

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 6, 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 May 16, 2023
2. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for May 5, 2023
3. Consider approving the minutes of the "Budget Work Session Meeting" of the Wyoming, Minnesota City Council for May 16, 2023

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

4. To consider **Resolution 23-06-48** a resolution ordering the project and authorizing the preparation of plans and specifications for the 2023 Fallbrook Avenue and 264th Street Improvement

CONSENT AGENDA:

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

5. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of May 17, 2023 to June 6, 2023
6. To consider the application for a Temporary ON-SALE Liquor License from the Wyoming Fire Relief Association for September 16, 2023 located on East Viking Blvd. and Felton Ave. for Wyoming Stagecoach Celebration
7. To consider approving a Food Truck application from Scoops Ice Cream and Candy
8. To consider approving Acting Public Works Superintendent, Joe Keding for a city credit card per the credit card policy
9. To consider the resignation of Chris Kubal from the Wyoming Fire Department
10. To consider a Trail Easement Agreement between Premier Custom Homes and The city of Wyoming for public trail access to city park land
11. To consider **Resolution 23-06-49** a resolution accepting a donation from Widseth to the Railroad Park Project

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

12. Report of the Public Safety Director, Neil Bauer, for May 31, 2023
13. Report of City Building Official, Fred Weck, IV for May 31, 2023
14. Report of the City Attorney, Tom Loonan, for June 2, 2023
15. Report of City Engineer Mark Erichson, WSB for June 2, 2023
16. Report of the Acting Public Works Superintendent Joe Keding for June 6, 2023

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

17. Consider approving the Eagle Scout Project construction of Little Free Libraries
18. To consider **Resolution 23-06-50** a resolution approving a Conditional Use Permit for Sight-In Days Structure: C-23-002
Location: 4648 240th Street Applicant / Owner: Forest Lake Sportsman's Club, Ron Westberg Property ID Number: 21.10632.00
19. To consider **Resolution 23-06-51** a resolution awarding Blackstone Contractors, LLC the site package contract for construction of the Veteran's Memorial at Railroad Park in the amount of \$63,109.75

20. To consider **Resolution 23-06-52** a resolution awarding Vinco the electrical contract for the Veteran's Memorial at Railroad Park in the amount of \$25,690.00
21. To consider **Resolution 23-06-53** a resolution of support for the Minnesota Management and Budget Capital Project Application for the City of Wyoming Public Safety Building
22. To consider the resignation of Assistant City Administrator Alex Saxe and to authorize advertisement for Assistant City Administrator position
23. To consider the Wyoming city council entering a closed session under MN Statute 13D.03 to discuss labor negotiation strategies for a contract with the bargaining unit of Law Enforcement Labor Services and Local 49ers

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MAY 16, 2023
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for May 16, 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 and Joe Keding, Acting Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for May 2, 2023**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MAY 2, 2023 AS SUBMITTED

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

Voting Nay: None

Abstain: None

Absent: None

2. **Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for May 2, 2023**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MAY 2, 2023 SUBMITTED

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of May 3, 2023 to May 16, 2023
4. To consider **Resolution 23-05-45** a resolution accepting a donation from Bruce and Nancy Spangler
5. To consider **Resolution 23-05-47** a resolution accepting a donation from Girl Scout Troop #55694.

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

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

Voting Nay: None

Abstain: None

Absent: None

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

6. Report of the Public Safety Director, Neil Bauer for May 11, 2023
7. Report of City Building Official, Fred Weck, IV for May 12, 2023
8. Report of City Engineer Mark Erichson, WSB for May 12, 2023
9. Report of Acting Public Works Superintendent Joe Keding for May 16, 2023

COMMUNICATIONS:

10. City of Wyoming 2022 Annual Report

Assistant City Administrator Saxe – Noted that an Annual Report had not been done since 2020, but one had been created for 2022. He explained that it highlighted the goals and objectives for each department as well as City events and Public Safety data.

Mayor Iverson – Asked that a copy of this be printed out and made available to the public.

11. Wyoming Touch-a-Truck Event 2023

Assistant City Administrator Saxe – Gave an overview of the plans for the Touch-a-Truck event on June 3, 2023 at the Police Department from 10:00 a.m. to 12:00 noon. He noted that in addition to the usual vehicles, there will also be an ice cream truck at the event.

12. Highway 8 Update

City Administrator Linwood – Explained that Public Works Director/County Engineer Joe Triplett had provided an updated for Highway 8 that was included in the packet and gave a brief overview of the updated information with construction beginning at the end of 2025.

13. East Viking Boulevard Construction Project Update

City Engineer Erichson – Noted that the Council had awarded the contract for this project at

their May 2, 2023 meeting and explained that the contractor would begin with tree removal later this week. He stated that he has been meeting with property owners to discuss tree removal as well as efforts to save trees, where possible.

OLD BUSINESS: NONE

NEW BUSINESS

14. To consider and approve the 2022 City of Wyoming Audit-Presentation – Bergan KDV

Aaron Dahl, Audit Manager, KDV – Gave an overview of the 2022 Audit for the City and noted that they had issued an unmodified opinion, which is the best that can be given. He stated that they also reported no audit findings or legal compliance findings and gave a brief overview of the financial analysis information for the City.

Council Member Nanko Yeager – Referenced a ‘misstatement’ that was deemed immaterial and asked if that had been corrected, as noted on page 5 of the report.

Mr. Dahl - Explained that there was a new accounting principle implemented related to leases and lease liabilities. He stated that the City does not have much in the way of leases so it would be immaterial which means that tracking it from year to year did not make a lot of sense, but they needed to note that they passed on that adjustment.

Council Member Nanko Yeager – Noted that the Enterprise funds always seem to operate at a deficit when depreciation is added into the equation and asked if that would ever change.

Mr. Dahl – Explained that it would be based on the rates and usage every year. He stated that this is not a major concern from his standpoint and noted that he wasn’t sure that it would ever completely go away. He noted that as long as the net position keeps growing it should be good because that is the more important piece to look at from year to year.

Mayor Iverson – Commended City staff for the work they put into making this one of the best audit results the City has had.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE 2022 FINANCIAL STATEMENTS AUDIT AS PRESENTED.

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

Voting Nay: None

Abstain: None

Absent: None

15. To consider Resolution 23-05-46 a resolution approving a grant application to the Chisago County ARPA Broadband Grant Program

City Administrator Linwood – Gave an overview of the availability for a grant to expand broadband coverage throughout the County and noted that staff is recommending approval of applying for this grant.

Council Member Nanko Yeager – Asked what would happen if the County does not give the City this grant and if that meant the City would complete the project with their own funds.

City Administrator Linwood – Stated that would be brought back to the Council for approval because it would significantly impact the cost.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 23-05-46 A RESOLUTION APPROVING A GRANT APPLICATION TO THE CHISAGO COUNTY ARPA BROADBAND GRANT PROGRAM

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

Voting Nay: None

Abstain: None

Absent: None

- 16.** To discuss the bid process to be completed by Wold Architects and Kraus Anderson for the Wyoming Public Safety Building

City Administrator Linwood – Explained that the Council had received an update from Wold and Kraus Anderson at the May 2, 2023 Council work session. He noted that Baker Tilly put together a summary of possible bond options for consideration. He reminded the Council that they had authorized the hiring of a lobbyist to try to acquire funding.

Council Member Schilling – Noted that in the previous meeting he had been pushing for something in which he had incorrect information. He stated that this point, he is planning to hold the course and hope for the best from the legislators and lobbyists.

Council Member Luger – Stated that the current facilities are inadequate and does not think there is any question about ‘why’ the City should do this project. She stated that she believes the Council has been very supportive of this process since the beginning and explained that she was frustrated that they are only at this point in the process because it is something that has been kicked down the road for years. She stated that she believes the City’s Fire and Police Departments deserve a lot better than what they have and this is needed but does not want to take any action that would jeopardize State or Federal funding and explained that her preference would be to hang tight and wait for the legislative process to play out.

Mayor Iverson – Stated that she wants to make sure that everybody knows that the Council is not saying ‘no’ to this project because they will eventually get to what they need.

There was consensus of the Council not to take any action and go out for bids.

- 17.** To consider a proclamation for National Police Week for May 14-20, 2023

Assistant City Administrator Saxe – Gave an overview of National Police Week.

Mayor Iverson – Asked if the City could come up with signs or banners to announce National Police Week.

Council Member Ohnstad – Expressed his appreciation for the work that the Police Department undertakes on behalf of the City.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE A PROCLAMATION FOR NATIONAL POLICE WEEK FOR MAY 14-20, 2023, AND DIRECT STAFF TO LOOK INTO SIGNS OR BANNERS TO COMMEMORATE THE PROCLAMATION.

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Council and budget work sessions.

Council Member Nanko Yeager – Attended the Council retreat, EDA, and the budget work session.

Council Member Luger – Attended the Budget work session, Sewer Commission meeting, and Council work session meeting.

Council Member Schilling – Attended the Council retreat, the EDA, and the work session meeting.

Mayor Iverson – Attended the EDA, budget work session, Joint Sewer Commission, and the Council retreat. She stated that Public Safety Director Bauer had just given an interview to Kare11 and she wanted to note that she felt he did a very good job talking about a very serious subject. She expressed her appreciation to Bruce and Nancy Spangler and Girl Scout Troop #55694 for their donations to the City.

Mayor Iverson recessed the meeting at 7:44 p.m. and reconvened at 7:54 p.m.

- 18.** To consider entering into a closed session pursuant to State Statutes 13D.05(2)(3), and (4) for a personnel matter

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER LUGER TO ENTER INTO A CLOSED SESSION UNDER MN STATE STATUTUE 13.D.05(2)(3), AND (4) FOR A PERSONNEL MATTER AT 7:55PM

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER OHNSTAD TO RETURN TO OPEN SESSION UNDER MN STATE STATUTUE 13.D.05(2)(3), AND (4) FOR A PERSONNEL MATTER AT 7:59PM

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER SECONDED BY COUNCILMEMBER LUGER TO EXTEND PUBLIC WORKS SUPERINTENDENT ALMHJELD'S LEAVE UNTIL JULY 1ST, 2023

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

Voting Nay: None

Abstain: None

Absent: None

ADJOURNMENT:

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER SCHILLING TO ADJOURN THE MAY 16, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:00PM

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:
JUNE 6, 2023
7:00PM

**DRAFT MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
MAY 5, 2023
9:00 AM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for May 5, 2023 to order at 9:00 A.M.

CALL OF ROLL:

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

Absent: None

Also Present: Robb Linwood- City Administrator, Alex Saxe- Assistant City Administrator, Fred Weck- Zoning Administrator/Building Official, Joe Keding- Public Works Superintendent, Mark Erichson- WSB, Neil Bauer- Public Safety Director and Sara Peterson- Facilitator

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. City of Wyoming- Council Goal Setting

Robb Linwood, City Administrator- Gave some background on the facilitator Sara Peterson and she began the goal setting session.

See the attached summary from Ms. Peterson that highlighted the discussion and outcomes from the retreat.

MAYOR IVERSON ADJOURNED THE MAY 5, 2023 WORK SESSION MEETING AT 3:30 PM.



City Council Goal Setting

May 5, 2023 / 9:00 am – 4:00 pm | Splitrocks Entertainment Center, Wyoming, MN

Participants

Members of the public may be present but will not participate.

City Council	Staff & Facilitator	
Lisa Iverson, Mayor Claire Lugar Linda Nanko Yeager Brett Ohnstad Dennis Schilling	Robb Linwood, City Administrator Alex Saxe, Assistant City Administrator Neil Bauer, Public Safety Director/Police Chief Joe Keding, Assistant Public Works Superintendent	Fred Weck, Building Official Sara A. Peterson, Management Consultant

Agenda

Morning

- 9:00 Introduction
 - Welcome
 - Agenda & Housekeeping
 - Goals for the Day
- 9:30 Assess Our Position
 - Look back at 2022
 - Where Are We Now?
 - What is Coming Next?
- 10:45 Envision the Future
 - Looking Ahead 10+ Years
 - What has to change to achieve that future?
 - Themes & Critical Issues

Afternoon

- 1:00 Goal Setting
 - Convert Themes/Issues into Goals
 - Dive into Each for Specifics
 - Return to Past Goals to Check Gaps & Alignment
- 3:45 Wrap & Next Steps
- 4:00 Done for the Day

Retreat Summary

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

Introduction

The retreat began with an overview the agenda and a discussion of goals for the day, including:

- Better clarity and understanding of the Council's vision
- Understanding of strengths and weaknesses
- Better goals and objectives and include actions to carry forward
- Taking advantage of the opportunity to learn and get to know each other

The only constraints the groups set for themselves was not to limit themselves. Instead, they asked each other to keep an open mind and be generous with one another.

- Welcome
- Agenda & Housekeeping
- Goals for the Day

Assess Our Position

In 2022 to set goals, Council and staff began with a SWOT assessment resulting in the following:

What are some *positive trends or factors* that are impacting the city in 2022?

- 2nd ring out from Minneapolis
- Building permits issued/Housing market
- Business sprawl
- Expansion of current businesses
- Location to Twin Cities
- Attracting younger families

What are trends or factors that present challenges in 2022?

- Attracting corporate businesses
- Public transportation- access to/from Twin Cities; spur/circulator routes; Senior routes
- Affordable housing/Legislation against cities
- Affordable housing and services need to be affordable for seniors
- Overall affordability for seniors
- Urban vibe seems more attractive/rural vibe not as much

The Council then sorted the positive and negative trends as in the table to the right.

Strengths	Weaknesses
Building Permits issued	Public Transportation- access to/from Twin Cities;
Wyoming Housing Market	spur/circulator routes;
Attracting younger families	Senior routes
Council/Staff communication	Affordable housing
Transparency	Affordability for seniors
Social Media Presence	Land available to develop
Opportunities	Threats
Current business expansion	Affordable Housing
Attracting business	Legislation against cities
2 nd ring from Minneapolis	Continued COVID impact
Location to Twin Cities	Urban vibe more attractive than rural
Business sprawl	Land locked / not enough land for industrial dev.
I-35 and Hwy 8 Corridors	System/cyber threats

For 2023 goal-setting the group discussed similar dynamics but from a different perspective.

What have been your *biggest accomplishments in 2022*? What are you most proud of?

- The first answer here was that the City was doing a better job with big picture thinking and planning for the longer term. The recently completed Comprehensive Plan, the Park Plan, and the newer Downtown Planning process were all cited as evidence of their success.
- The second answer had to do with steady forward movement and the ability to adapt as necessary. Here examples included resident retention and gradual growth as well as forward progress on the Capital Improvement Projects list.

