	\$285.00	SMALL TOOLS/MINOR EQUIPMENT
138929					
		101-2110-43900	VEHICLE MAINTEN	\$29.94	VEHICLE MAINTENANCE
138785					
		101-3100-44040	REPAIRS & MAINT.	\$42.73	REPAIRS & MAINT. - EQUIPMENT
139183					
		101-3100-44040	REPAIRS & MAINT.	\$180.49	REPAIRS & MAINT. - EQUIPMENT
139125					
		101-3100-42400	SMALL TOOLS/MIN	\$59.77	SMALL TOOLS/MINOR EQUIPMENT
139123					
		101-3100-42400	SMALL TOOLS/MIN	\$6.58	SMALL TOOLS/MINOR EQUIPMENT
		Total for NAPA AUTO PARTS		\$604.51	
54513	02/21/2023	OPG-3			
6388					
		101-1400-44330	DUES & SUBSCRIP	\$3,100.00	DUES & SUBSCRIPTIONS
		Total for OPG-3		\$3,100.00	
54514	02/21/2023	PITNEY BOWES			
3105949123					
		601-9425-43000	PROFESSIONAL SE	\$456.26	LETTER ENVELOPE FOLDER
		602-9425-43000	PROFESSIONAL SE	\$456.25	LETTER ENVELOPE FOLDER
		Total for PITNEY BOWES		\$912.51	
54515	02/21/2023	PROPHOENIX CORORATION			
2023056					
		101-2110-42240	MAINTENANCE CO	\$8,066.93	MAINTENANCE CONTRACTS
		Total for PROPHOENIX CORORATION		\$8,066.93	
54516	02/21/2023	RICOH USA			
5066664307					
		101-2110-42240	MAINTENANCE CO	\$34.48	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$3.58	FIRE DEPT
		101-1400-42150	COPIER	\$611.47	CITY HALL
		Total for RICOH USA		\$649.53	
54517	02/21/2023	SCOTT WATTERS			
2001321					
		101-5200-42310	CONTRACTED SER	\$750.00	CONTRACTED SERVICES
		Total for SCOTT WATTERS		\$750.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54518	02/21/2023	THOMSON REUTERS-WEST PUBLISH			
847782623					
		101-2110-44360 INVESTIGATIONS		\$169.26	INVESTIGATIVE SUITE
		Total for THOMSON REUTERS-WEST PI		\$169.26	
54519	02/21/2023	TOWN & COUNTRY DISPOSAL			
DS000007831					
		101-3100-43840 REFUSE		\$81.00	REFUSE
		Total for TOWN & COUNTRY DISPOSAL		\$81.00	
54520	02/21/2023	UNUM LIFE INSURANCE			
03012023					
		101-1400-41310 LIFE INSURANCE		\$193.34	ADMIN
		101-2110-41310 LIFE INSURANCE		\$800.88	POLICE
		101-1910-41310 LIFE INSURANCE		\$71.05	PLAN & ZONE
		101-2400-41310 LIFE INSURANCE		\$156.03	BLDG
		101-3100-41310 LIFE INSURANCE		\$304.07	STREETS
		601-9425-41310 LIFE INSURANCE		\$156.85	WATER
		602-9425-41310 LIFE INSURANCE		\$156.85	SEWER
030123					
		101-0000-21715 VOLUNTARY TERM		\$364.71	VOLUNTARY TERM LIFE
		Total for UNUM LIFE INSURANCE		\$2,203.78	
54521	02/21/2023	US BANK EQUIPMENT FINANCE			
493653877					
		101-2400-44330 DUES & SUBSCRIP		\$162.00	DUES & SUBSCRIPTIONS
		Total for US BANK EQUIPMENT FINANCE		\$162.00	
54522	02/21/2023	VC3, INC.			
100989					
		101-1400-42090 NETWORK MUNICI		\$3,257.00	NETWORK MUNICIPAL COMPUTERS
		Total for VC3, INC.		\$3,257.00	
54523	02/21/2023	VERIZON			
9926316653					
		602-9425-43210 TELEPHONE		\$246.09	TELEPHONE
		601-9425-43210 TELEPHONE		\$246.09	TELEPHONE
		101-1400-43210 TELEPHONE		\$82.70	TELEPHONE
		101-2400-43210 TELEPHONE		\$82.70	TELEPHONE
		Total for VERIZON		\$657.58	
54524	02/21/2023	VICTORY AUTOMOTIVE SERVICE			
815891					
		101-2110-43900 VEHICLE MAINTEN		\$89.34	VEHICLE MAINTENANCE
815968					
		101-2110-43900 VEHICLE MAINTEN		\$87.96	VEHICLE MAINTENANCE
815850					
		101-3100-42310 CONTRACTED SER		\$346.83	CONTRACTED SERVICES
816026					
		101-3100-42310 CONTRACTED SER		\$64.28	CONTRACTED SERVICES
		Total for VICTORY AUTOMOTIVE SERV		\$588.41	

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Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount		Comment
54525	02/21/2023	VISA		
A32377	101-2110-42080	TRAINING AND IN	\$278.00	TRAINING AND INSTRUCTION
14075	101-2110-42100	OPERATING SUPPL	\$64.00	OPERATING SUPPLIES
2053	101-2110-42100	OPERATING SUPPL	\$345.00	OPERATING SUPPLIES
SD44B29A-0002	101-2110-42100	OPERATING SUPPL	\$180.00	OPERATING SUPPLIES
MT187D5TFV	101-2110-42100	OPERATING SUPPL	\$2.99	OPERATING SUPPLIES
VP NZ4NDVD1	101-2110-42100	OPERATING SUPPL	\$173.93	OPERATING SUPPLIES
14147	101-2110-42080	TRAINING AND IN	\$525.00	TRAINING AND INSTRUCTION
1793	101-2110-42080	TRAINING AND IN	\$925.00	TRAINING AND INSTRUCTION
48861789	101-2110-42080	TRAINING AND IN	\$799.99	TRAINING AND INSTRUCTION
375671	101-2110-42080	TRAINING AND IN	\$20.00	TRAINING AND INSTRUCTION
24573	101-2110-42100	OPERATING SUPPL	\$83.50	OPERATING SUPPLIES
9993043	101-2110-42100	OPERATING SUPPL	\$30.99	OPERATING SUPPLIES
20230127	101-2110-42100	OPERATING SUPPL	\$51.25	OPERATING SUPPLIES
4758022	101-2110-42000	SUPPLIES - OFFICE	\$116.44	SUPPLIES - OFFICE/COPY/COMPUTR
Total for VISA			\$3,596.09	
54526	02/21/2023	VISA		
007P46928	101-3100-44040	REPAIRS & MAINT.	\$50.01	REPAIRS & MAINT. - EQUIPMENT
MNTC3222952	101-3100-44040	REPAIRS & MAINT.	\$91.73	REPAIRS & MAINT. - EQUIPMENT
462950	101-3100-44040	REPAIRS & MAINT.	\$26.83	REPAIRS & MAINT. - EQUIPMENT
01102023	101-3100-44410	STREET MAINT MA	\$116.16	STREET MAINT MATERIALS
01232023	602-9425-42000	SUPPLIES - OFFICE	\$32.03	SUPPLIES - OFFICE/COPY/COMPUTR
Total for VISA			\$316.76	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54527	02/21/2023	VISA			
INV184914428					
	101-1400-44330	DUES & SUBSCRIP		\$14.99	DUES & SUBSCRIPTIONS
01242023					
	101-1400-44330	DUES & SUBSCRIP		\$4.00	DUES & SUBSCRIPTIONS
01922798992					
	101-1400-43220	POSTAGE		\$1,380.00	POSTAGE
01132023					
	101-1400-43220	POSTAGE		\$129.60	POSTAGE
8703433					
	101-3100-42000	SUPPLIES - OFFICE		\$70.45	SUPPLIES - OFFICE/COPY/COMPUTR
01262023					
	101-1400-44330	DUES & SUBSCRIP		\$336.00	DUES & SUBSCRIPTIONS
2429					
	280-1000-43000	PROFESSIONAL SE		\$235.00	PROFESSIONAL SERVICE (GENERAL)
2361861081					
	101-1400-44330	DUES & SUBSCRIP		\$10.73	DUES & SUBSCRIPTIONS
2023610					
	280-1000-43000	PROFESSIONAL SE		\$325.00	PROFESSIONAL SERVICE (GENERAL)
R79A5C					
	101-1400-42080	TRAINING AND IN		\$386.54	TRAINING AND INSTRUCTION
738913876					
	101-1400-42080	TRAINING AND IN		\$386.54	TRAINING AND INSTRUCTION
4210629					
	101-2400-42100	OPERATING SUPPL		\$378.26	OPERATING SUPPLIES
4485011					
	101-1400-42100	OPERATING SUPPL		\$37.99	OPERATING SUPPLIES
Total for VISA				\$3,695.10	
54528	02/21/2023	VISA			
704868					
	101-2400-42080	TRAINING AND IN		\$2,125.00	TRAINING AND INSTRUCTION
4509016					
	101-1400-42000	SUPPLIES - OFFICE		\$14.99	SUPPLIES - OFFICE/COPY/COMPUTR
Total for VISA				\$2,139.99	
54529	02/21/2023	WASTE MANAGEMENT CORP SERVICES			
0015989-4812-1					
	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		\$80.85	CITY HALL 27-16916-83005
	101-5200-43840	REFUSE		\$110.68	CITY GARAGE 27-16920-33000
Total for WASTE MANAGEMENT CORP				\$301.98	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54530	02/21/2023	WEX BANK			
87209633					
	101-2400-42120	MOTOR FUELS		\$43.32	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$357.97	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$3,137.98	MOTOR FUELS
	101-3100-42120	MOTOR FUELS		\$1,379.86	MOTOR FUELS
	101-5200-42120	MOTOR FUELS		\$38.69	MOTOR FUELS
	601-9425-42120	MOTOR FUELS		\$709.27	MOTOR FUELS
	602-9425-42120	MOTOR FUELS		\$709.27	MOTOR FUELS
Total for WEX BANK				\$6,376.36	
54531	02/21/2023	WINNICK SUPPLY INC.			
008444					
	101-3100-42400	SMALL TOOLS/MIN		\$71.89	SMALL TOOLS/MINOR EQUIPMENT
Total for WINNICK SUPPLY INC.				\$71.89	
54532	02/21/2023	XCEL ENERGY			
814740542					
	101-3100-43860	STREET LIGHTS		\$6,452.27	STOP LIGHTS
815356213					
	101-3100-43860	STREET LIGHTS		\$48.58	STOP LIGHTS
Total for XCEL ENERGY				\$6,500.85	

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

General Checking Account 10100
Total Amount Being Paid: \$334,969.51
Total Number of Checks: 50

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: February 17, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Joe Keding, Assistant Public Works Superintendent

Department: Public Works

Reference: Advertising for Seasonal Employees

Method: Consent

Background Information:

The 2023 summer maintenance activities will be upon us in a couple of months. Public Works budgets for two seasonal employees for the summer months. The approximate date is May to August depending on the employee's schedule with activities such as college. Parks have been the main focus in the past. Public Works has identified other responsibilities we would like to assign to the season employees such as jetting assistance for sewer, crack filling of trails and catch basin cleaning for storm water.

