

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
APRIL 4, 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 March 21, 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 March 22, 2023 to April 4, 2023
3. To consider hiring two Seasonal Public Works Maintenance Workers
4. To consider the resignation of Ryan McGrath from the Wyoming Fire Department
5. To consider **Resolution 23-04-32** a resolution declaring certain Public Works items as surplus property and authorizing the public works department to dispose of such items through the disposal process

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

6. Report of the Public Safety Director, Neil Bauer, for March 30, 2023
7. Report of City Building Official, Fred Weck, IV for March 30, 2023
8. Report of the City Attorney, Tom Loonan, for March 29, 2023
9. Report of City Engineer Mark Erichson, WSB for March 31, 2023
10. Report of the Acting Public Works Superintendent Joe Keding for April 4, 2023

COMMUNICATIONS:

11. Wyoming Police Department Body-Worn Camera Program Audit Results
12. Wyoming Police Department 2022 Annual Report
13. Water Meter Changeout Project

OLD BUSINESS:

NEW BUSINESS:

14. To approve an agreement between the City of Wyoming and Lakes Center for Youth and Families for 2023 - Presentation by Linda Madsen, Executive Director for Lakes Center for Youth and Families
15. To consider **Ordinance 2023-01** an ordinance amending the City of Wyoming code of ordinances, Chapter 36, Utilities; Article II, Water
16. To consider **Resolution 23-04-33** a resolution adopting and approving a summary publication for ordinance 2023-01; an ordinance amending the City of Wyoming code of ordinances, Chapter 36, Utilities; Article II, Water

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 21, 2023
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for March 21, 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, Neil Bauer - Public Safety Director, Fred Weck, Zoning Administrator/Building Official and Joe Keding, Acting Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for March 7, 2023**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MARCH 7, 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.

2. **Consider authorizing the payment of recommended bills, payroll, and journal entries for the period of March 8, 2023 to March 21, 2023**
3. **To consider Resolution 23-03-28 a resolution approving a Delegated Process Contract (DCP) Agreement with MNDOT.**

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

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

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

4. Report of the Public Safety Director, Neil Bauer for March 17, 2023
5. Report of City Building Official, Fred Weck, IV for March 16, 2022
6. Report of City Attorney Tom Loonan for March 17, 2022
7. Report of City Engineer Mark Erichson, WSB for March 17, 2022
8. Report of Acting Public Works Superintendent for Joe Keding for March 21, 2023

COMMUNICATIONS:

9. Communication from Chisago County Assessor announcing Board of Equalization date of the City of Wyoming on April 18, 2023, 6:00 PM at Wyoming City Hall

City Administrator Linwood – Announced that the County will hold the Board of Equalization meeting on Tuesday, April 18, 2023 at 6:00 PM, just prior to the regular City Council meeting.

OLD BUSINESS: NONE

NEW BUSINESS

10. To consider **Resolution 23-03-29** a resolution approving an Interim Conditional Use Permit to allow a home occupation at 24258 Fallbrook Avenue, Property ID Number: 21.00618.00

Zoning Administrator/Building Official Weck – Gave an overview of the request for an Interim Conditional Use Permit to allow for a home occupation. He reviewed the existing conditions and zoning. Staff and Planning Commission are recommending approval.

Council Member Ohnstad – Stated that there are some concerns related to noise and asked if this would allow the City to have more say over things such as times of operation than they would for someone just working on motorcycles in their garage.

Zoning Administrator/Building Official Weck – Noted that the City's nuisance ordinance would apply in both of those situations. He noted that he did not believe that this proposal would involve much noise.

Council Member Ohnstad – Stated that as this is written, it allows for one additional employee and asked what would happen if that changed.

Zoning Administrator/Building Official Weck – Explained that the City could revoke the Interim Conditional Use Permit if they were not in compliance with what was approved.

Mayor Iverson – Stated that she was in attendance at the Planning Commission meeting and wanted to make sure the Council could get answers from the applicant about some of the questions that were raised. She asked if Mr. Sowada was planning to live in the home on this property.

Rory Sowada – Confirmed that he and his family plan to live on site.

Mayor Iverson – Stated that one of the conditions recommended by the Planning Commission was Mr. Sowada is not to alter the appearance of the dwelling as a resident. She asked if that meant that he could not change the siding.

Zoning Administrator/Building Official Weck – Stated that he could not change it to something that would make it look like a business, but he is allowed things like small signage.

Mayor Iverson – Noted that Mr. Sowada currently has one additional employee and asked what would happen if his company grew more.

Mr. Sowada – Stated that their business has been sort of organic so if they do grow more it would happen over a long period of time. He stated that he would have to cross that bridge when he got to it, but it may be possible that he would need to find a larger location.

Mayor Iverson – Stated that she is very concerned about the semi-truck that will be making deliveries and what effect it may have on the City's roads.

Mr. Sowada – Stated that he has been having conversations with that customer about the possibility of moving to a box truck rather than a semi-truck.

Zoning Administrator/Building Official Weck – Stated that a panel truck would be the same size as a FedEx truck.

City Engineer Erichson – Stated that for a semi-truck it would be depend on the axel weight of the truck itself. He stated that it sounds like the components that will be in the trucks do not sound like they are heavy and noted that the gravel roads do have restrictions during certain times of the year. He stated that based on the information he has right now, he does not expect this to be problematic.

Council Member Nanko Yeager – Referenced condition #7 regarding semi-trucks.

Mr. Sowada – Explained that the intent is to eliminate the use of semi-trucks and move to box trucks.

Zoning Administrator/Building Official Weck – Stated that he feels the intent of condition #7 was related to driving to the property and delivering items.

Council Member Nanko Yeager – Stated that from reading the Planning Commission minutes, it appears that the neighbors were concerned about wetland contamination and the property reverting to its previous condition. She asked what steps Mr. Sowada was planning to take to ensure that did not happen.

Mr. Khambata – Explained that Mr. Sowada has no intention of using any part of the property for an automotive use which was a problematic use for the property in the past. He stated that there will be zero construction or automotive use whether it be hobby or otherwise.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-03-29 A RESOLUTION APPROVING AN INTERIM CONDITIONAL USE PERMIT TO ALLOW A HOME OCCUPATION AT 24258 FALLBROOK AVENUE, PROPERTY ID NUMBER: 21.00618.00

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

Voting Nay: None

Abstain: None

Absent: None

11. To consider **Resolution 23-03-30** a resolution approving a Site Plan Review application to construct a parking lot for the storage of off-road vehicles at 7400 East Viking Boulevard, Property ID Number: 21.00001.00

Zoning Administrator/Building Official Weck – Gave an overview of the request by Polaris to construct a parking lot for storage of off-road vehicles in an area that will be able to be screened. Staff and Planning Commission recommend approval.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 23-03-30 A RESOLUTION APPROVING A SITE PLAN REVIEW APPLICATION TO CONSTRUCT A PARKING LOT FOR THE STORAGE OF OFF-ROAD VEHICLES AT 7400 EAST VIKING BOULEVARD, PROPERTY ID NUMBER: 21.00001.00

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

Voting Nay: None

Abstain: None

Absent: None

12. To consider **Resolution 23-03-31** a resolution approving a petition for an extension of the time required to complete the work authorized by **Resolution 22-09-75A** and **Resolution 22-09-76A** at 5111 East Viking Boulevard at Property ID Number: 21.00020.00

Zoning Administrator/Building Official Weck – Gave an overview of the request from Dairy Queen for an extension in order to complete the work that has already been authorized by the City. He explained there was a small fuel leak that was discovered when they removed the tanks, so they have been ordered to clean up that which will take a bit of time.

Council Member Nanko Yeager – Asked how long it usually takes to clean up this type of material.

Zoning Administrator/Building Official Weck – Stated that because he was not sure how large the spill was, he was not sure of the proposed time frame for clean-up.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-03-31 A RESOLUTION APPROVING A PETITION FOR AN EXTENSION OF THE TIME REQUIRED TO COMPLETE THE WORK AUTHORIZED BY RESOLUTION 22-09-75A AND RESOLUTION 22-09-76A AT 5111 EAST VIKING BOULEVARD AT PROPERTY ID NUMBER: 21.00020.00

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

Voting Nay: None

Abstain: None

Absent: None

13. Proclamation Celebrating Arbor Day in Wyoming

Assistant City Administrator Saxe – Gave an overview of the City's journey to become a Tree City USA and reviewed some of the steps the City has taken since 2020 to support the City's tree infrastructure. He stated that there are plans to celebrate Arbor Day on April 28, 2023. He stated that details of the planned tree planting event are still being finalized and explained that they had hoped to do it April 29, 2023, but the weather has not been cooperating, so it may have to be pushed out a bit further.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER LUGER, TO APPROVE A PROCLAMATION CELEBRATING ARBOR

DAY IN WYOMING ON APRIL 28, 2023.

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

Voting Nay: None

Abstain: None

Absent: None

14. To consider a Council Retreat on May 5, 2023

Assistant City Administrator Saxe – Stated that the Council had selected Sara Peterson Consulting to facilitate the upcoming City Council retreat and staff was recommending scheduling the Council retreat on May 5, 2023.

Council Member Luger – Asked if they had considered any weekend dates.

City Administrator Linwood – Stated that they had not looked at weekend dates.

Assistant City Administrator Saxe – Noted that since Ms. Peterson is from Michigan, part of the thought was to save money for her travel expenses because she was in town working on a project for Edina on May 4, 2023.

City Administrator Linwood – Noted that staff can continue to work with Ms. Peterson to find a date that would be agreeable to the Council. He suggested that the Council pass along some possible dates for staff to communicate to her.

Council Member Luger – Stated that she understands that this is a priority and does not want it to become more expensive than it needs to be for the City. She stated that she would also prefer a weekend and if that is not possible, then she can try to make something else work.

Council Member Ohnstad – Explained that because he has an odd work schedule, weekends would not necessarily work for him and noted that he can make May 5, 2023 work.

Council Member Schilling – Stated that he would have to use PTO, but could also make May 5, 2023 work. He stated that he would rather not split it up into numerous days nor does he want to see it done on a weekend, because that is his private/personal time.

Council Member Nanko Yeager – Stated that she is available on May 5, 2023 and asked that if they schedule the retreat for a weekend, that it not be done on a weekend where there is a Council packet to review.

Mayor Iverson – Stated that she would like staff to contact Ms. Peterson and see if she would potentially have any weekend availability and what the cost would be for that versus another weekday.

Council Member Nanko Yeager – Stated that she would be highly resistant to scheduling this on a weekend and explained that she agreed with Council Member Schilling that weekends should be personal time.

Council Member Luger – Stated that she can go either way and make either a weekend or a weekday work in her schedule.

Mayor Iverson - Stated that the Council can go ahead and schedule for May 5, 2023, but explained that she was unsure if she could get the day off.

Council Member Schilling – Stated that if Mayor Iverson is unable to attend the retreat, he thinks that it should be rescheduled because he thinks it is important for the entire Council to be present.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY

COUNCILMEMBER OHNSTAD, TO APPROVE SCHEDULING THE CITY COUNCIL RETREAT FOR MAY 5, 2023, IF THE FULL CITY COUNCIL IS ABLE TO BE PRESENT.

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

Voting Nay: Iverson

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – No report.

Council Member Nanko Yeager – No report.

Council Member Luger – Attended the Sewer Commission meeting.

Council Member Schilling – Attended the EDA meeting.

Mayor Iverson – Attended the EDA meeting, the Planning Commission, and the Joint Sewer Commission meeting. She expressed her appreciation to the City's Public Works Department for the work they have done over the last few months.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE MARCH 21, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:40 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:

APRIL 4, 2023

7:00PM

For Check Dates 03/27/2023 to 03/27/2023

Check Number Name			Check Date
Text Label	54644	PACIFIC LIFE INSURANCE	03/27/2023
Item Code	GL Number	Amount	
ROTH	101-0000-21712	250.00	
		250.00	
Text Label	54645	CENTRAL PENSION FUND,	03/27/2023
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		480.00	
Text Label	54646	WI SCTF,	03/27/2023
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		215.42	
Text Label	EFT977	SELECTACCOUNT,	03/27/2023
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	EFT978	P.E.R.A.,	03/27/2023
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	3,029.67	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	3,495.80	
PF PERA	101-0000-21704	3,702.85	
PF PERA CITY	101-0000-21704	5,554.27	
		15,815.93	
Text Label	EFT979	INTERNAL REVENUE SERVICE,	03/27/2023
Item Code	GL Number	Amount	
FITW	101-0000-21701	6,842.55	
MEDICARE_EE	101-0000-21703	1,220.35	
MEDICARE_ER	101-0000-21703	1,220.35	

For Check Dates 03/27/2023 to 03/27/2023

Check Number	Name	Check Date
SOCSEC_EE	101-0000-21703	3,412.65
SOCSEC_ER	101-0000-21703	3,412.65
		16,108.55

Text Label	EFT980 STATE OF MINNESOTA,	03/27/2023
Item Code	GL Number	Amount
SITW	101-0000-21702	3,207.91
		3,207.91

Text Label

General Checking Account 10100
Total Amount Being Paid: \$38,208.97
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12559	04/04/2023	90 DEGREE BENEFITS			
9011-082369-1000					
	101-0000-21706	HOSPITALIZATION		\$31,043.08	HOSPITALIZATION/MEDICAL INS
Total for 90 DEGREE BENEFITS				\$31,043.08	
54647	04/04/2023	ADAM'S PEST CONTROL INC			
3621094					
	101-3100-42310	CONTRACTED SER		\$71.94	CONTRACTED SERVICES
3621095					
	101-2110-42310	CONTRACTED SER		\$44.00	CONTRACTED SERVICES
3621093					
	101-3100-42310	CONTRACTED SER		\$44.00	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC				\$159.94	
54648	04/04/2023	BCA/TRAINING DEVELOPMENT			
03232023					
	101-2110-42080	TRAINING AND IN		\$66.50	TRAINING AND INSTRUCTION
Total for BCA/TRAINING DEVELOPMEI				\$66.50	
54649	04/04/2023	BLAINE BROTHERS INC.			
010003360695					
	101-3100-44010	REPAIRS & MAINT.		\$510.75	REPAIRS & MAINT. - BUILDINGS
Total for BLAINE BROTHERS INC.				\$510.75	
54650	04/04/2023	BRYAN ROCK PRODUCTS			
57748					
	101-3100-44410	STREET MAINT MA		\$3,916.20	STREET MAINT MATERIALS
Total for BRYAN ROCK PRODUCTS				\$3,916.20	
54651	04/04/2023	Budget Exteriors Inc.			
00015146					
	101-0000-32210	BUILDING PERMIT		\$64.00	Remodel - <\$10,000
Total for Budget Exteriors Inc.				\$64.00	
54652	04/04/2023	CHISAGO LAKES JOINT SEWAGE TRE			
13271					
	602-9415-46450	CLJSTC INTEREST		\$6,661.74	CLJSTC INTEREST
13286					
	602-7000-46010	DEBT SRV BOND P		\$13,218.30	DEBT SRV BOND PRINCIPAL
	602-7000-46110	BOND INTEREST		\$1,785.63	BOND INTEREST
13293					
	602-7000-46110	BOND INTEREST		\$527.56	BOND INTEREST
13278					
	602-7000-46110	BOND INTEREST		\$764.01	BOND INTEREST
13300					
	602-9415-46450	CLJSTC INTEREST		\$3,169.06	CLJSTC INTEREST
Total for CHISAGO LAKES JOINT SEWA				\$26,126.30	

City of Wyoming Check Detail Register

2/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54653	04/04/2023	CINTAS			
4149649280					
	101-2110-43600	CLEANING SERVIC		\$28.51	CLEANING SERVICE-PUBLIC SAFETY
4149606705					
	101-1400-43600	CLEANING SERVIC		\$31.05	CLEANING SERVICE-CITY HALL
4149606826					
	101-3100-44180	UNIFORMS		\$118.77	STREETS
	101-3100-42100	OPERATING SUPPL		\$48.00	SHOP SUPPLIES
4150325991					
	101-3100-44180	UNIFORMS		\$118.77	STREETS
	101-3100-42100	OPERATING SUPPL		\$33.55	SHOP SUPPLIES
Total for CINTAS				\$378.65	
54654	04/04/2023	DAVIDS HYDRO VAC INC			
230031004					
	602-9425-43000	PROFESSIONAL SE		\$1,800.00	PROFESSIONAL SERVICE (GENERAL)
Total for DAVIDS HYDRO VAC INC				\$1,800.00	
54655	04/04/2023	DOUGLAS JELINEK			
03/27/2023					
	602-0000-11500	ACCOUNTS RECEIV		\$34.23	Sewer - Base Charge
	602-0000-11500	ACCOUNTS RECEIV		\$32.11	Sewer Usage
	651-0000-11500	ACCOUNTS RECEIV		\$10.19	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV		\$8.26	Water Usage
	601-0000-11500	ACCOUNTS RECEIV		\$2.64	State Surcharge
Total for DOUGLAS JELINEK				\$87.43	
54656	04/04/2023	DRESSER TRAP ROCK			
134046					
	101-3100-44410	STREET MAINT MA		\$9,233.86	STREET MAINT MATERIALS
Total for DRESSER TRAP ROCK				\$9,233.86	
54657	04/04/2023	EARL F. ANDERSEN			
0132167-IN					
	101-3100-44410	STREET MAINT MA		\$512.30	STREET MAINT MATERIALS
Total for EARL F. ANDERSEN				\$512.30	
54658	04/04/2023	ELECTRO WATCHMAN, INC.			
401329					
	101-3100-42310	CONTRACTED SER		\$209.70	CONTRACTED SERVICES
Total for ELECTRO WATCHMAN, INC.				\$209.70	
54659	04/04/2023	FACILICARE INC			
17211					
	101-5500-43600	CLEANING SERVIC		\$1,263.40	LIBRARY
	101-1400-43600	CLEANING SERVIC		\$559.00	CITY HALL/FIRE
	101-2110-43600	CLEANING SERVIC		\$299.00	POLICE
Total for FACILICARE INC				\$2,121.40	

City of Wyoming Check Detail Register

3/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54660	04/04/2023	FAIRVIEW HEALTH SERVICES			
15006475460					
	101-2200-42310	CONTRACTED SER		\$399.00	CONTRACTED SERVICES
Total for FAIRVIEW HEALTH SERVICES				\$399.00	
54661	04/04/2023	FERGUSON WATERWORKS			
0501331-3					
	601-9425-42290	METERS		\$14,590.00	METERS
0501331-4					
	601-9425-42290	METERS		\$2,750.00	METERS
Total for FERGUSON WATERWORKS				\$17,340.00	
54662	04/04/2023	GENERAL REPAIR SERVICE			
79419					
	101-3100-44040	REPAIRS & MAINT.		\$78.94	REPAIRS & MAINT. - EQUIPMENT
Total for GENERAL REPAIR SERVICE				\$78.94	
54663	04/04/2023	HYDRAULICS PLUS & CONSULTING			
16346					
	101-3100-44040	REPAIRS & MAINT.		\$147.10	REPAIRS & MAINT. - EQUIPMENT
Total for HYDRAULICS PLUS & CONSULTING				\$147.10	
54664	04/04/2023	INNOVATIVE OFFICE SOLUTIONS			
IN4139103					
	101-2110-42100	OPERATING SUPPL		\$79.83	OPERATING SUPPLIES
Total for INNOVATIVE OFFICE SOLUTIONS				\$79.83	
54665	04/04/2023	KODIAK POWER SYSTEMS			
KPS1221					
	601-9425-43000	PROFESSIONAL SE		\$506.00	PROFESSIONAL SERVICE (GENERAL)
KPS1231					
	601-9425-44040	REPAIRS & MAINT.		\$1,232.90	REPAIRS & MAINT. - EQUIPMENT
Total for KODIAK POWER SYSTEMS				\$1,738.90	
54666	04/04/2023	METRO SALES			
INV2247710					
	101-2400-44330	DUES & SUBSCRIP		\$215.34	DUES & SUBSCRIPTIONS
Total for METRO SALES				\$215.34	
54667	04/04/2023	MIDWEST COMPLIANCE INC			
54759					
	101-2200-43000	PROFESSIONAL SE		\$42.00	PROFESSIONAL SERVICE (GENERAL)
	101-3100-43060	PERSONNEL TESTI		\$84.00	PERSONNEL TESTING
Total for MIDWEST COMPLIANCE INC				\$126.00	