The group then identified *internal strengths* of the City as an organization and service provider:

- The dedication, engagement, and teamwork of staff, of Council, and of the two together
- Expanded community engagement opportunities as well as City responsiveness to resident needs – a commitment to figure it out and limit negative perceptions or news
- Import investments and forward movement in technology for more accessible government
- Department heads mentioned characteristics of areas that mimic strengths overall, e.g.:
 - Public safety has a positive culture that engages residents in outstanding conversations
 - Public works continues to be flexible to emerging/changing needs
 - Buildings has embraced technology while adding staff, and improving user experience
 - Engineering has been emphasizing forward thinking and vision

The group then shifted to *assets* of the City as a *community*:

- Economic Development: Wyoming's manufacturing park remains strong, and businesses support the City (e.g., fire truck manufacturing, Polaris R&D)
- Regional Hub: Wyoming's regional medical center is an important anchor that group be further developed. Additional amenities such as regional trails, stops on charity fun runs and longer races, the bike repair station, and even the Art Center are regional benefits.
- Community Infrastructure: Though Wyoming does not its own school district it does have an elementary school. A variety of churches, again the Art Center, a public library, a summer farmer's market, 17 local parks (each with its own flavor), and local foundation are important elements of a strong community infrastructure.

■ Look back at 2022

What have been your biggest accomplishments?
What helped us move quickly; what hindered progress; what stalled; why?

■ Where Are We Now?

What are our strengths, weaknesses, opportunities, and threats?

■ What is Coming Next?

What positive trends/factors impact the City today?
What trends or factors present challenges today?

- Local Engagement: Residents are participating in community events. The City is working to develop partnerships, improve walkability, avoid paving over everything, and continue to progress as both a Tree City and Green Steps City.

Taken as a whole, each of these assets build pride of place.

Finally, the group shifted *internal challenges* that could slow the City in its work:

- Punching Above its Weight while Crunched: The City functions well for a (too) small staff, but there are tradeoffs that result. In a highly competitive labor market, burnout can accelerate turnover. And in an environment in which residents (everywhere) as well as state and national legislatures expect more and more from their local government, staff have difficulty moving from reactive to proactive.
- Playing Catchup on Multiple Fronts: Council and staff have worked hard in recent years to jump start infrastructure maintenance and upgrades, but they are doing so after a number of years in which facility and street projects were stalled. The costs and time required in catching up can be frustrating to everyone. Departments end up being reactive by necessity – chasing the next repair rather than getting ahead.
- Larger Economic & Labor Challenges: With inflation, equipment and supply costs continue to increase. Attracting and retaining staff has become unusually difficult to sustain. And some departments are anticipating substantial turnover in the coming years that will test the system even further (e.g., police departments are over-hiring and hiring students before graduation)
- Public Engagement: It is always a challenge for local government to engage the whole community, Cities are notorious for hearing from a small subset rather than a larger cross-section. Despite technology that can make the process easier, this remains a challenge for all.

Envision the Future

In 2021, the council adopted a vision for the City: ***"The City of Wyoming will be a regional leader in providing innovative and long-term economically responsible government that is transparent to all."*** Recently the Planning Commission's Comprehensive Plan included its vision of ***"a thriving and inviting community that preserves our small town feel and natural landscape."*** Together they present a vision that includes both the City as an organization and the City as a place.

Because this work was already in place, the group focused on describing its vision in more detail. What will Wyoming look, feel and act like when its vision has been realized? The ideas that emerged included the following:

- The Town Center / Downtown might have:
 - Been revitalized (buildings, sidewalks, etc.)
 - Multiple restaurants, each with a local feel
 - Become a community gathering place
 - An identity that is connected to the city's agricultural past
- The City may have more internal Connections and Amenities with:
 - New restaurants, hotels, and convenience stores
 - Neighborhoods that are connected socially
 - Parks as hubs for activity, connection, and welcome (e.g., Veteran's gateway)
- The City may have become more of a Regional Hub with:
 - Sustained industrial hub that has invested in alternate/renewable jobs
 - Additional health care services near the regional medical center
 - New distributions centers (e.g., Costco) and development (e.g., Polaris)
 - Growth within its footprint via changed land use – visibly changed landscape
- Residents and housing may have changed to include:
 - More of both residents and houses – now up to 10,000 population
 - Adequate housing stock for the life cycle – apartment, to starter, family, senior
 - Housing for all across the income range, including workforce housing
- Infrastructure will have been funded and improved with:
 - Water and sewer utilities to support new residents and businesses
 - Improved roads in town and a reconstructed/expanded Highway 8 corridor
 - Improved walkability, pedestrian infrastructure, trails and parks
 - City facilities that are a source of pride and meet community needs
- All delivered via City government that is affordable, accessible and accountable which includes:
 - Funding, planning, and staffing that have grown in proportion to support needs

Overall, this suggests a high quality of life and pride of place that has led Wyoming residents to see the City as a community to live, work, play, and stay (not just a bedroom community).

Goals

Having assessed the City's current position and fleshed out its vision for the future, the group moved on to identify the themes and critical issues that linked one end to the other. Those themes became the spine for developing high level goals for the future as presented here.

These are a first draft for the City Council to discuss and revise as appropriate.

- Looking Ahead 10+ Years
- What has to change to achieve that future?

NOTE:

During this item a question arose as to whether or not the Metropolitan Council could interfere with City plans. See the appendix to this document for details.

- Themes & Critical Issues
 - What themes emerge from the work so far?
 - What critical issues have to be addressed?
 - What are the natural next steps to what we are already doing?

GOAL 1:	INTELLIGENT, PLANNED GROWTH
	Wyoming should stay the course by working its long-term plans, even when external forces require adjustments
GOAL 2:	MANUFACTURING AS ECONOMIC DRIVER
	Wyoming's economic base has been and should continue to be in manufacturing; in order for that to be the case, the City will need to focus on: ▪ Retention of current manufacturing partners as well as expansion of current partner investment, and attraction of new ones ▪ Ensuring that the physical and regulatory infrastructure are user-friendly (e.g., storm water capacity can absorb expansion, regulations balance the long-term interests of the city, its residents, and its businesses) ▪ Supporting development of the ancillary service and workforce needs can be met by a thriving, attractive community ▪ Developing partnerships based on clear communication of expectations ▪ Implementing goals Comprehensive Plan, each of which supports this one
GOAL 3:	VIBRANT TOWN CENTER / DOWNTOWN
	In order to achieve Goal 2, the City will need to be attractive as a community to live, work, play, and stay (not just a bedroom community). Wyoming's downtown will need to become: ▪ A place of people – one that draws people in, ▪ A hub of activity and interest, and ▪ A place with a variety of things to do, ▪ That is (and is perceived to be) walkable and safe
GOAL 4:	DIVERSE, LIFECYCLE HOUSING
	In order to achieve Goal 2, the City will also need to sufficient, accessible housing with diverse options that: ▪ Support workforce needs ▪ Is affordable across income levels ▪ Supports starter needs as well as family needs ▪ Supports aging in place
GOAL 5:	CONNECTED, ENGAGED COMMUNITY
	Wyoming will only be able to sustain gains under Goals 2 and 3, if it is able to create a sustain a sense of community among its residents. Achieving this will require a number of strategies in part because of its physical divides (i.e., interstate, wetlands) and in part because of existing competition for resident

- Convert Themes/Issues into Goals
- Dive into Each for Specifics
- Return to Past Goals to Check Gaps & Alignment

attention (i.e., activities and amenities in neighboring communities). Those strategies might include:

- Road and pedestrian safety measures
- Development of parks and recreation events
- Partnership with community organizations (e.g., Lions Club, Scouts, Rotary, churches, parent-teacher association, local funders and nonprofits, the art center, nearby Chambers of Commerce, charity fun runs and other events)
- Supporting/seeding neighborhood and community events, associations
- Helping former associations restart (e.g., business association)
- Messaging about why residents want to move and stay here
 - Quality of Life
 - Pride of place
 - Natural Amenities
 - Business friendly
 - Local heritage/culture
 - Community safety
- Signage and other aesthetic changes that attract attention

Ideally, the City will hire community development staff for this work.

Most of the items that the City Council has included among its goals in the past should fit as actions/tactics underneath these goals. As the group discussed items already on those lists will continue forward, and staff do so.

In addition, these goals should support those already in the Comprehensive Plan and other plans.

Finally, it should be clear that each is an important step toward reaching the City's vision without stepping outside its mission.

Next Steps

In the final portion of the day, Council and staff discussed ways to ensure implementation of these goals despite challenges. Specifically:

- Smart money management
- Finding the right balance of not too much or too little regulation
- Focusing on relationships for retention rather than sales, competition, politics, etc.
- Avoiding group think or otherwise getting in your own way
- Partnering with business and community as much as possible so that they can do some of the work as well
- Seeking out sources of non-tax funding (e.g., grants) wherever possible

APPENDIX: Concern Raised re the Metropolitan Council

Legal Jurisdiction

Since the Metropolitan Council was created by the Minnesota legislature, only it can change the Council's jurisdiction. That jurisdiction has been defined in Minnesota statute since the late 1960s as follows:

473.121 Subd. 2. Metropolitan area or area.

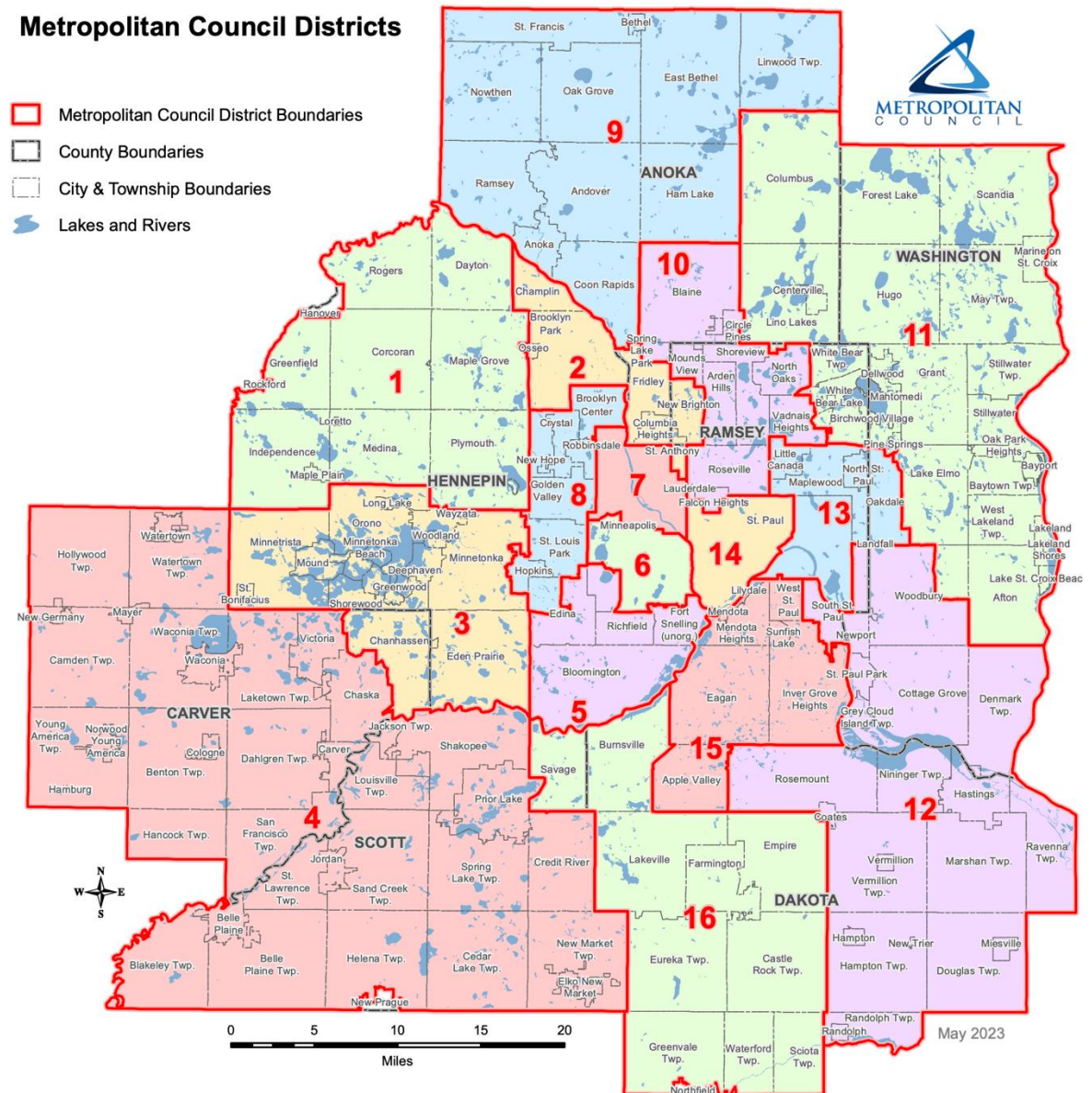
"Metropolitan area" or "area" means the area over which the Metropolitan Council has jurisdiction, including only the counties of Anoka; Carver; Dakota excluding the cities of Northfield and Cannon Falls; Hennepin excluding the cities of Hanover and Rockford; Ramsey; Scott excluding the city of New Prague; and Washington.

This is a much smaller area than the Minneapolis/Saint Paul Metropolitan Statistical Area as defined by the federal Office of Management and Budget (including 13 Minnesota counties: Hennepin, Ramsey, Dakota, Anoka, Washington, Scott, Wright, Carver, Sherburne, Chisago, Isanti, Le Sueur, Mille Lacs; and 2 Wisconsin counties).

Conclusion

As a result, any concerns that the City of Wyoming could become the next Lake Elmo (within one of the 7 counties) – that the Metropolitan Council could intercede in City of Wyoming affairs (not within one of the 7 counties) – would seem to be unwarranted at this time, but the city will continue to monitor.

Metropolitan Council Districts



APPENDIX: Preparation Materials

Introduction

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

2021 Council Goal Setting

Mission Statement/Vision Statement

In 2021 the council adopted a new Vision Statement and Mission Statement that will help guide the city’s work and this goal setting process

CORE VALUES	Vision Statement	Core Values	Mission Statement
Who we strive to be		How we do our work	
- Leader - Innovative - Economically Responsible - Transparent	The City of Wyoming will be a regional leader in providing innovative and long term economically responsible government that is transparent to all	- Efficient - Investment - Accessible - Stability	The Mission of the City of Wyoming is to efficiently do the work of the city, invest in the community and to operate with stability to provide reliable and adaptive services that are accessible to all.

2022 Comprehensive Plan

A thriving and inviting community that preserves our small town feel and natural landscape.

```

graph TD
    A((A Thriving and Inviting Community))
    B((Utilize Land Efficiently))
    C((Pursue a Thriving Economy))
    D((Protect the Natural Environment))
    E((Diversify Housing Options))
    F((Enhance Recreation))
    G((Expand Municipal Utilities))
    H((Integrate Transportation Systems))
    A --- B
    A --- C
    A --- D
    A --- E
    A --- F
    A --- G
    A --- H
          
```

Where Are We Now?

We can think of the City of Wyoming in a number of ways. We can see the City as a:

- Geographical/physical space with amenities and impacts
- Community of residents and of businesses – a place to live, work and play
- Service provider and employer – an organization
- City council – a governing body

For any or all of the above, how would you answer the following?