Recommendation:

Staff recommends advertising for Two Seasonal Employees at \$16.00-\$18.00 per hour depending on experience.



CITY OF WYOMING

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



Request for Council Action

Date: February 15, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City of Wyoming LMCIT Workers Compensation Coverage for 2023

Method: Consent Agenda

Background Information:

The City of Wyoming has its workers compensation insurance through the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT's fundamental purpose is to cover the workers' compensation, property, liability, and auto risks of Minnesota's cities and to mitigate hazards. The organization was created by cities, for cities, and makes serving cities a priority. LMCIT funds not needed for claims, expenses, or reserves are returned to members as a dividend. With certain exceptions, all cities must pay workers' compensation benefits to its employees for all injuries from accidents arising out of, and in the course of, city employment. The law is designed to ensure the quick and efficient delivery of benefits to injured workers.

The cities experience mod has decreased from 1.00 in 2022 to .90 in 2023. Experience mods are factors that compare an employer's claims portfolio to the claims portfolio of an employer of a similar size (payroll) and industry. A mod of 1.0 is average, or in other words, the frequency and severity of claims within the claims portfolio equals the expected losses. This is essentially a safety score for the organization so it is positive that it is under 1.0 at .90 that means staff is doing a great job department wide and saved the city approximately \$17,303 due to the mod reduction.

Workers' compensation rates for 2023 have risen for a third consecutive year largely due to continuing increased claims to the trust, including PTSD claims and rate increases for volunteer firefighters.

Recommendation: That the Wyoming City Council approve the 2023 Workers Compensation coverage in the amount of \$140,070.00



CITY OF WYOMING

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

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000

WYOMING, CITY OF
PO BOX 188
WYOMING, MN 55092-0188

Agreement No.: WC 1001723_Q-7
Agreement Period:
From: 02/26/2023
To: 02/26/2024

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		173,030
Experience Modification	0.90	-17,303
Standard Premium		155,727
Deductible Credit	0.00%	0
Premium Discount		-15,657
Net Deposit Premium		\$140,070
Adjustment for Commission*		0
Total Net Deposit Premium		\$140,070

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
00667 SF Insurance Group LLC
Po Box 441
Chisago City, MN 55013-0441

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	☐	Regular Premium Option	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
			140,070	0	140,070

2. ☐ **Deductible Premium Option**
Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 155,727. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
☐	\$250	0.70%	-1,090	138,980	0	138,980
☐	\$500	1.20%	-1,869	138,201	0	138,201
☐	\$1,000	2.00%	-3,115	136,955	0	136,955
☐	\$2,500	3.50%	-5,450	134,620	0	134,620
☐	\$5,000	5.50%	-8,565	131,505	0	131,505
☐	\$10,000	8.00%	-12,458	127,612	0	127,612
☐	\$25,000	12.50%	-19,466	120,604	0	120,604
☐	\$50,000	17.50%	-27,252	112,818	0	112,818

3. ☐ **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
☐	0.501 %	78,019	1.300 %	202,445
☐	0.452 %	70,389	1.500 %	233,590
☐	0.375 %	58,398	2.000 %	311,454

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

Signature	Title	Date
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February 15, 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 one (1) vehicle that need to be disposed of through our online public auction process:

Case #	22.013611				
Vehicle Year:	2008	Vehicle Make:	Jeep	Model:	Liberty
Vehicle VIN:	1J8GN28K38W154155		Vehicle Plate:	MN-106NZD	
15 Day Notice Sent:	12/30/2022		45 Day Notice Sent:	01/30/2023	
Reason for Impound:	Investigation				
Narrative:	The vehicle listed was seized for further investigation after a 2 nd degree assault incident. After conclusion of the investigation, the vehicle owner was provided the proper 15- and 45-day notices. The current owner has not contacted our office to make arrangements to pick up the vehicle and it is now considered abandoned. The vehicle will be auctioned through our public auction process, with proceeds directed to the Police Impound fund.				

Recommendation:

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

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 23-02-22

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:

2008 Jeep Liberty

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 Impound 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 21ST DAY OF FEBRUARY, 2023.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: February 21, 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: Municipal Request for State Aid Advance (MnDOT)

Background and supporting documentation of request:

The City Capital Improvement Plan includes reconstruction of East Viking Boulevard between Fenwick Avenue and Glen Oak Drive (SAP 248-108-003) and surface improvements to Fallbrook Avenue North (SAP 248-110-004) and 264th Street North (SAP 248-106-001) between Fairview Boulevard and TH 61 in 2023.

Both projects will consist of Municipal State Aid and local funding to complete construction with the majority of funding by the State Aid system. The City has had a number of State Aid project of the past few years and the State Aid construction fund will need advanced funds to complete construction as planned. State Aid cities have the ability to receive advanced State Aid construction funding from future years allotment, provided there are sufficient State Aid Funds available in the States revenue.

Enclosed is a resolution requesting Municipal State Aid Street Funds for Council consideration of approval. The requested advance is in the amount of \$2,123,970 and combined with current unencumbered construction funds there will be \$2,672,558 available with the advance funding request for the proposed 2023 projects.

Staff recommends approval of the Resolution requesting Municipal State Aid Street Funds as detailed above.

Recommendation:

Approve Resolution No. 23-02-23, a resolution Requesting Municipal State Aid Street Funds for SAP Projects 248-108-003, 248-110-004, and 248-106-001.

RESOLUTION NO. 23-02-23

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

A RESOLUTION REQUESTING MUNICIPAL STATE AID STREET FUNDS

WHEREAS, the City of Wyoming is planning to implement Municipal State Aid Street Project(s) in 2023 which will require State Aid funds in excess of those available in its State Aid Construction Account; and

WHEREAS, the City of Wyoming is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account; and

WHEREAS, the Advance is based on the following determination of estimated expenditures:

Account Balance as of February 15, 2023	<u>\$ 548,588</u>
Less estimated disbursements:	
Project No. <u>248-108-003</u>	<u>\$ 2,122,400</u>
Project No. <u>248-110-004/248-106-001</u>	<u>\$ 550,158</u>
Bond Principle (if any)	<u>\$ _____</u>
Project Finals (overruns-if any)	<u>\$ _____</u>
Total Estimated Disbursements	<u>\$ 2,672,558</u>
Advance Amount (amount in excess of acct balance)	<u>\$ 2,123,970</u> ; and

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the City of Wyoming acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

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

The Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the City of Wyoming in an amount up to **\$2,123,970**. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said City from future year allocations until fully repaid.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 21ST DAY OF
FEBRUARY, 2023.**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



February 17, 2023

Mayor Iverson and City Council Members

Re: Public Safety Activity Report – February 21, 2023 City Council Meeting

Police Officer Hiring Process Update

We are moving one candidate into background for the vacant police officer position. The candidate was recruited from the Alexandria Technical College job fair earlier this month. We are exploring options to engage the applicant with the City of Wyoming in a market that is flooded with jobs.

Fire Update

Rosenbauer America, LLC is being highlighted on KSTP in the “So Minnesota” series and Wyoming Fire agreed to highlight the Wyoming apparatus that was manufactured by Rosenbauer. We expect that to air on February 27, 2023.

Upcoming Community Outreach Events

- Elderly Fraud Awareness presentation at Fairview Meadows (February 22, 2023)
- Spring Clean Up – April 2023 (SRC 20% discount for Wyoming residents, 4/17/23 – 4/22/23)

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 17, 2023
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: FEBRUARY 21, 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

The plans for the south tenant finish have been reviewed and the permit is ready to issue. A temporary Certificate of Occupancy has been issued for the north unit.

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.

Katie's Glen

In preparation to obtain soil samples for the engineering of the ponds and streets the developer had a bulldozer clear a path through the snow and brush so that the drill machine could gain access. This generated some phone calls from the neighbors. No actual work is being done yet.

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.eckbergammers.com

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

Writer's Email:
tloonan@eckbergammers.com

February 17, 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 – February 3, 2023 – February 17, 2023

Dear Robb:

Our office is advising City staff regarding City contracts, and continues 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 17, 2023

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

Re: February 21, 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 April 4th 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 2020 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 was approved at the February 7th Council meeting. Staff is awaiting the Maintenance Bond and Consent of Surety submittal by the contractor before releasing payment.

Summer Fields Development

No new update:

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):

No New Update:

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

Third Addition

No new update.

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

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

Preserve at Comfort Lake

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, P.E., City Engineer



Public Works Report

Date: February 21, 2023

Mayor Iverson and Councilmembers

Public Works Report for February 21, 2023 City Council Meeting

Streets:

The crews have been working on pushing back snow and clearing catch basins to facilitate run off.

Since February 7th there has only been the one rain event. The crew was out on the streets at 5 AM to treat the roads to prevent ice as the temperatures dropped after the rainfall stopped.

Sanitary Sewer:

Public Works had an Electrical contractor out to begin the quote process for the Lift Station #5 panel/pump install.

PW Crew cleaned floats, transducers and performed visual inspections of wet wells.

Water:

Monthly bacterial, fluoride and manganese tests have been completed.

South Water Tower riser pipe scheduled for February or March.

A CT Cabinet at Well 3 arced and was severely damaged on February 8. Public Works has been working with the League of Minnesota Cities in effort to process this as an insurance claim. The League has not committed to a resolution as of yet and staff is attempting to find one more quote.

Surface Water:

Public Works has purchased a new pump to help control run off during spring melt. The pump will help facilitate faster return to service of roads that flood during rapid melt events.

Parks:

The crew has worked to maintain the ice at Swenson Park. While the changes in temperature have begun to deteriorate the conditions, staff has been putting in a good faith effort to accommodate the demand for the rink.



Request for Council Action

Date: February 17, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Public Safety Building Lobbyist group

Method: New Business

Background Information:

The City of Wyoming staff and council has continued to work over the last few years towards the construction of a Public Safety Building for our Police and Fire departments. As part of this process staff has worked with local legislators to try to secure funding for the project from the State of Minnesota Legislature. Staff has also reached out to federal congressional rep for the possibility of federal funding along with putting in applications for congressionally directed spending for the project.

The City of Wyoming was not part of the Governors 2023 capital recommendations that came out on January 26, 2023. Staff continues to work with local legislators and have an active bill in this session for the Public Safety Building, although it is unlikely to be included in the first bonding bill due to the backlog of other items. The City of Lindstrom and Chisago City were included in the Governors 2023 capital recommendations and they have been utilizing the services of a lobbyist for their state bill for their police building project. The use of lobbyists by cities and counties is not new and tremendously increases the probability of receiving funding at both the state and federal level. The League of Minnesota Cities recently came out with a newsletter that detailed the deluge of bills at the legislature this year. At this time of year the house typically has 181 bills, but this year, there are 636 bills. In the senate, the average is 136 bills but likewise, there's 490 bills already and more coming. The competition for state and federal funding is significant and continues to grow.