City of Wyoming Check Detail Register

4/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54668	04/04/2023	MINNESOTA VALLEY TESTING LABS			
1189654					
	601-9425-43110	LAB COSTS		\$134.75	LAB TESTS
1189986					
	601-9425-43110	LAB COSTS		\$44.00	LAB TESTS
1189989					
	601-9425-43110	LAB COSTS		\$20.90	LAB TESTS
Total for MINNESOTA VALLEY TESTING LABS				\$199.65	
54669	04/04/2023	MUNICIPAL EMERGENCY SERVICES			
IN1846272					
	101-2200-42300	SAFETY EQUIPMENT		\$490.00	SAFETY EQUIPMENT
Total for MUNICIPAL EMERGENCY SERVICES				\$490.00	
54670	04/04/2023	NAPA AUTO PARTS			
144380					
	101-3100-44040	REPAIRS & MAINT.		\$49.39	REPAIRS & MAINT. - EQUIPMENT
145042					
	101-3100-44040	REPAIRS & MAINT.		\$92.36	REPAIRS & MAINT. - EQUIPMENT
144379					
	101-3100-44040	REPAIRS & MAINT.		\$14.66	REPAIRS & MAINT. - EQUIPMENT
Total for NAPA AUTO PARTS				\$156.41	
54671	04/04/2023	NORTHERN TOOL & EQUIPMENT			
0361119355					
	101-3100-44040	REPAIRS & MAINT.		\$283.40	REPAIRS & MAINT. - EQUIPMENT
Total for NORTHERN TOOL & EQUIPMENT				\$283.40	
54672	04/04/2023	NUSS TRUCK & EQUIPMENT			
4038920					
	101-3100-44040	REPAIRS & MAINT.		\$1,371.35	REPAIRS & MAINT. - EQUIPMENT
Total for NUSS TRUCK & EQUIPMENT				\$1,371.35	
54673	04/04/2023	RICOH BUSINESS SYSTEMS			
107060422					
	101-1400-42150	COPIER		\$146.23	CITY HALL
	101-2110-42240	MAINTENANCE CO		\$77.19	POLICE DEPT
	101-2110-42240	MAINTENANCE CO		\$20.71	FIRE DEPT
Total for RICOH BUSINESS SYSTEMS				\$244.13	
54674	04/04/2023	SAFE-FAST INC			
INV273649					
	602-9425-42300	SAFETY EQUIPMENT		\$99.00	SAFETY EQUIPMENT
INV273648					
	101-3100-42300	SAFETY EQUIPMENT		\$155.76	SAFETY EQUIPMENT
Total for SAFE-FAST INC				\$254.76	
54675	04/04/2023	TIMESAVER OFF SITE SECRETARIAL			
M28087					
	101-1400-42310	CONTRACTED SERVICES		\$159.00	CONTRACTED SERVICES
Total for TIMESAVER OFF SITE SECRETARIAL				\$159.00	

City of Wyoming Check Detail Register

5/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54676	04/04/2023	TOWN & COUNTRY DISPOSAL			
DS000007839					
	101-3100-43840	REFUSE		\$81.00	803 CITY OF WYOMING
Total for TOWN & COUNTRY DISPOSAL				\$81.00	
54677	04/04/2023	VERIZON			
9930244123					
	602-9425-43210	TELEPHONE		\$80.06	MACHINE-TO-MACHINE
Total for VERIZON				\$80.06	
54678	04/04/2023	WILLIAMS SCOTSMAN, INC.			
9017146700					
	101-3100-44100	RENTALS (EQUIPM		\$482.00	RENTALS (EQUIPMENT)
Total for WILLIAMS SCOTSMAN, INC.				\$482.00	
54679	04/04/2023	WSB			
02282023					
	408-3100-43030	ENGINEERING		\$892.00	2021 STREET IMPROVEMENT
	800-0000-20532	SHORE VIEW TWO		\$683.75	SHORE VIEW TWO PRELIM PLAT ESCROW
	800-0000-20531	AADLAND WEST		\$141.25	HUNTER HILL ESCROW
	101-1400-43030	ENGINEERING		\$995.75	2025 GENERAL ENGINEERING
	651-1000-43030	ENGINEERING		\$856.00	2023 LGU SERVICES
	408-3100-43030	ENGINEERING		\$6,989.25	2023 EAST VIKING BLVD IMPROVEMENT
	408-3100-43030	ENGINEERING		\$1,214.50	2023 FALLBROOK AVE & 264TH STREET
	408-9425-45350	IMPROVEMENTS		\$613.25	2022 TRUNK WATERMAIN IMPROVEMENTS
	408-3100-43030	ENGINEERING		\$1,974.25	BRIDGE 13506 REPLACEMENT
	602-9425-43000	PROFESSIONAL SE		\$669.00	E VIKING SANITARY SEWER IMPROVEMENTS
	800-0000-20588	257 LAND HOLDIN		\$1,090.00	HEIMS LAKE APARTMENTS PLANNING REVIEW
	800-0000-20572	HEIMS LAKE VILLA		\$584.75	HEIMS LAKE VILLA NORTH SKETCH
	800-0000-20540	KATIES GLEN ESCF		\$555.00	KATIES GLEN ESCROW
	651-9425-43100	MS4 PERMIT - ENC		\$2,309.50	MS4 PERMIT - ENGINEERING
	800-0000-20808	RYAN COMPANIES		\$1,192.00	POLARIS SITE PLAN ESCROW
	800-0000-20805	ROSENBAUER 2022		\$595.50	ROSENBAUER 2022 ESCROW
	800-0000-20806	SECONDARY SOLU		\$1,867.50	SECONDARY SOLUTIONS, INC. ESCROW
	800-0000-20568	MOXNESS SUMMEF		\$55.75	SUMMER FIELDS 1ST ADDITION
	800-0000-20568	MOXNESS SUMMEF		\$197.75	SUMMER FIELDS 2ND ADDITION
	800-0000-20584	NORTHERN TIER C		\$218.50	SUNRISE RIVER WETLAND MITIGATION BANK RE
	401-1000-45000	CAPITAL OUTLAY		\$346.50	WYOMING PUBLIC BUILDINGS SITE DESIGN
Total for WSB				\$24,041.75	

City of Wyoming Check Detail Register

6/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount	Comment	
54680	04/04/2023	XCEL ENERGY		
819436173	101-3100-43800	UTILITIES-GAS/ELI	\$50.23	SPEED SIGN
820225810	601-9425-43800	UTILITIES-GAS/ELI	\$320.65	WELLHOUSE
820183454	101-3100-43860	STREET LIGHTS	\$307.21	STOP LIGHTS
	601-9425-43800	UTILITIES-GAS/ELI	\$1,746.46	WELLHOUSE
	101-2110-43800	UTILITIES-GAS/ELI	\$1,405.07	POLICE/PUBLIC WORKS
	101-3100-43800	UTILITIES-GAS/ELI	\$2,270.92	UTILITIES-GAS/ELEC/SEWER/WATER
	101-1400-43800	UTILITIES-GAS/ELI	\$969.99	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI	\$2,512.25	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI	\$447.38	UTILITIES-GAS/ELEC/SEWER/WATER
820167669	602-9425-43800	UTILITIES-GAS/ELI	\$461.28	LIFT STATIONS
	601-9425-43800	UTILITIES-GAS/ELI	\$159.73	WELLHOUSE
820244241	101-3100-43800	UTILITIES-GAS/ELI	\$19.73	SPEED SIGN
820239517	101-3100-43800	UTILITIES-GAS/ELI	\$18.39	SPEED SIGN
820046511	101-3100-43800	UTILITIES-GAS/ELI	\$18.38	SPEED SIGN
820052768	101-3100-43800	UTILITIES-GAS/ELI	\$21.50	SPEED SIGN
820072404	101-3100-43860	STREET LIGHTS	\$15.33	STOP LIGHTS
820074342	101-3100-43860	STREET LIGHTS	\$59.78	STOP LIGHTS
820068530	101-3100-43800	UTILITIES-GAS/ELI	\$18.39	PARKS
820062478	101-3100-43800	UTILITIES-GAS/ELI	\$23.19	PARKS
Total for XCEL ENERGY			\$10,845.86	

City of Wyoming Check Detail Register

7/7
March 31, 2023 08:25 AM
User: ssaxe
DR: Wyoming

04-04-2023

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

General Checking Account 10100
Total Amount Being Paid: \$135,044.59
Total Number of Checks: 35

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: March 31, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Joe Keding, Acting Public Works Superintendent

Department: Public Works

Reference: Seasonal Public Works Positions

Method: Consent

Background Information:

On February 21st the City Council approved the advertising of two full-time seasonal maintenance workers. Three applications have been received and two candidates were interviewed on March 21st and 24th. One applicant did not meet the age or driver's license requirements.

One of the candidates, Blake Speidel, has previous experience with the city. Mr. Speidel worked as a Public Works seasonal in 2021 and was highly regarded for the work ethic he demonstrated during that summer. The second candidate, Gavin Middendorf, interviewed very well. He demonstrated knowledge of relevant tools, processes and safety considerations relevant to the position. Throughout the interview process both displayed maturity, work ethic, and respect. Employment will be contingent on the applicants passing the background check and drug screening.

Recommendation:

The Public Works Department is requesting council authorization for the hiring of Blake Speidel and Gavin Middendorf for the seasonal public works positions. Mr. Middendorf is available on April 10th and would be started at \$16.00 per hour as a first time seasonal. Mr. Speidel is available on May 15th and staff is recommending to start him at \$18.00 per hour as a returning seasonal with a favorable history with the city.



CITY OF WYOMING

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

March 31st, 2023

Chief Milligan,

First, I want to thank you and the entire Wyoming Fire Department. It has been an honor to serve the City of Wyoming alongside all of you. I could not have asked for a better group of people to welcome me into the fire service. My experience with WFD cemented in me that I wanted firefighting to be my career.

With my recent move out of Wyoming, I am resigning from my position with the Wyoming Fire Department. I will always be grateful for the opportunity and the camaraderie offered to me at WFD.

Thank you and Stay Safe,

Ryan McGrath



Request for Council Action

Date: March 31, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Joe Keding, Acting Public Works Superintendent

Department: Public Works

Reference: Disposal of Materials

Method: Consent

Background Information:

Public Works has scrap metal bins where scrap metal items are stored for recycling.

The bins are ready to be disposed of. The items in the bins include sheet metal, brass, and electric motors for recycling. These materials are primarily generated by maintenance activities such as changing plow blades, meter change outs and refuse pick up along city streets.

Recommendation:

Staff recommends disposal of the scrap metals.



CITY OF WYOMING

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

RESOLUTION 23-04-32

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

WHEREAS, The Wyoming Public Works department has scrap metal bins where scrap metal items are stored for recycling

WHEREAS, The bins are ready to be disposed of

Below is a list of the items in the bins that need to be properly disposed of.

Item Description

Sheet Metal

Brass

Electric Motors

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA authorizes the Public Works Department to dispose of these items.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 4TH DAY OF APRIL, 2023.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk

March 31, 2023

Mayor Iverson and City Council Members

Re: Public Safety Activity Report – April 4, 2023 City Council Meeting

Police Update

Policy Manual Update

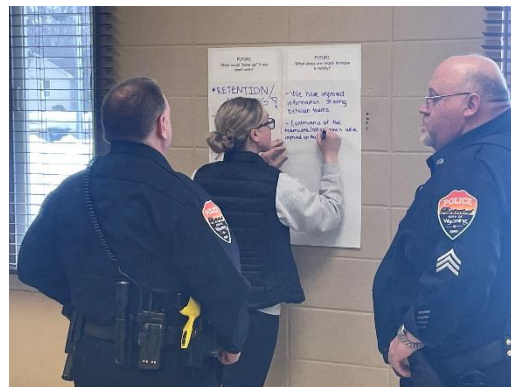
The first set of new and revised policies were published and reviewed with police department staff at our quarterly department meeting/training. Officer Rachel Columbus and I will continue to work with Eckberg Lammers to update/rescind/implement policies until the manual is completely revised.

Hiring Update

We will not be making any job offers from our 2nd hiring process for police officer. I am reaching out to people directly to try to recruit them to apply and contacting other departments that have dedicated recruiting officers to see if they have any candidates that might be a good fit for Wyoming PD. We will post the position for the 3rd time in April to align with a job fair in Fond du Lac, MN.

Strategic Planning Session

Police staff all participated in a strategic planning session at the department meeting on 03/28/2023. They worked really hard to take in a bunch of information, process it and come up with areas that we need to prioritize in 2023. First and foremost, *Recruitment and Retention* emerged as a priority for us. Everyone agrees that we need to make sure we retain the officers that we have working here.



In addition, a few other areas developed as urgent issues to address in 2023 beyond our efforts in 2022:



PUBLIC SAFETY

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

- Facility improvements
- Contract negotiations
- Network/IT challenges
- Maintaining community support
- Strategic approach social media
- Continuance of the teamwork/collaboration that has developed
- Physical wellness

This information will be incorporated into the 2023 Police Strategic Plan and action items will be created.

Fire Update

Calls for service numbers for Fire have been slightly lower than 2022 up to this point.

Chief Milligan has applied for a \$5,000 grant to provide Tec-Gen Wildland gear for the newest firefighters.

Upcoming Community Outreach Events

- Spring Clean Up – April 2023 (SRC 20% discount for Wyoming residents, 4/17/23 – 4/22/23)
- Bike Rodeo – May 20, 2023 @ Wyoming Elementary School



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



March 30, 2023
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: APRIL 4, 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 framing and mechanical rough-ins have been approved for the south tenant finish has been issued. 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.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckberglammers.com

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

Writer's Email:
tloonan@eckberglammers.com

March 29, 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 – March 18, 2023 – March 29, 2023**

Dear Robb:

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

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report

March 31, 2023

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

Re: April 4, 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

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. Staff will be meeting with Rosenbauer soon and will look to finalize the feasibility study. A draft feasibility study has been completed for some time now, but staff has been unable to meet with all businesses along the corridor before finalizing the feasibility study. Staff would like to have the council receive the feasibility study in April and set the public hearing date for May. This would be a late summer/fall construction project.

East Viking Boulevard (Fenwick to Glen Oak)

Council approved plans and specifications and authorized advertisement for bids. Staff is awaiting final MnDOT SA approval including plans for overlay of East Viking Boulevard from Polaris to the east city boundary as an alternate bid item for Public Works. MNDOT state aid has completed their review except for their drainage review. This project will be bid with Bridge

No. 13J22 for efficiencies in construction. We anticipate a bid date of April 13th with award of contract being considered at the April 17th 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 has made minor revisions to the plans and specifications and awaiting MnDOT SA final approval. This project will be bid with East Viking Boulevard Improvement Project for efficiencies in construction. Staff anticipates bridge construction after July 2023 with completion by the end of 2023. There is a chance that material delays will push this portion of the project to be completed in 2024.

Heims Lake Apartments

Staff has reviewed plans for site plan review and CUP for two apartment and two garage buildings on the land adjacent to Heims Lake that was rezoned to Office & Health Care. The planning commission tabled the discussion until the applicant was able to address comments provided.

Polaris Site Improvements

Staff has reviewed plans for site plan review for grading to remove the stockpile that is currently on the facility site, and to use as fill in one of the former wastewater ponds. A grading permit has been issued to allow them to perform work while the haul route is frozen. Further comments have been provided to the applicant that will need to be addressed prior to approval of plans.

Katies Glenn

Staff is awaiting submittal of final plat by the developer.

CUP and Preliminary Plat were approved by Council on 01/03/2023.

This development is located on the east side of Goodview Avenue, south of Goldfinch Avenue. Staff has received revised construction drawings; however, the majority of our comments were not yet addressed.

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.

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

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. The only remaining item is the trail construction leading from the road to the park. Staff will be reducing the letter of credit to an amount of 125% of the cost to construct this trail. Once these have been addressed, staff will be ready to recommend acceptance of the improvements and start the two-year warranty period. As-builts have been provided for the project.

Heims Lake Villas North

All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has been completed, allowing building permits to be issued. The concrete sidewalk has been completed. The bituminous wearing course will be placed 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: April 4, 2023

Mayor Iverson and Councilmembers

Public Works Report for April 4, 2023 City Council Meeting

Streets:

The Public Works crew has transitioned to spring maintenance activities. Pothole patching has been the top priority as the freeze/thaw cycles of the last couple weeks has created widespread concerns related to potholes. Staff will be focusing on higher speed/higher volume roads in the near term and spread out to the residential streets after that.

Sanitary Sewer:

Staff responded to an alarm at lift station #12. A failed transducer and stuck float led to a false read through the monitoring system. The crew replaced the transducer and cleaned the lift station thoroughly. No further issues have been reported.

Water:

Daily and monthly water tests have been completed. Public Works staff has prepared the field notes to send to WSB to modify the hydrant flush program.

Surface Water:

Public Works continues to work with the Comfort Lake Watershed to secure a reimbursement for street sweeping in areas of importance to the watershed.

Parks:

No new maintenance items to report.



CITY OF WYOMING

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



March 27, 2023

Presented To: Mayor Iverson and City Council Members

Presented By: Chief Neil Bauer

Department: Public Safety – Police

Reference: Summary of Biennial Body Worn Camera Audit

Method: Council Communication

Background Information:

Wyoming Public Safety implemented the use of body worn cameras (BWC) in fourth quarter of 2020, with a brief trial period prior to a full roll out. MINN STAT. 13.825 (2022) PORTABLE RECORDING SYSTEMS requires that any law enforcement agency utilizing BWC systems must arrange for an independent, biennial audit of the data. The statute also requires that the results of the audit are reviewed by the governing body of the agency. In the City of Wyoming, that governing body is the Mayor and City Council. The intent of the review is to determine if there is a pattern of “substantial non-compliance” with the statute.

Considering the timeline of the implementation of the BWC use, our first audit was scheduled for the end of 2022. We selected Rampart Defense, LLC, out of Clearbrook, Minnesota to conduct the audit. Rampart Defense, LLC, was recommended by the MN Chiefs of Police association, especially for smaller law enforcement agencies. The audit is an extensive process that includes reviewing the classification of the data, how the data are used, proper destruction of data, how data is shared between agencies, and any policies/procedures in place regarding the use of BWC.

Audit Summary

The conclusion of the audit was that “the Wyoming Police Department’s BWC Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473.”

- BWC Data Retention – Compliant
- BWC Data Destruction – Complaint
- BWC Data Access – Compliant
- BWC Data Classification – Compliant
- BWC Internal Compliance Verification – Policy/Procedure Updated
- BWC Data Sampling – Sample of 132 initial complaint reports were reviewed and those videos that retained over the 2 years were determined to be accurately documented.

Minor updates were made to the BWC policy as a result of suggestions from Rampart Defense, LLC and Eckberg Lammers, P.C. The policy is more now available on the police website in the new “Police Policies & Publications” tab.



PUBLIC SAFETY

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

The auditor's report is included in this Council Communication for your review.



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



INDEPENDENT AUDITOR'S REPORT

Wyoming Police Department Body-Worn Camera Program



MARCH 20, 2023
RAMPART DEFENSE LLC
P.O. Box 23 Clearbrook, MN 56634

Audit Overview and Recommendations

Dear Wyoming City Council and Chief Bauer:

We have audited the body-worn camera (BWC) program of the Wyoming Police Department (WPD) for the period of 10/09/2020 – 10/08/2022. Minnesota Statute §13.825 mandates that any law enforcement agency operating a portable recording system (PRS)¹ program obtain an independent, biennial audit of its program. This program and its associated data are the responsibility of the Wyoming Police Department. Our responsibility is to express an opinion on the operations of this program based on our audit.

On November 14, 2022, Rampart Defense LLC (Rampart) met with Property and Technology Technician/Crime Analyst Kallie Rezny, who provided information about WPD's BWC program policies, procedures and operations. As part of the audit, Rampart reviewed those policies, procedures and operations for compliance with Minnesota Statute §626.8473, which sets forth the requirements for creating and implementing a BWC program, and Minnesota Statute §13.825, which governs the operation of BWC programs. In addition, Rampart also conducted a sampling of BWC data to verify WPD's recordkeeping.

The purpose of this report is to provide an overview of this audit, and to provide recommendations to improve the WPD BWC program and enhance compliance with statutory requirements.

WPD BWC Program Implementation and Authorization

Effective August 1, 2016, Minnesota Statute §626.8473 Subd. 2 requires that:

A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

Technician Rezny provided documentation showing that the public notification, comment and meeting requirements had been satisfied prior to the implementation of WPD's BWC program on December 15, 2020. Specifically, Technician Rezny furnished the following:

1. A screenshot of the public notice posted on WPD's website announcing their plan to implement a BWC program and inviting the public to provide comments electronically, by mail or in person at the November 4, 2020, meeting of the Wyoming City Council.

¹ It should be noted that Minnesota statute uses the broader term "portable recording system" (PRS), which includes body-worn cameras. Because body-worn cameras are the only type of portable recording system employed by WPD, these terms may be used interchangeably in this report.

2. The minutes of the November 4, 2020, Wyoming City Council meeting, which noted that the council opened a public hearing to consider “a policy for Body Worn Portable Audio/Video Recording Device.” The minutes documented questions submitted by members of the public as well as city council members. After discussing these questions with the Public Safety Director, the city council voted unanimously to approve the proposed BWC policy.

Copies of these documents have been retained in Rampart’s audit files.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states “[t]he written policy must be posted on the agency’s Web site, if the agency has a Web site.”

Rampart staff verified that the Wyoming Police Department’s written BWC policy was accessible on their webpage at the time of our audit; however, locating the policy required entering a term such as “body worn camera” into a search box on the site. Prior to the issuance of this report, we verified that WPD had added a working link to the BWC policy on the Police Policies and Publications page.

WPD BWC WRITTEN POLICY

As part of this audit, we reviewed WPD’s BWC policy, a copy of which is attached to this report as Appendix A.

Minnesota Statute §626.8473 Subd. 3(b) requires a written BWC policy to incorporate the following, at a minimum:

1. The requirements of section 13.825 and other data classifications, access procedures, retention policies, and data safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
2. Procedures for testing the portable recording system to ensure adequate functioning;
3. Procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
4. Circumstances where recording is mandatory, prohibited, or at the discretion of the officer using the system;
5. Circumstances under which a data subject must be given notice of a recording;
6. Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
7. Procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
8. Procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

Due to their complexity and interrelatedness, clauses 1 and 7 are discussed separately below. Clause 8 is also discussed separately.