INTERNAL	Strengths to Build From – Sources of Resilience What do we do exceptionally well? What valuable assets & resources do we have?	Issues to Address / Fix – Sources of Challenge Where could we improve? What are we criticized for? Where are we vulnerable?

EXTERNAL	Opportunities to Seize Before They are Gone What external factors could help contribute to our success? Are there emerging trends upon which we could capitalize?	Risks to Address Before They Hurt What external changes or trends do we already know could pose challenges? What external roadblocks could we encounter?

Now, for each of your answers, go back and ask yourself:

1. Is this something that the City has in common with other Cities?
2. Can our City address this independently? If not, who else do we need?
3. Is this item controlled by another unit of government? If so, how could they engage you?
4. Is it an issue the Council should discuss?

What is Coming Next?

What else are you paying attention to (*opportunities or risks; good, bad, ugly, or don't yet know*) ?

It could be in the City, the County/Region/State, a specific service, the legislature, the courts, the media...

Where is it?	What is it, specifically?	What is its potential impact/timeline?

Bottom line:

1. What is the Most Important [issue, focus, project, change] for your Work as a City Council in 2024-25?
2. What is your Biggest Concern for the City in 2024-25?

Bringing Vision to Life

The City Council adopted the following as its vision in 2021: The City of Wyoming will be a regional **leader** in providing **innovative** and long term **economically responsible** government that is **transparent** to all. And the Planning Commission included "a thriving and inviting community" in the City's 2022 Comprehensive Plan.

What do these words mean/evoke for you? <i>Regional Leader ♦ Innovative ♦ Long-term ♦ Economically Responsible</i> <i>♦ Transparent ♦ Thriving ♦ Inviting</i>	What else do you envision (be specific) when you imagine the City in 2035?
--	---

Goals Over Time: What the City Provides

2020	2021	2022	2022 COMPREHENSIVE PLAN
Attract New Business / Retain Existing - Business Retention Visits - Leverage Partners for business leads - Medical opportunities (mental health services)	Attract New Business / Retain Existing - Dunkin Donuts - Look for opportunities for new styles of businesses - More food options - Strip mall that encompasses a large group of businesses		
	- Attract distribution centers or larger corporate - Distillery and/or Brewery - Waterpark or similar attraction - More medical businesses over by the hospital - Develop lot across from the bank		
	Continue work on City Budget/Services/Amenities - Minimize financial impacts to residents/businesses as possible - Be thoughtful of our taxes to our business's, residents and make sure they can continue to live here		
Housing for All - Home costs - Multi-Family, Different housing stock options/diverse - More mixed Developments – Parcels that could give opportunities			
Residents Age Safely & Happily in Community - Housing Options - Retirement - Transportation Options; Walkability and safety			
Veterans Memorial Park – Railroad Park - Will a business donate signage - Review park Master Plan incl. memorial - Look at private group to create fundraising opportunities	Park Development - Veterans Memorial at Railroad Park - Develop Fireside Park with new equipment and possible boardwalk - Utilize Sunrise Trail to draw people here - Hawk Meadows snowshoeing and cross-country skiing has trails - Eagle Scout Projects repaired/updated. Highlight on city website - Advertise Farmers Market/New location at Water Tower Park? - Continue and have more partnerships with youth groups - Look for potential area for a Dog Park		
	- Swenson ADA Grant - Park and Trail Master Plan - Groom the access to Lion's Park Trail better - Inform residents you can hike along with snowshoe and ski on groomed trails		
Code enforcement - Potential staff: nuisances, zoning issue, junk vehicles - Program self-sustaining	Evaluate blighted properties, programs for Program to deal with nuisance properties		

2020	2021	2022	2022 COMPREHENSIVE PLAN
Continue Green Step Initiatives - Potential Grants or community partners - Potential costs in 2021 budget to go forward on steps			PROTECT NATURAL ENVIRONMENT - Protect and enhance the quality of lakes, rivers and wetlands. - Effectively manage/treat stormwater to protect resources - Equitable stormwater treatment strategies for all levels - Protect significant woodlands. - Enforce reg. protections for designated lake/stream shoreland - Link woodlands, wetlands and other undisturbed natural areas into "greenways" will be established through the development process.
Street - Possibilities for Mill and Overlays - Examine existing street fund balance for Mill and overlays	Street Replacement and Maintenance - Focus on Neighborhood Streets Walkability Safety - Developments have Sidewalks/Trails - Year-round accessibility - Promote fitness		INTEGRATE TRANSPORTATION SYSTEMS - Interconnect neighborhoods with multiple modes of safe transportation - Reduce reliance on auto driving. - Residents can walk, bike, and drive throughout the community - Traveling opportunities are accessible to residents of all capabilities through constructing and improving infrastructure to ADA standards.
			EXPAND MUNICIPAL UTILITIES - Increase the use of public potable water and wastewater. - Extend water and wastewater lines in staged and efficient manner in response to market demand and according to City capability. - Equitably finance for public infrastructure development/redevelopment - Consider shared private wastewater disposal systems until public wastewater is available or when public wastewater is infeasible.

How the City Does its Work

2020	2021	2022
Communications/Community Engagement - Continue communication efforts, Facebook, twitter, Instagram, Nextdoor - Look at software that allow for neighborhood and are messaging - Look to hold more events in parks/community events	Community Building - Inclusiveness/Equity policy making - Celebrate our identity – Stagecoach Days, Celebrate Wyoming’s overall history, farming, railroad, continued events	
		- Hold weekly event with different vendors up to Stagecoach Days - Continue to support small businesses
	Communications/Community Engagement Marketing campaign where to go with city complaints or concerns	
		- Bring more Councilmembers to League of MN Cities trainings - Hold an all Board/Commissions meeting
New Policy Creation and Streamlining Existing - Continue updating and creation of new policies - Council review facilities/ride along/learn what operations are like/attend trainings - Active Shooter Training for council and staff	Evaluating City Facilities Completion of needs assessment	

APPENDIX: Resource for Prep

When advising nonprofits re **MISSION**, I say that

Missions answer 3 questions.

What do we do? = Primary strategy
For whom? = Primary focus for impact
To what end? = Why we do it

Avoid language in these categories.

Fiscal Responsibility: You better do this regardless
Looking for an out: Trying or assisting is less than doing
Symbols & Purple Elephants: High ideals without substance or impossibilities not found in nature
Filler & Fluff: Pretty much what it sounds like

When revising mission:

- Start with your current mission: Pull it out; read it;
- Ask each other questions about what it means to you and how others (external) might read it.
- Read lots of missions for ideas.
- Consider grammar, style and content
 - 1st person plural (we, our) + active verbs/voice, not more than 1-2 declarative sentences
 - Inspires all to support the work, memorable but *NOT* a slogan or tagline
 - Plain English all can understand – limited insider language
 - Specific enough to guide decisions but broad enough to endure
 - The more you list, the more you exclude

Bryson tells us that:

An organization's mission, in tandem with its mandates, provides its raison d'être, the social justification for its existence. For a government agency or nonprofit organization, this means there must be identifiable social or political needs that the organization seeks to fill. ...

Identifying a mission, however, does more than merely justify an organization's existence. Clarifying the purpose can eliminate a great deal of unnecessary conflict in an organization and can help channel discussion and activity productively. An organization's purpose defines the arenas within which the organization will collaborate or compete, and it charts the future course of the organization... Moreover, an important and socially justifiable mission is a source of inspiration to key stakeholders, particularly employees.

[Strategic Planning for Public and Nonprofit Organizations](#)

When advising nonprofits re **VISION**, I point out that it is used in several ways.

Desired Change or Success of Plan – Level 1

What will we have achieved by [DATE] ?
What will have changed because of our work by ?
How will we have changed, internally, because of this plan by ?

Ideal State of Being – Level 2 (bigger)

"How should look when it is working extremely well in relation to its environment & stakeholders" – JB
Example: "Homelessness is rare, short-lived and recoverable." – *Indy Blueprint 2.0*

North Star – Level 3 (bigger still)

Statement of an ideal world where we no longer need to exist
Emotional and philosophical guide, sometimes intentionally unachievable
Example: "Ending homelessness"

Bryson reinforces this variation in how visions are used:

...an organization develops a description of what it should look like once it has successfully implemented its strategies and achieved its full potential. This is [its] "vision of success."

... "visioning" exercises... develop enough of a consensus on purposes and values to guide issue identification and strategy formulation...

Others may use visions to help them figure out what the strategic issues are or to help them develop strategies....

[Strategic Planning for Public and Nonprofit Organizations](#)

**DRAFT MINUTES
CITY COUNCIL
BUDGET WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
MAY 16, 2023
5:30 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Budget Work Session Meeting of the Wyoming City Council for May 16, 2023 to order at 5:30 P.M.

CALL OF ROLL:

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

Absent: None

Also Present: Robb Linwood- City Administrator and Alex Saxe- Assistant City Administrator

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. Preliminary factors influencing the 2024 budget and Council priorities

City Administrator Linwood- Gave an overview of the budget calendar for 2023 and the factors for the Council to consider that may influence the 2024 budget and Council priorities. Mr. Linwood discussed that the Council just had their retreat a few weeks ago and that a summation of the goals and priorities that were set would be coming to Council at a future meeting.

Mr. Linwood provided a handout for a 72 unit apartment complex proposed by Reuter Walton Development that was presented to the EDA last week for a parcel just west of City Hall. The process for this project has just started and EDA viewed this potential project as a viable project. Mr. Linwood wanted some initial feedback from Council on this proposed project. He stated they may explore TIF or other financing options.

Council Member Schilling- Asked what the long narrow parcel in the area is.

City Administrator Linwood- Stated that is right-of-way that the developer may ask for a vacation at some point and it could become a road in the future.

Council Member Nanko Yeager- Asked how that building would be taxed.

City Administrator Linwood- Stated it would be taxed as a multi-family building and would be taxed higher than a single family home. He will present more info to Council when he has it.

City Administrator Linwood- Continued to run through some of the factors for the budget. The city continues to utilize the long range plan to assess priorities and plan for the future. He talked about staff levels and the city's service levels.

Council Member Schilling- Stated the city is understaffed in Public Works and would like to see an increase in staff.

Mayor Iverson- Stated during the Strategic planning session she liked the idea of a Community Development Director and would like staff to explore what that would look like.

Council Member Schilling- Agreed with Mayor Iverson and said he rather prioritize a Community Development Director and then increase staffing as more development comes.

City Administrator Linwood- Stated Chisago County estimates for Wyoming are showing an 8% increase in valuations this year. He ran through some of the healthcare and insurance costs through the League and stated that we have not received costs for the upcoming year yet.

City Administrator Linwood- Talked about the Streets CIP and that staff will be meeting in the coming weeks to re-prioritize some of the streets based off the road tour done a few weeks ago. He also brought up that the city is doing an overlay on the East Side of the Polaris Gate as part of the East Viking Project and it was discussed that Polaris may consider a financial contribution to the project. The city currently does not assess for overlays and this would be an assessment agreement if it were to occur. Polaris wanted more information and wanted to know what the city would ask for a contribution. The city is going to do the overlay regardless of if Polaris contributes. Mr. Linwood wanted Council to provide staff direction on an amount they would want to ask Polaris to contribute.

Council Member Nanko Yeager- Asked if it would have to be an assessment or a donation.

City Administrator Linwood- Stated it would have to be an assessment agreement. He could consult legal to see if a donation is a possibility, but legal's recommendation was an assessment agreement.

Mayor Iverson- Stated we don't currently assess anyone on overlays and she would not want to force Polaris. But if they are willing to contribute, she is okay with any amount they would be willing to give.

The council agreed that the city will still pay the cost of the overlay as planned, but if Polaris is willing to contribute, the city will take what they offer.

City Administrator Linwood- Reminded Council that it is a bargaining year for our three unions and that will have some budgetary impacts once negotiations begin.

Assistant City Administrator Saxe- Ran through some things to consider for the 2024 elections. There will be three elections: Presidential Primary, Primary and General Elections. For the first time the city will have two polling locations and will need more election judges and will most likely need to increase election judge pay.

City Administrator Linwood- Provided the bond runs and tax impacts for the Public Safety Building to the Council that they asked for during the last work session. He did state it is not likely the project will be included in this years bonding bill. The city is starting the process to submit a capital project request through MMB and continues to work with our lobbyist to get federal money.

Mayor Iverson- Stated that we would pay a fee to Wold and Kraus Anderson to go out for bid. Later if we receive money from the State we would have to have them go through a redesign and pay them another fee to bid the project again. She would not want to move forward with bidding the project until we know if we receive state or federal funding.

Assistant City Administrator Saxe- Stated there are not too many budget impacts coming from parks in the coming year. He did state that at the next Council meeting Staff will be presenting bids for the Railroad Park Project.

City Administrator Linwood- Stated staff will provide Council and updated CIP list, he does not anticipate too much change from the prior year. Equipment is still extremely challenging to receive right now due to the supply chain issues. He wrapped up by talking about the ARPA funds. We have to have all the funds allocated by the end of 2024 and expended by 2026. So far, the city has spent approximately \$194,000 out of the \$888,000 we received from the federal government for the water meter upgrades and the Trunk Watermain Project.

Council Member Schilling- Asked staff to review Council pay and to present information at a future meeting.

MAYOR IVERSON ADJOURNED THE MAY 16, 2023 BUDGET WORK SESSION MEETING AT 6:50 PM.

Request for Council Action

Date: June 1, 2023

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

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: 2023 Fallbrook Avenue and 264th Street Improvements Public Hearing and Consider Ordering the Improvements and Authorizing the Preparation of Plans and Specifications

Background and supporting documentation of request:

The 2023 Fallbrook Avenue and 264th Street Improvements includes full depth reclamation of the existing street section and a full width bituminous overlay along Fallbrook Avenue and 264th Street, including complete curb replacement along Fallbrook Avenue from Fairview Boulevard to 260th Street. Additional utility improvements include replacing two storm sewer culvert crossings and minor improvements to the existing sanitary sewer.

The total estimated project cost for the 2023 Fallbrook Avenue & 264th Street Improvements project is approximately \$1,111,000 which incorporates the 2023 construction costs and a 10% construction contingency and indirect costs in the amount of 28% of the estimated construction costs. A detailed PowerPoint presentation will be given at the Council meeting and funding sources will be discussed in detail.

The project costs are summarized as follows:

2023 Fallbrook Avenue and 264th Street Improvements City of Wyoming, MN Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$739,310	\$184,830	\$924,140
Schedule B. - Sanitary Sewer Improvements	\$143,110		\$143,110
Schedule C. - Storm Sewer Improvements	\$35,000	\$8,750	\$43,750
Total Improvements	\$917,420	\$193,580	\$1,111,000

Funding for the project will come from City funds and special assessments to benefitting properties.

The proposed front foot assessment is estimated as follows:

- Fallbrook Avenue and 264th Street - \$31.14 / Front Foot

The public hearing is scheduled for 7:00 p.m. June 6, 2023 at Wyoming City Hall. Staff will give a PowerPoint presentation of the project and Council will follow with opening the public hearing for public comment and consider ordering the project improvements and authorizing preparation of plans and specifications.