Staff reached out to six different groups that have worked with cities and counties on legislative proposals as follows:

- Judy Erickson (The Lobbyist group that Lindstrom/Chisago City utilized)
- Franzen-Moore
- Flaherty and Hood
- Hylden Advocacy
- Lockridge Grindal Nauen



CITY OF WYOMING

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

- Amundson Strategies

Staff received proposals from the following:

- Flaherty and Hood
- Hylden Advocacy
- Lockridge Grindal Nauen

*Staff did not receive a response from Franzen-Moore and both Amundson and Judy Erickson are not taking clients at this time.

Flaherty and Hood – Has experience working on similar capital projects for other Minnesota cities. The group provided a scope of services under different options as follows:

Option One – 2023 Legislative Session Only \$18,000

- Developing and executing legislative strategies
- Drafting necessary legislation and amendments
- Securing bill authors
- Direct lobbying of committee chairs, key legislators, and the Walz Administration
- Creating handouts and other materials for committee hearings
- Monitoring progress of bills and omnibus bills through the legislative process
- Coordinating testimony at legislative hearings

Option Two – Includes Option One plus: \$24,000

- Includes June 2023 submittal to MMB
- Work with designated city staff to assemble submittal
- Meeting with MMB staff as needed
- Final edits in October 2023
- Direct additional lobbying of Walz Administration ahead of Governor’s Budget Release

Option Three – Includes Options One, Two, plus: \$40,000

- 2024 Legislative Session
- Developing and executing legislative strategies
- Drafting necessary amendments
- Direct lobbying of committee chairs, key legislators, and the Walz Administration
- Creating handouts and other materials for committee hearings
- Monitoring progress of bills and omnibus bills through the legislative process
- Coordinating testimony at legislative hearings



CITY OF WYOMING

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

Hylden Advocacy and Law

Introduction of Legislation

HAL's legislative services include research, drafting and preparation of proposed legislation. HAL will recommend authors in both bodies and will see to proper bill introductions.

Committee Hearings

HAL will work closely with our bill authors to influence selection of the committee or subcommittee to which a bill is referred. HAL then obtains hearings, contacts essential committee members, and prepare the authors for hearings and floor presentations.

Floor Action and Conference Committee

Lobbying efforts include contact with key members of each body for support and passage of legislation on the House and Senate floors, assistance with preparation of handouts, contact with all conference committee members, as required, interaction with appropriate Agency staff, and contact with the Governor's office on matters requiring executive influence

Monitoring the Legislative Process HAL's legislative client communication and bill monitoring system will help assure that the City has a complete understanding of all matters in the Legislature that may affect your organization. HAL will review, on a daily basis, House and Senate bill introductions, committee and floor agendas and committee reports. All legislation introduced or being considered for introduction will be reviewed for its impact on the City. HAL will also monitor activities of state government agencies, which tend to increase during the legislative session. As required, HAL will prepare necessary weekly and yearly reports to the City, its staff, and members. We consider ourselves to be tireless communicators. The City will never lack contact or content updates. We take our roles as deliverers of "customer service" very seriously.

Federal Community Project Request

HAL will work with the City and appropriate staff from Congressional and Senate Offices to submit a Community Project Request for the upcoming federal budget cycle.

Minnesota Management and Budget Local Project Submission

HAL will assist the City in submitting a project request to the Minnesota Department of Management and Budget's for the biannual local project submission. This submission is typically due mid-June of odd numbered years. The submission is then vetted and considered for bonding tours conducted by the House and Senate, as well as the Governor's Capital Investment bill that must be released in January of odd numbered years.

Cost: Hylden Advocacy and Law proposes a monthly fee of \$3,000, for work performed between March 2023 and December 31, 2023, a total of \$30,000. Please know that both monthly fee and length of contract are negotiable. We are more than happy to discuss further to meet your needs



CITY OF WYOMING

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

Lockridge, Grindal and Nauen

- LGN will provide legislative coverage of House and Senate Committees and report to Administrator Linwood. We will track all significant activities in both legislative bodies and the Governor's office that impact the legislative priorities of the City of Wyoming. We will take all necessary steps to position the City of Wyoming for success.
- Additionally, LGN will work closely with the legislators who represent the City of Wyoming. At the direction of Administrator Linwood, LGN will work to advance the City's capital investment priorities. If requested, we will attend city council meetings and provide the city council with legislative updates.
- We propose using a team approach to achieve success for the City of Wyoming. We will work with you to understand which elements of your legislative priorities require short, medium and long-term attention. We will call on our entire LGN state team as needed to accomplish your agenda.
- Our state lobbyists superbly cover all the bases at the Minnesota State Capitol. We excel at understanding the "black box" of the Minnesota Legislature, the Governor's Office, state agencies and legislative staff. Our deep relationships across the entire political spectrum and our command of legislative strategy and process will advance the legislative priorities of the City of Wyoming.

Cost – LGN proposes a one-year contract of \$40,000 for the City of Wyoming to engage LGN for state lobbying services at the Minnesota State Capitol. The contract will be billed on a twelve-month basis to the City of Wyoming beginning February 22, 2023

After review of the firm's proposal's Hylden Advocacy and Law brings a combination of experience with city legislative requests, a scope inclusion of assisting with the Federal community project request (congressionally directed spending) that the other firms did not include as part of their costs, and a cost that is similar or less to the other proposals that we have received from the firms. Costs for the lobbyist can be taken out of the capital revolving fund.

Recommendation: To consider **Resolution 23-02-24** a resolution contracting with Hylden Advocacy & Law with the City of Wyoming in the amount for \$30,000.



CITY OF WYOMING

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



February 13, 2023

Mr. Rob Linwood, City Administrator
City of Wyoming
PO Box 188
Wyoming, MN 55092

Mr. Linwood,

Thank you for your inquiry regarding legislative services for the 2023/2024 legislative session. This letter serves as both a proposal and agreement for Flaherty & Hood, P.A. to provide services to the City of Wyoming, specifically related to a capital investment request for a new combined public safety facility to be constructed within the city.

Flaherty & Hood is well positioned to assist the City of Wyoming in seeking capital investment funds from the legislature. Flaherty & Hood has deep experience working on similar capital projects for communities across the state. Over the years we have worked cities such as Rochester, Mankato, North Mankato, Moorhead, Waite Park, Cloquet, Oakdale, Albert Lea, and several others to advance policy, appropriations and/or capital investment requests. There are very few firms with as much experience working with local governmental agencies or bonding projects at the Minnesota Capitol.

Scope of Services

To successfully secure passage of your legislation, Flaherty & Hood staff will assist the City of Wyoming with the following legislative activities, separated into three broad scopes of work and associated costs.

Option One – 2023 Legislative Session Only

\$18,000

- Developing and executing legislative strategies
- Drafting necessary legislation and amendments
- Securing bill authors
- Direct lobbying of committee chairs, key legislators, and the Walz Administration
- Creating handouts and other materials for committee hearings
- Monitoring progress of bills and omnibus bills through the legislative process
- Coordinating testimony at legislative hearings

Option Two – Includes Option One plus:

\$24,000

- Assisting with capital request and MMB process as needed
 - Includes June 2023 submittal to MMB
 - Work with designated city staff to assemble submittal
 - Meeting with MMB staff as needed
 - Final edits in October 2023
 - Direct additional lobbying of Walz Administration ahead of Governor's Budget Release

Option Three – Includes Options One, Two, plus:

\$40,000

- 2024 Legislative Session
 - Developing and executing legislative strategies

- Drafting necessary amendments
- Direct lobbying of committee chairs, key legislators, and the Walz Administration
- Creating handouts and other materials for committee hearings
- Monitoring progress of bills and omnibus bills through the legislative process
- Coordinating testimony at legislative hearings

Project Management and Costs

Lobbyist Darrin Lee will have day-to-day responsibility for advancing legislation/MMB submittals for the City of Wyoming and will be assisted by firm members Shane Zahrt and Bradley Peterson. Mr. Lee is a former longtime legislative staffer with broad experience at the legislature on various policy and bonding issues. Mr. Peterson will have ultimate responsibility for service delivery on behalf of the Firm. Other staff will be available to assist as needed.

Total fee for service is as follows:

Option One: A flat fee of **\$18,000**, billed in three increments of \$6,000 starting in March, 2023 with additional invoices sent in May and July.

Option Two: A flat fee of **\$24,000**, billed in four increments of \$6,000 starting in March 2023 with additional invoices sent in May, August, and November.

Option Three: A flat fee of **\$40,000**, billed in four increments of \$5,000 starting in March 2023 with additional invoices sent in May, August, and November, and four increments of \$5,000 starting in February 2024 with additional invoices sent in May, July, and September.

- *In the event we are successful in securing the necessary capital investment dollars for the City of Wyoming during the 2023 regular legislative session, it is understood by the parties that the terms of this contract would be limited to Option One only – regardless of the option elected by the city now.*

Term of services would commence upon approval of the City of Wyoming and would run through July 30, 2023, November 30, 2023, or November 30, 2024, depending on selected option. Either party may terminate this agreement with written notice to the other party. Should a termination occur, the City of Wyoming will be responsible for any invoices sent to the city at the time of the termination.

By entering into this agreement, the City of Wyoming understands that Flaherty & Hood, P.A. represents other clients seeking provisions in the Omnibus Capital Investment bill. Flaherty & Hood advocates for each client's interest strenuously on its own merits. We do not believe that there is any direct conflict between our representation of the city and other clients that may be seeking initiatives from the legislature. If we believe a conflict has arisen, we will immediately be in touch with both clients and seek to resolve the conflict to the satisfaction of both parties.

Conclusion

Flaherty & Hood, P.A. is pleased to provide legislative service options to the City of Wyoming for the 2023 and 2024 session, and we are confident that we can have a significant impact in advancing your interests.

If the proposal contained in this letter meets your approval, please sign, indicate preferred option, and return one copy to Flaherty & Hood, P.A. and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By:



Bradley Peterson, Shareholder Attorney

Accepted By:

Additional Authorized Signature

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

RE: Government Relations Representation for the City of Wyoming

Executive Summary

Thank you for the opportunity to respond to submit a proposal to represent the City of Wyoming ("City") before the Minnesota State Legislature, Executive Administration, and members of the Minnesota Federal Delegation in the advancement of a municipal capital investment request. We are excited about the prospect of establishing a working relationship with the City, if selected, pledge to exceed any and all expectations you may have for your Government Affairs representation.

The following proposal will outline Hylden Advocacy & Law's ("HAL") understanding of the Scope of Services desired by the City. It will identify potential project team members, describe responsibilities, and propose services.

Proposed Consultant Team & Capability Statement

The most important point we wish to emphasize in this Proposal is HAL's commitment to do the utmost to serve the City effectively. HAL utilizes a team approach to governmental relations. In other words, you will have **ALL** of HAL's resources and capabilities working on your behalf. We take a bi-partisan approach to client representation, which in the era of shifting legislative majorities at all levels of government, has served HAL's clients well. HAL is uniquely qualified to work with the City and provide professional legislative services in an efficient, effective manner.

If selected by the City **Alysen Nesse, Brian McDaniel, and Amy Koch** would undertake primary responsibility for the City's representation. As such, they would be your day-to-day contact persons. However, in the event additional team members become necessary, HAL will draw upon its many collaborative legislative relationships to assure that there are no gaps in coverage so as to maximize the City's prospects for success. A review of your proposed Team's biographies highlights that the City's will have access to the highest levels of both the Republican and Democrat Caucuses at the State Capitol.