In our opinion, the WPD BWC policy is compliant with respect to clauses 2 – 6.

WPD BWC Data Retention

Section 2.8-11 of WPD's BWC policy states that "[a]ll recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period of less than 180 days." The retention schedule also addresses the individual data categories identified in §13.825 Subd. 3 and specifies a retention period that meets or exceeds the statutory requirement for each.

WPD employs Axon body-worn cameras and manages BWC data retention on Evidence.com, Axon's secure, cloud-based data management system, through automated retention settings in the video management software. The retention period for each video is determined by the data classification assigned at the time of upload; however, this retention period can be adjusted as needed.

WPD's BWC policy requires that each officer transfer data from his or her body-worn camera to the appropriate storage location by the end of each shift, and also requires that the officer assign the appropriate label or labels to each file to identify the nature of the data. These labels then determine the appropriate retention period for each file.

We noted that Section 2.8-11 states: "If an individual captured in a recording submits a written request, the recording **may** be retained for an additional time period," while §13.825 Subd. 3 states: "...the law enforcement agency **shall** retain the recording for an additional time period..." [emphasis added]. Prior to completion of this report, WPD furnished an amended copy of the BWC policy that replaces "may" with "shall" to reflect the statutory language.

In our opinion, WPD's revised BWC policy is compliant with respect to applicable data retention requirements.

WPD BWC Data Destruction

Technician Rezny advised us that WPD BWC data are stored on Axon's Evidence.com cloud service. Data are destroyed through automated deletion, based on a retention schedule assigned to each video. In addition, both Technician Rezny and the officer who created the video are notified via email prior to any deletion. Only Technician Rezny and a second administrator have the ability to schedule videos for manual deletion, and all such videos are queued for seven days to allow time for review prior to deletion.

Axon certifies that Evidence.com is compliant with the current FBI CJIS Security Policy, and notes that it has signed a CJIS Security Addendum with all 50 states. Axon specifically identifies Minnesota as one of the states with which it has worked to establish statewide CJIS-related vendor requirements.

FBI CJIS Security Policy specifies that digital media used to store CJIS data shall be overwritten at least three times or degaussed prior to disposal or release for reuse by unauthorized individuals, while inoperable digital media shall be destroyed through mechanical means, such as shredding.

In our opinion, WPD's written BWC policy is compliant with respect to the applicable data destruction requirements.

WPD BWC Data Access

Any request for access to BWC data by data subjects would be made in writing to Technician Rezny, who is the data practices designee. She is then responsible for reviewing and fulfilling each request in accordance with the provisions of §13.825 Subd. 4(b). Media requests for BWC data are directed to Chief Bauer.

WPD BWC data is shared with other law enforcement agencies for evidentiary purposes only. All such requests must be made by email to Technician Rezny or a second administrator. Existing verbal agreements between WPD and other area law enforcement agencies address data classification, destruction and security requirements, as specified in §13.825 Subd. 8(b). During the audit, WPD advised that they will evaluate adding a written acknowledgment of these requirements from requesting agencies.

Access to WPD BWC data for outside agencies is ordinarily provided via expiring email link. WPD identified one instance in which it was necessary to download a particularly large file to a USB memory stick.

We recommend that WPD obtain a written acknowledgement from any outside law enforcement agency that any BWC data obtained from WPD will be managed by the requesting agency in compliance with the requirements of §13.825 Subd. 7 and 8. A copy of this written acknowledgment should be maintained on file.

In our opinion, WPD's written BWC policy is compliant with respect to the applicable data access requirements.

WPD BWC Data Classification

WPD follows the BWC data classifications set forth in Minnesota Statute §13.825, and the written BWC policy incorporates the statutory language extensively. In our opinion, this section of the policy is compliant with respect to the applicable data classification requirements.

WPD BWC Internal Compliance Verification

The Agency Use of Data section of the WPD BWC policy states that "[s]upervisors and other assigned personnel may access portable audio/video recording device data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance," while the Coordinator section notes that the coordinator shall establish "procedures for logging or auditing access."

Technician Rezny advised us that supervisors conduct random spot checks to monitor for compliance with the BWC policy; however, this is not stated in the policy. Minnesota Statute §626.8473 Subd.

3(b)(8) requires that a written BWC policy must include “procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews...” In our opinion, while WPD is compliant with the review requirement in practice, they are not compliant with the requirement to document such procedures in the written BWC policy.

Prior to the issuance of this report, Wyoming PD furnished a revised BWC policy adding the following language: “The Chief or designee will conduct monthly supervisory and/or internal audits and reviews to ensure compliance with the BWC policy.”

We have attached a copy of the revised policy to this report as Appendix B.

The Access to Portable Audio/Video Recording Device Data states that “[a]gency personnel shall document their reasons for accessing stored portable audio/video recording device data... at the time of each access.” It prohibits accessing or sharing such data for non-law enforcement purposes and states that: “[a]ny Member of the Department who accesses or releases recordings without authorization may be subject to discipline.”

In our opinion, these sections of the revised policy are compliant with the applicable internal compliance and disciplinary requirements as of the date of this report.

WPD BWC Program and Inventory

WPD currently possesses 10 Axon body-worn cameras.

The WPD BWC policy identifies those circumstances in which officers are expected to activate their body-worn cameras, as well as circumstances in which they are prohibited from activating their body-worn cameras. The policy also provides guidance for those circumstances in which BWC activation is deemed discretionary.

The WPD BWC policy states that “[o]fficers shall check their issued portable audio/video recording devices at the beginning of each shift to make sure the devices are functioning properly...” Technician Rezny advised that this is accomplished through a device status check.

While WPD does not maintain a separate log of BWC deployment or use, Technician Rezny advised us that because each uniformed officer wears a BWC while on duty, the number of BWC units deployed with uniformed personnel each shift can be determined based on a review of WPD payroll records. In addition, non-uniformed personnel are issued and authorized but not required to wear or use body-worn cameras. Actual BWC use would be determined based on the creation of BWC data.

As of the date of the audit, WPD maintained 6,023 files of BWC data.

WPD BWC Physical, Technological and Procedural Safeguards

WPD BWC data are initially recorded to an internal hard drive in each officer’s BWC. Those files are then transferred to Evidence.com through a docking station located at Wyoming Police Department.

Officers have view-only access to their own data for report writing, trial preparation, data administration, investigatory purposes and other legitimate law enforcement purposes.

As noted above, requests by other law enforcement agencies for WPD BWC data must be approved by Technician Rezny or a second administrator and are fulfilled via expiring email link. A similar method is employed to submit WPD BWC data to prosecutors.

Enhanced Surveillance Technology

WPD currently employs BWCs with only standard audio/video recording capabilities. They have no plans at this time to add enhanced BWC surveillance capabilities, such as thermal or night vision, or to otherwise expand the type or scope of their BWC technology.

If WPD should obtain such enhanced technology in the future, Minnesota Statute §13.825 Subd. 10 requires notice to the Minnesota Bureau of Criminal Apprehension within 10 days. This notice must include a description of the technology and its surveillance capability and intended uses.

Data Sampling

Rampart selected a random sample of 132 ICRs from which to review any available BWC recordings. It should be noted that not every call will result in an officer activating his or her BWC. For example, an officer who responds to a driving complaint but is unable to locate the suspect vehicle would be unlikely to activate his or her BWC. It should also be noted that because the audit covers a period of two years, while most BWC data is only required to be retained for 90 days, there is a significant likelihood that the sample population will include ICRs for which BWC data was created, but which has since been deleted due to the expiration of the retention period. The auditor reviewed the retained BWC videos to verify that this data was accurately documented in WPD records.

Audit Conclusions

In our opinion, the Wyoming Police Department's Body-Worn Camera Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473.

A handwritten signature in black ink, appearing to read "Daniel E. Gazeika", written over a horizontal line.

Rampart Defense LLC

03/20/2023

Appendix A:

Police Department Date 12/01/2020 Number 2-8 Retention Permanent Type Policy To: ALL POLICE DIVISION PERSONNEL Subject: PORTABLE AUDIO/VIDEO RECORDING DEVICES INDEX 2-8.01 DEFINITIONS 2-8.02 DEPARTMENTAL PRIVACY EXPECTATION 2-8.03 USE AND DOCUMENTATION 2-8.04ACTIVATION OF THE PORTABLE AUDIO/VIDEO RECORDING DEVICES 2-8.05SPECIAL GUIDELINES FOR RECORDING 2-8.06EXPLOSIVE DEVICE 2-8.07 IDENTIFICATION AND PRESERVATION OF RECORDINGS 2-8.08ACCESS TO PORTABLE AUDIO/VIDEO RECORDING DEVICE DATA 2-8.09AGENCY USE OF DATA 2-8.10 COORDINATOR 2-8-11 DATA RETENTION POLICY The Wyoming Police Department may provide members with access to portable audio/video recording devices for the use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public. PURPOSE This policy is to provide guidelines for the use of portable audio/video recording devices by members of the Wyoming Police Department while in performance of their duties (Minn. Stat. § 626.8473 and 13.825) Compliance with this policy will provide for an exacting detailed record of contacts the members of the Department have with the public. While showing accountability and transparency to the public with the balance of keeping the privacy concerns of those being recorded a priority. SCOPE This policy governs the use of portable audio/video recording devices and data pertained by those devices in the course of official duties and applies to all members of the Wyoming Police Department. It does not apply to the use surreptitious recording devices in undercover operations, surveillance videos, wiretaps or eavesdropping (concealed listening devices), or the use of squad-based (dash-cam) video recorders. The Chief or Chief's designee may supersede this policy by providing specific instructions for the use of portable audio/video recording devices to individual officers, or providing specific instructions for the use of portable audio/video recording devices pertaining to certain events or classes of events, including but not limited to political rallies and demonstrations. 2-8.01 DEFINITIONS A. Portable audio/video recording devices– A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825. B. Official Duties – For purposes of this policy, official duties means that the officer is on-duty and performing authorized law enforcement services on behalf of the Wyoming Police Department. C. Law Enforcement Related Information – means information captured or available for capture by use of a portable audio/video recording devices that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision. D. Evidentiary Value – means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer. E. General Citizen Contact – means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing

investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his/her neighborhood. F. Adversarial – means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on their own are deemed adversarial. G. Unintentionally Recorded Footage – is a video recording that results from an officer's inadvertence or neglect in operating the officer's portable audio/video recording device, provided that no portion of the resulting recording has evidentiary or administrative value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in restrooms, locker rooms, and recordings made while officers were engaged in conversations of a nonbusiness, personal nature with the expectation that the conversation was not being recorded.

2-8.02 DEPARTMENTAL PRIVACY EXPECTATION All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

2-8.03 USE AND DOCUMENTATION

A. Officers may use only department-issued portable audio/video recording devices while on-duty or in the performance of their official duties for the Wyoming Police Department or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued portable audio/video recording devices shall operate and use them consistent with this policy. Officers shall check their issued portable audio/video recording devices at the beginning of each shift to make sure the devices are functioning properly and shall promptly report any malfunctions to the officer's supervisor and obtain a functioning device as soon as reasonably practicable.

C. Officers should wear their issued portable audio/video recording devices at the location on their body and in the manner specified in training.

D. Officers must document portable audio/video recording devices use and nonuse as follows:

- a. Whenever an officer makes a recording, the existence of the recording shall be documented in their report or other official record of the contact.
- b. In any instance where the device malfunctions, Officers shall document the malfunction in their report or other official record of the contact.
- c. In any instance where the officer deemed privacy to outweigh law enforcement interest and the audio or video was intentionally blocked, the officer must document the circumstances and reasons for why the function was intentionally blocked in their report or other official record of the contact.
- d. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only part of the activity, the officer must document the circumstances and reasons for not recording in their report or other official record of the contact.

Supervisors shall review these reports and initiate any corrective action deemed necessary.

2-8.04 ACTIVATION OF THE PORTABLE AUDIO/VIDEO RECORDING DEVICES This policy is not intended to describe every possible situation which the recorder should be used, although there are many situations where its use is appropriate. Officers shall activate the recorder any time the officer believes it would be appropriate or valuable to record an incident. The recorder shall be activated in any of the following situations:

A. Officers shall activate their portable audio/video recording devices when responding to all calls or when anticipating that they will be involved in, become involved in, or witness other officers of this agency involved in a pursuit, Terry stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during their activities likely to yield information having evidentiary value. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to

do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(d) (above). B. Officers have discretion to record or not record general citizen contacts. C. Officers have no affirmative duty to inform people that a portable audio/video recording devices is being operated or that they are being recorded. D. Once activated, the portable audio/video recording devices should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. Officers shall state the reasons for ceasing the recording on camera before deactivating their portable audio/video recording devices. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value. E. Officers shall not intentionally block the portable audio/video recording devices audio or visual recording functionality to defeat the purpose of this policy, unless privacy outweighs law enforcement interest. If a concern regarding privacy occurs only one function (either audio or video) may be blocked at a time. F. Notwithstanding any other provisions in this policy, officers shall not use their portable audio/video recording devices to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation. G. Officers shall not intentionally edit, alter, or erase any portable audio/video recording devices recording unless otherwise expressly authorized by the Chief or Chief's designee.

2-8.05 SPECIAL GUIDELINES FOR RECORDING Officers may, in the exercise of sound discretion, determine: A. To use their portable audio/video recording devices to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited. B. To use their portable audio/video recording devices to take recorded statements from persons believed to be victims and witnesses of crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect. C. Officers shall use their portable audio/video recording devices to record their transportation and the physical transfer of persons in their custody.

2-8.06 EXPLOSIVE DEVICE Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an Officer reasonably believes an explosive device to be present.

2-8.07 IDENTIFICATION AND PRESERVATION OF RECORDINGS A. Each officer using a portable audio/video recording device is responsible for transferring or assuring the proper transfer of the data from their device to the specified data storage location by the end of that officer's shift. However, if the officer is involved in a shooting, an in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor shall take custody of the officer's portable audio/video recording device and assume responsibility for transferring the data from it. B. Officers shall label the portable audio/video recording device data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many labels as are applicable to each file. An Officer should label recordings when he/she reasonably believes: a) The recording contains evidence relevant to potential criminal, civil or administrative matters. b) A complainant, victim or witness has requested non-disclosure. c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person and/or their property. d) Disclosure may be an unreasonable violation of someone's privacy. e) Medical or mental health information is contained. f) Disclosure may compromise

an under-cover officer or confidential informant. Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (example: a hostile contact), the officer should promptly notify a supervisor of the existence of the recording. C. In addition, officers shall label each file as appropriate to indicate that it contains information about data subjects who may have rights under the Minnesota Government Data Practices Act (MGDPA) limiting public disclosure of information about them. These individuals include: 1. Victims and alleged victims of Criminal Sexual Conduct. 2. Victims of child abuse or neglect. 3. Vulnerable adults who are victims of maltreatment. 4. Undercover officers. 5. Informants. 6. When the video is clearly offensive to common sensitivities. 7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly. 8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system. 9. Mandated reporters. 10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness. 11. Juveniles who are or may be delinquent or engaged in criminal acts. 12. Individuals who make complaints about violations with respect to the use of real property. 13. Officers and employees who are the subject of a complaint related to the events captured on video. 14. Other individuals whose identities the officer believes may be legally protected from public disclosure. D. Labeling designations may be corrected or amended based on additional information.

2-8.08 ACCESS TO PORTABLE AUDIO/VIDEO RECORDING DEVICE DATA SPECIFY DATA SAFEGUARDS TO BE USED

A. Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view portable audio/video recording device data. B. Officers may access and view stored portable audio/video recording device data only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Except as provided in the critical incident response policy, officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident. C. Officers may display portions of portable audio/video recording device footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. §13.82, subd. 15, as may be amended from time to time. Officers should limit these displays to protect against the incidental disclosure of individuals whose identities are not public. D. Agency personnel shall document their reasons for accessing stored portable audio/video recording device data as specified in training at the time of each access. Agency personnel are prohibited from accessing portable audio/video recording device data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading portable audio/video recording device data recorded or maintained by this agency onto public and social media websites, unless otherwise expressly authorized by the Chief or the Chief's designee. Any Member of the Department who accesses or releases recordings without authorization may be subject to discipline. (Minn. Stat. § 626.8473) E. Officers shall refer members of the media or public seeking access to portable audio/video recording device data to the data practices designee, who will process the request in accordance with the MGDPA and other governing laws. Employees seeking access to portable audio/video recording device data for non-business reasons may make a request for it in the same manner as any member of the public, reference section 2-8.11. F. Portable audio/video recording device data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

2-8.09 AGENCY USE OF DATA

A. Supervisors and other assigned personnel may access portable audio/video recording device data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance. B. Nothing in this policy limits or prohibits the use of portable audio/video recording device data as evidence of misconduct or as a basis for discipline. C. This agency will conduct a

biennial audit to check for the occurrence of unauthorized access to portable audio/video recording device data as required by Minn. Stat. § 13.825, Subd. 9. D. Officers should contact their supervisors to discuss retaining and using portable audio/video recording device footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize portable audio/video recording device data with trainees for the purpose of providing coaching and feedback on the trainee's performance as authorized by a supervisor.

2-8.10 COORDINATOR The Chief of Police or the authorized designee should designate a coordinator responsible for:

- A. Establishing procedures for the security, storage and maintenance of data and recordings.
 - a. The coordinator will work to ensure that procedures comply with requirements of the MGDPA and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the protected Information and the Records Maintenance and Release Appendix section 2-8.11).
- B. Establishing procedures for accessing data and recording.
 - a. These procedures should include the process to obtain written authorization for access to non-public data by Wyoming PD members and members of other governmental entities and agencies.
- C. Establishing procedures for logging or auditing access.
- D. Establishing procedures for transferring, downloading, tagging or marking events.
- E. Establishing an inventory of portable recorders including:
 - a. Total number of devices owned or maintained by Wyoming Police Department.
 - b. Daily record of the total number deployed and used by members.
 - c. Total amount of recorded audio and video data collected by the devices and maintained by the Wyoming Police Department.
- F. Preparing the biennial audit required by Minn. Stat. § 13.825 Subd. 9.
- G. Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Wyoming Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

2-8-11 DATA RETENTION

- A. All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.
- B. If an individual captured in a recording submits a written request, the recording may be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).
- C. Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Appendix.
- D. Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data. Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.
- E. Records Maintenance and Release Appendix.