Recommendation:

Approve Resolution No. 23-06-48, a resolution Ordering the Project and Authorizing the Preparation of Plans and Specifications for the 2023 Fallbrook Avenue and 264th Street Improvements.

RESOLUTION NO. 23-06-48

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION ORDERING THE PROJECT AND
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE
2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted August 16, 2022, a report was prepared by WSB, with reference to the improvement of the following roadways:

- Fallbrook Avenue from Fairview Blvd to 264th Street
- 264th Street from Fallbrook Avenue to Highway 61; and

WHEREAS, it is proposed to reclaim and bituminous overlay along with minor sanitary sewer rehabilitation along the above-mentioned roadways and to assess benefited properties for all or a portion of the improvement, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, the City Council has received and accepted the feasibility report prepared by the City Engineer on May 2, 2023, for the 2023 Fallbrook Avenue and 264th Street Improvements; and

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

WHEREAS, a resolution of the City Council adopted on the 2nd day of May 2023, fixed a date for the Council public hearing on the proposed improvements; and

WHEREAS, ten days' mailed notice and two weeks' published notice in advance of said public hearing was given and the hearing was held thereon on the 6th day of June 2023, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report for the 2023 Fallbrook Avenue and 264th Street Improvements
2. Such improvement is hereby ordered as proposed in this Council resolution adopted June 6, 2023.
3. The improvements described in the notice of public hearing and the feasibility report are hereby designated and shall be known as the 2023 Fallbrook Avenue and 264th Street Improvements.

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

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 6TH DAY OF JUNE, 2023.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)

For Check Dates 05/23/2023 to 05/23/2023

Check Number Name			Check Date
Text Label	54866	PACIFIC LIFE INSURANCE	05/23/2023
Item Code	GL Number	Amount	
ROTH	101-0000-21712	250.00	
		250.00	
Text Label	54867	CENTRAL PENSION FUND,	05/23/2023
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		480.00	
Text Label	54868	WI SCTF,	05/23/2023
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		215.42	
Text Label	EFT993	SELECTACCOUNT,	05/23/2023
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	1,841.16	
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Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,912.65	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	3,360.77	
PF PERA	101-0000-21704	3,993.33	
PF PERA CITY	101-0000-21704	5,990.01	
		16,290.10	
Text Label	EFT995	INTERNAL REVENUE SERVICE,	05/23/2023
Item Code	GL Number	Amount	
FITW	101-0000-21701	7,222.51	
SOCSEC_EE	101-0000-21703	3,398.94	
MEDICARE_ER	101-0000-21703	1,252.81	

For Check Dates 05/23/2023 to 05/23/2023

Check Number	Name		Check Date
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MEDICARE_EE	101-0000-21703	1,252.81	
		16,526.01	

Text Label	EFT996 STATE OF MINNESOTA,		05/23/2023
Item Code	GL Number	Amount	
SITW	101-0000-21702	3,343.26	
		3,343.26	

Text Label

General Checking Account 10100
Total Amount Being Paid: \$38,945.95
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/8
June 02, 2023 09:58 AM
User: ssaxe
DR: Wyoming

06-06-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12571	06/06/2023	90 DEGREE BENEFITS			
9011-083593-1000					
	101-0000-21706	HOSPITALIZATION		\$31,043.08	HOSPITALIZATION/MEDICAL INS
Total for 90 DEGREE BENEFITS				\$31,043.08	
12572	06/06/2023	WEX BANK			
89216292					
	101-2400-42120	MOTOR FUELS		\$96.97	MOTOR FUELS
	101-2200-42120	MOTOR FUELS		\$803.51	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$2,994.69	MOTOR FUELS
	101-3100-42120	MOTOR FUELS		\$931.06	MOTOR FUELS
	101-5200-42120	MOTOR FUELS		\$138.42	MOTOR FUELS
	601-9425-42120	MOTOR FUELS		\$487.21	MOTOR FUELS
	602-9425-42120	MOTOR FUELS		\$487.20	MOTOR FUELS
Total for WEX BANK				\$5,939.06	
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00057395					
	101-3100-42260	SIGN MATERIAL/RI		\$177.00	SIGN MATERIAL/REPLACEMENT
Total for ADVANTAGE SIGNS & GRAPH				\$177.00	
54871	06/06/2023	ASPEN MILLS			
313653					
	101-2200-44080	UNIFORMS		\$222.35	UNIFORMS
Total for ASPEN MILLS				\$222.35	
54872	06/06/2023	BERGANKDV LTD			
1199099					
	101-1500-43010	AUDITING AND AC		\$11,100.00	AUDITING AND ACCOUNTING
Total for BERGANKDV LTD				\$11,100.00	
54873	06/06/2023	BILLS AUTO BODY			
15896					
	101-2110-43900	VEHICLE MAINTEN		\$1,729.66	VEHICLE MAINTENANCE
Total for BILLS AUTO BODY				\$1,729.66	
54874	06/06/2023	BITUMINOUS ROADWAYS, INC			
32521					
	101-3100-44410	STREET MAINT MA		\$2,300.40	STREET MAINT MATERIALS
32554					
	101-3100-44410	STREET MAINT MA		\$6,362.26	STREET MAINT MATERIALS
Total for BITUMINOUS ROADWAYS, IN				\$8,662.66	
54875	06/06/2023	BOUND TREE MEDICAL			
64921067					
	101-2200-42100	OPERATING SUPPL		\$476.63	OPERATING SUPPLIES
84959328					
	101-2200-42100	OPERATING SUPPL		\$145.61	OPERATING SUPPLIES
Total for BOUND TREE MEDICAL				\$622.24	

City of Wyoming Check Detail Register

2/8
June 02, 2023 09:58 AM
User: ssaxe
DR: Wyoming

06-06-2023

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Total for BRANDON RICE				\$200.00	
54877	06/06/2023	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	
54878	06/06/2023	CINTAS			
4155227053					
		101-1400-43600	CLEANING SERVIC	\$31.05	CLEANING SERVICE-CITY HALL
4155282006					
		101-2110-43600	CLEANING SERVIC	\$28.51	CLEANING SERVICE-PUBLIC SAFETY
4155227213					
		101-3100-44180	UNIFORMS	\$69.14	STREETS
		101-3100-42100	OPERATING SUPPL	\$48.00	SHOP SUPPLIES
4155918732					
		101-3100-44180	UNIFORMS	\$65.28	STREETS
		101-3100-42100	OPERATING SUPPL	\$33.55	SHOP SUPPLIES
4156655538					
		101-3100-44180	UNIFORMS	\$65.28	STREETS
		101-3100-42100	OPERATING SUPPL	\$48.00	SHOP SUPPLIES
4156616675					
		101-2110-43600	CLEANING SERVIC	\$28.51	CLEANING SERVICE-PUBLIC SAFETY
4156655367					
		101-1400-43600	CLEANING SERVIC	\$31.05	CLEANING SERVICE-CITY HALL
Total for CINTAS				\$448.37	
54879	06/06/2023	DC CONTRACTING, LLC			
05/17/2023					
		601-0000-11500	ACCOUNTS RECEIV	\$66.35	Water - Meter Charge
		601-0000-11500	ACCOUNTS RECEIV	\$18.47	Water Usage
		651-0000-11500	ACCOUNTS RECEIV	\$14.88	Surface Water Mgmt
		601-0000-11500	ACCOUNTS RECEIV	\$3.86	State Surcharge
		602-0000-11500	ACCOUNTS RECEIV	\$1.45	Sewer Usage
Total for DC CONTRACTING, LLC				\$105.01	
54880	06/06/2023	DURABLE COMPONENTS TECH			
0044783					
		651-9425-44040	REPAIRS & MAINT.	\$241.00	REPAIRS & MAINT. - EQUIPMENT
Total for DURABLE COMPONENTS TECH				\$241.00	

City of Wyoming Check Detail Register

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DR: Wyoming

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54881 INV065097	06/06/2023	ENGINEERING UNLIMITED INC			
	602-9425-42100	OPERATING SUPPL		\$47.65	OPERATING SUPPLIES
Total for ENGINEERING UNLIMITED INC				\$47.65	
54882 17259	06/06/2023	FACILICARE INC			
	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
	101-3100-42310	CONTRACTED SER		\$188.50	PUBLIC WORKS
Total for FACILICARE INC				\$2,309.90	
54883 297803	06/06/2023	GRAFIX SHOPPE			
	101-2400-43900	VEHICLE MAINTEN		\$415.00	VEHICLE MAINTENANCE
Total for GRAFIX SHOPPE				\$415.00	
54884 23-0423	06/06/2023	GUARDIAN FLEET SAFETY, LLC			
	101-2110-43900	VEHICLE MAINTEN		\$854.28	VEHICLE MAINTENANCE
Total for GUARDIAN FLEET SAFETY, LLC				\$854.28	
54885 05152023	06/06/2023	HALLBERG STORAGE LLC			
	101-2200-42100	OPERATING SUPPL		\$52.50	OPERATING SUPPLIES
Total for HALLBERG STORAGE LLC				\$52.50	
54886 16560 16562	06/06/2023	HYDRAULICS PLUS & CONSULTING			
	101-3100-44040	REPAIRS & MAINT.		\$44.35	REPAIRS & MAINT. - EQUIPMENT
	101-3100-44040	REPAIRS & MAINT.		\$690.87	REPAIRS & MAINT. - EQUIPMENT
Total for HYDRAULICS PLUS & CONSULTING				\$735.22	
54887 IN4195857 IN4206110 IN4209518 IN4213495	06/06/2023	INNOVATIVE OFFICE SOLUTIONS			
	101-1400-42000	SUPPLIES - OFFICE		\$122.38	SUPPLIES - OFFICE/COPY/COMPUTER
	101-2110-42000	SUPPLIES - OFFICE		\$68.63	SUPPLIES - OFFICE/COPY/COMPUTER
	101-2110-42000	SUPPLIES - OFFICE		\$23.99	SUPPLIES - OFFICE/COPY/COMPUTER
	101-2110-42000	SUPPLIES - OFFICE		\$17.78	SUPPLIES - OFFICE/COPY/COMPUTER
Total for INNOVATIVE OFFICE SOLUTIONS				\$232.78	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54888 05/24/2023	06/06/2023	JEFF CARLSON			
	602-0000-11500	ACCOUNTS RECEIVABLE	\$16.99	Sewer Usage	
	601-0000-11500	ACCOUNTS RECEIVABLE	\$8.98	Water - Meter Charge	
	602-0000-11500	ACCOUNTS RECEIVABLE	\$6.76	Sewer - Base Charge	
	601-0000-11500	ACCOUNTS RECEIVABLE	\$6.31	Water Usage	
	651-0000-11500	ACCOUNTS RECEIVABLE	\$2.02	Surface Water Mgmt	
	601-0000-11500	ACCOUNTS RECEIVABLE	\$0.52	State Surcharge	
Total for JEFF CARLSON				\$41.58	
54889 6955	06/06/2023	LEROY'S COLLISION CENTER			
	101-2400-43900	VEHICLE MAINTENANCE	\$3,521.40	VEHICLE MAINTENANCE	
Total for LEROY'S COLLISION CENTER				\$3,521.40	
54890 W12123	06/06/2023	MACQUEEN EMERGENCY			
	651-9425-44040	REPAIRS & MAINT.	\$1,519.08	REPAIRS & MAINT. - EQUIPMENT	
Total for MACQUEEN EMERGENCY				\$1,519.08	
54891 2023-24	06/06/2023	MCMA			
	101-1400-44330	DUES & SUBSCRIPTIONS	\$166.80	DUES & SUBSCRIPTIONS	
Total for MCMA				\$166.80	
54892 8426 9025 9371 9369 9744	06/06/2023	MENARDS- FOREST LAKE			
	101-5200-42100	OPERATING SUPPLIES	\$142.74	OPERATING SUPPLIES	
	602-9425-42100	OPERATING SUPPLIES	\$39.47	OPERATING SUPPLIES	
	101-3100-44040	REPAIRS & MAINT.	\$85.96	REPAIRS & MAINT. - EQUIPMENT	
	101-3100-42300	SAFETY EQUIPMENT	\$81.82	SAFETY EQUIPMENT	
	101-2200-42100	OPERATING SUPPLIES	\$41.01	OPERATING SUPPLIES	
Total for MENARDS- FOREST LAKE				\$391.00	
54893 1198124 1198123 1198120	06/06/2023	MINNESOTA VALLEY TESTING LABS			
	601-9425-43110	LAB COSTS	\$134.75	LAB TESTS	
	601-9425-43110	LAB COSTS	\$20.90	LAB TESTS	
	601-9425-43110	LAB COSTS	\$44.00	LAB TESTS	
Total for MINNESOTA VALLEY TESTING LABS				\$199.65	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54894 04/01/23-06/30/23	06/06/2023	MN DEPARTMENT OF HEALTH			
		601-9425-43120 FEE (GOVERNMENT	\$3,384.00	FEE (GOVERNMENT-STATE)	
		601-9425-43120 FEE (GOVERNMENT	\$(90.00)	FEE (GOVERNMENT-STATE)	
		Total for MN DEPARTMENT OF HEALTH	\$3,294.00		
54895 0361123267	06/06/2023	NORTHERN TOOL & EQUIPMENT			
		101-3100-44040 REPAIRS & MAINT.	\$34.98	REPAIRS & MAINT. - EQUIPMENT	
		Total for NORTHERN TOOL & EQUIPMENT	\$34.98		
54896 3106085887	06/06/2023	PITNEY BOWES			
		601-9425-43000 PROFESSIONAL SE	\$456.26	LETTER ENVELOPE FOLDER	
		602-9425-43000 PROFESSIONAL SE	\$456.25	LETTER ENVELOPE FOLDER	
		Total for PITNEY BOWES	\$912.51		
54897 107244929	06/06/2023	RICOH BUSINESS SYSTEMS			
		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		
54898 GM30073	06/06/2023	ROSENBAUER			
		101-2200-43900 VEHICLE MAINTEN	\$606.28	VEHICLE MAINTENANCE	
		Total for ROSENBAUER	\$606.28		
54899 INV276276	06/06/2023	SAFE-FAST INC			
		602-9425-42300 SAFETY EQUIPMENT	\$183.92	SAFETY EQUIPMENT	
		601-9425-42300 SAFETY EQUIPMENT	\$183.92	SAFETY EQUIPMENT	
		101-3100-42300 SAFETY EQUIPMENT	\$183.92	SAFETY EQUIPMENT	
		Total for SAFE-FAST INC	\$551.76		
54900 1128	06/06/2023	SWENSONS LAWN CARE			
		101-5200-42310 CONTRACTED SER	\$7,507.50	LAWN CARE	
		Total for SWENSONS LAWN CARE	\$7,507.50		
54901 2023-0008	06/06/2023	TACTICAL ADVANTAGE, LLC			
		101-2110-45800 OTHER EQUIPMENT	\$1,062.60	OTHER EQUIPMENT	
		Total for TACTICAL ADVANTAGE, LLC	\$1,062.60		
54902 06172023	06/06/2023	TERESA WASICK			
		101-1400-44290 REIMBURSEMENTS	\$25.00	PARK PAVILION CANCELTION	
		Total for TERESA WASICK	\$25.00		