For more information about the Hylden Team, please visit our website at www.hyldenlaw.com.

Alysen Nesse joined the team in 2022 and brings a decade of public sector leadership to HAL's clients. Most recently, Alysen served as the Senior Government Relations Representative for the City of Minneapolis where she developed and led the City's capital investment, economic and workforce development, commercial development finance, transportation, and public finance issue portfolios at the state and federal levels. Her recent successes include: securing over \$50M in the 2020 bonding bill for public and non-profit projects within Minneapolis including \$12.5M for the Upper Harbor Terminal redevelopment project in north Minneapolis. Prior to the City of Minneapolis, Alysen worked in Community & Economic Development at the City of Eden Prairie, and as a project manager for the Lower Manhattan Development Corporation, a HUD funded agency created after 9/11 to rebuild and revitalize lower Manhattan. Alysen holds a bachelor's degree in political science and a master's degree in urban public policy and teaches Neighborhood and Community Politics at Concordia University.

Brian R. McDaniel is an attorney, college professor, and Minnesota governmental relations professional with over 20 years of experience working both inside and outside of the Minnesota State Capitol. Prior to his lobbying career, Brian served as Legislative Director to Republican Speaker of the Minnesota House Steve Sviggum, Director of Government Relations for the Minnesota Department of Employment & Economic Development, Director of Fiscal Policy for the Minnesota Business Partnership, a Member of the Metropolitan Council, and as Committee Administrator for the House Committee on Commerce, Jobs & Economic Development.

Amy Koch was the first and only woman to ever serve as Majority Leader in the Minnesota Senate. She served in the Minnesota Senate from 2005 to 2013 and led the caucus into the majority in 2010 when she flipped 16 seats as the Elections Chair. Following her tenure in the Senate, Amy worked in political consulting. In 2018, she served as the campaign manager for Karin Housley's U.S. Senate campaign. She's a former Russian linguist for the United States Air Force and the National Security Agency. Amy has an MBA and teaches at the Humphrey School of Public Affairs. She specializes in media relations and crisis communications.

Meet the Rest of the Team

Nancy Hylden began her career working as a chemist at an oil refinery and then a power company. She became involved in regulatory and environmental affairs at her workplace, and soon after, left the laboratory entirely to become a lobbyist. She served as the Health and Energy Policy Director for the Minnesota Chamber of Commerce, and subsequently became a contract lobbyist at a large Minneapolis law firm. She attended law school at William Mitchell College of Law, and then clerked for Minnesota Supreme Court Justice Russell Anderson. Nancy formed Hylden Advocacy & Law in 2016.

Natalia Madryga has worked in Minnesota politics in various capacities. She staffed three State Senators managing their constituent services, district communications, and prepared

them for legislative session. Natalia has also worked as part of the Senate Majority media team where she composed columns, press releases and letters to the editor for several Senators. In 2016, she provided direct voter outreach and managed online content for several Senators in swing districts. Before her work at the Senate, she worked at an executive search firm in Boston where she provided market research on prospective talent pools. Natalia earned a degree in Political Science at Salve Regina University in Newport, Rhode Island.

Tina Maharath is the newest addition to the HAL team and was the first Asian-American woman elected to the Ohio State Senate. She is a mother of two young boys, and native of Whitehall, Ohio. The daughter of refugees from the war-torn Southeast Asian nation of Laos who fled to the United States, she was inspired by her upbringing and community to dedicate her life to public service. Prior to public office, she worked as a financial analyst forecasting staffing needs in private sectors, while being a community organizer who served on local advisory boards and committees and held several roles in both government and nonprofit sectors.

Isabella Rojas joined HAL in 2020 and has brought extraordinary skills and relationships to our firm. Izzy graduated from Iowa State University with a BA in Political Science and History. At Iowa State, Izzy was active in advancing equitable racial representation in ISU student government. She also advocated on behalf of the student body at both the state and local level. She laid groundwork for equitable housing policy and passed a medical amnesty bill into law. She participated in research on how to structure and pass Gender Balance legislation in the state of Iowa. Izzy also advocated at the Federal level for Pell Grant expansion, mental health research, and higher-education funding. Finally, she worked in the United Kingdom's House of Commons during Brexit where she worked on constituent relations and campaign strategy for a member of Parliament.

Will Waggoner is the newest addition to the HAL team and brings with him excellent relationships and experience to enhance client services. Before joining the team, Will spent four years in the Minnesota Senate as a Legislative Aide in the Senate GOP Caucus. Will handled constituent services, legislative and political strategy, and district communications for two Senate Committee chairs. He remains active in Republican electoral politics and brings great strategic insights to all client initiatives. Will holds a degree in political science from Gustavus Adolphus College.

As you can hopefully see, along with additional Capitol resources available from HAL's collaborative legislative relationships, HAL has decades of experience being actively involved in the political/governmental process. Our diverse party affiliations enable us to provide comprehensive coverage of all branches of government and effectively communicate with legislators of both parties while vigorously supporting the City at the State Capitol.

Experience

HAL prides itself on its diverse clientele. We work extensive capital investment experience for both public and non-profit entities and know well the technical and political waters to navigate to move a project across the finish line. While the degree of work varies greatly, the following list includes clients for whom we are currently providing lobbying services. We conclude that representing the City does not create a conflict with any existing clients.

- ACLU
- Advantage Capital
- American Indian OIC
- American Heart Association
- Association of Minnesota Counties
- Avenues for Youth
- Bird Rides, Inc
- Blue and White Taxi
- Blue Ox Media
- Catholic Charities
- Cedar Towing
- City of Bagley
- City of Minneapolis
- Clare Housing
- Community School of Excellence
- Cultural Shelter
- Ecumen
- Education Partnership Coalition
- EMERGE Community Development
- Firefighters for Healing
- Good Food Institute
- Greater Twin Cities United Way
- Hmong American Partnership
- IBM
- Latino Economic Development Center
- Local Public Health Association of MN
- Metropolitan Alliance of Connected Communities
- Minnesota Association of Criminal Defense Lawyers
- Maroon & Gold (U of M boosters)
- McCormick, Baron, Salazar (affordable housing developer)
- Minnesota Adult & Teen Challenge
- Minnesota Asphalt Pavement Association
- Minnesota Coalition for the Homeless
- Minnesota Housing Partnership
- Minnesota Licensed Beverage Association
- Minnesota Land Title Association

- Minnesota Municipal Beverage Association
- Minnesota Nurses Association
- Northside Achievement Zone
- PACER
- Perspectives, Inc.
- Pillsbury United Communities
- Playwright's Center
- RS Eden
- SportRadar
- Susan G. Komen Foundation
- Start Early Coalition
- Targeted Home Visiting Coalition
- The Family Partnership
- Transportation Alliance
- Urban Indigenous Legacy Initiative
- YMCA of the North

Examples of Successful Nonprofit Lobbying Efforts

HAL has decades of experience helping cities and non-profit organizations secure state capital funding, going back to Nancy's work with Hartley Nature Center in Duluth (\$3M to build original building in the 1990's). Here are a few recent success stories:

1. The Family Partnership ("TFP") - HAL successfully secured \$12 million in state funding (cash appropriation and GO bonding) for the new Building for Better Futures at Lake Street and Bloomington Avenue. The \$25 million building recently opened and operates trauma-informed early education/childcare, and counseling and referral services to victims of sex trafficking.
2. Hmong American Partnership ("HAP") - HAL successfully secured \$5.5 million in state bonding to rehabilitate two sites in St. Paul for use as workforce training, childcare, and supportive referral services. Total project cost was \$13 million. Both sites are now operating.
3. Pillsbury United Communities - HAL successfully secured \$2 million in state capital appropriation for North Market, a new supermarket in North Minneapolis' food desert. North Market has been open for several years now.

Scope of Services

HAL has discussed the City's expectations and believe that there are some that are essential for a successful government relations program. Again, HAL's pledge is to exceed these expectations and provide you with exemplary customer service for the duration of the contract. HAL describes below, the broad range of legislative and regulatory services that will be provided upon request of the client, throughout all phases of the legislative process.

Introduction of Legislation

HAL's legislative services include research, drafting and preparation of proposed legislation. HAL will recommend authors in both bodies and will see to proper bill introductions.

Committee Hearings

HAL will work closely with our bill authors to influence selection of the committee or subcommittee to which a bill is referred. HAL then obtains hearings, contacts essential committee members, and prepare the authors for hearings and floor presentations.

Floor Action and Conference Committee

Lobbying efforts include contact with key members of each body for support and passage of legislation on the House and Senate floors, assistance with preparation of handouts, contact with all conference committee members, as required, interaction with appropriate Agency staff, and contact with the Governor's office on matters requiring executive influence.

Monitoring the Legislative Process

HAL's legislative client communication and bill monitoring system will help assure that the City has a complete understanding of all matters in the Legislature that may affect your organization. HAL will review, on a daily basis, House and Senate bill introductions, committee and floor agendas and committee reports.

All legislation introduced or being considered for introduction will be reviewed for its impact on the City. HAL will also monitor activities of state government agencies, which tend to increase during the legislative session.

As required, HAL will prepare necessary weekly and yearly reports to the City, its staff, and members. We consider ourselves to be tireless communicators. The City will never lack contact or content updates. We take our roles as deliverers of "customer service" very seriously.

Federal Community Project Request

HAL will work with the City and appropriate staff from Congressional and Senate Offices to submit a Community Project Request for the upcoming federal budget cycle.

Minnesota Management and Budget Local Project Submission

HAL will assist the City in submitting a project request to the Minnesota Department of Management and Budget's for the biannual local project submission. This submission is typically due mid-June of odd numbered years. The submission is then vetted and considered for bonding tours conducted by the House and Senate, as well as the Governor's Capital Investment bill that must be released in January of odd numbered years.

References

Please feel free to contact any legislator or any of our current clients regarding our competencies and effectiveness. Specifically, we suggest the following:

Fatima Moore
Chief Operating Officer
City of Minneapolis
350 S. 5th St., 301M
Minneapolis, MN 55415
612-322-9293
Fatima.moore@minneapolismn.gov

Risikat Adesaogun
Communications Director
City of Brooklyn park
5200 85th Ave. N.
Brooklyn Park, MN 55443
763-232-0133
Ades0002@gmail.com

Katherine Meerse
Executive Director
Avenues for Youth
1708 Oak Park Ave. N.
Minneapolis, MN 55411
651-968-6503

Proposed Fee

HAL proposes a monthly fee of **\$3,000**, for work performed between March 2023 and December 31, 2023, a total of **\$30,000**. Please know that both monthly fee and length of contract are negotiable. We are more than happy to discuss further to meet your needs.

We request reimbursement for reasonable disbursements incurred on your behalf consistent with the City's policies and approval. While we generally send invoices at the beginning of each month, we are open to a time frame for billing to accommodate your budgetary protocols.

Thank you for the opportunity to present this Proposal. Again, we are excited about the prospect of working with The City and believe that, due to our relationships and experience, we are uniquely suited to assist the City in advancing your capital investment request at the state and federal levels.