NAME RETENTION DURATION CATEGORY RESTRICTIONS

Uncategorized	Until Manually Deleted	Unrestricted
Accident	3 Years	Unrestricted
Citation	3 Years	Unrestricted
DUI	7 Years	Unrestricted
Emergency Response	180 Days	Unrestricted
Evidence - Criminal	7 Years	Unrestricted
Evidence - Force	7 Years	Unrestricted
Evidence - Other	3 Years	Unrestricted
Evidence - Property	1 Year	Unrestricted
Evidence - Administrative	1 Year	Unrestricted
Health Info	180 Days	Unrestricted
Homicide	Until Manually Deleted	Unrestricted
Investigation	180 Days	Unrestricted
Non Disclosure Flag	180 Days	Restricted
Not Evidence	180 Days	Unrestricted
Officer Injury	7 Years	Unrestricted
Officer Involved Shoot	20 Years	Restricted
Pending Review	Until Manually Deleted	Unrestricted
Pursuit	7 Years	Unrestricted
Traffic Stop	180 Days	Unrestricted
Training Demo	180 Days	Unrestricted
Use of Force	7 Years	Unrestricted

Appendix B:

Wyoming Police Department Manual Wyoming Police Department Policy: 109 1 of 9 Original Date: 03/14/2023 Updated Date: 03/16/2023 Policy Number: 109 Retention: Permanent To: All Police Division Personnel Subject: Body Worn Camera Policy Index

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Wyoming Police Department Manual Wyoming Police Department Policy: 109 2 of 9 Policy It is the policy of this department to authorize and/or require the use of department-issued BWCs as set forth below as required by M.S. section 626.8473, subd.3. Purpose This policy is to provide guidelines for the use of BWC by members of the Wyoming Police Department while in performance of their duties (Minn. Stat. § 626.8473 and 13.825) Compliance with this policy will provide for a detailed record of contacts

the members of the Department have with the public, while showing accountability and transparency to the public with the balance of keeping the privacy concerns of those being recorded a priority. Scope This policy governs the use of BWCs in the course of official duties. It does not apply to the use of surreptitious recording devices in undercover operations or the use of squad based (dash- cam) video recorders, if available. The chief or chief's designee may modify this policy by providing specific instructions for the use of BWCs to individual officers, or providing specific instructions for the use of BWCs pertaining to certain events or classes of events, including but not limited to political rallies and demonstrations. The chief or chief's designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities. Officers deemed to be Brady-Giglio impaired must wear and utilize their BWC in all public contacts while serving in their official capacity. Definitions The following phrases have special meanings as used in this policy: Adversarial A law enforcement encounter that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on their own are deemed adversarial. Body Worn Camera(s) aka BWC Refers to a portable recording system as defined in M.S. 13.825, sub 1(b)(1) as a device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation. Brady-Giglio Impaired Wyoming Police Department Manual Wyoming Police Department Policy: 109 3 of 9 Brady-Giglio impaired means that a police officer has engaged in certain qualifying conduct established by the Chisago County Attorney that may necessitate disclosure as part of the prosecution or defense of a criminal defendant (see Policy 612). A police officer deemed to have a Brady impairment shall have additional BWC use expectations as identified within this policy. Critical Incident Refers to an encounter between a police officer and community member(s) that results in great bodily harm or death to a community member. A critical incident could include an officer use of force or deadly force encounter between a police officer and a member of the community. A critical incident may also include an in-custody death of a person under the care, custody, or control of an officer. Evidentiary Value Information that may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement department or officer. Note: "[R]elated civil or administrative proceeding" refers, for example, to implied consent or forfeiture actions arising from an arrest or prosecution. Nothing in this policy obligates the department to collect or maintain BWC data solely for use in thirdparty tort litigation. Incidental Citizen Contact An informal encounter with a citizen that is not, and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a tow truck, or receiving generalized concerns from a citizen about crime trends in the reporting person's neighborhood. Law Enforcement-Related Information Information captured, or available for capture, by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision. MGDPA or Data Practices Act Refers to the Minnesota Government Data Practices Act, Minn. Stat. §13.01, et seq. Records Retention Schedule Refers to the retention schedule adopted by the Wyoming Police Department. Official Duties/Capacity For purposes of this policy, means that the officer is on duty and/ or performing authorized law enforcement services on behalf of this department or while in

uniform. Unintentionally Recorded Footage A video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary or administrative value. Examples of Wyoming Police Department Manual Wyoming Police Department Policy: 109 4 of 9 unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded. Use and Documentation Officers may use only department-issued BWCs in the performance of official duties for this department or when otherwise performing authorized law enforcement services as an employee of this department. Note: This provision prohibits officers from using personally owned BWCs, or those provided by private entities that may be contracting for services, while performing department authorized law enforcement activities. The use of non-department equipment is inconsistent with the department's obligation to administer resulting video footage as government data. Officers who have been issued BWC devices shall operate and use them consistent with this policy. Officers shall check their issued BWC devices at the beginning of each shift to make sure the devices are functioning properly and shall promptly report any malfunctions to the officer's supervisor and obtain a functioning device as soon as reasonably practicable. Officers shall wear their issued BWCs at the location on their body and in the manner specified in training or which maximizes viewable video images. Officers must document BWC devices use and nonuse as follows: A. Whenever an officer makes a recording, the existence of the recording shall be documented in their report or other official record of the contact. B. In any instance where the device malfunctions, Officers shall document the malfunction in their report or other official record of the contact. C. In any instance where the officer deemed privacy to outweigh law enforcement interest and the audio or video was intentionally blocked, the officer must document the circumstances and reasons for why the function was intentionally blocked in their report or other official record of the contact. D. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only part of the activity, the officer must document the circumstances and reasons for not recording in their report or other official record of the contact. Activation of the Body Worn Camera Devices This policy is not intended to describe every possible situation which the recorder should be used, although there are many situations where its use is appropriate. Officers shall activate the BWC any time the officer believes it would be appropriate or valuable to record an incident. The BWC shall be activated in any of the following situations: A. Officers shall activate their BWC devices when responding to calls or when anticipating that they will be involved in, become involved in, or witness other officers of this agency involved in a pursuit, Terry stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during their activities likely to yield information having evidentiary value. However, Wyoming Police Department Manual Wyoming Police Department Policy: 109 5 of 9 officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented. B. Officers have discretion to record or not record general citizen contacts. C. Officers have no affirmative duty to inform people that a BWC is being operated or that they are being recorded. D. Once activated, the BWC recording devices should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. Officers are strongly encouraged to state the reasons for ceasing the recording on camera before deactivating their BWC

devices. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value. E. Officers should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the officer that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording. F. Notwithstanding any other provisions in this policy, officers shall not use their BWC devices to record other agency personnel during non-enforcement related activities, such as during preand post-shift time, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation. G. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the Chief or Chief's designee. H. Officers assigned to a plain clothes, investigative assignment, undercover assignment, or uniformed administrative role shall not be required to wear a BWC during their day-to-day work unless working in a uniformed call response capacity or are otherwise required by this policy or a command-level directive. Command staff members shall have discretion to not wear a BWC.

Identification and Preservation of Recordings Each officer using a BWC device is responsible for transferring or assuring the proper transfer of the data from their device to the specified data storage location by the end of that officer's shift. However, if the officer is involved in a shooting, an in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor shall take custody of the officer's BWC device and assume responsibility for transferring the data from it. Officers shall label the BWC device data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many labels as are applicable to each file. An officer should label recordings when they reasonably believe:

- A. The recording contains evidence relevant to potential criminal, civil or administrative matters.
- B. A complainant, victim, or witness has requested non-disclosure.

Wyoming Police Department Manual Wyoming Police Department Policy: 109 6 of 9

- C. A complainant, victim, or witness has not requested non-disclosure but the disclosure of the recording may endanger the person and/or their property.
- D. Disclosure may be an unreasonable violation of someone's privacy.
- E. Medical or mental health information is contained.
- F. Disclosure may compromise an under-cover officer or confidential informant.

Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (example: a hostile contact), the officer should promptly notify a supervisor of the existence of the recording. In addition, officers shall label each file as appropriate to indicate that it contains information about data subjects who may have rights under the Minnesota Government Data Practices Act (MGDPA) limiting public disclosure of information about them. These individuals include:

- A. Victims and alleged victims of Criminal Sexual Conduct;
- B. Victims of child abuse or neglect;
- C. Vulnerable adults who are victims of maltreatment;
- D. Undercover officers;
- E. Informants;
- F. When the video is clearly offensive to common sensitivities;
- G. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly;
- H. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system;
- I. Mandated reporters;
- J. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness;
- K. Juveniles who are or may be delinquent or engaged in criminal acts;
- L. Individuals who make complaints about violations with respect to the use of real property;
- M. Officers and employees who are the subject of a complaint related to the events captured on video;
- N. Other individuals whose identities the officer believes may be legally protected from public disclosure; or
- O. Labeling designations may be corrected

or amended based on additional information. Access to BWC Device Data Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view portable audio/video recording device data. Officers may access and view stored BWC device data only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Except as provided in the critical incident response policy, officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident. Wyoming Police Department Manual Wyoming Police Department Policy: 109 7 of 9 Officers may display portions of BWC device footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. §13.82, sub. 15. Officers should limit these displays to protect against the incidental disclosure of individuals whose identities are not public. Agency personnel are prohibited from accessing BWC recording device data for non-business reasons and from sharing the data for non-law enforcement related purposes including, but not limited to, uploading BWC device data recorded or maintained by this agency onto public and social media websites, unless otherwise expressly authorized by the Chief or the Chief's designee. Any member of the Department who accesses or releases recordings without authorization may be subject to discipline. (Minn. Stat. § 626.8473) Officers shall refer members of the media or public seeking access to BWC device data to the data practices designee, who will process the request in accordance with the MGDPA and other governing laws. Employees seeking access to BWC device data for non-business reasons may make a request for it in the same manner as any member of the public. BWC device data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law. Agency Use of Data Supervisors and other assigned personnel may access BWC device data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance. Nothing in this policy limits or prohibits the use of BWC device data as evidence of misconduct or as a basis for discipline. This agency will conduct an independent biennial audit to check for the occurrence of unauthorized access to BWC recording device data as required by Minn. Stat. § 13.825, Sub. 9. The Chief or designee will conduct monthly supervisory and/or internal audits and reviews to ensure compliance with the BWC policy. Officers should contact their supervisors to discuss retaining and using BWC device footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by case basis. Field training officers may utilize BWC device data with trainees for the purpose of providing coaching and feedback on the trainee's performance as authorized by a supervisor. Coordinator The Chief of Police or the authorized designee should designate a coordinator responsible for:

- A. Establishing procedures for the security, storage and maintenance of data and recordings. 1. The coordinator will work to ensure that procedures comply with requirements of the MGDPA and other applicable laws (Minn. Stat. § 13.01 et seq.)
- B. Establishing procedures for accessing data and recording. Wyoming Police Department Manual Wyoming Police Department Policy: 109 8 of 9 1. These procedures should include the process to obtain written authorization for access to non-public data by Wyoming PD members and members of other governmental entities and agencies.
- C. Establishing procedures for logging or auditing access.
- D. Establishing procedures for transferring, downloading, tagging or marking events.
- E. Establishing an inventory of BWC including:
 - 1. Total number of devices owned or maintained by Wyoming Police Department.
 - 2. Daily record of the total number deployed and used by members.
 - 3. Total amount of recorded audio and video data collected by the devices and maintained by the Wyoming Police Department.
- F. Preparing the biennial audit required by Minn. Stat. § 13.825 Subd. 9.
- G. Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the

Wyoming Police Department that expands the type or scope of surveillance capabilities of the department's BWC. Data Retention All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule, but in no event for a period less than 180 days. If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator is required to notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825). Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Appendix. Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data. Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17. Wyoming Police Department Manual Wyoming Police Department Policy: 109 9 of 9 Categories and Retention Schedule Name Retention Duration Category Restrictions Category Information Uncategorized Until Manually Deleted Unrestricted Video not assigned a category (Officer forgot to choose a category) Crash 3 years Unrestricted Crash Arrest or Citation 7 years Unrestricted Arrest made and/or citation given Evidence 7 years Unrestricted Contains evidentiary value False Activation 180 days Unrestricted Accidental activation Not Evidence 180 days Unrestricted No evidentiary value Officer Injury 7 years Unrestricted Injury to officer Officer Involved Shoot 20 years Restricted Officer Involved Shoot Pending Review Until Manually Deleted Unrestricted For administrative purposes, when a supervisory review of call/case/conduct is needed Pursuit 7 years Unrestricted Pursuit Use of Force 7 years Unrestricted Force used CSC/Homicide Until Manually Deleted Restricted CSC/Homicide Case

Wyoming Police Department Annual Report 2022



Drafted by Chief Neil D. Bauer, Ed.D., Director of Public Safety
Published March 2023

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Mission and Values

Mission Statement

The Wyoming Police Department provides crime prevention, enforcement of laws, thorough investigation of crimes, proficient emergency response and authentic community outreach to ensure the safety of all members of the Wyoming Community. We strive to build and maintain the trust and respect of the community members through collaboration and partnerships. Along the way, we will be committed to the principles of a learning organization by acquiring new knowledge and modifying our practices and procedures to exceed the evolving needs of the community. (Created 2022)

Values Statement

The members of the Wyoming Police Department value a community-oriented approach to policing, compassion, dedication, integrity, teamwork, trusting relationships, and making a difference in the Wyoming Community.

Community-Oriented	Compassion	Dedication	Integrity
Make a Difference	Service-Oriented	Teamwork	Trust

Calls for Service and Policing Activity

Wyoming Police Department tracks many activities conducted by officers and staff through our records management system. *Calls for Service* are received primarily through the Chisago County Sheriff's Office Emergency Communications Center (ECC). The ECC answers non-emergency and emergency calls for service for the City of Wyoming. The ECC receives the calls for service, dispatches the appropriate police and fire resources, and monitor all activity of responding agencies. The ECC staff dispatches Wyoming officers and provide updates from the caller if an incident is in progress. *Total Calls for Service* include incidents that involve an officer responding to a location or responding with a phone call.

Proactive Incidents Generated includes all traffic stops and when an officer intentionally checks a residence, park, business or specific area.

Administrative Incidents include administrative details, community policing activity and speed trailer deployments. Administrative details include a variety of tasks, including training, vehicle maintenance and other non-incident related details.

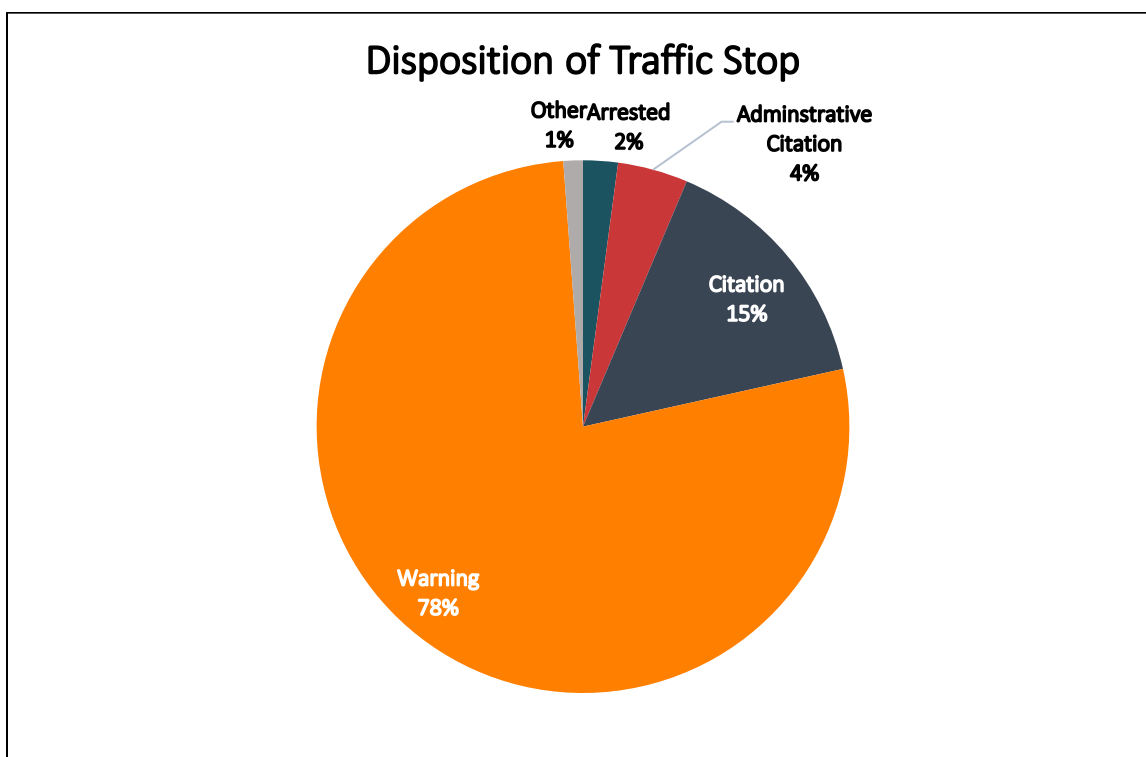
Total Calls for Service (911, non-emergency, in person)			4,570
Proactive Incidents Generated			7,750
	Traffic Stops	1,973	
	Area Checks	1,611	
	Business Checks	2,259	
	Park Checks	1,836	
	Residence Checks	71	
Administrative Incidents Generated			1,473
	Administrative Details	1,380	
	Community Policing	82	
	Speed Trailer Deployments	11 ¹	
Total Incidents for 2022			13,793

¹ The speed monitoring trailer was out of service for the majority of 2022 due to repairs.

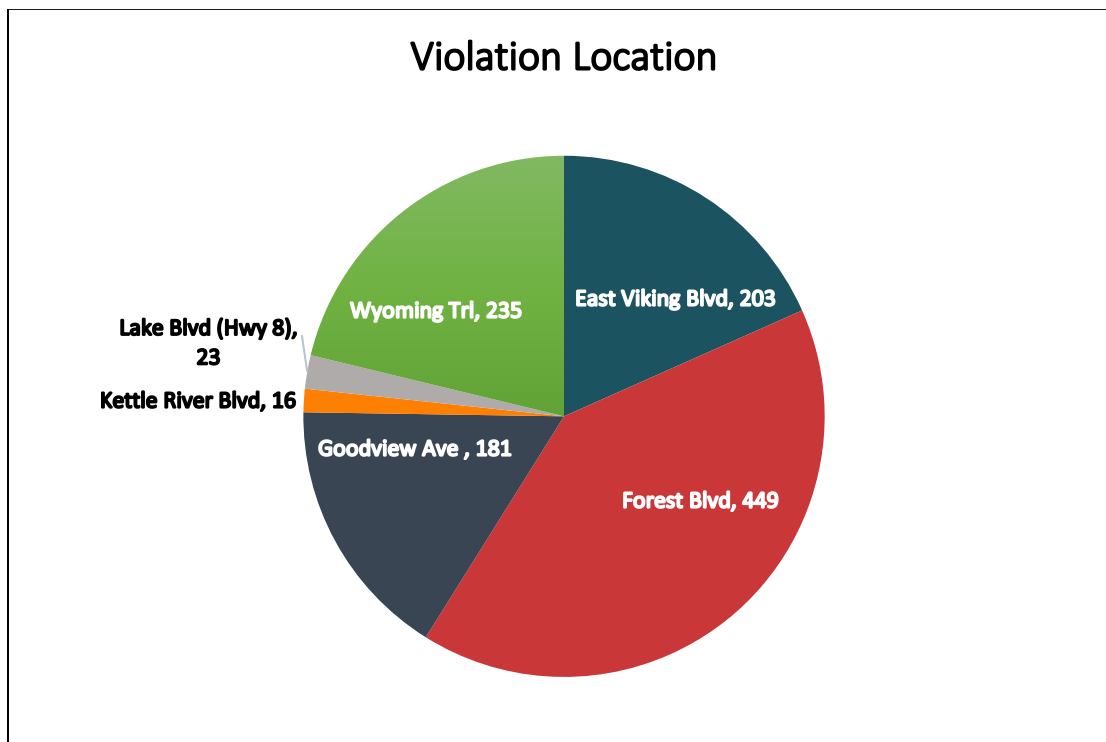
Enforcement Statistics

Traffic Stops

In 2022, Wyoming officers conducted 1,973 traffic stops. When an officer makes contact with a community member for a moving violation, they have discretion on the disposition of the contact, meaning they have latitude to make a decision about what approach will most likely prevent future violations. An officer can warn someone of the violation, which is the most frequent disposition (78%) for a traffic stop. If the officer chooses to issue a citation, for certain violations, they are able to issue an administrative citation, or they can issue a formal traffic citation. Administrative citations are not reportable on a driver's record. Traffic citations are reportable on a driving record and can be contested in district court.



Of the 1,973 traffic stops conducted, 6 areas in Wyoming rose to the top for violation frequency. The graph below represents the location and the number of traffic stops that were conducted at the location. These numbers do not necessarily indicate that there are more frequent violations in this area, only that there were more traffic stops conducted at these locations. ²



DWI Arrests

In 2022, Wyoming officers removed 47 intoxicated drivers from the roadways, by citing or arresting the drivers for a DWI related offense.



² Wyoming police officers do not actively patrol I35 in the course of their shift for traffic violations.

NIBRS Statistics

The Wyoming Police Department participates in a national reporting system called NIBRS (National Incident-Based Reporting System), which ultimately is reported to the State of Minnesota and the FBI. Additional information about NIBRS can be found at this site:

<https://ucr.fbi.gov/nibrs/2012/resources/a-guide-to-understanding-nibrs>

NIBRS categorizes offenses into specific offense categories. Additional offense categories exist but if there were no offenses reported in 2022, they are not listed in this report.