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54903 M28244	06/06/2023	TIMESAVER OFF SITE SECRETARIAL			
		101-1910-42310	CONTRACTED SER	\$159.00	PLANNING COMMISSION MEETING
		101-1400-42310	CONTRACTED SER	\$159.00	CITY COUNCIL MEETING
		Total for TIMESAVER OFF SITE SECRE		\$318.00	
54904 10693	06/06/2023	TOTAL CONTROL SYSTEMS			
		601-9425-42310	CONTRACTED SER	\$390.00	CONTRACTED SERVICES
		602-9425-42310	CONTRACTED SER	\$3,097.00	CONTRACTED SERVICES
		Total for TOTAL CONTROL SYSTEMS		\$3,487.00	
54905 06012023 060123	06/06/2023	UNUM LIFE INSURANCE			
		101-0000-21715	VOLUNTARY TERM	\$364.74	VOLUNTARY TERM LIFE
		101-1400-41310	LIFE INSURANCE	\$185.86	ADMIN
		101-2110-41310	LIFE INSURANCE	\$731.06	POLICE
		101-1910-41310	LIFE INSURANCE	\$67.19	PLAN & ZONE
		101-2400-41310	LIFE INSURANCE	\$143.19	BLDG
		101-3100-41310	LIFE INSURANCE	\$284.38	STREETS
		601-9425-41310	LIFE INSURANCE	\$144.73	WATER
		602-9425-41310	LIFE INSURANCE	\$144.72	SEWER
		101-1400-41220	FICA	\$357.72	UNUM-ALMHJELD
		Total for UNUM LIFE INSURANCE		\$2,423.59	
54906 INV00077072	06/06/2023	VC3, INC.			
		101-2110-45800	OTHER EQUIPMEN	\$1,252.85	OTHER EQUIPMENT
		Total for VC3, INC.		\$1,252.85	
54907 9935024541	06/06/2023	VERIZON			
		602-9425-43210	TELEPHONE	\$80.10	MACHINE-TO-MACHINE
		Total for VERIZON		\$80.10	
54908 WYF-2023-05	06/06/2023	VIA ACTUARIAL SOLUTIONS			
		101-1500-43010	AUDITING AND AC	\$1,000.00	AUDITING AND ACCOUNTING
		Total for VIA ACTUARIAL SOLUTIONS		\$1,000.00	
54909 816711	06/06/2023	VICTORY AUTOMOTIVE SERVICE			
		101-2200-43900	VEHICLE MAINTEN	\$1,136.04	VEHICLE MAINTENANCE
		Total for VICTORY AUTOMOTIVE SERV		\$1,136.04	
54910 9017712662	06/06/2023	WILLIAMS SCOTSMAN, INC.			
		101-3100-44100	RENTALS (EQUIPM	\$554.30	RENTALS (EQUIPMENT)
		Total for WILLIAMS SCOTSMAN, INC.		\$554.30	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
54911	06/06/2023	WOLD ARCHITECTS AND ENGINEERS			
86496					
	401-1000-45000	CAPITAL OUTLAY		\$214.72	CAPITAL OUTLAY
Total for WOLD ARCHITECTS AND ENG				\$214.72	
54912	06/06/2023	XCEL ENERGY			
827604981					
	101-3100-43800	UTILITIES-GAS/ELI		\$50.06	TRAFFIC SIGNAL
828534501					
	101-3100-43800	UTILITIES-GAS/ELI		\$1,460.40	PARKS
	101-3100-43860	STREET LIGHTS		\$305.31	STOP LIGHTS
	601-9425-43800	UTILITIES-GAS/ELI		\$2,447.97	WELLHOUSE
	101-2110-43800	UTILITIES-GAS/ELI		\$606.85	POLICE/PUBLIC WORKS
	101-1400-43800	UTILITIES-GAS/ELI		\$282.57	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI		\$1,855.33	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI		\$154.56	UTILITIES-GAS/ELEC/SEWER/WATER
828196191					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.24	SPEED SIGN
828182777					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.54	SPEED SIGN
82819158					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.47	SPEED SIGN
828199746					
	101-3100-43860	STREET LIGHTS		\$13.61	UNIT LIGHTING
828227033					
	101-3100-43860	STREET LIGHTS		\$58.29	UNIT SIGNAL
828191112					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.86	PARKS
828375715					
	601-9425-43800	UTILITIES-GAS/ELI		\$227.41	WELLHOUSE
828311895					
	602-9425-43800	UTILITIES-GAS/ELI		\$1,292.93	LIFT STATIONS
	601-9425-43800	UTILITIES-GAS/ELI		\$63.17	WELLHOUSE
828395493					
	101-3100-43800	UTILITIES-GAS/ELI		\$19.58	SPEED SIGN
828383057					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.39	SPEED SIGN
Total for XCEL ENERGY				\$8,930.54	

City of Wyoming Check Detail Register

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

General Checking Account 10100
Total Amount Being Paid: \$104,991.82
Total Number of Checks: 45

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: June 2, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Temporary Liquor License

Method: Consent

Background Information:

The City of Wyoming has received the necessary paperwork and documentation from the Wyoming Fire Relief Association for the issuance of a Temporary ON-SALE Liquor License for September 16, 2023. This license will be for the Stagecoach Day celebration.

Recommendation:

To approve the application for a temporary ON-SALE Liquor License from the Wyoming Fire Relief Association for September 16, 2023 located on East Viking Blvd. and Felton Avenue for Wyoming Stagecoach Day.



CITY OF WYOMING

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Wyoming Fire Relief Association		01/01/1948		41-0851133	
Organization Address (No PO Boxes)		City	State	Zip Code	
26885 Forest Blvd		Wyoming	MN	55092	
Name of person making application		Business phone		Home phone	
Travis Parson		651-357-3090		651-357-3090	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
Setp. 16th, 2023		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
Travis Parson		Wyoming	MN	55092	
Organization officer's name		City	State	Zip Code	
Nicholas Acker		Wyoming	MN	55092	
Organization officer's name		City	State	Zip Code	
Jacque Hastings		Wyoming	MN	55092	

Location where permit will be used. If an outdoor area, describe.
Fenced in area on east viking between Forest Blvd and Felton Ave.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Secura Insurance Company: \$1 million | Policy # _____ | Liquar Liability# _____

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Request for Action

Date: June 2nd, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Food Truck Application

Method: Consent

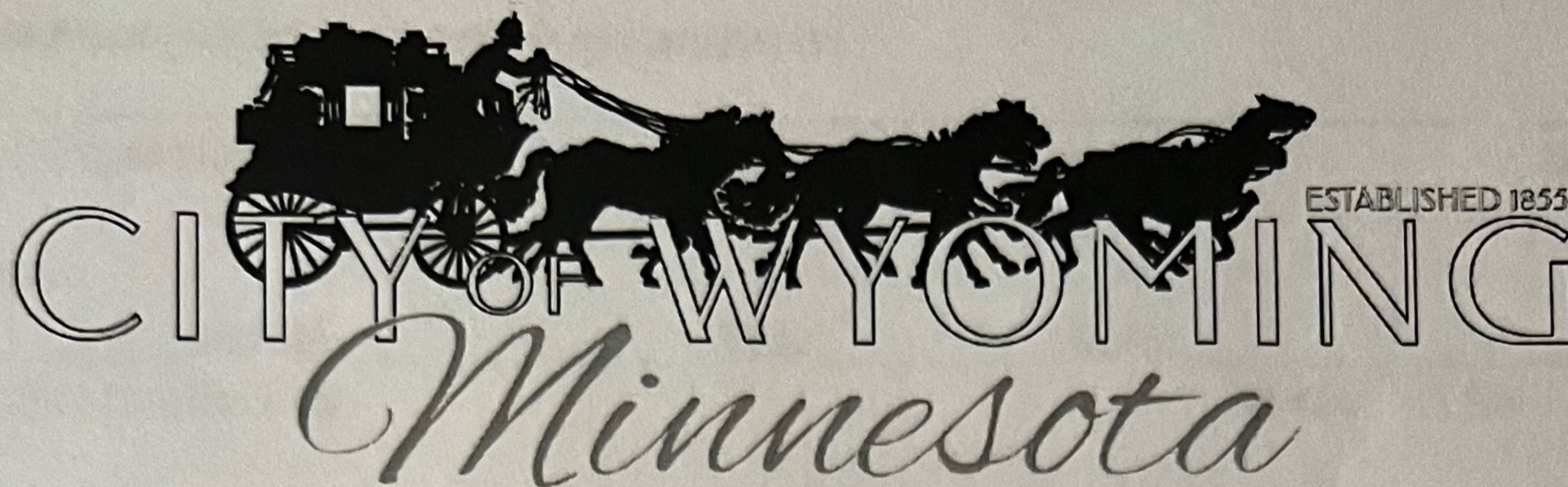
Background Information:

The City of Wyoming Code of Ordinances requires any Mobile Food Unit doing business in the City of Wyoming to be licensed. Scoops Ice Cream and Candy will be doing a weekly route on Mondays throughout the summer in Wyoming and are applying for a 6-12 month license which requires council approval. Staff have received their application and fee and are recommending approval of their Food Truck License.

Scoops also applied for a separate daily license that staff approved to participate in this years Touch-a-Truck event.

Recommended Action:

Staff has reviewed the application and recommends approval of Scoops Ice Cream and Candy Food Truck Application.



MOBILE FOOD UNIT (MFU) – LICENSE APPLICATION

Licenses are issued on an event basis and permit MFUs to operate for a designated period of time as defined in the application. **Applications and payment must be submitted to the City of Wyoming no later than Wednesday prior to the event.** All applications received after this date will not be issued. No exceptions. Completed applications can be submitted to City Hall or emailed to: wyoyming@wyomingmn.org.

1. APPLICANT INFORMATION

Business Name: Scoops ice cream and Candy
Applicant's Legal Name: LeAnne Gustafson
Phone Number: 651 238 1538
Email: Scoopsicecreamandcandy@gmail.com
Driver License Number: _____
Street Address: 37024 Eaglewood Ave
City: NOAH Branch State: MN Zip: 55056

Is this your permanent address? ☒ Yes ☐ No If no, please provide permanent address:

Permanent Address: _____
City: _____ State: _____ Zip: _____

2. LICENSE TYPE

The City of Wyoming offers Mobile Food Truck Licensing depending on the need of the vendor. Please indicate the type of license that you are applying for and include the cost of the License with your application when returning to City Hall.

- ☐ Daily License (\$50) Each additional day(s) require a fee of \$20.00/day
☐ Monthly License (\$100)
☒ 6-12 month License (\$150)*

*A License that is for 6-12 months must be reviewed and approved of by the Wyoming City Council.

3. FOOD AND LOCATION

Describe the food that will be sold:

prepackaged ice cream

Are you licensed by the MN Health Department? ☐ Yes ☐ No *Please provide a copy of license.

List the address and describe the location(s) where food will be sold:

Ag license, attached

The applicant has my permission to sell on my property:

Property Owner Printed Name _____

Property Owner Signature _____

Date _____

Vehicle description:

Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____

Certificate of insurance attached:

☐ Yes ☐ No

List the hours and dates you will be in operation:

Mondays 4-530 PM
June - Sep

4. CRIMINAL BACKGROUND

Have you ever been convicted of a crime, misdemeanor, or violation of any ordinances related to this type of business? If so, provide details, location(s), and date(s):

NO

5. PREVIOUS LICENSES HELD

Please list the last municipalities, including state and dates worked, where you have conducted this business:

1. _____
2. _____
3. _____

7. PAYMENT

Payments: Applications and payment must be submitted to the City of Wyoming no later than Wednesday prior to the event. Payments can be made in person at Wyoming City Hall during normal business hours. Payments can also be done by mail or by phone:

Check	Credit Card Payment	Cash:
<i>Mail Payment to:</i> Wyoming City Hall Attn: Food Truck Licensing 26885 Forest Blvd PO Box 188 Wyoming, MN 55092	<i>To make payment by phone, please call:</i> 651-462-0575 **Additional charge for use of credit cards	<i>Cash payments made in person:</i> Wyoming City Hall 26885 Forest Blvd PO Box 188 Wyoming, MN 55092 <i>**Please note City offices are open weekdays between 8:00am-4:30pm Closed on the weekends.**</i>

6. APPLICANT SIGNATURE:

- ☒ I have fully read and understand city code regarding Mobile Food Units (MFU) in its entirety, and agree to respect and obey all regulations of Wyoming's city code regarding the regulations with regard to MFU

Leanne Gustafson
Signature of Applicant

8/1/23
Date

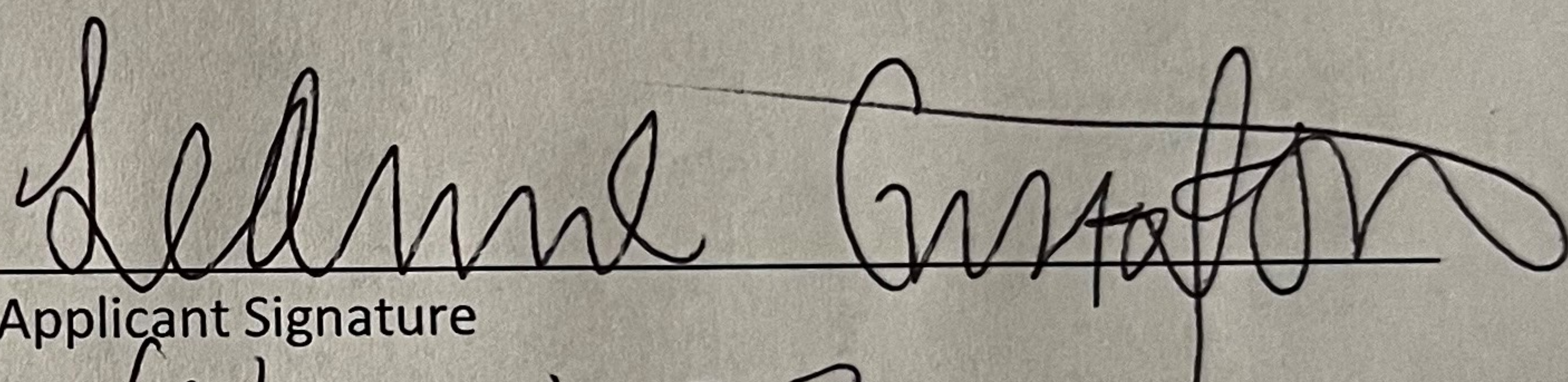
NOTICE TO APPLICANT:

In the course of your application for a license under Wyoming's General Licensing requirement, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general license application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Wyoming, employees of the City of Wyoming who are assigned to review such information, and the City of Wyoming's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Wyoming, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

Failures to complete, supply, or falsify any or all information contained within this application will result in a delay or denial or revocation of your license and/or application.