Sincerely,

Alysen Nesse

Director of Government Affairs
Hylden Advocacy & Law
310 S. 4th Ave. #9200
Minneapolis, MN 55415

February 16, 2023

Robb Linwood
City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

Dear Administrator Linwood,

Thank you for the opportunity to present the following proposal for state government relations services for the City of Wyoming. We would be honored to work with you and your team.

We at Lockridge Grindal Nauen (LGN) have the highest regard for the City of Wyoming, its City Staff, the Wyoming Mayor, and the City Council. We are proud of our track record in assisting local governments at the State Capitol and our state lobbying experience and success are unmatched.

It would be a privilege to work in partnership with the City of Wyoming to achieve your legislative goals.

Please do not hesitate to contact us with any further questions.

Sincerely,

Dan Larson
Director, State and Local Government Affairs

Ann Lenczewski
State Government Affairs

I. ABOUT LOCKRIDGE GRINDAL NAUEN GOVERNMENT RELATIONS

Lockridge Grindal Nauen's government relations professionals have over three decades of experience representing clients of all types and sizes throughout the Midwest and in Washington, D.C. We are proud to partner with a wide range of local government, non-profit, and business clients to elevate their impact in Minnesota by cultivating broader influence and understanding among public officials and decision-makers. We have a reputation for being knowledgeable, trustworthy, and politically savvy. Through our sizeable team, with broad-based political affiliations, we have developed a vast network of long-term, personal connections with leaders at all levels of government.

II. GOALS & SERVICES

LGN hopes to earn your support to deliver state lobbying services for a capital investment funding request.

LGN will provide legislative coverage of House and Senate Committees and report to Administrator Linwood. We will track all significant activities in both legislative bodies and the Governor's office that impact the legislative priorities of the City of Wyoming. We will take all necessary steps to position the City of Wyoming for success.

Additionally, LGN will work closely with the legislators who represent the City of Wyoming. At the direction of Administrator Linwood, LGN will work to advance the City's capital investment priorities. If requested, we will attend city council meetings and provide the city council with legislative updates.

We propose using a team approach to achieve success for the City of Wyoming. We will work with you to understand which elements of your legislative priorities require short, medium and long-term attention. We will call on our entire LGN state team as needed to accomplish your agenda.

Our state lobbyists superbly cover all the bases at the Minnesota State Capitol. We excel at understanding the "black box" of the Minnesota Legislature, the Governor's Office, state agencies and legislative staff. Our deep relationships across the entire political spectrum and our command of legislative strategy and process will advance the legislative priorities of the City of Wyoming.

III. RATE OF COMPENSATION

At LGN, we are sensitive to the concerns of local governments and municipal budgets. We have attempted to adjust our fees accordingly. We propose a one-year contract of \$40,000 for the City of Wyoming to engage LGN for state lobbying services at the Minnesota State Capitol. The contract will be billed on a twelve-month basis to the City of Wyoming beginning February 22, 2023.

Our fee schedules are structured to achieve maximum value for clients. LGN strives to develop cost-effective, long-term relationships with satisfied clients. Please do not hesitate to contact us with questions or to discuss our proposed fee.

IV. NEXT STEPS

Again, thank you for the opportunity to submit a proposal for your consideration. We believe that our plan will help to achieve the goals of the City of Wyoming.

We look forward to hearing from you. We are eager to provide further information or address any questions you may have.

Daniel G. Larson, Director of State & Local Government Affairs

Dan Larson is the Director of State and Local Government Affairs at Lockridge Grindal Nauen. Mr. Larson provides leadership, management, and oversight of the firm's state [government relations](#) team, which is one of the largest and most politically diverse in Minnesota. Mr. Larson has 14 years with the firm and is an expert in strategic advocacy and the legislative process. He brings over 30 years of experience in government, civic participation, and politics.



He demonstrates a keen understanding of taxes, public health, technology, economic development, labor, pensions, and issues faced by tribal governments. Prior to joining the firm, Mr. Larson served as a member of the Minnesota Legislature for 10 years. He was first elected in 1998 and served stints in both the Minnesota House and Senate. His tenure in the legislature included leadership roles on the Senate Taxes Committee, Subcommittee on Elections, and the House Transportation Committee.

In addition, Mr. Larson served on the Legislative Audit Commission, the Legislative Commission on Pensions and Retirement, and was a member of the Minnesota Amateur Sports Commission. Mr. Larson has close working relationships with members of the legislature, the Governor's office and administration, as well as city and county officials. Mr. Larson represents two of the largest tribes in the state of Minnesota and has successfully lobbied for tribe-specific initiatives.

He also has extensive experience working on behalf of building trades unions. In 2016, Mr. Larson became certified as a White Belt in Legal Lean Sigma and Project Management. He is interested in topics like leadership development, process improvement and innovative approaches to project management. Frameworks that integrate unparalleled teamwork and communication in pursuit of developing best practices and increased efficiencies for clients. Additionally, Mr. Larson is a former member of the American Cancer Society Leadership Board for Minnesota. As a cancer survivor, he was the inspiration for the creation of the Anti-Cancer Caucus and laid the foundation for its success. Mr. Larson has also been formally recognized by the public health community for his work on anti-smoking efforts in the state.

H. Theodore Grindal, Partner

Ted Grindal is the Partner in Charge of Lockridge Grindal Nauen's (LGN) [government relations](#) practice. For over the past 35 years, he has led Minnesota's largest and premiere government relations team with offices in Minnesota, North Dakota, and Washington, D.C. offering state government relations, federal government relations, local government relations, and communications and grassroots advocacy services to corporations, trade associations, municipalities, and non-profit organizations and associations.



Under Mr. Grindal's leadership, LGN's seasoned and politically-diverse government relations team has built its reputation for being knowledgeable, trustworthy, and politically savvy. He focuses on strong, long-term personal connections with lawmakers and staff and leverages those for a successful record in helping shape clients' industry-specific objectives with government relations and public affairs strategies. Mr. Grindal has been recognized as one of Minnesota's top eight lobbyists by the *Minneapolis Star Tribune* and also named one of the 10 most influential lobbyists in Minnesota by Minneapolis-based *CityPages*.

In addition, he has been honored by inclusion in *The Best Lawyers in America* for health care law and has been named a "Super Lawyer" by the *Minnesota Law & Politics* for government relations for numerous years. He has been named by *Minnesota Physician* as one of Minnesota's "100 Most Influential Health Care Leaders" several times. In 2016, he was named by Twin Cities Business Magazine as one of 100 "People to Know" in Minnesota. Currently, Mr. Grindal belongs to the Minnesota Government Relations Council, the American Health Lawyers Association, and the American Society of Medical Association Counsel. He serves on the Board of Directors of ForeUs, formerly The Minnesota Minority Junior Golf Association (MMJGA), since 2020. He also served on the Board of Governors of the Minikahda Club from 2011 to 2014 and 2016 to 2019. Previously, he served on the board of regents for Augsburg College, and chaired that board for two years. In addition, he served on the board of directors of the Evangelical Lutheran Good Samaritan Society and chaired the board for two years.

Mr. Grindal has also served on the boards of the Minnesota Private College Council, Minnesota Center for Arts Education, the International Hearing Foundation, Prairie Lutheran Church Council, and the Norwegian American Historical Association. After graduating from the University of Minnesota Law School, Mr. Grindal served in the Minnesota Attorney General's office as a Special Assistant Attorney General before joining Lockridge Grindal Nauen. He lives in Minneapolis with his wife and has two grown sons.

Ann T. Lenczewski, Government Relations, Tax Policy, & Local Government

A highly-regarded leader in Minnesota politics for more than twenty years, Ann T. Lenczewski serves Lockridge Grindal Nauen government relations clients on a broad range of issues including tax policy, local government matters, and political strategy. She excels at delivering for clients at the Capitol and meeting clients' needs. Ms. Lenczewski has earned a reputation as smart, deeply knowledgeable, and effective in her many roles in state and local government.

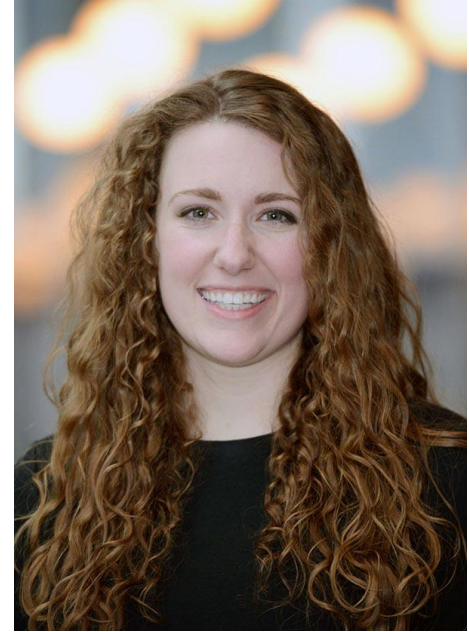
Her unique expertise in tax policy and its interaction across state, county, and municipal governments – together with her unparalleled political savvy – is an asset to Lockridge Grindal Nauen's government relations clients. Prior to joining the firm, Ms. Lenczewski served in the Minnesota House of Representatives from 1999 to 2015 and chaired the House Tax Committee. Before being elected to the Legislature, she served on the Bloomington City Council. Ms. Lenczewski is a graduate of the College of St. Benedict and completed graduate work at Humphrey Institute of Public Affairs at the University of Minnesota.



Angela A. Huss, State Government Relations

Angela A. Huss is a member of the state government relations team and represents clients at the Capitol in the areas of bonding, taxes, transportation, public safety, and local government issues. She also assists with the firm's communications and grassroots advocacy efforts. Ms. Huss is known for her organizational abilities, communication skills, and strategic thinking and messaging.

Prior to joining LGN, Ms. Huss worked in a variety of political and campaign roles including two re-election campaigns for Congressman Erik Paulsen and district outreach work for Congressman Paulsen in his Eden Prairie office. She formerly served as Chair of the Minnesota College Republicans in the 2014 election cycle where she engaged thousands of young voters and recruited college students to volunteer in key Minnesota House races across the state. Currently, Ms. Huss serves on the Board of Directors of the Women LEAD MN PAC. She graduated with a Bachelor of Arts in Entrepreneurship from the University of St. Thomas. A native of Fairmont, MN, Ms. Huss now resides in Savage with her husband and young son.



Jessica E. Lindeen, State Government Relations

Jessica E. Lindeen joined the Lockridge Grindal Nauen team in the fall of 2016. Ms. Lindeen focuses on legislative matters at the Capitol relating to health, human services, workforce development, labor, and tribal governments. Her extensive knowledge and experience navigating these complex issue areas makes her an important resource for firm clients. Known as a solutions-oriented thinker, she takes a creative approach toward identifying challenges and opportunities in the legislative process.

Her strong communication skills ensure the process is accessible and transparent for firm clients. Ms. Lindeen brings a diverse background of government relations and campaign experiences to the Lockridge Grindal Nauen team. Prior to her work in government relations, she spent multiple election cycles on the campaign trail working on congressional campaigns, as well as state-based issue and constitutional amendment campaigns, where she gained considerable knowledge of Minnesota's political landscape. She graduated with a Bachelor in Arts in Political Science from the University of Minnesota. As part of her undergraduate work, she studied abroad at Saint Louis University in Madrid, Spain.