The State of Minnesota Bureau of Criminal Apprehension provides regular updates on the offenses that occur in Wyoming and across the state. Community members can access that data on the following website: <https://cde.state.mn.us/>

The following figures provide the number of offenses reported to Wyoming Police Department in 2022, based on information provided to the Minnesota Bureau of Criminal Apprehension through NIBRS:

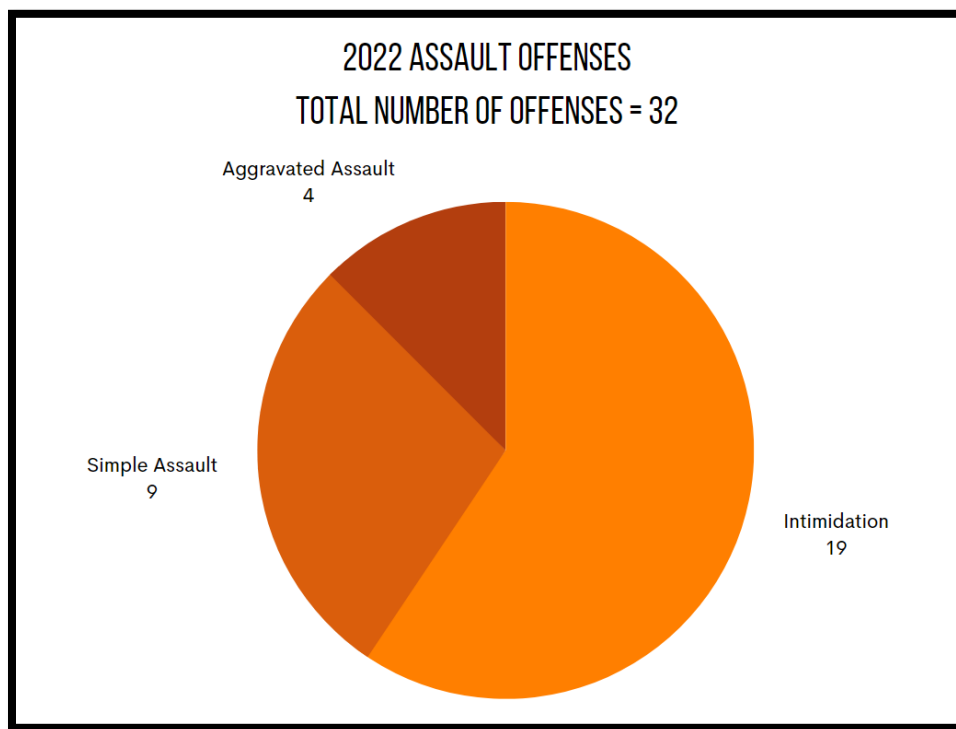


Figure 1 - 2022 Assault Offenses

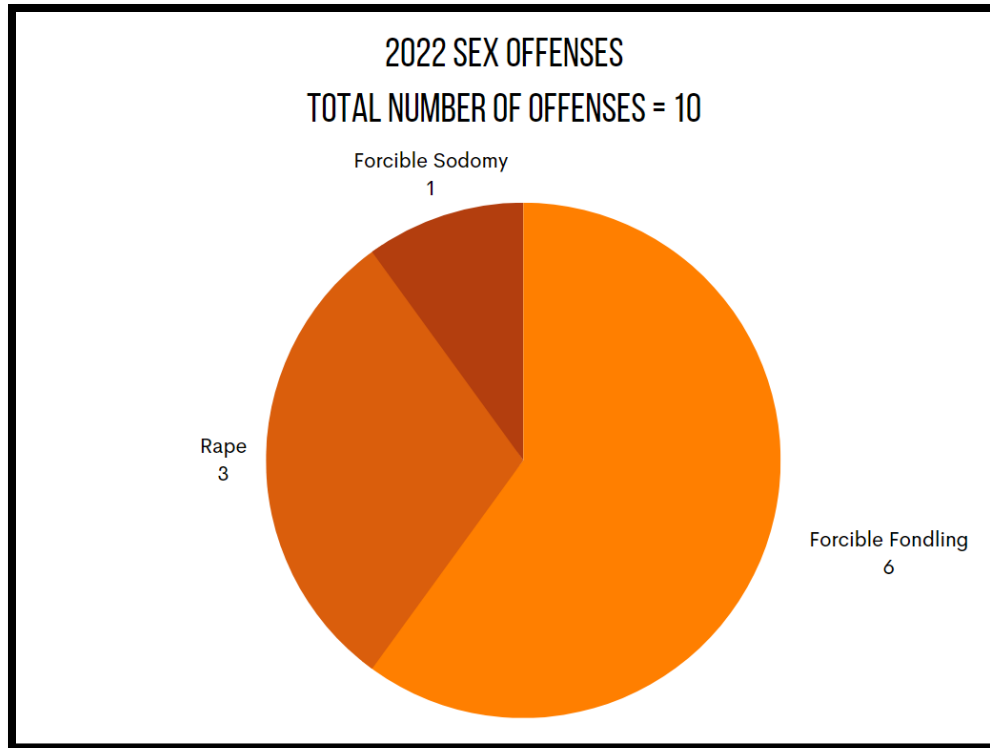


Figure 2 - 2022 Sex Offenses

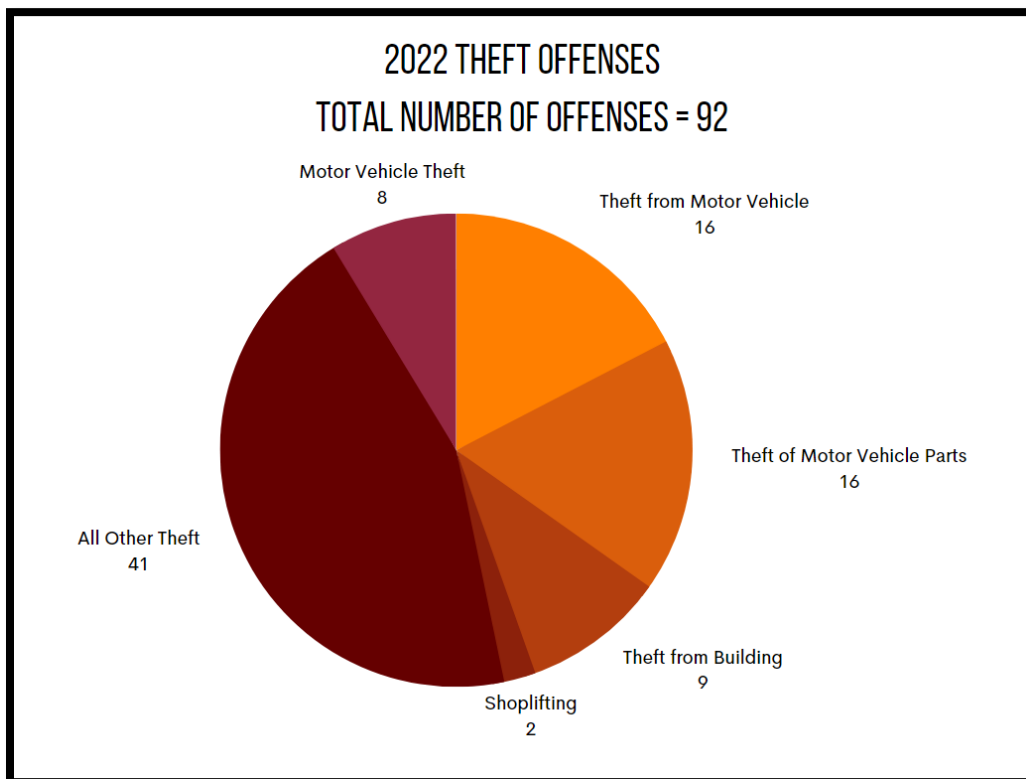


Figure 3 - 2022 Theft Offenses

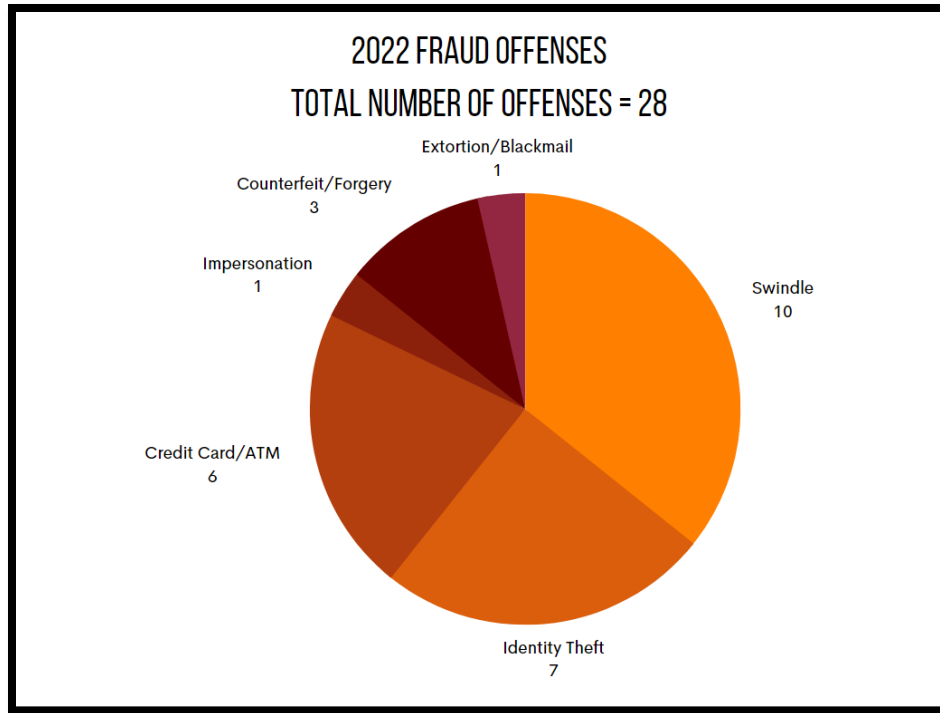


Figure 4 - 2022 Fraud Offenses

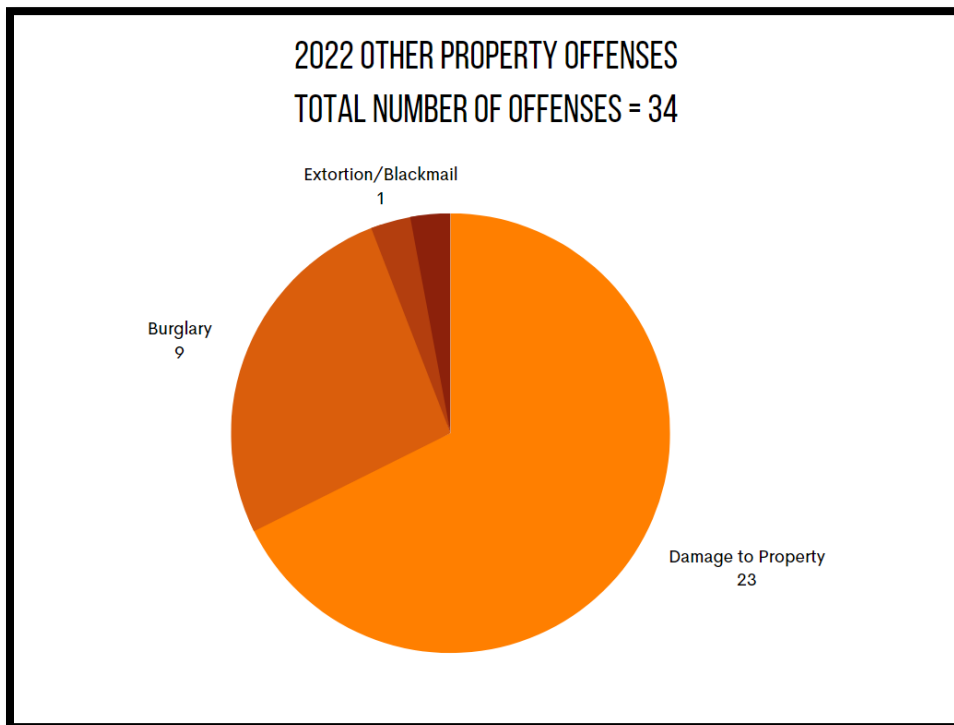


Figure 5 - 2022 Other Property Offenses

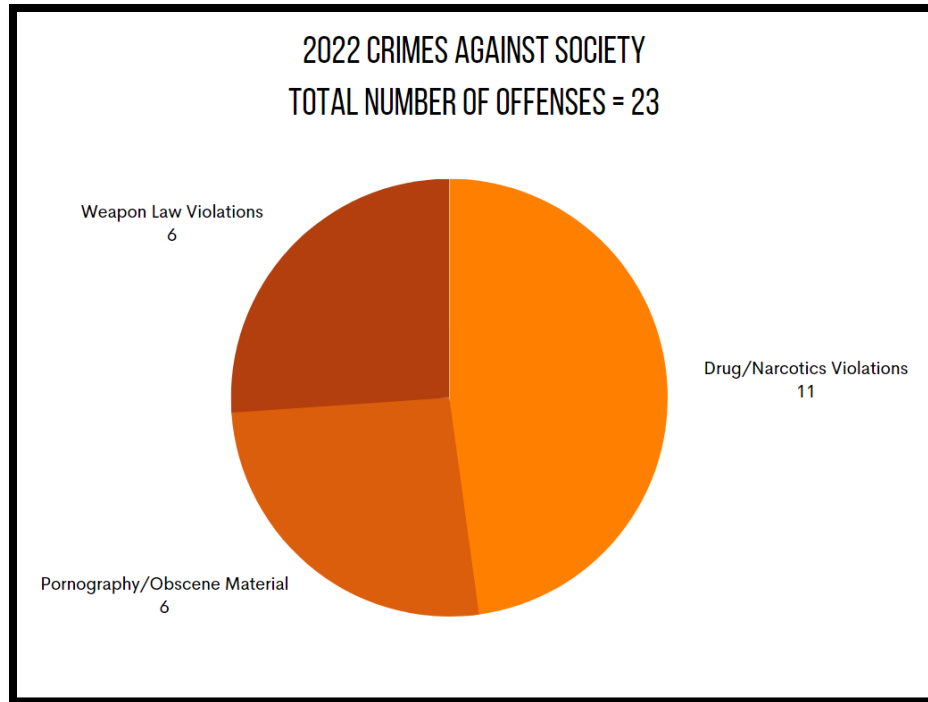
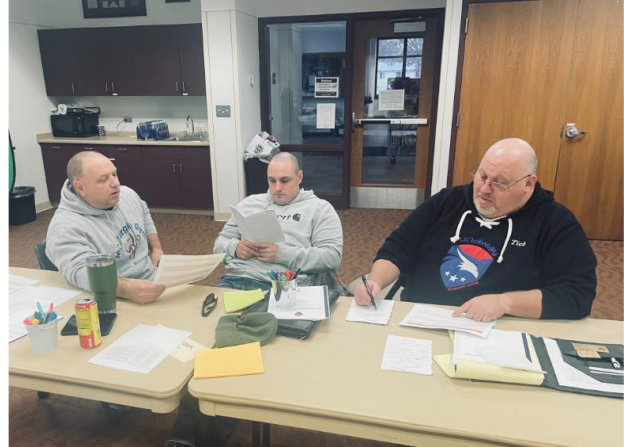


Figure 6 - Crimes Against Society

Training and Development

The police department established a mandatory department meeting and training schedule. At the first department meeting in 2022, police staff worked to establish a strategic plan for the year. The collaborative process provided a collective understanding for the status of the department culture, systems, structures, especially for Chief Bauer in his first months with the City of Wyoming.



Staff developed a training calendar for 2022 to make sure the state requirements were planned out for the year. The department also began integrated Reality Based Training methodology into the training plan, allowing officers to have an experiential learning environment to apply the techniques they have learned throughout the year.

The department began utilizing an online recording keeping platform to better track all training. As training mandates become more complex, the Certified Crime Fighter program will help make sure the officers are in compliance with the Minnesota Peace Officers Standards and Training licensing requirements.

Community Outreach and Engagement

The department hosted and participated in a variety of community outreach and engagement events throughout 2022. These events are a critical part of establishing and maintaining trust with community members. They are also a great time!

These are some of the big ones from 2022:

2022 Community Outreach and Engagement		
Coffee with a Cop – Evergreen Coffee	Bike Rodeo – Wyoming Elementary	Touch-a-Truck Event
Torch Run for Special Olympics	Catalytic Converter Theft Prevention Event – Victory Auto Service	Trunk or Treat – Meadows on Fairview
Cover the Cruiser for Special Olympics – Casey’s Wyoming	Stuff the Squad Event for Family Pathways – Bruce’s Foods	Coffee with a Cop – Meadows on Fairview
Stagecoach Day Parade and Events	4 th of July Parade – City of Forest Lake	PEAK (Police Engaging with Area Kids) – Wyoming Elementary
Youth Firearms Safety Course	“Community Roll Call with the Chief” Monthly Social Media Video Series	

Community Outreach and Engagement Highlights

- Collected 2,459 lbs. of food donations for Family Pathways at the December 2022 “Stuff the Squad” event.
- Raised \$747 from Wyoming community members at the October 2022 “Cover the Cruiser” event for Special Olympics MN.

Nuisance Property Sweep

Wyoming Police Department performs an annual nuisance property sweep in April, focusing on gaining compliance with nuisance property owners and occupants. With the help of our residents, we addressed approximately 25 specific properties, with most of them being resolved without further enforcement action.

We continue to work with property owners, in partnership with the Chisago County Attorney’s Office and the City of Wyoming Building Official, to get the remaining properties into compliance. Fines and charges can be issued to those property owners and occupants that do not comply with city code. If convicted, a condition of probation can be to bring the property into compliance. This is a lengthy process and takes several months, including court appearances.

This is a frequent concern we hear from Wyoming residents and we continue to improve our processes to encourage cooperation from the non-compliant property owners.

Officer Wellness

The wellness of our officers was established as a priority for 2022, with the initial focus on mental health wellness and the development of financial wellness.

Mental Health Awareness

Officer wellness was one of the pillars established in the President's Task Force on 21st Century Policing report:

“The wellness and safety of law enforcement officers is critical not only to themselves, their colleagues, and their agencies but also to public safety. An officer whose capabilities, judgment, and behavior are adversely affected by poor physical or psychological health not only may be of little use to the community he or she serves but also may be a danger to the community and to other officers.”³

In 2022, the City of Wyoming contracted with Marie Ridgeway and Associates, a mental health care provider that specializes in working with law enforcement and first responders. All police officers participate in an annual mental health check-in to establish a relationship with a mental health professional so if the need arises, the officer is familiar with the therapist. The City will also provide 5-6 therapy sessions to the officer if the need arises.

Physical Wellness

Staff explored a variety of pathways related to officer physical wellness programs in the State of Minnesota. A physical wellness program will be researched further in 2023 with a start date of 2024 for full implementation.

Financial Wellness

Officers also spent an evening with a financial planner to better understand the options available to improve their financial health as a police officer. The objective of the meeting was to improve the officers' financial wellness to prevent financial stressors that can compound on top of the stressors of the job

³ “President's Task Force on 21st Century Policing” (Office of Community Oriented Policing Services, May 2015), https://cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf.

Staffing

2022 Staffing



Sworn (Full-Time)	10	Sworn (Part-Time)	0
Non-Sworn (Full-Time)	2	Non-Sworn (Part-Time)	0
Total Full Time Employees	12	Total Part-Time Employees	0

Officer Allison Edwards left Wyoming Police Department in December for the Chisago County Sheriff's Office. That hiring process is in progress for her replacement in 2023.

Police Reserve Officers

The Wyoming police reserves are community members that volunteer their time to participate in community events and patrol Wyoming in marked squads. Their contributions are incredibly valuable and we appreciate them!

They documented 646 volunteer hours in 2022. Our Wyoming Police Reserves are so generous with their time and 244 of those hours were dedicated to attending, coordinating and participating in community events (e.g. Night to Unite, Stuff a Squad).

2022 Police Reserves

- Seth DePaul
- Dan Gnau
- Chris Hernandez
- Rebekah Peterson
- Evelyn Rodrique

Audits

Property and Evidence Inventory

The State of Minnesota Office of the State Auditor provides recommendations for conducting an inventory and audits of all property and evidence retained by law enforcement agencies. In 2022, Wyoming Police Department conducted an inventory, physically inspecting every piece of property and evidence in our possession. This helps protect the integrity of the property and evidence.

The Wyoming property technician inventoried nearly 1,200 items in the property system, determined that status of the court case in the court system and researched any items that were not property dispositioned in the system.

In 2023, we will partner with North Branch Police Department to conduct a peer review of the property and evidence. These peer review audits allow police departments to maintain accountability without needing to pay for a 3rd party to conduct the audit.

Body-Worn Camera Audit

Minnesota Statute requires that law enforcement agencies conduct biennial independent audits of the data obtained from body-worn cameras. Wyoming Police Department began utilizing body-worn cameras at the end of 2020, therefor requiring an audit in 2022.

The audit determines:

- whether data are appropriately classified;
- how data was used;
- if the data is destroyed as required; and
- if the overall program is in compliance with Minnesota law.

The auditor also makes recommendations for changes in policy and procedure. For the 2022 audit, the City of Wyoming contracted Rampart Defense to conduct the biennial audit. The auditor, Rampart Defense, LLC, concluded, "In our opinion, the Wyoming Police Department's Body-Worn Camera Program is substantially compliant with Minnesota Statutes §13.825 and §626.8473."

Conclusion

We appreciate the ongoing support from the Wyoming community and we hope we continue to exceed our communities needs and expectations. We also look forward to working with you in 2023 to maintain a safe community for our residents, businesses and those visiting our area.

Connect with us by email, on the web or through social media (Facebook, Twitter, and Instagram).

Email: police@wyomingmn.org

Web: <https://www.wyomingmn.org/police>



Council Communication

Date: March 31, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Water Meter Changeout Project

Method: Communication

Background Information:

In May the City of Wyoming will begin an approximate 4 to 5 month program to replace water meters in the City of Wyoming. In previous years the city started installing new meters in the industrial/commercial businesses and some residential properties. The city also installed a fixed network for the meters with antennas and radio read equipment on water towers so we can read those new meters and the meters that will be replaced. This is a significant upgrade from the previous system where public works crews had to go out and read the meters by driving around the city and collecting those readings.

The City is upgrading all water meters due to the previous generation of water meters coming to end of life. The new metering system will provide real time information for water use improving your ability to use water wisely. The new system will transmit readings multiple times each day and transmit error codes that will help to identify leaks or other problems to increase customer service. No personal information about a residents account is transmitted at any time because the water meter does not contain any data related to your account. The central data collectors receive the water meter readings and it is sent to the City's server using an encrypted data link. The readings are stored in the City's Utility Billing database where it is linked to your account and a resident's bill is calculated.

There is no cost for the replacement, but residents are required to have their water meter replaced. Water user fees will not be increased due to the project. A combination of funds from the City's water reserve fund and American Rescue Plan Act (ARPA) funds were utilized for the cost of the new meters and installation.

The City will be contracting with Ferguson Waterworks for the project as they were selected based on their experience as a water meter installation contractor. Around the end of April all city water customers will receive a letter explaining the meter changeout program. The letter to install the new water meter will explain the following:

- Ferguson Waterworks will need to access to the meter inside your home or business.
- The water meter area should be clear and accessible.
- An adult 18 years old or older must be present at the time of installation.



CITY OF WYOMING

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

- A two-hour block of time will be scheduled. The installer will complete the meter installation work within the two-hour time frame. The installation should take approximately 1 hour.
- Ferguson Waterworks was selected based on their experience as a meter installation contractor. All installers will have identification, wear uniforms, travel in marked vehicles and have completed background checks.

The letter will have a web address or phone number to schedule an appointment with Ferguson. Appointments will be available Monday through Saturday and we anticipate the changeout to begin in May.