The undersigned, an applicant for a license under the rules and regulations of the City of Wyoming, understands and consents to the release and use of private or confidential data, as described above and acknowledges receipt of a copy of excerpts of City Code, Chapter 4, Public Protection and General Licensing.

Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Wyoming, its officers, employees and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as the result of any action of the undersigned.


Applicant Signature


Date

Staff Use Only:

Date App. Received:	Amount Paid:	Receipt No.:
Council Meeting Date:	Approved Dates:	Permit Number:
Issued Date:	Staff Signature:	



Request for Council Action

Date: May 30, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City Credit Card Authorization – Joe Keding – Acting Public Works Superintendent

Method: Consent Agenda

Background Information:

The City of Wyoming adopted a credit card policy in 2017 with the following purposes:

- Determine the proper use of credit cards to effectively conduct the business of the City as allowed by Minnesota statutes 471.382;
- Designate the City employees authorized to use City credit cards to conduct the business of the City;
- Provide public confidence in the procedures used in public purchasing;
- Ensure fair treatment of all persons who deal with the City procurement system;
- Provide economy and value in City purchasing activities; and
- Provide safeguards for the assurance of a purchasing system of quality and integrity.

Mr. Keding is currently the Acting Public Works Superintendent. Staff is requesting authorization for his use of a city credit card. As stated in the policy is it is necessary for the City Council must approve the City employees (responsible person) that will be allowed to use City credit cards consistent with the City's purchasing policy. A current list of all city credit cards, authorized users will be kept on file. Authorized employees and officers will receive, sign and file an acknowledgment form regarding use of City credit cards.

Recommendation: To approve Joe Keding, Acting Public Works Superintendent to receive and become an authorized user of a city credit card.



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: June 2, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Director Chief Neil Bauer

Department: Public Safety

Reference: Separation of Employment

Method: Consent Agenda

Background Information:

Firefighter Chris Kubal has submitted his resignation from his position with the City of Wyoming. Mr. Kubal joined Wyoming Fire Department on September 1, 2017 as a firefighter and we appreciate his time and service to the Wyoming community.

Recommendation:

Public Safety is requesting council authorization to accept Mr. Kubal's resignation from his position as a firefighter.

Neil D. Bauer, Ed.D.

Police Chief/Director of Public Safety



PUBLIC SAFETY

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

5/31/23

To the Wyoming Fire Dept and Chief Jesse Milligan,

I can't thank you enough for allowing me to grow my skills here at WFD. Due to personal reasons that prevent me from fulfilling the responsibilities of this role, I feel it is in the best interest that I resign from my position of Firefighter, effective immediately. Please accept this letter as a formal notification. I wish you all safety and wellness throughout your fire career!

Stay safe out there!

Chris Kubal



Method: Consent Agenda

As part of providing access to the portion of the development dedicated park land it was necessary to have an easement from the public road back to the park area as designated in the plat below.



The Easement agreement between Premier custom homes and the city of Wyoming grants and conveys to the city a perpetual, nonexclusive easement for pedestrian public trail purposes (the “Easement”) across the portion of the Property legally described on Exhibit B in the easement document attached hereto and depicted on Exhibit C hereto (the “Easement Area”). The developer will be removing the existing trees in the easement and creating a wood chip walking path pursuant to the development agreement and the city will withhold release of the letter of credit until completed in full.

Recommendation: To approve a Trail Easement Agreement between Premier Custom Homes and The city of Wyoming



CITY OF WYOMING

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

TRAIL EASEMENT AGREEMENT

THIS TRAIL EASEMENT AGREEMENT (this “**Agreement**”) is made effective _____, 2023, by and between PREMIER CUSTOM HOMES, INC., a Minnesota corporation (“**Owner**”), and the City of Wyoming, a municipal corporation under the laws of the State of Minnesota (the “**City**”).

RECITALS

A. Owner is the fee owner of certain real estate (the “**Property**”) located in Chisago County, Minnesota, legally described on Exhibit A attached hereto and incorporated herein.

B. Owner desires to grant to the City a non-exclusive easement for public trail purposes over and across a portion of the Property, subject to the terms and conditions of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and the City hereby agree as follows:

1. Recitals. The recitals and facts set forth above are incorporated into this Agreement as part of its terms.

2. Easement. Owner hereby grants and conveys to the City a perpetual, nonexclusive easement for pedestrian public trail purposes (the “**Easement**”) across the portion of the Property legally described on Exhibit B attached hereto and depicted on Exhibit C hereto (the “**Easement Area**”).

3. Scope of Easement Rights. The Easement granted herein includes the right of the City, its contractors, and agents to enter the Easement Area at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering, repairing, and improving the existing trail within the Easement Area (the “**Trail**”) for public trail purposes. The Easement shall be open for use by the public, subject to such regulations and restrictions as may be lawfully imposed by the City.

The Easement also includes the right to cut, trim, or remove from the Easement Area any trees, shrubs, or other vegetation that, in the City's judgment, unreasonably interfere with the Easement Area, facilities of the City, or otherwise interfere with the City's rights to the Easement.

4. Restrictions. No rights are granted to the public beyond the right of the City to inspect, repair, replace, maintain, use and operate the existing trail constructed in the Easement Area in accordance with the terms of this Agreement and the laws and ordinances of the City. The City shall not permit motorized vehicles to be used on the Trail, except to the extent reasonably necessary for snow removal and the repair, replacement, and maintenance of the Trail and the City shall not permit the public to use the Trail for any purpose other than pedestrian and bicycling purposes. The City shall maintain the trail in good and safe condition and repair to the standards used for the maintenance of the City's trail system throughout the City. The City acknowledges and agrees that Owner has no obligation to perform any inspection, maintenance, repairs, or replacements of said trail.

5. Liability. Nothing herein is intended to make Owner responsible or liable for damages caused by acts, errors or omissions of the City, its officers, agents and employees.

6. Indemnification. The City hereby agrees to indemnify, defend, and hold harmless Owner from and against any and all liability, losses, expense, cost, damages, claims, proceedings, and/or causes of action, including without limitation attorneys' fees, arising out of or related to the public use of the Trail or the City's failure to inspect, repair, replace, maintain and/or operate the trail constructed in the Easement Area.

7. Binding Effect; No Assignment. The Easement shall be binding upon, and inure to the benefit of, all parties having any right, title or interest in the Property, their heirs, successors, and assigns. Owner and the City intend that any future conveyance of the Property shall be subject to this Agreement, and the City shall remain responsible for all of its obligations hereunder after any such future conveyance of the Property. The City may not assign or transfer this Agreement or any of the rights granted hereunder without the prior written consent of Owner, which consent may be withheld in Owner's sole discretion.

8. Amendment; Modification; Termination. This Agreement may not be modified, restated, amended, changed in any way, or terminated or canceled without the prior written consent of Owner and the City.

[Remainder of page intentionally left blank; signature pages follow.]

PREMIER CUSTOM HOMES, INC.

By: _____
Brandon M. Derks, President

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing was acknowledged before me this _____ day of _____, 2023 by
Brandon M. Derks, the President of Premier Custom Homes, Inc., a Minnesota corporation on
behalf of the corporation.

Notary Public

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

By: _____
Robb Linwood, Clerk/Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing was acknowledged before me this _____ day of _____, 2023 by Lisa
Iverson and Robb Linwood, respectively, the Mayor and Clerk/Administrator of the City of
Wyoming, a municipal corporation under the laws of Minnesota, on behalf of said municipal
corporation.

Notary Public

THIS INSTRUMENT DRAFTED BY:
MILLER & STEVENS, P.A.
Thomas F. Miller (#0155676)
92 Lake Street South
Forest Lake, MN 55025
Telephone: 651-462-0206
Fax: 651-462-3309

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

Lot 9, Block 3, THE PRESERVE AT COMFORT LAKE, Chisago County, Minnesota.

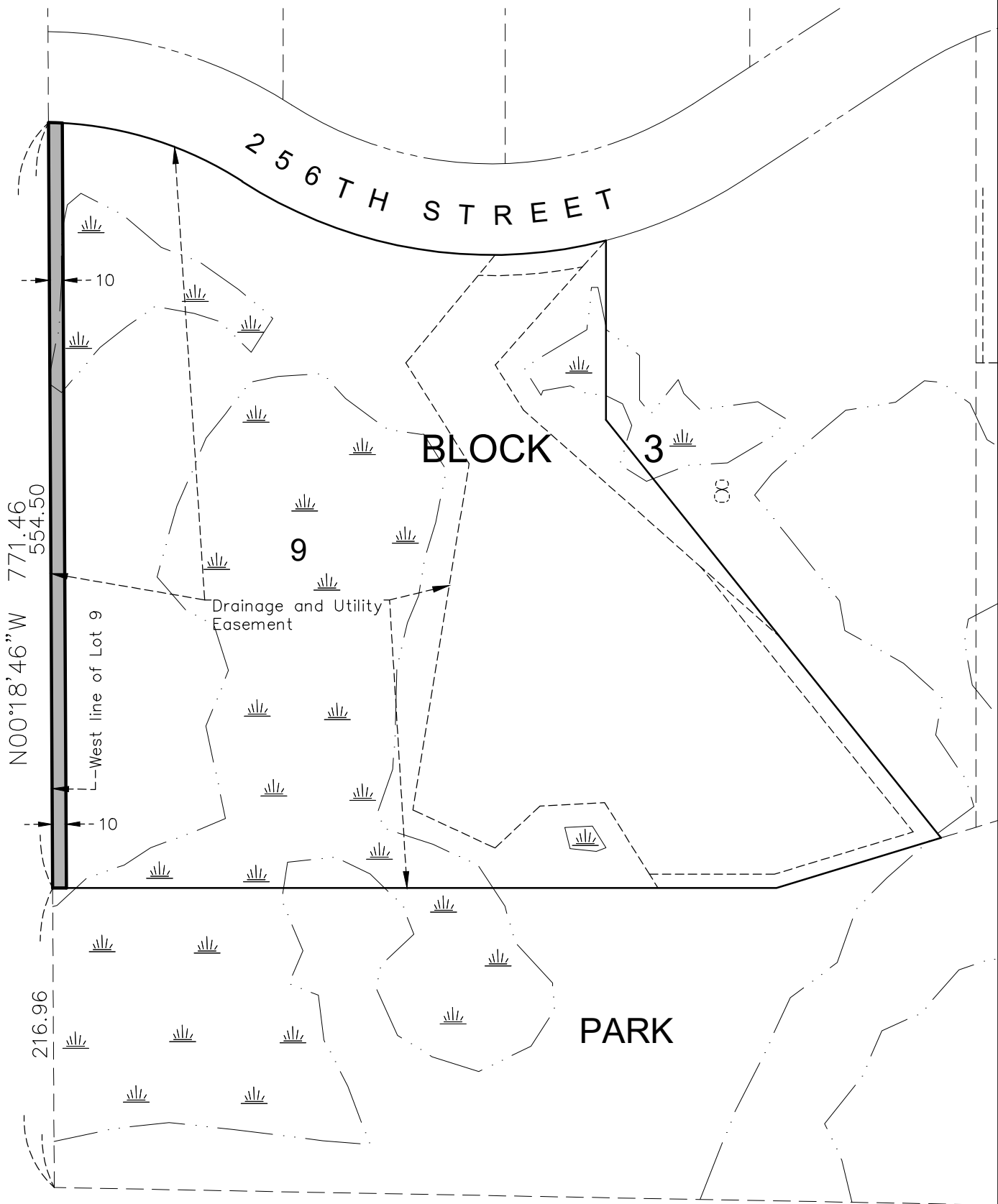
EXHIBIT B
LEGAL DESCRIPTION OF THE EASEMENT AREA

The West 10 feet of Lot 9, Block 3, THE PRESERVE AT COMFORT LAKE, Chisago County, Minnesota.

EXHIBIT C
DEPICTION OF THE EASEMENT AREA

See attached.

EASEMENT EXHIBIT C

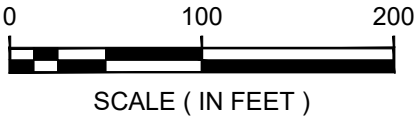
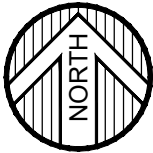


PROPOSED EASEMENT DESCRIPTION:

The West 10 feet of Lot 9, Block 3, THE PRESERVE AT COMFORT LAKE, according to the recorded plat thereof, Chisago County, Minnesota.



PROPOSED EASEMENT AREA



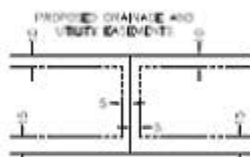
DATE: March 2023	DATE:	AMENDMENTS	BY:	PREPARED FOR: BOB MUSKE JR	
SCALE: AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.	
DRAWN BY: JMM					
CHECKED BY: KLJ				Kelly L. Jordan	
FILE NUMBER: 2023-10376				DATE: 03/23/2023 LIC. NO. 42648	

THE PRESERVE AT COMFORT LAKE



0 100 200
SCALE (IN FEET)
1 INCH = 100 FEET

THE ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON CHICAGO COUNTY VERMONT
SYSTEM NAD 83 (1995 ADJ.)



BEING 15 FEET IN WIDTH AND ADJOINING STREET
LINES, AND 5 FEET IN WIDTH AND ADJOINING
THE LOT LINES, AND 10 FEET IN WIDTH IN THE
REAR UNLESS OTHERWISE INDICATED, AS SHOWN
ON PLAT.