Kevin J. Matzek, State Government Relations

Kevin J. Matzek is a highly-regarded political and policy professional with 21 years of experience in and around state government. As the Chief of Staff for the Senate Republican Caucus for eight years, Mr. Matzek led the execution of the caucus's legislative agenda, developed policy expertise on a wide variety of issues, and oversaw campaign efforts that resulted in the caucus winning the majority in the 2016 election.

Prior to becoming Chief of Staff, Mr. Matzek served as Legislative Director for the Senate Republican Caucus. Previously, he worked for the Minnesota House Republican Caucus for seven years in key positions including as Chief of Staff and as the Committee Administrator for two different committees – the House Ways and Means Committee and the House Public Safety Policy & Finance Committee. Mr. Matzek has also worked as the Director of Government Affairs for Hospitality Minnesota.



Currently, Mr. Matzek serves on the board of directors for the Minnesota Government Relations Council (MGRC). The MGRC serves Government Relations Professionals by providing advocacy, professional development, networking, and enhanced working experience inside and outside the Capitol. A graduate of the University of Wisconsin-Madison, he lives in Golden Valley with his wife Julie and three kids.

Daniel L. Pollock, State Government Relations

Daniel L. Pollock is a highly regarded health and human services policy professional with 15 years of experience in state government, serving in high-ranking positions in both the executive branch and legislative branch. His skills include legislative and communications strategy, Medicaid services, public policy development, and program implementation.

Before joining the firm, Pollock served as Assistant Commissioner for Continuing Care for Older Adults at the Minnesota Department of Human Services, overseeing efforts to ensure quality care and services for seniors and other adults who need help living as independently as possible. He played a central role during the state's COVID-19 response, ensuring emergency staffing and funding for residential facilities with outbreaks, as well as working closely with hospitals and nursing homes during COVID surges. Pollock previously served as Deputy Commissioner at the Minnesota Department of Health, Executive Assistant to the Minnesota House Majority Leader, Policy Advisor to Governor Mark Dayton, Legislative Director for the Minnesota Department of Human Services, and the Committee Administrator for the Minnesota House Health Finance Committee. He earned a J.D. from Georgetown University Law Center and a B.A. from Dartmouth College.



Cullen D. Sheehan, State Government Relations

Cullen D. Sheehan represents clients before the Minnesota legislature on a variety of commerce, housing, education, and transportation issues. He is widely known in Minnesota and at the State Capitol for his ability to work with diverse coalitions and stakeholders to accomplish clients' goals.

Prior to joining LGN, Mr. Sheehan served in numerous capacities at the highest levels of politics and government. He served as Chief of Staff to the Minnesota Senate Republican Caucus and was instrumental in leading them to their first majority in 38 years. In 2011 Mr. Sheehan received an award as a Leader in Public Policy from *Politics In Minnesota/Capitol Report* as the Top Legislative Staffer at the [Minnesota State Capitol](#). In addition, he served as a senior advisor to United States Senator Norm Coleman and was Coleman's campaign manager in one of the most expensive and closest Senate races in Minnesota history.



Mr. Sheehan has developed extensive national networks through his work in Republican politics. Notably, he was the Midwest Regional Political Director for the Republican National Committee and served as the Executive Director of the Republican Party of Iowa. Additionally, he has served in senior roles on numerous U.S. senatorial, congressional, and gubernatorial campaigns.

A graduate of Saint Mary's University in Winona, Minnesota, Mr. Sheehan earned a Bachelor of Arts degree in Political Science and minored in Public Administration. He serves on the St. Croix Preparatory Academy Foundation Board. Additionally, he is a council member of AIPAC Minnesota and is a past board member of Spare Key and the Citizens League. When not working he can be found performing as lead singer with his part-time band, "The Most Interesting Band in the World."

Amos A. Briggs, State Government Relations

Amos A. Briggs brings more than a decade of experience at the Capitol to effectively advocate for clients on range of issues including commerce and regulatory reforms, bonding initiatives, software and technology matters, and education funding and policy.

He applies his advanced knowledge of Minnesota's political landscape and legislative process, along with his extensive network of personal relationships, to represent nonprofits, businesses, trade associations, labor unions, and tribal governments. Additionally, Mr. Briggs regularly advises organizations pursuing opportunities through the state's complex public procurement process.

Before joining LGN, Mr. Briggs served as the Director of Communications with the Minnesota Senate DFL Caucus where he oversaw caucus media strategy and served as a senior advisor to the Senate Majority Leader. He previously worked at the state legislature as a policy researcher and as committee staff in the areas of state government finance, pensions, and data practices. Mr. Briggs earned a B.A. in political science and anthropology from the University of Wisconsin-Madison. Prior to his career in Minnesota politics, he managed political campaigns in Wisconsin.



Peter H. Glessing, Associate / Communications and Grassroots Advocacy

Peter H. Glessing is a member of Lockridge Grindal Nauen's [state government relations](#) team and is an associate of the firm. He leads [communication and grassroots advocacy](#) efforts for firm clients to raise their profile and legislative agenda with legislators, decision-makers, and media outlets across the state.

His communications and grassroots advocacy work involves a variety of issue areas including business regulation, public safety, healthcare, workforce development, transportation, and environmental regulation. Prior to joining the firm, Mr. Glessing served in a variety of key roles at the Minnesota House of Representatives. During his time at the legislature, Mr. Glessing served as Deputy Director of Public Affairs at the Minnesota House Republican Caucus. He oversaw the communication department's implementation of caucus media strategy on a diverse legislative agenda, served as a communications consultant to over 70 state representatives, and was the communications advisor for the House majority leader.

Having worked in and around state government for over 10 years, Mr. Glessing has developed a deep understanding of the state's political dynamics, the policy issues facing the legislature, and public relations efforts required to succeed in the state's political environment. His knowledge of the legislative process, key players, and media landscape is a tremendous asset to firm clients.

Outside of the firm, Mr. Glessing serves as a member of the Citizens League Board of Directors and has been a member of the Cathedral Choir at the Basilica of St. Mary in Minneapolis. Mr. Glessing graduated with a Bachelors of Arts from The George Washington University in Washington, D.C. and earned his J.D. from the University of St. Thomas School of Law. He and his wife live in Minneapolis.



RESOLUTION 23-02-24

A RESOLUTION CONTRACTING WITH HYLDEN ADVOCACY & LAW AS A LOBBYIST FOR THE CITY OF WYOMING IN THE AMOUNT OF \$30,000

WHEREAS, The City of Wyoming staff and council has continued to work over the last few years towards the construction of a Public Safety Building for our Police and Fire departments; and

WHEREAS, The City of Wyoming was not part of the Governors 2023 capital recommendations that came out on January 26, 2023; and

WHEREAS, Staff reached out to six different groups that have worked with cities and counties on legislative proposals and received three proposals from the following: Flaherty and Hood, Hylden Advocacy & Law and Lockridge Grindal Nauen; and

WHEREAS, After review of the firm's proposal's Hylden Advocacy & Law brings a combination of experience with city legislative requests, a scope inclusion of assisting with the Federal community project request (congressionally directed spending) that the other firms did not include as part of their costs, and a cost that is similar or less to the other proposals that we have received from the firms; and

WHEREAS, Staff recommends contracting with Hylden Advocacy & Law, costs for the lobbyist can be taken out of the capital revolving fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA authorizes the contracting with Hylden Advocacy & Law as a lobbyist for the City of Wyoming in the amount of \$30,000.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 21ST DAY OF FEBRUARY, 2023.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: February 17, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Strategic Planning Services

Method: New Business

Background Information:

For the past 10 years the City Council has held an annual goal setting session with city staff. To bring in new ideas and keep the process fresh, staff is recommending a facilitator to perform strategic planning this year. Staff reached out to these 9 facilitators:

- Jim Miller (Mercer Group)
- Craig Waldron (Waldron Company)
- Richard Fursman (Huelife, LLC)
- Jean Davidson (Davidson Consulting)
- Bob Barnett (MDA Leadership Consulting)
- Dave Jamieson (Jamieson Consulting Group)
- Phil Kern (Delano City Administrator)
- Sara Peterson (Sara Peterson Consulting)
- Bart Fisher (WSB)

The city received three proposals from:

1. Phil Kern-

- His approach is to hold a 5-6 hour session that explores Long-Term Direction for the City, Organization Performance and Development of a short term 2023-2024 workplan and goals.
- His fee is \$3,300

2. Sara Peterson-

- Her approach is to hold one on one sessions with individual council members prior to the session and then run a one day retreat with Council and City leadership. Her session would focus on long and short term goals and strategies for the City.
- Her fee is \$4,320 plus a will not exceed \$1,500 travel cost.

3. Bart Fisher-

- His approach is to gather information prior to the retreat, then lead a 6 hour facilitated session that includes team building, presentations and prioritization of information, strategies and priorities of the city.



CITY OF WYOMING

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

- His fee is estimated to not exceed \$8,000.

Staff reviewed the proposals evaluating them based on cost, deliverables, outcomes and references. After a thorough review, staff does not have a recommendation and believes all three proposals are very good and meet the needs the city is looking for. Staff has provided the proposals in the packet and would like Council to have a discussion and select one of the proposals.

Recommendation:

Staff recommends Council review the proposals and choose one of the three facilitators.



PUBLIC SAFETY

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

City of Wyoming

2023 Strategic Planning and Goal Setting Session Proposal

Mr. Robb Linwood, City Administrator -

It is my pleasure to submit to you this proposal for facilitating a Strategic Planning and Goal Setting session for the City of Wyoming.

The challenge of leadership in local government is significant and spending time as a leadership group is an important first step in any effective organization. Establishing a shared vision and strategies to guide the organization and City toward that vision is important. An established vision and long-term organizational strategies allows decision-makers and staff to perform short-term goals and day-to-day tasks with an understanding of the destination and purpose and organizational clarity throughout the levels of leadership.

The process and organizational time commitment to complete a strategic planning process is significant. It is also time and resources very well spent. In this proposal I will outline the parts of the process and outcomes, but it's also important to understand the value of spending time together as a leadership team talking about your City and organization. As governing bodies, so much time is spent on the urgent matters that come before the City and organization. Periodically taking time to step back and focus on all the matters - urgent and not urgent - that impact the future of the City and organization is very important. As a City Administrator myself, I have found it to be a very healthy practice for my City's leadership team to conduct a strategic planning and goal setting process every two years, with periodic check-ins a few times in between.

My recommendation for this process would involve either a one- or two-day workshop format focused on three elements of strategic planning and organizational leadership. Typically, this process will take around 5-6 hours of time through group work, discussion, and prioritization. Based on the City's preference of one longer work session or dividing the work into a two day format, I will structure the workshop accordingly. The outline would be as follows:

1. Long-Term Direction - conducting a series of discussions and activities to develop agreement around general principles of the City's vision and long-term strategies. This will include as outcomes the principles of a vision statement and core strategies. Each of the core strategy statements will be defined and outlined to provide transparency and clarity regarding each item's organizational importance.
2. Organizational Performance - most planning sessions focus on "what" should be accomplished, but taking time to discuss "how" the organization should perform is equally important. Outcomes will include an understanding of roles and responsibilities within the organization, along with principles of the organization's overall value proposition.
3. Development of a short-term 2023-24 Workplan and Goals program to support immediate needs and the vision/strategic plan of the City. The short-term goals program provides an opportunity for immediate action and specificity in terms of staff direction. It also helps provide assistance for budgeting and resource allocation.