As part of the changeout city staff reviewed the water utility section in the City of Wyoming code. It was prudent to do some updating of the code for modern day practices and to facilitate the water meter changeout project. This item will be reviewed later on in this agenda under new business.



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: March 31, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Lakes Center for Youth and Families (LC4YF)

Method: New Business

Background Information:

The City of Wyoming and Lakes Center for Youth and Families (LC4YF) have had a continued relationship and contract to provide services and partner with the Wyoming Police Department.

The mission of Lakes Center for Youth & Families is to Guide Successful Futures. They believe success is possible when families are involved and supportive of the youth in their life, relationships are strong, and communities are caring. LC4YF believes when you add all those elements together, harmony is restored among families, and youth have the skills and opportunities to reach their full potential. Today, their non-profit has expanded and supports various communities across Minnesota, including the Forest Lake School District in Washington and Anoka counties, as well as all of Chisago County.

Lakes Center for Youth & Families (LC4YF) Intervention Program works in partnership with parents, schools, and the justice system to develop healthy, positive decision-making skills and interrupt harmful behavior patterns.

Their staff helps youth who are involved in higher-risk behavior understand that they are responsible for the outcomes of their decisions and empower them to make better choices.

By using programs designed to reduce problem behaviors, their intervention programs help individuals gain vital development skills that lead to healthier relationships, better decision making, and a deeper connectedness with family and community. They believe the advice, guidance, and involvement of parents and guardians is essential for a youth's success in life. Through parent/guardian involvement in this program, positive values are reinforced and integrated into daily life.

Public Safety Director Bauer is on the board of directors for the Lakes center for youth and family and can discuss their programs and services. Linda Madsen, Ph.D. the Executive Director of the Lakes Center for Youth and Families will be attending the meeting and will provide a brief presentation about the services and will be able to answer any questions from the council. The agreement does not have a designated amount in the contract as it should be discussed by the council. For 2022 the city contracted with LC4YF in the amount of \$2,500.00 to provide such services to its residents and



CITY OF WYOMING

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to act as a sponsor of LC4YF by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities

Recommendation: To approve an agreement between the City of Wyoming and Lakes Center for Youth and Families for 2023 and designate an amount of funding for its services.



CITY OF WYOMING

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



lakes center
FOR YOUTH & FAMILIES

2022

ANNUAL REPORT

COUNSELING

INTERVENTION

ENRICHMENT



“I am proud of
how I’m good at
being nice and
how I’m perfect
in my way.”

—Intervention participant,
Linwood Elementary School

FROM OUR CHAIR

WELCOME

In 1976, former Forest Lake Police Chief and former Washington County Sheriff, Jim Trudeau, co-founded Lakes Center for Youth and Families. He had no idea of the community impact this organization would have by assisting youth and families.

While initially founded as an alternative intervention program to keep at-risk youth out of the criminal justice system, Lakes Center for Youth & Families has evolved into assisting youth, adults, and families with our Counseling, Intervention, and Enrichment programs.

Lakes Center for Youth & Families continues their partnerships with local law enforcement agencies, school districts, and local businesses to assist in providing emotional, social and mental health support for individuals of all ages.

As the current Forest Lake Police Chief, I see firsthand how this need is still relevant today, as it was in the 1970’s.

Unfortunately, throughout the years, government grants and alternative funding has become increasingly more difficult to obtain for nonprofit organizations, and Lakes Center for Youth & Families is no exception. Funding comes from a variety of sources, including grants, insurance reimbursements, municipalities, civic groups, organizations and businesses, individual donors, contracts, charitable gaming and fundraising events—both financially and as volunteers. All are critical to our financial health and agency success in serving our community.

We ask for your continued support.

Rick Peterson

Rick Peterson,
Chief of Police, Forest Lake Police Department



SERVING OUR COMMUNITIES | East Bethel | Forest Lake | Ham Lake | Hugo | Lino Lakes | Marine | May | Scandia | Stacy |



LAKES CENTER FOR YOUTH & FAMILIES

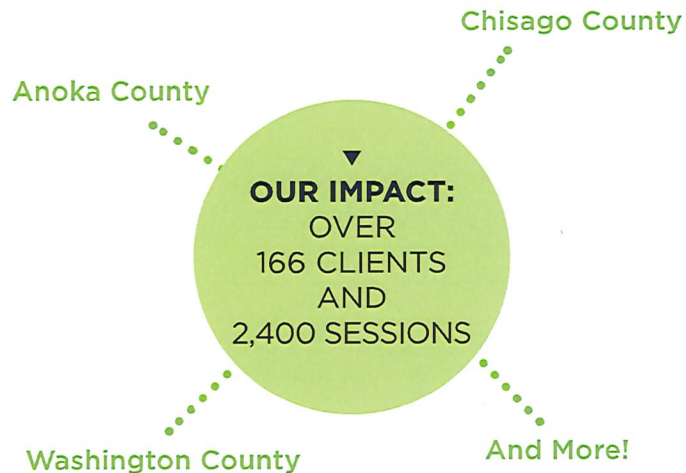
COUNSELING

PROGRAM

We use a collaborative client-centered approach that's designed to meet each client where they are at. Our office provides an inviting comfortable environment, and our therapists use creative strategies and evidence-based approaches to best serve our clients. We provide therapy to people of all ages, striving to equip people with the skills to heal traumas, manage symptoms, reduce stress, and improve their overall quality of life.

Our services include individualized treatment for mental, emotional, physical, and behavioral concerns; addressing symptoms of depression, anxiety, mood disorders, personality disorders, trauma/PTSD, grief and loss, addiction, attachment difficulties, family conflict, and parenting.

INDIVIDUAL THERAPY FAMILY THERAPY GROUP THERAPY COUPLES THERAPY SCHOOL-BASED MENTAL HEALTH EMDR



“Therapy helped my daughter.
She took something away from the
experience, whether she realizes
it or not.”

—Counseling client parent

| Wyoming | Chisago City | Lindstrom | Taylors Falls | Shafer | Rush City | Harris | Center City | North Branch | Columbus + More!

INTERVENTION

PROGRAM



“It would be devastating not to have Lakes Center as an option instead of court.”

—Intervention participant parent

Our Intervention Program works in partnership with parents, schools, and the justice system to develop healthy, positive decision-making skills and interrupt harmful behavior patterns.

Our staff helps youth who are involved in higher-risk behavior understand that they are responsible for the outcomes of their decisions and empower them to make better choices. By using programs designed to reduce problem behaviors,

our intervention programs help individuals gain vital development skills that lead to healthier relationships, better decision making, and a deeper connectedness with family and community.

We believe the advice, guidance, and involvement of parents and guardians is essential for a youth's success in life. Through parent/guardian involvement in this program, positive values are reinforced and integrated into daily life.

▼
OUR IMPACT:
OVER
180 CLIENTS
AND
380 SESSIONS

PLUS

NEARLY 300 STUDENTS AT LINWOOD ELEMENTARY
WHERE WE PROVIDED A VARIETY OF INDIVIDUAL,
SMALL GROUP, AND CLASSROOM PROGRAMS.

PROGRAMS: GENERAL ASSESSMENT | TEEN INTERVENE | 12 & UNDER | CHEMICAL AWARENESS CLASS
NICOTINE CLASS | CHOICE & CONSEQUENCE CLASS | INDEPTH | TRUANCY PARENTING CLASS | IN-SCHOOL PREVENTION



LAKES CENTER FOR YOUTH & FAMILIES

ENRICHMENT

PROGRAM

Preparing youth for their future through out-of-school time programs will be the foundation for your child's success through Lake Center's Enrichment programs. Our team hosts multiple types of programs throughout the year.

Programs we offer include **YOUTH FIRST**, developed for kids grades 4-6 in Chisago County and offered after school and in the summer. Kids can join this program at their elementary school. Topics include learning about refusal skills, positive decision making, as well as exciting presenters such as the K-9 Unit and EMS.

At our **FOREST LAKE AREA SAFETY CAMP**, children entering 3-5th grade have the opportunity to experience and learn about a variety of safety issues. From first aid, EMS, bike safety with the FLPD, and special presenters, this is a fun and exciting way for children to practice safety.

YOUTH FIRST
PARTICIPANTS CLAIM

78%

"HELPED ME BE A BETTER FRIEND AND
PLAN AHEAD [TO] MAKE GOOD CHOICES."



"I'm really shy, but the Youth First teachers let me be
their helper. Being able to help them helps me."

—Youth First program participant

▼
OUR IMPACT:
OVER
120 CLIENTS
AND
1,100 SESSIONS

SCHOOLCHILDREN

CALCULATE



lakes center
FOR YOUTH & FAMILIES

Lakes Center for Youth & Families is committed to strong fiscal health and transparency. The financial summary below is unaudited at the time of publishing this report. The financial audit conducted by Harrington Langer & Associates will be available online at www.lc4yf.org when it is completed.

BALANCE SHEET

YEAR ENDING DECEMBER 31, 2022

Assets

Current Assets	\$333,320.86
Fixed Assets	\$308,197.50
Total Assets	\$641,518.36

Liabilities & Equity

Current Liabilities	\$30,410.80
Equity	\$611,107.56
Total Liabilities & Equity	\$641,518.36

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDING DECEMBER 31, 2022

Total Expenses by Function

Counseling	\$497,870.91
Enrichment	\$178,482.03
Intervention	\$169,088.23
Total Program Services	\$845,441.17

General and Administrative	\$37,575.16
Fundraising and Development	\$56,362.74
Total General and Administrative, Fundraising and Development	\$93,937.90

Total Expenses	\$939,379.07
-----------------------	---------------------

"The mission of Lakes

Center for Youth & Families

is to ensure the success of

youth, adults, and families

through programming to

meet the ever-changing

needs of our community".

BOARD OF DIRECTORS (as of December 31, 2022)

EXECUTIVE COMMITTEE

Chair – **Rick Peterson**, Forest Lake Police Department, Chief of Police
 Chair-elect – **Renee Wagner**, Xcel Energy Director
 Treasurer – **Jim Gillach**, Associate Principal, Chisago Lakes School District
 Secretary – **Keriann Hallberg** – Community Member
 Immediate Past Chair – **Jim Schoppenhorst** – Retired Business Executive

OFFICERS

Mike Aschenbrenner, Chief of Police, Retired
Neil Bauer, Wyoming Public Safety Director, Police Chief
Joe Kryschyshen, Retired Probation Officer, Washington County
Kathy Lillis, Self Employed – Realtor, Gambling Manager for LC4YF
Katie Malchow, Executive Director, Chisago Lakes Chamber of Commerce
Steve Massey, Superintendent, Forest Lake Area Schools

**2022
LAKES CENTER
GENDER DATA***
*DOES NOT INCLUDE
LINWOOD CLIENTS

41% MALE
37% FEMALE
1% TRANSGENDER
21% (OPTED TO NOT DISCLOSE)

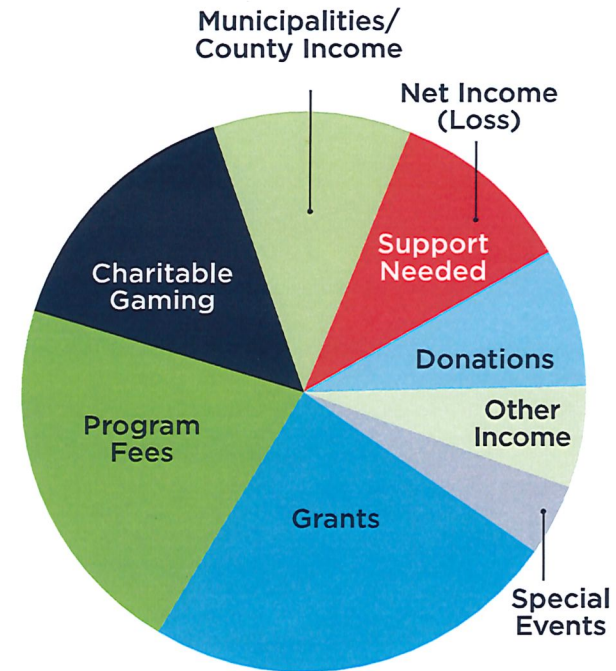
INCOME STATEMENT

YEAR ENDING DECEMBER 31, 2022

Income

Grants	\$200,742.35
Charitable Gaming	\$141,043.21
Special Events	\$34,294.88
Program Fees	\$224,911.19
Municipalities/County Income	\$100,926.84
Donations	\$72,481.86
Other Income	\$57,567.44
Total Income	\$831,967.77
Total Expenses	\$939,379.07

Net Income (Loss) **\$(107,411.30)**



Gretchen Mattson, Principal, Forest Lake Area Schools
Kelly (Trudeau) Novak, Founder/President, Perspective Communications
Jennifer Richert, Dean of Community, Lakes International Language Academy
Angelique Sloan, Gambling Specialist for LC4YF
Dan Starry, Washington County Sheriff
Brandon Thyen, Chisago County Sheriff
LeeAnn Weigt, Vice-President, Olson's Sewer Service, Inc. and Olson's Excavating Service

HONORARY MEMBER

Fran Miron, Washington County Commissioner

LC4YF would like to acknowledge Brett Carlson from North Branch Public Schools and Early Learning & Community Education who served as a dedicated board member since October 2016. Brett passed away in November 2022 and will be dearly missed.

2022 KEY EMPLOYEES (as of 12/31/2022)

Linda M. Madsen
Jenna Jones
Jamie Prettner
Rebecca Bowers
Carrie Niles
Jenny Birkholz
Lea Morey-Finstrom
Sarah Curtis
Emily Tatum
Emma Norwood
Linda Pasicznyk
Kathy Lillis
Angelique Sloan

THANK YOU.

Lakes Center for Youth & Families is grateful to our donors and generous support of our communities.

\$10,000+

Individual

Jim & Nancy Schoppenhorst
In Memory of Austin Roth, Lidstad
Family Fund

Grants | Contracts | Partnerships

Anoka County Children and Family
Council
Chisago County
City of Forest Lake
City of Hugo
Hardenbergh Foundation
Mytech Partners
MN Department of Public Safety's
Office of Justice Programs
Otto Bremer Trust
Running Aces Casino, Hotel, &
Racetrack
Washington County

\$5,000-\$9,999

Individual

Renee & Jeff Wagner

Business | Organizations | Civic Groups

Hallberg Family Foundation

Grants | Contracts | Partnerships

Allina Health
City of Scandia

SCAN HERE
TO DONATE



lakes center
FOR YOUTH & FAMILIES

\$1,000-\$4,999

Individual

Dale & LeeAnn Weigt
Doug & Stephanie Stolt
In Memory of James R. Trudeau,
Carol Trudeau
Jerry & Connie Hendrickson
Jesse & Shauna Johnson
Myron & Bea Zaruba
Nancy Hebrink
Oscar & Val Carlson
Richard & Colleen Peterson
Richard & Erin Gross
Tim Klinkhammer & Linda Madsen

Business | Organizations | Civic Groups

Bell Bank
Chelsea Erickson, LaBelle Real
Estate Group
Community Helping Hand
Connexus Energy
Fairview Health Services
First State Bank of Wyoming
Forest Lake Masonic Lodge
Leif Erickson - Thrivent
Minnesota Masonic Charities
Olson's Sewer Service, Inc. and
Olson's Excavating Service
Thrivent
U.S. Bank Foundation
Wealth Management Midwest, LLC
Wyoming United Methodist Church

Grants | Contracts | Partnerships

City of Chisago City
City of Lindstrom
City of Wyoming
Edina Realty Foundation
Midco Foundation
St. Croix Valley Foundation
Township of May
Walmart

\$500-\$999

Individual

Duane & Edith Rasmussen
Jamie Prettner
Janet Palmer
Joe Gmitter
Lloyd & Jeanette Jones
Michael & Mary Aschenbrener
Neil & Natalie Bauer
Nicole Kaiser
Richard & Sally Freese
Ronald & Kathy Bystrom
Steve & Kate Massey
Steven & Patricia Saunders
In Memory of Betty Lamppa: Kristin
Lamppa, Leslie Baker Lake, Jane
Reed, Marguerite Baker, Karen
Koivisto, Mary Ann Setnick, Sharell
Babin, & Lost Chord Club of St. Paul

Business | Organizations | Civic Groups

Empire Insurance Group, Inc
Kwik Trip, Inc.
LPL Financial
MidWestOne Bank
Minnco Foundation
Perspective Communications
Plastic Products Co., Inc.
Uncommon Loon Brewing Company

LC4YF appreciates everyone's financial support and in-kind contributions. For a full list of LC4YF Donations and Supporters, please see our website. Every effort has been made to ensure the accuracy of this list. If we have made an error, please contact us at 651-464-3685.



20 LAKE STREET NORTH, SUITE 103 | FOREST LAKE, MN 55025 | (651) 464-3685 | LC4YF.ORG



lakes center
FOR **YOUTH** & **FAMILIES**

Guiding Successful Futures

Participation and Demographic Summary

Enrichment, Intervention and Counseling

2022

2022 Counseling Data

Client Count	Session Count
166	2,446

Age	
0-5	Less than 5
6-10	40
11-15	57
16-20	24
21-25	7
26-30	Less than 5
31-35	6
36-40	12
41-45	7
46-50	Less than 5
50+	8

Race	
American Indian or Alaskan Native	Less than 5
Asian	Less than 5
Black or African American	6
Hispanic or Latino	Less than 5
White or Caucasian	66
Unknown / Opted to Not Disclose	88

Gender	
Male	21
Female	53
Transgender	Less than 5
Genderqueer	Less than 5
Opted to Not Disclose	91

City	
Anoka	Less than 5
Blaine	Less than 5
Cedar	Less than 5
Center City	Less than 5
Chisago City	5
Columbus	Less than 5
Cottage Grove	Less than 5
East Bethel	Less than 5
Forest Lake	72
Golden Valley	Less than 5
Ham Lake	Less than 5
Hugo	5
Lexington	Less than 5
Lino Lakes	Less than 5
Mounds View	Less than 5
North Branch	Less than 5
Rush City	Less than 5
St. Paul	Less than 5
Scandia	12
Shafer	Less than 5
Stacy	19
Stillwater	Less than 5
Wyoming	30

County	
Anoka County	28
Chisago County	40
Ramsey County	5
Washington County	93

2022 Intervention Data

Client Count	Session Count
188	383

Referral Source	
Chisago County	59
Washington County	46
Forest Lake Police Department	61
Other	22

Age	
10-12	7
13-15	95
16-18	75
Over 18	11

Race	
American Indian or Alaskan Native	Less than 5
Asian	Less than 5
Black or African American	8
Multiracial	10
White or Caucasian	136
Unknown / Opted to Not Disclose	27

Gender	
Male	118
Female	61
Opted to Not Disclose	9

City	
Cambridge	Less than 5
Center City	Less than 5
Chisago City	Less than 5
Columbus	Less than 5
Dellwood	Less than 5
East Bethel	Less than 5
Forest Lake	77
Grant	Less than 5
Harris	Less than 5
Hugo	15
Lindstrom	8
Linwood	Less than 5
Marine on St. Croix	Less than 5
North Branch	13
Rush City	5
Scandia	Less than 5
Stacy	15
Taylor's Falls	Less than 5
Wyoming	35

County	
Anoka County	24
Chisago County	64
Isanti County	Less than 5
Scott County	Less than 5
Washington County	97

2022 Enrichment Data

Client Count	Session Count
121	1,108

Age	
0-5	Less than 5
6-8	17
9-11	98
12-14	4
14+	Less than 5

Race	
Multiracial	7
White or Caucasian	101
Opted to Not Disclose	13

Gender	
Male	58
Female	63

City	
Center City	Less than 5
Chisago City	5
Columbus	Less than 5
Forest Lake	22
Ham Lake	Less than 5
Harris	8
Hugo	9
Lindstrom	9
Lino Lakes	Less than 5
North Branch	27
Rush City	14
Shafer	Less than 5
Stacy	Less than 5
Stanchfield	Less than 5
Taylor's Falls	5
Wyoming	Less than 5

County	
Anoka County	6
Chisago County	79
Isanti County	Less than 5
Washington County	35



lakes center
FOR YOUTH & FAMILIES

Guiding Successful Futures

Officers and Board Members **March 2023 – March 2026**

Officers

March 2023 – March 2024

- Chair – Rick Peterson – Forest Lake Police Department, Chief of Police
- Chair-elect – Renee Wagner – Xcel Energy Director
- Treasurer – Jim Schoppenhorst, Retired business Executive, March – September 2022; Jim Gillach, Associate Principal, Chisago Lakes School District, September 2022 through 2024
- Secretary - Keriann Hallberg – Community Member
- Immediate Past Chair - Jim Schoppenhorst – Retired Business Executive

March 2024 – March 2026

- Chair – Renee Wagner – Xcel Energy Director
- Chair-elect –
- Treasurer –
- Secretary -
- Immediate Past Chair - Rick Peterson – Forest Lake Police Department, Chief of Police

Board of Directors

March 2021 – March 2024

- Renee Wagner – Xcel Energy Director
- Rick Peterson - Forest Lake Police Department, Chief of Police
- Katie Malchow – Executive Director of Chisago Lakes Chamber of Commerce
- Dan Starry – Washington County Sheriff

March 2022 – 2025

- Jim Gillach – Associate Principal, Chisago Lakes School District
- Brandon Thyen – Chisago County Sheriff
- Kathy Lillis – Self Employed – Realtor, Gambling Manager for LC4Yf
- Steve Massey – Superintendent, Forest Lake Area Schools
- Neil Bauer, Wyoming Public Safety Director, Police Chief
- LeeAnn Weigt – Vice-President, Olson's Sewer Service and Olson's Excavating Service
- Gretchen Mattson – Principal, Forest Lake Area Schools
- Jennifer Richert – Dean of Community, Lakes International Language Academy
- Angelique Sloan – Gambling Manager for LC4YF

March 2023 – March 2026

- Joe Kryschyshen – Retired Probation Officer, Washington County
- Mike Aschenbrener – Chief of Police, Retired
- Kelly (Trudeau) Novak – Founder and President, Perspective Communications
- Keriann Hallberg – Community Member
- Jim Schoppenhorst – Retired Business Executive

Honorary Members

Fran Miron – Washington County Commissioner



Tickets available **NOW!**

VISIT: one.bidpal.net/2023Taste

TICKETS:

\$30 in advance,
\$40 at the door

MORE SPONSORSHIPS AVAILABLE!