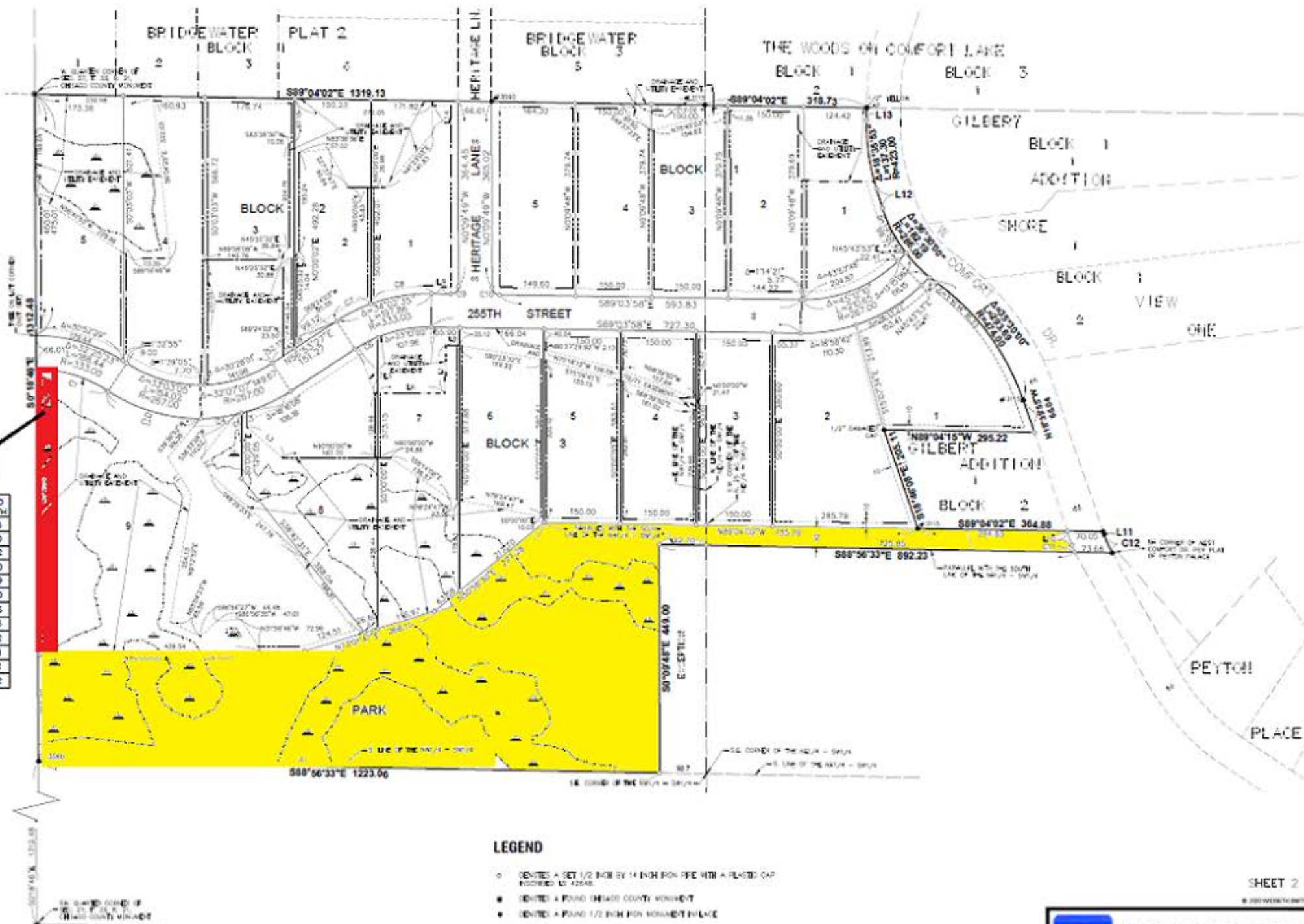
10 Foot Easement

CURVE DATA

CURVE	DELTA	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	S-32°10'34"	148.94	267.00	N72°58'44"W	147.98
C2	S-32°55'09"	191.32	333.00	N73°21'02"W	188.70
C3	S-33°09'19"	152.70	333.00	S73°28'07"E	150.02
C4	S-12°57'13"	81.10	333.00	S82°08'13"W	80.90
C5	S-3°14'00"	21.99	333.00	S75°16'54"W	21.99
C6	S-9°23'16"	43.75	267.00	S63°04'24"W	43.70
C7	S-12°57'33"	75.32	333.00	S63°22'14"W	75.16
C8	S-21°05'02"	122.54	333.00	S80°23'31"W	121.85
C9	S-91°05'52"	23.85	15.00	N48°23'06"E	21.42
C10	S-88°54'08"	23.27	15.00	S44°36'54"E	21.01
C11	S-3°02'48"	14.73	276.92	S20°11'19"E	14.72
C12	S-10°50'00"	39.88	210.52	N04°04'55"W	39.82

LINE DATA

LINE	BEARING	LENGTH
L1	S32°03'29"E	86.23
L2	N32°02'10"W	38.50
L3	N49°30'26"W	32.62
L4	N00°00'00"E	30.29
L5	S15°32'05"E	95.71
L6	S89°31'47"E	139.40
L7	N00°45'39"E	96.07
L8	N90°00'00"E	26.74
L9	S89°03'58"E	37.46
L10	N18°39'55"W	29.43
L11	N18°39'55"W	5.88
L12	N17°39'55"W	40.00
L13	S00°55'26"W	24.97
L14	S00°55'58"W	54.88



LEGEND

- IDENTIFIED SET 1/2 INCH BY 1/4 INCH IRON PIPE WITH A PLACED CAP
RECORDED IN 42548
- IDENTIFIED A FOUND CHICAGO COUNTY VERMONT
- IDENTIFIED A FOUND 1/2 INCH IRON MONUMENT IN PLACE
- WETLAND
- ELEVATED WETLAND BY SOPRAY ENVIRONMENTAL SERVICES, LLC

SHEET 2 OF 2

© 2011 WIDSETH SMITH NOLTING



WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

RESOLUTION NO. 23-06-49

**A RESOLUTION ACCEPTING A DONATION FROM WIDSETH TO THE RAILROAD PARK
PROJECT**

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

WHEREAS, the following entity has offered to donate \$1,000.00 to the City of Wyoming:

<u>Name of Donor</u>	<u>Value</u>
Widseth	\$1,000.00

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

THEREFORE, BE IT RESOLVED, The City of Wyoming graciously accepts the donation from Widseth in the amount of \$1,000.00.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS
6TH DAY OF JUNE, 2023.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



May 31, 2023

Mayor Iverson and City Council Members

Re: Public Safety Activity Report – June 6, 2023, City Council Meeting

Police Update

Hiring Process

We are backgrounding two people for the vacant police officer position.

Social Media Best Practices

Police, fire and city staff participated in a webinar with the League of MN Cities to review the best practices related to city social media. We'll be reviewing our practices to ensure that we are following the guidance of the LMC.

Lights On! Program

Wyoming PD is a full participant in the Lights On! program. Lights On! is an innovative community-driven program that partners with law enforcement and auto service providers to replace tickets with repair vouchers – free of charge. Victory Auto Service is a local auto service provider that has signed to participate, volunteering their labor for the repairs. Across the county, voucher recipients report having a positive experience with law enforcement and appreciate that the program offers them a tangible solution. We started providing the vouchers this week!

FREE CAR BULB REPLACEMENT
Burned-out light? We can help!

HEADLIGHTS • TAIL LIGHTS • BRAKE LIGHTS • TURN SIGNALS

**LIGHTS ON!**
A PROGRAM OF MICROGRANTS

PARTNERING WITH 

Vehicle Plate # _____ Officer Badge # _____ Date Issued _____

Serial Number: _____ This voucher expires 14 days after date issued.

 @LightsOnUS.org  @lightson_us #LightsOn
Go to www.lightsonus.org/autocenters for more information. *proud sponsors:*



PUBLIC SAFETY

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

Fire Update

Fire responded to over 40 calls for the month of May and had a great time on the 26th when the Wyoming Elementary 2nd graders came for a visit at the fire hall.

Upcoming Community Outreach Events

- June 3, 2023 – Touch a Truck @ Wyoming PD
- June 13, 2023 – Elder Fraud Presentation @ First State Bank of Wyoming
- June 23, 2023 – Law Enforcement Torch Run
- August 1, 2023 – Night to Unite @ Goodview Park



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



May 31, 2023

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

RE: JUNE 6, 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

Work has recommenced on completing the site plan improvements. The sheetrock, insulation, 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

Work has recommenced on completing the site plan improvements. 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 gate for the fence has been installed. This item is closed.

Planning Commission

The Planning Commission held a public hearing for the replacement of the Forest Lake Sportsman's Club's Sight-in Days public sign-in structure. This is a separate agenda item.

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

June 2, 2023

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – April 27, 2023 – June 2, 2023

Dear Robb:

Our office is assisting in the review and revisions of City contracts and analysis of City development matters. We continue to field general legal questions and review items as requested by City staff while serving 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



June 2, 2023

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

Re: June 6, 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

Staff has now met with each of the property owners to discuss the project. This is in lieu of our traditional neighborhood meetings. Staff has now finalized the feasibility study based on feedback received. Council received the feasibility study May 2nd and set the public hearing for June 6th. The public Hearing notice has been sent to the Chisago County Press and mailed letters have been sent to the property owners informing them of the public hearing.

Staff will have a PowerPoint presentation for council and the public and will be available for questions during the public hearing. Council will be asked to consider ordering the improvement and authorize the preparation of plans and specifications.

East Viking Boulevard (Fenwick to Glen Oak) and Bridge No. 13J22

The project is underway and updates will continue to be added to the City website. Mailed letters to residents along Glen Oak Drive have been sent to inform them of the upcoming detour that utilizes Glean Oak Drive between Wyoming Trail and East Viking Boulevard when East Viking is closed between Fenwick and Glen Oak Drive. Staff documented the condition of Glen Oak Drive, patched the roadway, placed the speed trailer and will be placing no parking signs along the east side of Glen Oak Drive. The closure of East Viking is slated to begin June 5th. Significant changes like this take a couple of days to get used to and staff and contractor will be looking to help roadway users during this time.

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. Staff has received resubmitted plans and are currently waiting for soil borings to complete our review.

Polaris Site Improvements

Staff has reviewed and approved the site plan. Polaris is moving forward with the construction of the project and is nearly complete.

Katies Glenn

Staff is finalizing review of the recently submitted plans.

Helium Court Storm Sewer Repair / 266th Street Storm Sewer Addition

These projects are planned to begin the week of June 19th.

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

Utility construction is complete. Watermain testing will be taking place on watermain. Once approved, the dewatering system will be removed and road building will begin later in the week. Construction brings inconveniences and staff is working with the adjacent property owner to try and minimize the inconveniences.

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. An on-site meeting will be taking place on May 2nd to address this. 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: June 6, 2023

Mayor Iverson and Councilmembers

Public Works Report for June 6, 2023 City Council Meeting

Streets:

The Public Works Crew has continued to fill potholes and patch areas with significant issues. As of June 2nd, Public Works has used 520 tons of material. 420 tons of that has been in-house work done by Wyoming staff. The other 100 ton, was the work contracted to Prefer Construction. There is still a significant amount of work to be done and staff will be out addressing those as quickly as we can. Staff has also been working closely with WSB on the East Viking project.

Sanitary Sewer:

No new news to report.

Water:

Daily and monthly water tests have been completed. Public Works staff has almost completed the spring flush and is currently preparing for commencement of the meter change out.

Surface Water:

Staff has handled a few calls related to low levels of water in storm ponds. It is thought that the minimal frost allowed for much of the spring melt to go into the ground and the limited precipitation of the last 6 weeks has kept pond levels low.

Parks:

Public Works has been removing trash weekly from the parks. Here have been pavilion reservation that staff monitors to ensure that the facilities are in good condition before and after the events. Staff has also been dealing with an irrigation problem at Goodview Park. The VFD for the pump is 20 years old and in need of parts. Currently, Total Control is trying to source the needed parts and may eventually need to consider replacement. Staff has fabricated a temporary repair and is working the zones as a couple are still not working properly.



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: June 2, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Eagle Scout Project Proposal Review

Method: New Business

Background Information:

The City Council is being presented with a project proposal from Robert Pundt who is attempting to achieve the boy scout rank of eagle scout. The eagle scout rank is achieved by the scouts proving that they have applied character, citizenship and scouting values in their daily lives. This includes a requirement to plan, develop and give leadership to others in a service project to their community. His presentation outlines a project that he envisioned to fulfill this requirement. He has submitted this project to City staff to review and staff have approved per the City's Scout volunteer policy. He will also be presenting his project to the Wyoming Park Advisory Commission on June 5th. Staff will update Council on the Park Advisory Commission recommendation prior to his presentation to the City Council. He will provide copies of his proposal at the meeting.

With the approval from the City Council, this project will move forward per the direction of the scouts.

Recommendation:

To approve of the proposed eagle scout community project proposal.



CITY OF WYOMING

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

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
MEETING DATE:	June 6, 2023
FROM:	Kim Lindquist, City Planner
	Fred Weck, Zoning Administrator
RE:	Conditional Use Permit in Agriculture
	district and Shoreland Overlay District
APPLICANT:	Forest Lake Sportsman’s Club
PROPERTY OWNER:	Forest Lake Sportsman’s Club
PROPERTY:	4648 240th St // 21.10632.00
FILE NO.:	C-23-002

OVERVIEW

The applicant is Forest Lake Sportsman’s Club, a Minnesota non-profit 501C membership owned “corporation” in accordance with Minnesota Statute Chapter 317A. The applicant is proposing construction of a small outbuilding to be used for the gun club activities, replacing the existing obsolete building in the same location. The zoning ordinance requires a conditional use permit for a public park owned and operated by a government agency or nonprofit organization and as the site is within the Shoreland District, a conditional use permit is required for a public or semi-public use in the district associated with a Natural Environment Lake.

The in-place structure has previously been used as a check-in for public events associated with the gun club. This structure, along with many on the site, were constructed prior to the annexation of property into the City of Wyoming and some would be considered existing non-conformities. The removal and replacement of the structure negates the non-conforming status and therefore City review and approval is required. The property has no dwelling structures and has numerous outbuildings that support the non-profit operations. The property is zoned A-Agriculture and falls partially within the Shoreland District. The property is guided for a combination of Semi-Rural Neighborhood with a wetland overlay.

The 63.81-acre lot is surrounded by properties zoned R2-Rural Residential II and A-Agriculture. To the north, rural residential and agricultural lots average 5 acres. To the east is a 40-acre agricultural lot. To the west lies a 5-acre lot within the Shoreland Management District with a single-family house and a few small outbuildings. The applicant’s property has two (2) access points, on 240th St and Elmcrest Ave, respectively. The access nearest to the existing “check-in” structure is from Elmcrest Ave.

The applicant is proposing to replace an existing accessory structure with one of similar size and characteristics. This accessory structure supports the public or semi-public use of the property by a non-profit corporation. There is no proposal to modify the existing use of the facilities which are currently open to the public via club members on limited weekends and weekdays.

The ordinance requires thirteen (13) conditions be met for granting of a conditional use permit in the agricultural district. Additionally, the zoning ordinance lists five (5) performance standards for granting of a conditional use permit in the Shoreland Management District.

STAFF RECOMMENDATION

The requirements of Chapter 40, Article V, Division 6, “Conditional Use Permits”, Section 40-112 and Chapter 40, Article VI, Division 16 “Notification of Variance and Conditional Uses” 40-333 Shoreland District as contained in the city of Wyoming Ordinance have been complied with. Staff is recommending approval of a Conditional Use Permit for an accessory structure, and it’s use on the subject property to be used for a public park or semi-public recreational use owned and operated by a government agency or nonprofit organization in the A-Agriculture zoning district and a conditional use permit in the Shoreland District for a public or semi-public use in the District associated with a Natural Environment Lake based upon the findings of fact and subject to the following conditions.

1. The applicant obtain all applicable permits for installation of the building, electrical and the heating/cooling system prior to commencement of building construction or electrical and HVAC installation.
2. The proposed new structure shall be located in the same location as the current building, as depicted on the submitted site plan.
3. The applicant install erosion control prior to installation of the building base and accessory building.