The session would be focused on facilitating a small group consisting of the Mayor and City Council, with participation of staff members as determined by the City Council. A variety of viewpoints from within the organization – the governing body, management staff, and service delivery staff – are encouraged and recommended.

The fee for facilitation services included in this proposal is \$3,300. Facilitation services will include preparation of agenda and materials for the session. All materials will be provided to the City Administrator electronically at least three working days prior to the session. Additionally, a final report containing outcomes of the session will be provided electronically no later than ten days after the completion of the session. The City shall be responsible for providing the necessary copies of materials for participants and any requested by members of the public. Payment shall be remitted within 30 days of submission of the final report.

Thank you for the opportunity to submit this proposal and for your consideration.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Phil Kern".

Phil Kern

SARA A. PETERSON, JD – MANAGEMENT CONSULTANT

February 10, 2023

Robb Linwood, City Administrator

651-462-0575, rlinwood@wyomingmn.org

cc Alex Saxe, Assistant City Administrator

651-462-0575, ASaxe@wyomingmn.org

City of Wyoming, 26885 Forest Blvd #8346, Wyoming, MN 55092

REVISED: Proposal for Council Goal-Setting Process

Dear Robb:

I am pleased to present you with my proposal for working with the City of Wyoming in 2023.

Introduction

Northeast of the Twin Cities (Chisago County), The City of Wyoming is a small town with big ambitions to be “a regional leader in providing innovative and long term economically responsible government that is transparent to all.” Its administrator has led annual goal-setting retreats for the City Council for several years and is now looking to employ a facilitator to ensure a balanced and productive process that brings with it expert guidance. The session for 2023 will be in the spring and include the Mayor, City Council, and senior Staff.

Work Plan & Approach

I propose working with the City in March - April 2023 according to the outline below.

1) **Preparation** (*Upon Contract*)

I will meet with appropriate leadership to confirm goals for the engagement, set a timeline for activities and deliverables, and agree upon the approach for communication. As part of or following this meeting, I will request and review information to prepare for planning, including (as relevant and available):

- Past strategic plans / retreat summaries
- Minutes and/or packets from recent board meetings

Having reviewed the information, I will work with City leadership to answer any remaining preparatory questions that I have in order to focus the retreat agenda and process further so that it fits the needs and style of the City board, as well as develop appropriate prep materials. I will also make myself available to speak with Council members and leadership via telephone. The intent of these conversations will be to get to know the individual prior to the retreat and to understand individual views on the City's current position, its strategic needs, and goals for planning. I assume that there would be five such calls.

2) **Facilitation** (*1 full day, date TBD*)

I will prepare for, travel to and facilitate the meeting according to a mutually agreed upon agenda. Following the retreat, I will prepare meeting summaries and edit as appropriate with City leadership.

3) **Project Management** (*Ongoing*)

- *Meeting Logistics* - The City will be responsible for arranging meeting logistics (invitations, space, etc.).
- *Communication* - I will be available to leadership as needed to ensure a successful engagement.
- *Caveats* - See Terms of Engagement / Scope & Fees as attached to this letter for additional limitations.

effective strategy, governance and management
for nonprofits, foundations, government, & community groups

www.SaraPetersonConsulting.com ■ peterston@SaraPetersonConsulting.com

Proposed Fee

Based on the work plan outlined above, I request a fee of **\$4,320 exclusive of direct costs not to exceed \$1,500** (e.g., mileage, overnight travel expenses). This proposal assumes that key staff and board members will be available as needed during this time frame. I will hold time according to this proposal until **February 28, 2023**. Agreements reached after this date may affect timeline and/or proposed fee. If this estimate is for any reason a barrier to acceptance, I would appreciate the opportunity to discuss flexibility or discount options within my proposal.



Generative thinking is where goal-setting and direction-setting originate.

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Quoted from "Governance As Leadership", Chai et al (2005), p. 89

Experience

Both my website (www.sarapetersonconsulting.com) and my LinkedIn page (www.linkedin.com/in/saraannpeterson) include a great deal of information about me and my work. I encourage you to look at both as you assess my proposal. My practice is varied as the following shows, but it is **always dedicated to helping my clients do their jobs better**.

STRATEGY

Planning

Whole Organization: *strategy, business, operational, merger*
Select Purpose: *initiative, program, contingency, succession*

Process Facilitation

Retreats & Groups: *staff, boards, panels, roundtables*
Mergers & Collaborations: *planning and inter-entity "dating"*
Community Engagement

Transition Management

Organizational Change
Succession Planning & Search Assistance
Interim Executive: *guiding management, assessment, change*

GOVERNANCE

Board Development

Facilitated Self-Assessment or External Assessment
Board Orientation
Bylaw, Policy & Board Book Development
Board Composition & Recruitment Planning
Full Board & Board Leadership Coaching
Executive Search Assistance
Workshops: [click HERE](#) for details

Leadership Support

Troubleshooting: *sticky situations, relationships, transitions*
Presentation Coaching & Editing
Resume Coaching & Editing

EFFECTIVENESS

Program & Portfolio Evaluation

Planning, Logic Model & Instrument Development
Evaluation Implementation & Analysis

Organizational Assessment

Whole Organization or Components: *management, governance, financial, structure/staffing, individual programs*

Research Design, Implementation & Analysis

Multi-Modal Designs: *surveys, focus groups, interviews*
Foundation, Corporate Grant Opportunities & Trends
Compilation of Comparative Data for Compensation Decisions
Environmental Scans & Trend Analysis: *sector, funding, census, etc.*

GRANTMAKING

Strategy & Guideline Development

Technical Assistance for Grantees

Program & Management

Grant Program Evaluation
Program Officer Search Assistance & Administration

Outsourced Grant Staff Services

Proposal Process Administration
Due Diligence Review, Site Visits & Grantee Assessments
Proposal Review & Recommendations
Final Report Review

I appreciate the opportunity to assist your organization and believe that this letter summarizes our discussions. If you have any questions, please contact me.

Sincerely,

Sara A. Peterson, Management Consultant

Terms of Engagement

Scope & Fees: This project is limited to the scope of work (with slight modifications as may become necessary) outlined in this letter of engagement. Further consultation, written reports, or analysis beyond the scope or time frame of this project will be considered a separate contract as agreed upon by both parties. The project and its related products are intended solely for use by client management. Any use outside of this specific purpose requires written permission from **Sara A. Peterson d.b.a. Sara Peterson Consulting**. Nothing included in this proposal or the work that follows can or will create an attorney/client relationship. We advise clients on all aspects of management, which may sometimes overlap with legal questions. While Ms. Peterson has a law degree, her practice does not include legal representation, give rise to an attorney-client relationship, or substitute for consulting with licensed counsel.

Ms. Peterson will be paid a fee of \$4,320 plus a fee for actual direct costs incurred not to exceed \$1,500 (e.g., mileage, airfare, overnight expenses). **Travel expenses will be added to the flat fee amount on the invoice rather than treated as a reimbursement.** The fee is due within 30 days of project completion. In the event Ms. Peterson's services are terminated for whatever reason during the project, you agree to compensate her for services rendered and expenses due up to the point of termination at a rate of \$135 per hour up to the contract maximum.

Responsibilities & Disputes: Ms. Peterson's role is strictly limited to the tasks / projects described above, and she offers no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon her communications with or reports to you. Your organization will be solely responsible for making all management decisions and performing all management functions on behalf of your organization based on the content 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. You are responsible for evaluating the adequacy of the results of the services performed, accepting responsibility for the results, establishing and maintaining internal controls, including monitoring ongoing activities. Your organization will be solely responsible to ensure that your practices/systems comply with applicable laws or regulations.

You agree that it is appropriate to limit the liability of **Sara A. Peterson**. 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, our work product, or for any deliverables, 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 attorneys' fees. The exclusive remedy available to you in the event of a dispute 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, but any recovery on any dispute, including any costs and attorneys' fees incurred in pursuing them, shall not exceed the fees actually paid under this agreement by you to **Sara A. Peterson**.

We both agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute that may arise between us, any suit or action to recover on a dispute must be commenced as provided below, or the party with a claim or prosecuting a dispute shall be forever barred from commencing a lawsuit and from obtaining legal or equitable relief or recovery of any kind whatsoever. An action to recover on a dispute shall be commenced within the shorter of the following limitation periods: within 12 months after the delivery of our final written deliverable under this engagement, or within 12 months after the termination of either this agreement or your ongoing relationship with **Sara A. Peterson** by either of us, and for any reason. These limitation periods apply and begin to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

Client Information & Confidentiality: You agree that you are solely responsible for the accuracy, completeness and reliability of all of your data and information that we receive for our engagement and that we have no such responsibilities for your data and information. We will hold the information supplied by you in confidence and will not disclose it to any other person or party, unless you authorize us to do so, it is published or released by you, or it becomes publicly known or available other than through disclosure by us. We will, however, include the "City of Wyoming" on our client list and a brief description of the engagement in future reference lists.

Agreement, Acceptance & Acknowledgement: We are performing this agreement as an independent contractor, and we are not your employee or agent. This agreement contains the entire agreement and understanding between us and any prior proposals, communications, agreements and negotiations between us are merged into and replaced by this agreement, which may not be modified except in a writing signed by both parties. In the event that any provision of this agreement shall be deemed invalid or unenforceable, then the remainder of this agreement shall remain in force and effect. In the event of any dispute, the laws of the State of Indiana shall govern this agreement, without giving effect to any choice of law principles. This agreement will remain in effect until either party terminates it on 30 days' written notice, with or without cause. In the event of termination, the Terms of Engagement shall survive and remain in effect. Any notices shall be sent to you at the address noted in this letter.

If you agree with the terms of this engagement as described in this letter, please sign and return no later than **February 28, 2023**. By doing so prior to that date, you are authorizing Ms. Peterson to commence service. Absent such returned and timely signature, this proposal expires, and our discussions do not constitute an agreement between us. On behalf of **City of Wyoming**, I acknowledge that the terms of this agreement accurately state our understanding with **Sara Peterson Consulting**, and agree to be bound by them.

By: _____, **Robb Linwood** Its: City Administrator, Date: _____

SARA A. PETERSON, JD – MANAGEMENT CONSULTANT



Sara is a management consultant to nonprofits, government, foundations, and community groups. She provides practical governance and board development assistance; designs and implements a wide range of planning and facilitation processes; evaluates programs; and assesses organizations.

Since beginning practice in 1998, she has assisted hundreds of organizations – from small, all-volunteer start-ups to a multi-billion-dollar funder. Her portfolio has spanned the United States and included projects in Africa, Asia and the Caribbean.