Presented by Oscar & Val Carlson

**SAVE
THE
DATE**

**APRIL 20
5:30-7:30**

TASTE

OF THE LAKES

APRIL 20, 2023

SCANDIA CREAMERY

21279 OLINDA TRAIL N, SCANDIA, MN 55073



- + JOIN US FOR A FUN-FILLED EVENING CONNECTING COMMUNITY AND SUPPORTING LAKES CENTER!
- + SAMPLE DELICIOUS FOOD FROM UP TO 10 LOCAL RESTAURANTS
- + CASH BAR
- + WINE AND BEER PULL AND MORE!

**FUN FOR
EVERYONE!**

We are here for you.
www.LC4YF.org
651-464-3685



lakes center
FOR **YOUTH** & **FAMILIES**

COUNSELING

INTERVENTION

ENRICHMENT

20 Lake Street North, Suite 103
Forest Lake, MN 55025

Re-imagining our possibilities.

HOSTING **FREE** **EMPIRE INSURANCE GROUP** **SHRED IT & FORGET IT** **EVENT**
APRIL 29TH

Wyoming Office
Parking Lot:
5357 Wyoming Trail
Wyoming, MN 55092
9:00 am - **12:00 pm**

Attend this great opportunity for you to securely shred old tax records and empty filing cabinets of sensitive documents. Bring your documents to Empire's parking lot, located between Casey's and Bruce's Foods on County Road 22, just off Highway 61. "Marco Technologies," a professional shredding service will destroy your materials as you enjoy a cup of coffee and snacks on us! Tell your family & friends so we can help them too!



Learn about AAA's Identity Theft Protection and be entered to win a AAA Roadside Assistance Membership for a year!!



www.lc4yf.org

\$10 will be donated to "Lakes Center for Youth and Families" LC4YF for each bag or box shredded (up to \$500) Your contribution to "Lakes Center for Youth and Families" LC4YF will also be greatly appreciated.

****PLEASE - NO GOVERNMENT SHREDDING AT THIS EVENT.
NO NEED TO REMOVE STAPLES. NO MAGAZINES OR
NEWSPAPERS. SOME RESTRICTIONS MAY APPLY**

5357 Wyoming Trail | Wyoming, MN 55092

651-462-3724

www.EmpireInsuranceGroup.com



**City of Wyoming and
Lakes Center for Youth and Families
2023 AGREEMENT**

1. PARTIES

This agreement is made and entered into by and between the City of Wyoming, Minnesota ("Municipality") and Lakes Center for Youth and Families (LC4YF).

2. RECITALS

LC4YF is a non-profit social service agency.

The mission of LC4YF is to ensure the success of youth, adults and families through programming to meet the ever changing needs of individuals, families and our community.

Through this Agreement the Municipality intends to contract with LC4YF in the amount of \$ XXXXX to provide such services to its residents and to act as a sponsor of LC4YF by providing financial support, a method to establish appropriate services to be provided and policy guidance for its activities.

This Agreement shall be used as the formal agreement between LC4YF and each of the participating municipalities. This Agreement is intended to continue the spirit of cooperation and collaboration in the provision of social services between the Municipality and LC4YF.

3. TERMS AND CONDITIONS

In consideration of the mutual understandings of this Agreement, the parties hereby agree as follows:

a. Prior Agreements Cancelled. By execution of this Agreement any prior agreements and amendments thereto between the parties are hereby cancelled.

b. Services Provided. LC4YF shall provide the Municipality and its residents with youth and family programming upon request. This can include, but is not limited to, proposed changes in services and programs and a summary of the previous year's services. Description of these services may include a presentation to the Municipality at a regularly scheduled meeting, an informal meeting with less than a quorum of the Municipality board or a conversation/meeting with a Municipality board member or Municipality administrator.

c. Funding

i. In addition to the participating municipality's share of the annual budget, funds for the operation of LC4YF will be raised by LC4YF endeavoring to secure user fees, grants and appropriations from

private organizations, private individuals, the State of Minnesota, Federal and County agencies, and other legal and appropriate sources.

ii Amounts payable by the Municipality shall be paid to at a date mutually agreed upon by both parties, to cover the Municipality's share for that year.

d. Further Obligations of LC4YF. In addition to the obligations set forth elsewhere in this Agreement, this Agreement is further contingent upon LC4YF doing the follows:

i.LC4YF shall provide to the municipality, upon request, bylaws, IRS tax exempt status, annual report, audited financial statement, program specific summary of services and any other reasonable information request.

ii.Purchasing a policy of liability insurance in the amount of at least \$1,500,000.00, naming the Municipality as an additional insured and providing a copy of the insurance certificate evidencing such policy to the Municipality;

iii.LC4YF shall defend and indemnify the Municipality from any and all claims or causes of actions brought against the Municipality of any matter arising out of this Agreement or the services provided pursuant to this Agreement; and,

e. Term. The term of this agreement will be through December 31, 2023. Unless either party gives at least 6 months written notice of its intent to cancel this Agreement effective December 31 of the year in which the notice is made, LC4YF will continue to provide services to the Municipality if a successor agreement has not been executed prior to the end of the term.

f. Distribution of Assets Upon Dissolution.
If LC4YF ceases to operate, the Board of Directors will follow the provisions stated in the bylaws.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date set forth below.

MUNICIPALITY

City of Wyoming

By: _____
Mayor, Lisa Iverson

Its: _____
City Administrator, Robb Linwood

Dated: _____

LC4YF

Lakes Center for Youth and Families

By: _____

Its: _____

Dated: _____



Request for Council Action

Date: March 31, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Ordinance 2023-01, amending Ch. 36, Utilities; Article II, Water

Method: New Business

Background Information:

Staff is preparing for the water meter changeout project this spring and discovered some out of date language and information about our water meters. This prompted staff to update this ordinance before the meter changeout.

Staff added a State Law reference, updated language on the billing and meter reading process and added clarifying language on discontinuation of services. These changes were reviewed by the city attorney for legal considerations.

Request:

To approve Ordinance 2023-01, amending the City of Wyoming code of ordinances, Chapter 36, Utilities; Article II, Water.



CITY OF WYOMING

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

ARTICLE II. WATER*

*State law references: Authority to regulate the use of wells, waterworks and other means of water supply, Minnesota Statutes § 412.221, subd. 11 and 444.075, subd. 1a.

Sec. 36-31. Curb stop connection permit.

A permit must be obtained to connect to existing water service leads at the curb stop. The connection permit fee shall be set from time to time, and a schedule of such fees is on file and available in the city offices and is given in appendix A.

Sec. 36-32. Permit applications and fees.

The city council has determined that in order to pay for the cost of construction, reconstruction, repair, enlargement, improvement or other obtainment and the maintenance, operation and use of the city waterworks system, the cost of compliance with state and federal regulations and the principal and interest to become due on obligations issued or to be issued, it is necessary to impose just and equitable charges for the use and for the availability of the municipal water facilities and for connections with them pursuant to Minn. Stats. § 444.075, subd. 3. The city council shall annually review and establish charges for the connection to the city facilities by resolution.

Upon approval of any application for connection of any premises to the city waterworks system, the customer must pay for such waterworks service, including availability and connection charges, and for water usage on the basis of the charges and rates fixed by resolution of the city council, and the charges and rates so established may be amended at any time by duly adopted resolution of the council or as is stated in Appendix A, whichever is greater.

Sec. 36-33. Tapping charge.

The city clerk-administrator is authorized and directed to set and collect additional charges for tapping water mains using city personnel where curb stop and service leads have not previously been installed. Such charges shall be uniform based upon the costs of material, labor, equipment and overhead involved; and a listing of such charges shall be placed on file in the city hall. Each charge is to be paid at the time of making application for connection to the city water system. Charges shall include the incorporation stop and saddle.

Sec. 36-34. Meters.

Before any water conveyed through the municipal water system shall be used or utilized on the land or the premises of any person or before water is taken from a municipal hydrant by any person, there shall first be installed a water meter as approved by the city that will accurately measure the water consumed on the premises, except and unless such installation shall be exempt by the city.

Sec. 36-35. Charges reserved.

Any charges for water use shall be reserved by the city at this time.

Sec. 36-36. Location.

All water users must have meters, and every water use shall provide a suitable and protected place where a meter can be installed which shall be reasonably convenient for its reading and service. The duly authorized agents for the city shall have the right of entry at any reasonable hour for the purpose of reading meters.

Sec. 36-37. Ownership.

The city shall remain the sole owner of all water meters installed at residences, ~~and, it~~ it shall be the obligation of the city to enter a residence as reasonably necessary to maintain the meters and to make the repair made necessary by ordinary wear and tear. However, if the meter is destroyed or damaged by freezing or other unreasonable use, the property owner where the meter is installed shall be responsible for its repair or replacement at the property owner's sole cost and expense.

Sec. 36-38. Unlawful to tamper with meter.

It shall be unlawful for any person to tamper with, alter, bypass, or in any manner whatsoever interfere with the proper use and functioning of any water meter within the city.

Sec. 36-39. Implied consent to rules, regulations and rates.

Every person applying for water service and every owner of property for which any such application is made shall be deemed upon making such application to consent to all rules and regulations set forth in this article, and such further rules, regulations and rates as may thereafter be set forth and adopted by the council pursuant to resolution or ordinance.

Sec. 36-40. Meter reading, billing and penalties.

(a) The city may provide a system of water meter reading ~~by remote meter reading technology, meter or any other method deemed suitable, postcard, meter or any other method deemed suitable.~~ The city may also establish billing areas of districts and provide for the reading of meters and billing of charges by calendar quarters, monthly quarters or such periodic intervals as the council shall determine suitable and necessary. The owner of record of the property to which the water service has been provided shall be responsible for the payment of charges. A statement of charges shall be rendered quarterly in January, April, July and October of each year. If the statement is not paid within 30 days following presentment of the bill, a penalty shall be assessed and collected at the time of payment.

(b) The council shall establish by resolution such penalties and charges as deemed appropriate for estimating water usage bills and late payment of bills.

(c) The city reserves the right to discontinue water service to any customer without notice when necessary for repairs, additional connection or reconnection, or for nonpayment of charges or bills or for disregard of any rules or regulations in connection with the use or operation of the system. Whenever any service has been discontinued for nonpayment of charges or bills or for disregard of any rule or regulation or for any other purpose, it shall not be resumed except upon payment of the charges or bills accrued, together with interest in the amount of ~~five~~ eight percent per annum or compliance with the rules or regulations previously violated and payment to the city of a restoration fee established by council resolution.

(d) If a water or sewer bill is unpaid at the end of the calendar quarter or the billing period under which the billing is sent out, the bill shall be considered delinquent and the service may be discontinued as provided in subsection (c) of this section; and the council may cause the charges noted on such billing to become a lien against the property served by certifying to the county the amount of the delinquent bill in accordance with Minnesota Statutes §§ 442.15 and 443.16.

Sec. 36-41. Faulty meters.

If a meter fails to register or accurately measure the water, the charge for water consumed shall be paid for at the established rate based upon past average billings as determined by the city clerk-administrator.

Sec. 36-42. Leak in service line.

Any owner, occupant or user of a premises who shall discover a leak in a service line to the premises shall notify the city within 24 hours. Any water wasted due to failure of such person to comply with this section shall be estimated by the city clerk-administrator and be charged for against the user at such premises at the established rate.

Sec. 36-43. Connection availability.

It is mandatory that each and every household and industry connected to the city water system allow for the installation of a water meter approved and installed by the city or the city's designated agent, subsequent to the effective date of the ordinance from which the article derives.

Sec. 36-44. Installation of meters.

All meters and connections to the city water system shall be performed by a licensed plumber contracted to do so by the city; and in that regard, the city by any authorized employee or agent shall have the right to enter and be admitted to any land and property in the city for the purposes of installation and inspection of water meters and connections used in and for the purposes of reading the meters; and the city shall not be liable as it relates to the connections of the meters.

Sec. 36-45. City not liable.

The city shall not be held liable at any time for any deficiency or failure in the supply of water to the customers, whether occasioned by shutting off the water for repairs or connections or for any cause whatsoever.

Sec. 36-46. Billing regulations.

The council shall have the authority to prescribe the rates to be charged for water service to the customer and may prescribe the date of billing, length of time, and such further rules and regulations relative to the use and operation of such systems as it may deem necessary.

Sec. 36-47. Turning on water.

For turning on water where service has been turned off for nonpayment of water bill, failure to repair a leak, discontinuance of service, cross connections or any other cause, a service charge as stated in appendix A will be made.

Sec. 36-48. Property assessments.

No permit shall be issued to connect with any water main either directly or indirectly from any lot or tract of land unless:

(1) Such tract or lot to be served by such connection has paid or been assessed for the cost of construction of the water main with which the connection is to be made; or

(2) If no assessment has been levied for such construction cost, proceedings which have been petitioned for by the property owner for levying such assessment are in process; or

(3) If no assessment has been levied and no assessment proceedings are in process, a sum equal to the cost of constructing the water main which would be assessable against the lot or tract has been paid to the city

Sec. 36-49. Water rates.

(a) The rate due and payable to the city by each water unit within the city shall be set by council resolution.

(b) Water bills shall be rendered quarterly and shall be due and payable when rendered. If payment is not made within 3020 days of receiving the bill by mail or a paperless billing method there will be a five percent late fee on the current bill due, a second notice shall be given. If not paid in ten days, a third notice shall be given. If not paid within 15 days after the third notice, a final notice may be given that the water service will be shut off as of the first of the following month. Thereafter, the city clerk-administrator may shut off the water service without further notice.

(c) On or before October 1~~September 1~~ of each year, the city clerk-administrator shall list the total unpaid charges against each lot to which they are attributable under this section. The council may then spread the charges against the property involved as a special assessment under Minnesota Statutes ch. 429, and other pertinent statutes, for certification to the county auditor and collection the following year along with current taxes. Such assessment shall be payable in a single installment, pursuant to Minnesota Statutes § 429.101, subd. 2.

Sec. 36-50. Discontinuance of service for violations.Penalties for Violation

(a) Violation of the provisions of this Chapter or failure to comply with any of its requirements shall constitute a misdemeanor and shall be punishable as defined by law.

(b) Nothing contained herein shall prevent the City of Wyoming from taking such other lawful action as is necessary to prevent or remedy any violation. Specifically, but without precluding any other legal remedy, the City reserves the right to shut off water service at any curb stop for the following reasons:

(1) The owner or occupant of the premises served or any persons working on any pipes or equipment which are connected with the city water supply system has violated any of the requirements of this Code relative to the water system or connections with such system.

(2) The owner or occupant of the premises served violates or causes to be violated any of the provisions of this article.

(3) Any charge for water, service, meter or any other financial obligations imposed on the present or any former owner or occupant of the premises served by the provisions of this article is delinquent, except that the procedures of this section shall be followed.

(4) There is fraud or misrepresentation by the owner or occupant in connection with an application for service.

(5) The owner or occupant of the premises served refuses or fails to allow city employees access to the premises for the purposes of reading, inspecting, maintaining, repairing or replacing a water meter, as permitted by this Chapter 36.

Water service may be shut off at any curb stop for the following reasons:

(1) The owner or occupant of the premises served or any persons working on any pipes or equipment which are connected with the city water supply system has violated any of the requirements of this Code relative to the water system or connections with such system.

(2) The owner or occupant of the premises served violates or causes to be violated any of the provisions of this article.

(3) Any charge for water, service, meter or any other financial obligations imposed on the present or any former owner or occupant of the premises served by the provisions of this article is delinquent, except that the procedures of this section shall be followed.

(4) There is fraud or misrepresentation by the owner or occupant in connection with an application for service.

Sec. 36-51. Deficiency of water and shutting off water.

The city shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections, or by any other cause whatever. In case of fire, or alarm of fire, water may be shut off to ensure a supply for firefighting; or, in making repairs or construction of new works, water may be shut off at any time and kept shut off so long as may be necessary.

Sec. 36-52. Turning on water limited.

No person, except an authorized agent or employee of the city, shall turn any water supply on or off at the curb stop or water hydrant.

Sec. 36-53. Supply from one service.

No more than one residence or place of business shall be supplied from one service connection.

Sec. 36-54. Tapping of mains prohibited.

No person except authorized agents or employees of the city shall tap any distributing main or pipe of the city water supply or insert stopcocks or ferrules in such main or pipe.

Sec. 36-55. Repair of leaks.

It is the responsibility of the consumer or owner to maintain the service pipe from the curb stop into the house or building. In case of failure of the consumer or owner to repair any leak occurring in their service pipe within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water will be shut off and will not be turned on until a sum as stated in appendix A has been paid. When the loss of water is great, or when damage is likely to result from the leak, the water may be turned off if the repair is not proceeded with immediately.

Sec. 36-56. Abandoned services; penalties.

All service installations connected to the water system that have been abandoned, or for any reason have become useless for further service, shall be disconnected at the main by the city; and all pipe and appurtenances removed from the street right-of-way shall become the property of the city. The owner or their agent shall make all necessary excavations for the disconnection. When new buildings are erected on the site of old ones, and it is desired to increase or change the old water service, no connections with the mains shall be made until all of the old service shall have been removed and the main plugged. No contractor, worker or employee upon such building shall cause or allow any service pipe to be hammered together at the ends to stop the flow of water, or to save expense in removing such pipe from the main.

Sec. 36-57. Service pipes.

(a) Every service pipe must be laid in such manner as to prevent rupture by settlement. The service pipe must be placed not less than seven feet below the surface and in all cases so arranged as to prevent rupture and stoppage by freezing. Frozen service pipes between the curb stop and the building shall be the responsibility of the owner.

(b) Service pipes must extend from the curb stop to the inside of the building, or if not taken into a building then to the hydrant or other fixtures they are intended to supply. A gate valve, the same size as the service pipe, shall be placed close to the inside wall of the building, and well protected from freezing. Type K copper tubing or comparable material shall be used up to and including two-inch services. Joints on copper tubing shall be flared and kept to a minimum. Not more than one joint shall be used for the service up to 70 feet in length. All joints shall be left uncovered until inspected. All services of more than two inches shall be cast iron. Minimum size connection with the water mains shall be one inch in diameter.

Sec. 36-58. Use of fire hydrants.

No person other than an agent, employee or member of the water, sewer, street or fire department shall operate fire hydrants or interfere in any way with the city water system. When contractors or individuals wish to use water from hydrants for construction, they shall make application to the city clerk-administrator.

Sec. 36-59. Private water supplies.

No water pipe of the city water supply shall be connected with any pump, well, pipe, tank or any device that is connected with any other source of water supply; and when such are found, the city clerk-administrator shall notify the owner or occupant to disconnect the device; and, if not immediately done, the water supply shall be turned off. Before any new connection to the city system is permitted, the city clerk-administrator shall ascertain that no cross connections will exist when the new connection is made. When a building is connected to city water, the private water supply may be used to serve outside hose connections only.

Sec. 36-60. Restricted hours for sprinkling.

(a) The council may impose emergency regulations pertaining to the conservation of water by resolution of the council or by giving notice by publication or by posting at the city hall and at such public places as the council may direct.

(b) Any water customer or other person who shall cause or permit water to be used in violation of the provisions of such resolution shall, in addition to being subject to the penalties otherwise provided for, be charged \$25.00 for each day of such violation, which charge shall be added to their next water bill. Continued violation is prohibited and shall be cause for discontinuance of water service.

Sec. 36-61. Water fee required.

Every residence and business establishment which has city water available shall be charged the same rate as those which are connected to the water system from and after July 1, 1979.

Sec. 36 - 62. Lawn Watering Regulations.

The purpose of this section is to promote a higher awareness of the use of municipal water for lawn irrigation, to maintain the quality of the municipal water supply and to regulate the watering of lawns, grass seed, and sod. This section is enacted in part pursuant to MN Stat. 412.221 subd. 11.

(1) Watering Restrictions.

- (a) Odd/Even Schedule. At all times during the year, sprinklers or other devices used to hydrate lawns with water from the municipal water system, or a community well system, shall not be used on properties with even-numbered street addresses on odd-numbered calendar days and shall not be used on properties with odd-numbered street addresses on even-numbered calendar days. Hand watering of bushes, trees, and shrubs shall be permitted on all days.
- (b) Hours Lawn Watering Prohibited. No lawn watering with water from the municipal water system, or a community well system, is permitted between the hours of 10:00 a.m. and 6:00 p.m.
- (c) New Sod or Seed Permit Required. A permit may be issued by the City for watering new sod or seed for thirty (30) consecutive days with water from the municipal water system, or a community well system, in periods where there is no declared water emergency.
 - 1. Every application for a permit under this section shall be made only on the forms provided by the City of Wyoming Department of Building Safety and shall be accompanied by plans, specifications and such other information as desired by the Building Official and City Engineer together with the permit fee.
 - 2. The permit fee for a new sod or seed-watering permit shall be as stated in Appendix A of the City Code.
 - 3. A separate permit shall be obtained for each property to be watered.