From 2000 to 2010, Sara worked at LarsonAllen LLP.¹ During that period, she led organizational development, planning, program evaluation, and search engagements; made numerous presentations on governance, evaluation and organizational change; managed the firm's annual nonprofit conference; and managed marketing efforts within the firm's nonprofit and government consulting

group. She left the firm in 2010 to set up her own business – **guiding clients in strategy, governance, and management**. In the years since, then she has been honored to serve new and old clients in a busy solo practice.

Prior to her employment with LarsonAllen LLP, Sara developed expertise as a funder and an attorney, serving as program officer to the James Ford Bell Foundation in Minnesota and as a litigator for the Child Support Recovery Unit in Iowa. At the foundation, she managed a multi-organization collaboration, administered grant programs, and maintained information systems for the philanthropic consulting firm in which the foundation was housed.

Sara's education includes graduate study at the University of Minnesota Humphrey School of Public Affairs master's program with a concentration in nonprofit management. She obtained a *juris doctor* with high distinction from the University of Iowa College of Law and a Bachelor of Arts in French with a minor in music from the University of Iowa.

Sara currently serves on WFIU Public Radio's Community Advisory Board. She is also a partner member of the Association of Governmental Risk Pools (AGRiP) and a consultant member of BoardSource (Certificate in Nonprofit Board Consulting, 2018).

Her community service has included officer roles with the Monroe County Humane Association, the IAP2 USA Midwest Chapter, the Textile Center of Minnesota, and the Humphrey Institute Alumni Board; as well as work on the Nonprofit Alliance of Monroe County's training/outreach committee, the IAP2 USA board of directors, the Charities Review Council's marketing committee, and the League of Women Voters of Minneapolis' advisory board.

"Best experience I've ever had doing a strategic plan, which may not sound flattering as strategic plans tend to be dry, but you made it fun, efficient, exciting and the deliverables are second to none. Thanks for showing me what a GREAT facilitator can do!"

Executive Director

"Sara has injected knowledge of the nonprofit sector, creative marketing and communications ideas, enthusiasm and a healthy dose of practical common sense. She's bright, energetic and upbeat—an invigorating combination that, I can attest, makes those around her better."

Executive Director

"Sara is a brilliant nonprofit management consultant that can help organizations move to a much higher level of governance and management. I highly recommend her."

Executive Director

"Sara did a great job helping us get the Minnesota Channel up and running. She analyzed our successes and failures, so we could build on our early efforts. Sara's work was timely, insightful, and always a great value."

Chief Operations Officer

"I have appreciated her thoughtful approach to managing a diverse set of opinions in meetings, all the while working to promote meaningful conversations among the group. She is able to provide direction to a wide range of personalities in that setting, and she does so in a measured and unassuming way. She works to understand the subject matter at hand prior to the meetings, and provides insightful post-meeting feedback. I would whole-heartedly recommend Sara."

Vice President

¹ As of 1/2/2012 CliftonLarsonAllen LLP

effective strategy, governance and management
for nonprofits, foundations, government, & community groups

www.sarapetersonconsulting.com ■ peterston@sarapetersonconsulting.com

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Sara Ann Peterson	
Business name/disregarded entity name, if different from above dba Sara Peterson Consulting	
Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
☐ Exempt payee	
Address (number, street, and apt. or suite no.) 2637 S Isabel Court	Requester's name and address (optional)
City, state, and ZIP code Bloomington, IN 47403	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
Employer identification number								
4	5	-	1	8	2	6	1	3 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 4/21/2011
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



A PROPOSAL FOR

Strategic Planning Process

FOR THE CITY OF WYOMING

February 8, 2023

Robb Linwood, City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092



Re: Strategic Planning Process

Dear Robb,

Thank you for reaching out and taking the time to provide valuable insight regarding Wyoming's desire to conduct a strategic planning process. It was a pleasure to talk with you and learn more about the Wyoming community and organization.

After we talked, it became clear that the City of Wyoming is looking to conduct a strategic planning process that incorporates aspects of team building, consensus around individual and group goals of the organization, and crafting specific priorities and strategies of focus for the City moving forward. By working with WSB, the City will reach its goal of having a report/document that clearly lays out the agreed upon priorities as well as incorporates strategy leaders and timelines.

Wyoming will benefit from this partnership because of my experience as a public administrator and planning facilitator. I have had the opportunity to successfully facilitate sessions across a variety of public sector organizations and the outlined process has proven effective in each case.

In addition, WSB's long standing relationship with and internal knowledge of the City of Wyoming will be valuable to this process. As the City Engineer, Mark Erichson will be a vital part of the work in providing needed information and historical context for priorities and strategies. In addition, Mark and I can access WSB's deep and talented pool of experienced municipal team members as needed. Tapping into their experience, skills, and expertise from community and economic development, planning, parks, infrastructure, technology, and public engagement.

As outlined in the approach on page 6, the strategic planning process will be completed through a combination of individual meetings with each participant and up to 6 hours of group discussion and strategic conversations. Due to our long-standing relationship with the City of Wyoming, we are offering this effective strategic planning process at a discounted rate and would be happy to discuss this further with you.

Thank you again for this opportunity, Robb. If you have any questions, please contact me at bfischer@wsbeng.com or 651.485.1839.

Sincerely,

WSB

A handwritten signature in black ink, appearing to read "Bart Fischer", written in a cursive style.

Bart Fischer
Project Manager



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Strategic Planning

Strategic Planning can mean something different to everyone. The process incorporates different themes with one rising to the top. No matter the theme, our goal is to help groups realize their potential for success.





Understanding

We understand that the City of Wyoming is seeking to contract WSB and Bart Fischer to partner on the City’s 2023 strategic planning process. This process will provide a framework for the leadership team to coalesce around by discussing and developing focused priorities and strategies for the organization to utilize as a roadmap for Wyoming’s future.

As discussed, the process will contain a combination of individual introductory meetings with participants, along with up to 6 hours of facilitated group discussion. Areas of discussion and focus at this session will include team building, short presentations by the Mayor and City Council Members on their desires and goals for the future, and focusing priorities and strategies for the future. The individual meetings will take place by phone, virtual media (like Zoom) as directed by the participant. Exact dates and times will be determined for both individual meetings and the facilitated session.

It is also recommended that at the session, city staff provide the City Council with brief “state of the City and departments” presentations which will provide valuable background information needed to be strategic in these efforts and process.

We understand that the final work product will provide a summary and list of the goals, priorities, and discussion that the Wyoming Leadership Team can use to choose strategy and priority leaders and timelines as well as utilize to guide the community’s future.

WORKFLOW

GATHER & LEARN	VISION & DISCUSSION	REVIEW & SUMMARIZE	FOLLOW UP
- Individual meetings with identified participants - Review existing mission, vision, priorities - Review past planning processes and results	6 hour facilitated discussion - Team building - Council and staff presentations - Discussion and prioritization of information gathered, strategies & priorities - Strategy & priority leaders and timelines discussed/established	- Summarize and consolidate discussions, priorities and strategies - Provide a summary for creation of a road map	Partner with the City throughout the year on the road map as needed

Approach

Bart will gather information and learn more about the community and organization by conducting individual meetings with participants, reviewing the existing mission, vision and priorities and reviewing the results of past planning processes.

The visioning process will incorporate a 6 hour facilitated discussion session. The session will include team building, Council and staff presentations, and prioritization of the gathered information, strategies, and priorities. As the City Engineer, Mark Erichson will be a vital part of the work in providing needed information and historical context for priorities and strategies. The City of Wyoming will benefit from the diverse perspective our WSB team brings to the table as both Bart and Mark have extensive experience in aligning the goals of the community and city staff as the City continues to build out this strategic plan.

After the facilitated discussions are complete, Bart will work with the city administrator to provide a summary of the discussions, strategies, and priorities from the visioning process in a form that is best for the city administrator, staff and Council to effectively create a work plan and road map for the City of Wyoming.

Bart will work with the City Administrator throughout the year to evaluate the effective implementation of the road map. This effort will be beneficial for tracking progress and lessons learned and will set the table for the next strategic planning process.

DELIVERABLES

- A strategy and priority setting process for the City of Wyoming that builds on the organization's strengths through a combination of individual meetings with participants, information sharing, team building, and issue identification, discussion, and prioritization.
- A 6 hour facilitated discussion session.
- A consolidated summary of the discussions, issues, strategies, and priorities in a format that can be easily used by the city to draft a road map for Wyoming's future.



Key Personnel & Experience



Bart will work alongside the council, staff, and Mark Erichson to prioritize the issues, challenges, strategies, and priorities for the City of Wyoming and help create a road map for the organization's future. By selecting WSB, you are also selecting the vast experiences of professionals in the areas of public engagement, planning, engineering, transportation, public works and technology. With a firm of over 650 staff, Bart can tap into our broad resource pool as needed to better serve the City of Wyoming.



Bart Fischer, Strategic Planner/Project Manager

Bart Fischer has over two decades of experience in public administration. Throughout his tenure, he's worked in four Minnesota communities as the city administrator or assistant city administrator. Bart joined our firm in 2019 as a senior public administrator and focuses on lending his public service expertise to our clients. Bart is well-known in our industry as a strategic leader with a passion for developing deep relationships with his partners and clients. Through this approach, he's worked with many communities to develop common themes and goals that support their missions and help better prepare them for future challenges.

SERVICE GROUP: Municipal

EDUCATION: Masters of Public and Non-Profit Administration, Metropolitan State University, 2003

Bachelor of Arts, Social Science, University of Northwestern-St Paul, 1997

MEMBERSHIPS & RECOGNITIONS: ICMA & MCMA Credentialed Manager & Member

MCMA President

League of MN Cities Member & Active Committee Participant

Technology of Participation (MnTOP) Training

Experience

Bart has experience in and been a part of strategic planning sessions in every community he has worked. These processes have ranged from half-day sessions of facilitated discussion to multi-day retreats where mission, vision, priorities and goals were established. Bart's involvement in strategic planning processes, provide him with a unique perspective and ability to both facilitate strategic discussions while still understanding the needs, desires and emotions of the process participants. In addition, a significant portion of a city administrator/managers role is to facilitate and coalesce the individual priorities of the mayor/council and staff leadership team into a realistic direction for the City to pursue. Bart's experience as a city administrator will benefit the City in seeking a clear and efficient direction.

CITY STRATEGIC PLANNING EXPERIENCES:

CITY OF STILLWATER, MN

Facilitated and led the 2022 City of Stillwater Strategic Plan Update process, which consisted of individual meetings with participants, a 1/2 day of facilitated discussions, and the creation of a road map for the City that included strategies, priorities, strategy champions, and timelines.

CITY OF CARVER, MN

Facilitated and led the two day 2021 City of Carver Strategic Planning Effort with the city council and department heads.

CITY OF FAIRMONT, MN

Facilitated and led the 2021 City of Fairmont Strategic Planning Process with the city council and staff leadership team.

CITY OF JORDAN, MN

Facilitated and led a multi-day Strategic Planning Effort with the City Council and department heads in Jordan.



Proposed Fee

WSB and Bart will provide the services as outlined in our approach and deliverables. Our budget was developed based on our understanding of the scope and experience with working in a similar capacity. Due to our long-standing relationship with the City of Wyoming, we are offering this effective strategic planning process at a discounted rate.

We estimate a not to exceed fee of **\$8,000**.