(2) Underground Sprinkling Systems.

- (a) Rain Sensors.
 - 1. All automatically operated landscape irrigation systems shall have furnished and installed technology that inhibits or interrupts operation of the landscape irrigation system during periods of sufficient moisture. The technology must be adjustable by either the end user or a professional practitioner of landscape irrigation services.
 - 2. All rain sensors shall be maintained and replaced as necessary.
- (b) Public Right of Way. Lawn watering systems may be permitted in the public right of way. The maintenance and repair of all private systems placed in public rights of way shall be the responsibility of the system owner. Any damage to lawn watering systems placed in the public right of way shall be the responsibility of the system owner. Any damage to public utilities or City equipment caused by the placement of lawn watering systems in the public right of way shall be the responsibility of the system owner. Private systems interfering with scheduled City projects in the public right of way, shall, upon notification, be moved by the system owner within seventy-two (72) hours. Any costs incurred as a result of private systems that are not removed after notification shall be the responsibility of the system owner. Private lawn watering systems shall be designed and installed so that they do not spray across public streets, sidewalks or improved trails.
- (c) Setbacks. Lawn watering system components and piping shall be setback a minimum distance from the following features:
 - 1. Septic system soil treatment areas,
primary sites, and alternate sites. 10 feet from all sites.
 - 2. Public road, paved, with curb and gutter. 1 foot from curb.
 - 3. Public road, paved, with rural ditch. 2 feet from pavement.

4. Public road, gravel, with rural ditch. 2 feet from gravel.
- (d) Permit Required. Any person installing or repairing an in ground sprinkler or lawn watering system shall apply to the City for a permit.
 1. Every application for a permit under this section shall be made only on the forms provided by the City Administrator and shall be accompanied by plans, specifications and such other information as desired by the City Engineer and Building Inspector together with a permit and inspection fee.
 2. The permit and inspection fee shall be as stated in Appendix A of the City Code.
 3. Underground sprinkling or lawn watering systems shall be installed to the specifications of State Building Code.
- (3) Alternate Water Sources.
 - (a) Use for Irrigation Purposes.
 1. Any person using an alternate water source for irrigation purposes that is not connected to the municipal water system or a community well system, shall obtain an alternate water source watering permit for such use and an alternate water source watering permit sign that shall be displayed in the public right-of-way in front of the property.
 - i Exception: Properties that receive water solely from a private well and do not have access to the municipal water system or a community well system.
 2. Any person who installs an alternate water source or equipment for obtaining water from an alternate water source shall obtain a permit prior to using the alternate water source for irrigation purposes.
 - i Exception: Properties that receive water solely from a private well and do not have access to the municipal water system or a community well system.
 3. An alternate water source watering permit may not provide sprinkling water for more than one residence.
 4. Every application for a permit under this section shall be made only on the forms provided by the City of Wyoming Department of Building Safety and shall be accompanied by plans, specifications and such other information as desired by the Building Official and City Engineer together with the permit fee.
 5. The permit and inspection fee for an alternate water source permit shall be as stated in Appendix A of the City Code.
- (4) Cross Connections.
 - (a) Cross connections to the municipal water system or a community well system that circumvent the water system's metering system or otherwise make unlicensed or impermissible use of the water supply are strictly prohibited. Violations of this section shall result in termination of water services until such impermissible cross connections are disconnected by a licensed plumber and the City has inspected the property for compliance with this section.
 - (b) The inspection fee shall be as stated in Appendix A of the City Code.
- (5) Administrative Fines.
 - (a) For the first instance of noncompliance with the regulations imposed by subparts (1), (2), and (3) of this section, the property owner will receive a warning from the City.
 - (b) Thereafter, for each instance of noncompliance with the regulations imposed by subparts (1), (2), and (3) of this section, the property owner shall be fined and shall receive notice of the fine being assessed against the property on which the violation occurred. Said fine shall increase with each subsequent violation and shall be as stated in Appendix A of the City Code and added to the water bill for such premises.
 - (c) The fifth violation of subparts (a), (b) and (c) of this section within a twelve (12) month period, shall, upon proper notice, be cause for discontinuance of water service.
- (6) Penalty for Violation of this Section.
 - (a) Failure to comply with the regulations imposed by this section shall constitute a misdemeanor pursuant to Chapter 1, Section 1-13 of this code.

(ORDINANCE NO. 2010-10)

Secs. 36-63--36-90. Reserved.

ORDINANCE NO. 2023-01

AN ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES, CHAPTER 36, UTILITIES; ARTICLE II, WATER

NOW THEREFORE, it is hereby ordained by the City Council of the City of Wyoming, Chisago County, Minnesota, that the following Sections of Chapter 36, Utilities; Article II, Water, are amended as follows:

ARTICLE II. WATER*

***State law references:** Authority to regulate the use of wells, waterworks and other means of water supply, Minnesota Statutes §§ 412.221, subd. 11 and 444.075, subd. 1a.

Sec. 36-31. Curb stop connection permit.

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Upon approval of any application for connection of any premises to the city waterworks system, the customer must pay for such waterworks service, including availability and connection charges, and for water usage on the basis of the charges and rates fixed by resolution of the city council, and the charges and rates so established may be amended at any time by duly adopted resolution of the council or as is stated in Appendix A, whichever is greater.

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It shall be unlawful for any person to tamper with, alter, bypass, or in any manner whatsoever interfere with the proper use and functioning of any water meter within the city.

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Every person applying for water service and every owner of property for which any such application is made shall be deemed upon making such application to consent to all rules and regulations set forth in this article, and such further rules, regulations and rates as may thereafter be set forth and adopted by the council pursuant to resolution or ordinance.

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(a) The city may provide a system of water meter reading by remote meter reading technology, meter or any other method deemed suitable. The city may also establish billing areas of districts and provide for the reading of meters and billing of charges by calendar quarters, monthly quarters or such periodic intervals as the council shall determine suitable and necessary. The owner of record of the property to which the water service has been provided shall be responsible for the payment of charges. A statement of charges shall be rendered quarterly in January, April, July and October of each year. If the statement is not paid within 30 days following presentment of the bill, a penalty shall be assessed and collected at the time of payment.

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(c) The city reserves the right to discontinue water service to any customer without notice when necessary for repairs, additional connection or reconnection, or for nonpayment of charges or bills or for disregard of any rules or regulations in connection with the use or operation of the system. Whenever any service has been discontinued for nonpayment of charges or bills or for disregard of any rule or regulation or for any other purpose, it shall not be resumed except upon payment of the charges or bills accrued, together with interest in the amount of five percent per annum or compliance with the rules or regulations previously violated and payment to the city of a restoration fee established by council resolution.

(d) If a water or sewer bill is unpaid at the end of the calendar quarter or the billing period under which the billing is sent out, the bill shall be considered delinquent and the service may be discontinued as provided in subsection (c) of this section; and the council may cause the charges noted on such billing to become a lien against the property served by certifying to the county the amount of the delinquent bill in accordance with Minnesota Statutes §§ 442.15 and 443.16.

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All meters and connections to the city water system shall be performed by a licensed plumber contracted to do so by the city; and in that regard, the city by any authorized employee or agent shall have the right to enter and be admitted to any land and property in the city for the purposes of installation and inspection of water meters and connections used in and for the purposes of reading the meters; and the city shall not be liable as it relates to the connections of the meters.

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- (1) Such tract or lot to be served by such connection has paid or been assessed for the cost of construction of the water main with which the connection is to be made; or
- (2) If no assessment has been levied for such construction cost, proceedings which have been petitioned for by the property owner for levying such assessment are in process; or
- (3) If no assessment has been levied and no assessment proceedings are in process, a sum equal to the cost of constructing the water main which would be assessable against the lot or tract has been paid to the city

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- (a) The rate due and payable to the city by each water unit within the city shall be set by council resolution.
- (b) Water bills shall be rendered quarterly and shall be due and payable when rendered. If payment is not made within 30 days of receiving the bill by mail or a paperless billing method there will be a five percent late fee on the current bill due.
- (c) On or before October 1 of each year, the city clerk-administrator shall list the total unpaid charges against each lot to which they are attributable under this section. The council may then spread the charges against the property involved as a special assessment under Minnesota Statutes ch. 429, and other pertinent statutes, for certification to the county auditor and collection the following year along with current taxes. Such assessment shall be payable in a single installment, pursuant to Minnesota Statutes § 429.101, subd. 2.

Sec. 36-50. Penalties for Violation.

- (a) Violation of the provisions of this Chapter or failure to comply with any of its requirements shall constitute a misdemeanor and shall be punishable as defined by law.
- (b) Nothing contained herein shall prevent the City of Wyoming from taking such other lawful action as is necessary to prevent or remedy any violation. Specifically, but without precluding any other legal remedy, the City reserves the right to shut off water service at any curb stop for the following reasons:
 - (1) The owner or occupant of the premises served or any persons working on any pipes or equipment which are connected with the city water supply system has violated any of the requirements of this Code relative to the water system or connections with such system.
 - (2) The owner or occupant of the premises served violates or causes to be violated any of the provisions of this article.
 - (3) Any charge for water, service, meter or any other financial obligations imposed on the present or any former owner or occupant of the premises served by the provisions of this article is delinquent, except that the procedures of this section shall be followed.
 - (4) There is fraud or misrepresentation by the owner or occupant in connection with an application for service.
 - (5) The owner or occupant of the premises served refuses or fails to allow city employees access to the premises for the purposes of reading, inspecting, maintaining, repairing or replacing a water meter, as permitted by this Chapter 36.

Sec. 36-51. Deficiency of water and shutting off water.

The city shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections, or by any other cause whatever. In case of fire, or alarm of fire, water may be shut off to ensure a supply for firefighting; or, in making repairs or construction of new works, water may be shut off at any time and kept shut off so long as may be necessary.

Sec. 36-52. Turning on water limited.

No person, except an authorized agent or employee of the city, shall turn any water supply on or off at the curb stop or water hydrant.

Sec. 36-53. Supply from one service.

No more than one residence or place of business shall be supplied from one service connection.

Sec. 36-54. Tapping of mains prohibited.

No person except authorized agents or employees of the city shall tap any distributing main or pipe of the city water supply or insert stopcocks or ferrules in such main or pipe.

Sec. 36-55. Repair of leaks.

It is the responsibility of the consumer or owner to maintain the service pipe from the curb stop into the house or building. In case of failure of the consumer or owner to repair any leak occurring in their service pipe within 24 hours after oral or written notice has been given the owner or occupant of the premises, the water will be shut off and will not be turned on until a sum as stated in appendix A has been paid. When the loss of water is great, or when damage is likely to result from the leak, the water may be turned off if the repair is not proceeded with immediately.

Sec. 36-56. Abandoned services; penalties.

All service installations connected to the water system that have been abandoned, or for any reason have become useless for further service, shall be disconnected at the main by the city; and all pipe and appurtenances removed from the street right-of-way shall become the property of the city. The owner or their agent shall make all necessary excavations for the disconnection. When new buildings are erected on the site of old ones, and it is desired to increase or change the old water service, no connections with the mains shall be made until all of the old service shall have been removed and the main plugged. No contractor, worker or employee upon such building shall cause or allow any service pipe to be hammered together at the ends to stop the flow of water, or to save expense in removing such pipe from the main.

Sec. 36-57. Service pipes.

(a) Every service pipe must be laid in such manner as to prevent rupture by settlement. The service pipe must be placed not less than seven feet below the surface and in all cases so arranged as to prevent rupture and stoppage by freezing. Frozen service pipes between the curb stop and the building shall be the responsibility of the owner.

(b) Service pipes must extend from the curb stop to the inside of the building, or if not taken into a building then to the hydrant or other fixtures they are intended to supply. A gate valve, the same size as the service pipe, shall be placed close to the inside wall of the building, and well protected from freezing, Type K copper tubing or comparable material shall be used up to and including two-inch services. Joints on copper tubing shall be flared and kept to a minimum. Not more than one joint shall be used for the service up to 70 feet in length. All joints shall be left uncovered until inspected. All services of more than two inches shall be cast iron. Minimum size connection with the water mains shall be one inch in diameter.

Sec. 36-58. Use of fire hydrants.

No person other than an agent, employee or member of the water, sewer, street or fire department shall operate fire hydrants or interfere in any way with the city water system. When contractors or individuals wish to use water from hydrants for construction, they shall make application to the city clerk-administrator.

Sec. 36-59. Private water supplies.

No water pipe of the city water supply shall be connected with any pump, well, pipe, tank or any device that is connected with any other source of water supply; and when such are found, the city clerk-administrator shall notify the owner or occupant to disconnect the device; and, if not immediately done, the water supply shall be turned off. Before any new connection to the city system is permitted, the city clerk-administrator shall ascertain that no cross connections will exist when the new connection is made. When a building is connected to city water, the private water supply may be used to serve outside hose connections only.

Sec. 36-60. Restricted hours for sprinkling.

(a) The council may impose emergency regulations pertaining to the conservation of water by resolution of the council or by giving notice by publication or by posting at the city hall and at such public places as the council may direct.

(b) Any water customer or other person who shall cause or permit water to be used in violation of the provisions of such resolution shall, in addition to being subject to the penalties otherwise provided for, be charged \$25.00 for each day of such violation, which charge shall be added to their next water bill. Continued violation is prohibited and shall be cause for discontinuance of water service.

Sec. 36-61. Water fee required.

Every residence and business establishment which has city water available shall be charged the same rate as those which are connected to the water system from and after July 1, 1979.

Sec. 36 - 62. Lawn Watering Regulations.

The purpose of this section is to promote a higher awareness of the use of municipal water for lawn irrigation, to maintain the quality of the municipal water supply and to regulate the watering of lawns, grass seed, and sod. This section is enacted in part pursuant to MN Stat. 412.221 subd. 11.

- (1) Watering Restrictions.
 - (a) Odd/Even Schedule. At all times during the year, sprinklers or other devices used to hydrate lawns with water from the municipal water system, or a community well system, shall not be used on properties with even-numbered street addresses on odd-numbered calendar days and shall not be used on properties with odd-numbered street addresses on even-numbered calendar days. Hand watering of bushes, trees, and shrubs shall be permitted on all days.
 - (b) Hours Lawn Watering Prohibited. No lawn watering with water from the municipal water system, or a community well system, is permitted between the hours of 10:00 a.m. and 6:00 p.m.
 - (c) New Sod or Seed Permit Required. A permit may be issued by the City for watering new sod or seed for thirty (30) consecutive days with water from the municipal water system, or a community well system, in periods where there is no declared water emergency.
 1. Every application for a permit under this section shall be made only on the forms provided by the City of Wyoming Department of Building Safety and shall be accompanied by plans, specifications and such other information as desired by the Building Official and City Engineer together with the permit fee.
 2. The permit fee for a new sod or seed-watering permit shall be as stated in Appendix A of the City Code.
 3. A separate permit shall be obtained for each property to be watered.
- (2) Underground Sprinkling Systems.
 - (a) Rain Sensors.
 1. All automatically operated landscape irrigation systems shall have furnished and installed technology that inhibits or interrupts operation of the landscape irrigation system during periods of sufficient moisture. The technology must be adjustable by either the end user or a professional practitioner of landscape irrigation services.
 2. All rain sensors shall be maintained and replaced as necessary.
 - (b) Public Right of Way. Lawn watering systems may be permitted in the public right of way. The maintenance and repair of all private systems placed in public rights of way shall be the responsibility of the system owner. Any damage to lawn watering systems placed in the public right of way shall be the responsibility of the system owner. Any damage to public utilities or City equipment caused by the placement of lawn watering systems in the public right of way shall be the responsibility of the system owner. Private systems interfering with scheduled City projects in the public right of way, shall, upon notification, be moved by the system owner within seventy-two (72) hours. Any costs incurred as a result of private systems that are not removed after notification shall be the responsibility of the system owner. Private lawn watering systems shall be designed and installed so that they do not spray across public streets, sidewalks or improved trails.
 - (c) Setbacks. Lawn watering system components and piping shall be setback a minimum distance from the following features:
 1. Septic system soil treatment areas,
primary sites, and alternate sites. 10 feet from all sites.
 2. Public road, paved, with curb and gutter. 1 foot from curb.
 3. Public road, paved, with rural ditch. 2 feet from pavement.
 4. Public road, gravel, with rural ditch. 2 feet from gravel.
 - (d) Permit Required. Any person installing or repairing an in ground sprinkler or lawn watering system shall apply to the City for a permit.
 1. Every application for a permit under this section shall be made only on the forms provided by the City Administrator and shall be accompanied by plans, specifications and such other

information as desired by the City Engineer and Building Inspector together with a permit and inspection fee.

2. The permit and inspection fee shall be as stated in Appendix A of the City Code.
3. Underground sprinkling or lawn watering systems shall be installed to the specifications of State Building Code.

(3) Alternate Water Sources.

(a) Use for Irrigation Purposes.

1. Any person using an alternate water source for irrigation purposes that is not connected to the municipal water system or a community well system, shall obtain an alternate water source watering permit for such use and an alternate water source watering permit sign that shall be displayed in the public right-of-way in front of the property.
 - i Exception: Properties that receive water solely from a private well and do not have access to the municipal water system or a community well system.
2. Any person who installs an alternate water source or equipment for obtaining water from an alternate water source shall obtain a permit prior to using the alternate water source for irrigation purposes.
 - i Exception: Properties that receive water solely from a private well and do not have access to the municipal water system or a community well system.
3. An alternate water source watering permit may not provide sprinkling water for more than one residence.
4. Every application for a permit under this section shall be made only on the forms provided by the City of Wyoming Department of Building Safety and shall be accompanied by plans, specifications and such other information as desired by the Building Official and City Engineer together with the permit fee.
5. The permit and inspection fee for an alternate water source permit shall be as stated in Appendix A of the City Code.

(4) Cross Connections.

- (a) Cross connections to the municipal water system or a community well system that circumvent the water system's metering system or otherwise make unlicensed or impermissible use of the water supply are strictly prohibited. Violations of this section shall result in termination of water services until such impermissible cross connections are disconnected by a licensed plumber and the City has inspected the property for compliance with this section.
- (b) The inspection fee shall be as stated in Appendix A of the City Code.

(5) Administrative Fines.

- (a) For the first instance of noncompliance with the regulations imposed by subparts (1), (2), and (3) of this section, the property owner will receive a warning from the City.
- (b) Thereafter, for each instance of noncompliance with the regulations imposed by subparts (1), (2), and (3) of this section, the property owner shall be fined and shall receive notice of the fine being assessed against the property on which the violation occurred. Said fine shall increase with each subsequent violation and shall be as stated in Appendix A of the City Code and added to the water bill for such premises.
- (c) The fifth violation of subparts (a), (b) and (c) of this section within a twelve (12) month period, shall, upon proper notice, be cause for discontinuance of water service.

(6) Penalty for Violation of this Section.

- (a) Failure to comply with the regulations imposed by this section shall constitute a misdemeanor pursuant to Chapter 1, Section 1-13 of this code.

(ORDINANCE NO. 2010-10)

Secs. 36-63--36-90. Reserved.

This Ordinance shall be in full force and effect from and after its adoption and publication as required by law.

Passed by the City Council of the City of Wyoming this 4th day of April 2023.

Lisa Iverson, Mayor

Attest:

Robb Linwood, City Administrator/Clerk

Date Published: _____

RESOLUTION NO. 23-04-33

**RESOLUTION ADOPTING AND APPROVING A SUMMARY PUBLICATION FOR
ORDINANCE 2023-01, AN ORDINANCE AMENDING THE CITY OF WYOMING
CODE OF ORDINANCES, CHAPTER 36, UTILITIES; ARTICLE II, WATER**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City has adopted the City of Wyoming Ordinance, No. 2023-01, an ordinance amending Chapter 36, Utilities; Article II, Water of the City Code; and

WHEREAS, the City Council has determined that publication of the title of the ordinance and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby directs the City Clerk to cause to be published in the Chisago County Press the following notice:

**NOTICE OF ADOPTION OF THE CITY OF WYOMING ORDINANCE NO. 2023-01 AN
ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES,
CHAPTER 36, UTILITES; ARTICLE II, WATER.**

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that on the 4 day of April 2023, the City Council of the City of Wyoming adopted an Ordinance amending Chapter 36, Utilities; Article II, Water of the City Code. The new Ordinance is entitled:

**ORDINANCE NO. 2023-01
AN ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES,
CHAPTER 36, UTILITIES; ARTICLE II, WATER**

NOTICE IS FURTHER GIVEN that the ordinances complies with changes to State Statutes and ensures compliance with those laws,

NOTICE IS FURTHER GIVEN that a printed copy of the entire ordinance is available for inspection by any person during the City Clerk's regular office hours in the City Hall located at 26885 Forest Boulevard, Wyoming, Minnesota. Furthermore, proof of publication of the title and summary shall be recorded in the ordinance book of the City Wyoming within 10 days of publication of the title and summary.

Hereupon said Resolution was declared duly passed and adopted this 4th day of April 2023.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator/Clerk