STAFF REVIEW

General Comprehensive Plan and Zoning Review

The subject property is zoned A-Agriculture with a partial Shoreland District designation and is guided as Semi-Rural Neighborhood in the City of Wyoming’s Comprehensive Plan. The Agriculture district allows “commercial outdoor recreation areas that are similar to public recreation areas including recreational camping area, golf course, swimming pools, and resorts” as well as other uses determined to be similar to those listed as permitted and conditional use. The applicant proposes a semi-public recreational use which is similar to the conditional uses described in Section 40-172.

The zoning and surrounding guided uses are as follows:

North – A-Agriculture and R2- Rural Residential; Semi-Rural Neighborhood

South – *Lies outside of city boundaries*

East – A-Agriculture; Semi-Rural Neighborhood

West – A-Agriculture; Semi-Rural Neighborhood

Existing Site

The 63.81-acre site contains approximately 13 structures, all of which are outbuildings. The largest accessory structure, in the south, is approximately 1800 square feet. Four outbuildings are described by the applicant as “shoot houses”. The structure to be replaced is 275 square feet and

serves as a check-in station for public “sight-in” days held periodically. The applicant indicates that the building is used approximately 6 weekends and 5-7 weekdays between October 1st and November 15th. The remainder of the year, the facility is closed to the public. The area is gated and only accessible by members. The applicant seeks a building permit for a slightly smaller replacement structure with an area of 200 square feet. The building will be placed on crushed aggregate and there is no intention to change location or grades on the site. The structure will have power to the building and an electrical permit is requested. Along with power for lighting, the structure will have heating and cooling. No sewer or water or planned for the building.

Permitted uses in the Agricultural district focus on structures and uses that are used for purposes related to the operation of a farm. Public or semi-public park and recreational uses as described by the applicant are conditional uses of the Agricultural District and Shoreland District. Public and semi-public uses in the Shoreland District-Natural Environment Lake- are a conditional use and must also comply with the shoreland conditional use permit standards.

Conditional Use Permit Standards

Chapter 40, Article V, Division 6, Conditional Use Permits, Section 40 – 112, sets forth the general standards that shall be met in order to grant a CUP. Granting of a Conditional Use Permit is required for approval of a public or semi-public use in the Agriculture zoning district. The standards are as follows:

1. The use is in conformity with the Comprehensive Plan and development policies of the City.
The accessory building replacement will not change the use of the land nor conformity with the development policies and Comprehensive plan. This standard has been met.
2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
The replacement of the accessory building will not have an impact on existing parks, schools, street and other public facilities and utilities which serve the area. This standard has been met.
3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.
The proposed replacement of the accessory building is not anticipated to impact adjoining development. No trees or screening features will be altered by the building replacement. This standard has been met.
4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.
This standard has been met.
5. The use in the opinion of the City is reasonably related to the overall needs of the City and to the existing land use.
The accessory building replacement is consistent with the goals of the community. This standard has been met.

6. The use will be consistent with the purpose of this and other City Ordinances.
This standard has been met with compliance of recommended conditions.
7. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.
The applicant must adhere to the ordinance standards and conditions of approval for the conditional use permit, which will mean the site is consistent with the existing and intended character of the Agriculture zoning district. This standard has been met.
8. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.
The proposed replacement of the accessory building is not anticipated to increase the number of visitors to the site. There is an existing parking lot on site with reserved ADA parking spaces that has suitably served the non-profit's needs in the past. This standard has been met.
9. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.
The proposed building replacement is not anticipated to impact the current site's functions including an increase in noise, glare, or negative general appearance. This standard has been met.
10. The establishment or maintenance of the use shall not be detrimental to the public, health, safety, or general welfare.
The proposed building replacement will not be detrimental to the public, health, safety, or general welfare. This standard has been met.
11. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness, or other nuisances.
The proposed building replacement will not negatively affect the property or the surrounding land uses. This standard has been met.
12. The use will preserve and incorporate the site's important natural and scenic features into the development design.
The proposed building replacement is not anticipated to significantly change the site appearance. This standard has been met.
13. The use will cause minimal adverse environmental effects.
The proposed building replacement is not anticipated to create any potential environmental impacts. This standard has been met.

Applicable Shoreland Ordinance Conditional Use Permit Standards

Additional evaluation criteria is required for conditional uses in the Shoreland District as stated in Chapter 40, Article VI, Division 16. A Conditional Use Permit should only be passed given demonstrated satisfaction of the following conditions:

1. Prevention of soil erosion or other possible pollution of public waters, both during and after construction.
2. The visibility of structures and other facilities as viewed from public waters is limited.
3. The site is adequate for water supply and on-site sewage treatment.
4. The types, uses, and number of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercrafts.
5. The removal of significant trees shall not exceed those in accordance with Section 40-556 of this Ordinance.

In staff's opinion, the applicant can meet these additional regulatory standards. A condition of approval requires installation of erosion control during the installation of the aggregate base and building.

Planning Commission Recommendation

On May 23, 2023 the Planning Commission publicly heard the petitioner's request for a Conditional Use Permit. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the request based on the findings that the standards for the Conditional Use Permit have been met and with the following conditions:

1. The applicant obtain all applicable permits for installation of the building, electrical and the heating/cooling system prior to commencement of building construction or electrical and HVAC installation.
2. The proposed new structure shall be located in the same location as the current building, as depicted on the submitted site plan.
3. The applicant install erosion control prior to installation of the building base and accessory building.



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

LAND USE APPLICATION: CONDITIONAL & INTERIM USE PERMIT

A conditional use permit application requests a use permitted in a particular zoning district, but regulated and controlled through conditions placed upon it by the City Council after review by the Planning Commission.

Property Address: 4648 240th St.

Applicant(s): Name(s) Forest Lake Sportsman's Club

Address 4648 240th St.

City Forest Lake State MN Zip 55025

Phone Number 651-261-9265 Email manzgerflsc@gmail.com

Owner(s) - If other than Applicant(s):

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Owner(s) Signature(s) _____ Date _____

Legal description of property: Sec 31 T33 R21 - lot 1 + SE 1/4 of SW 1/4 (with exceptions)

Property Identification Number: R.21. 10632.00

Present Zoning: _____

Present use of property: Sportsman's Club - shooting range

Proposed use of property: Sportsman's Club - shooting range - No changes in operations

Is this an application for an Interim Use permit? ☐ Yes ☒ No If yes, on what date, or upon what event, would the applicant desire the interim use to expire? Date: ____ / ____ / ____ OR Event: _____

This application and the following attachments must be submitted to be considered a complete application:

A detailed site plan showing the following information from Sec. 40 - 111, A-K also including:

- The grading and drainage plan must be designed in accordance with Article VII, Division 21 of the Zoning Ordinance and the City Of Wyoming Surface Water Resource Guidance Document
- Elevation drawings of all sides of the proposed building to show compliance with the architectural standards of the zoning district the use will be located in
- Landscaping and Screening in accordance with Article VII, Divisions 14 & 26
- Lighting Plan in accordance with Article VII, Division 15

2. A letter explaining the proposed use and how it will be operated

3. A completed Conditional & Interim Use Permit Worksheet

4. Applications for uses described in Article VI, Divisions 7, 18 & 19 and Article VII, Divisions 2, 8, 10, 17-20 & 25 of the Zoning Ordinance. It must include the information necessary to show compliance with the applicable section of the ordinance.

5. Applications for uses that are within the Highway 8 Overlay District or that utilize Highway 8 for access must include the information necessary to show compliance with Article VI, Division 14 of the Zoning Ordinance

6. The application fee and escrow must be paid at the time of application - The fee is **not** refundable and the unused portion of the escrow will be returned to the applicant.

7. Any other information deemed necessary by the Zoning Administrator or Planning Commission

Applicant(s) Signature(s) [Signature] Date 5/2/2023

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 6, Conditional Use Permits, and Article VII, Division 13, Home Occupations are attached to this application and by signing this application, the Applicant acknowledges that they have been read and understood.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Date Complete Application Received 5/2/23

Application # C-23-002

60 Days 7/1/23

Date Application Received 5/2/23

By: [Signature]

Fee: **\$220.00 + Escrow**

Escrow - Commercial is \$1,000.00 & Residential is \$750.00

Date Paid 5/2/23

Check # 2140

CONDITIONAL & INTERIM USE PERMIT WORKSHEET

Applicant: Forest Lake Sportsman's Club

Address: 4648 240th St, Forest Lake, MN 55025

Type of Business: Sportsman's Club - shooting range

Business name: Forest Lake Sportsman's Club

Answer the following questions based on the standards contained in Sec. 40 – 112 of the City of Wyoming Zoning Ordinance for Conditional and Interim Use Permits. If needed, use a separate page. **All questions must be answered.**

1. Is your proposed use in conformity with the Comprehensive Plan and development policies of the City?
☒ Yes ☐ No Explain: No changes to current operations
2. Will your proposed use create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area?
☐ Yes ☒ No Explain: No changes
3. Will your proposed use be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and so there will be no deterrence to development of vacant land?
☒ Yes ☐ No Explain: currently well screened from adjacent properties
4. Will the structure and site have an appearance that will not have an adverse effect upon adjacent properties?
☐ Yes ☒ No Explain: _____
5. Is the proposed use reasonably related to the overall needs of the City and to the existing land use?
☒ Yes ☐ No Explain: Public + high school deerage use
6. Will the proposed use be consistent with the purpose of the Zoning Ordinance and other City Ordinances?
☒ Yes ☐ No Explain: No changes
7. Will the proposed use be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located?
☒ Yes ☐ No Explain: No changes
8. Will the proposed use generate only minimal vehicular traffic on local streets?
☒ Yes ☐ No Explain: rural location - no additional traffic will be generated
9. Will the proposed use create traffic hazards or unsafe access or parking needs?
☐ Yes ☒ No Explain: No changes
10. Will existing businesses nearby be adversely affected by your proposed use because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness?
☐ Yes ☒ No Explain: No changes
11. Will the establishment or maintenance of the proposed use be detrimental to the public health, safety or general welfare?
☐ Yes ☒ No Explain: No changes
12. Will the proposed use be hazardous, detrimental, or disturbing to present and potential surrounding land uses due to water pollution, odor, fumes, and general unsightliness or other nuisances?
☐ Yes ☒ No Explain: No changes
13. How will the proposed use preserve and incorporate the site's important natural and scenic features into the development design?
☒ Yes ☐ No Explain: Club has maintained natural + scenic features and will do so in the future
14. Will the proposed use cause adverse environmental effects?
☐ Yes ☒ No Explain: No changes



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

LAND USE APPLICATION: SITE PLAN REVIEW

A site plan review application requests a use permitted in a particular zoning district, but regulated and controlled through conditions placed upon it by the City Council after review by the Planning Commission.

Property Address: 4648 240th St.

Applicant(s): Name(s) Forest Lake Sportsmen's Club

Address 4648 240th St.

City Forest Lake

State MN

Zip 55025

Phone Number 651-261-9265

Email menzgerflsc@gmail.com

Owner(s) - If other than Applicant(s):

Name(s) _____

Address _____

City _____

State _____

Zip _____

Phone Number _____

Email _____

Owners(s) Signature(s) _____

Date _____

Legal description of property: Sec 31 T33 R21 - Lot 1 + SE 1/4 of SW 1/4 (with exceptions)

Property Identification Number: R.21. 10632.00

Present Zoning: Cd1 + Cd2

Present use of property: Sportsmen's Club - shooting range

Proposed use of property: Sportsmen's Club - shooting range - No changes in operations

This application and the following attachments must be submitted to be considered a complete application:

- A detailed site plan showing the information listed in Section 40 - 82, 1-6 as well as the following:
 - The grading and drainage plan must be designed in accordance with Article VII, Division 21 of the Zoning Ordinance and the City of Wyoming Surface Water Resource Guidance Document
 - Elevation drawings of all sides of the proposed building to show compliance with the architectural standards of the zoning district the use will be located in
 - Landscaping and Screening in accordance with Article VII, Divisions 14 & 26
 - Lighting Plan in accordance with Article VII, Division 15
- A letter explaining the proposed use and how it will be operated
- Applications for uses described in Article VI, Divisions 7, 18, & 19 and Article VII, Divisions 2, 8, 10, 17-20, and 25 of the Zoning Ordinance must include the information necessary to show compliance with the applicable section of the ordinance
- Applications for uses that are within the Highway 8 Overlay District or that utilize Highway 8 for access must include the information necessary to show compliance with Article VI, Division 14 of the Zoning Ordinance.
- The application fee and escrow must be paid at the time of application - The fee is **not** refundable and the unused portion of the escrow will be returned to the applicant
- Any other information deemed necessary by the Zoning Administrator or Planning Commission

Applicant(s) Signature(s) [Signature]

Date 5/2/2023

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. Article V, Division 4, Site Plan Review, is attached to this application. By signing this application, the applicant acknowledges that it has been read and understood.

A public meeting can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Application # C-23-002

Date Complete Application Received 5/2/23

Fee: \$220.00 + Escrow \$1,000.00

Revised 01/24/23

Date Application Received 5/2/23

60 Days 7/1/23

Date Paid 5/2/23

By: [Signature]

Official

Check # 2140

May 1, 2023
Forest Lake Sportsman's Club
4648 N. 240th St
Forest Lake, MN 55025

City of Wyoming, Planning Commission
26885 Forest Blvd.
Wyoming, MN 55092

City of Wyoming Planning Commission

The Forest Lake Sportsman's Club is a Minnesota non-profit 501C membership owned "Corporation" in accordance with Minnesota Statutes Chapter 317A. We are applying for a building and use permit to replace an existing aged structure that has outlived its useful life. The existing structure was constructed prior to the annexation of the Forest Lake Sportsman's Club property by the City of Wyoming.

The new building will replace the existing structure which is used as an administrative "check-in" building during our seasonal public rifle site-in days which are held in October and November. The use will be limited to approximately 6 weekends and approximately 5-7 weekdays between October 1st and November 15th. The remainder of the year the facility is closed to the public. "Gate 1" is a member only access area controlled by an electronic locked gate.

The footprint of the existing building is 12.5' x 22' – the new structure will be placed at same location and has a slightly smaller footprint of 10' x 20'. The pre-constructed, "side lofted barn cabin" will be delivered to and placed at the site by Lake County Sheds; 17415 Lake Blvd, Shafer, MN after the existing building is removed by membership volunteers.

The new structure will be placed on reclaimed aggregate/class 5 gravel with no impacts to the existing and established drainage of the site. An existing source of power (on pole) exists near the structure location and wiring for basic lights will be done by a licensed electrician and a small HVAC 12,000 BTU Mini-split heating and cooling unit will be installed by a licensed HVAC technician. The structure will not have water or sewer connections.

The Forest Lake Sportsman's Club is requesting an approval of a functional "in kind" replacement of an existing aged building with a new constructed building. There are no functional changes or expanded club operations as a result of this work.

Thank you for your considerations,

Ron Westberg, Operations Manager

ORDER SHEET (REQUIRED ON ALL ORDERS)

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Dealer Name



Lake Country Sheds

Date

04/18/2023

Customer

Forest Lake Sportsman Club

Name Building

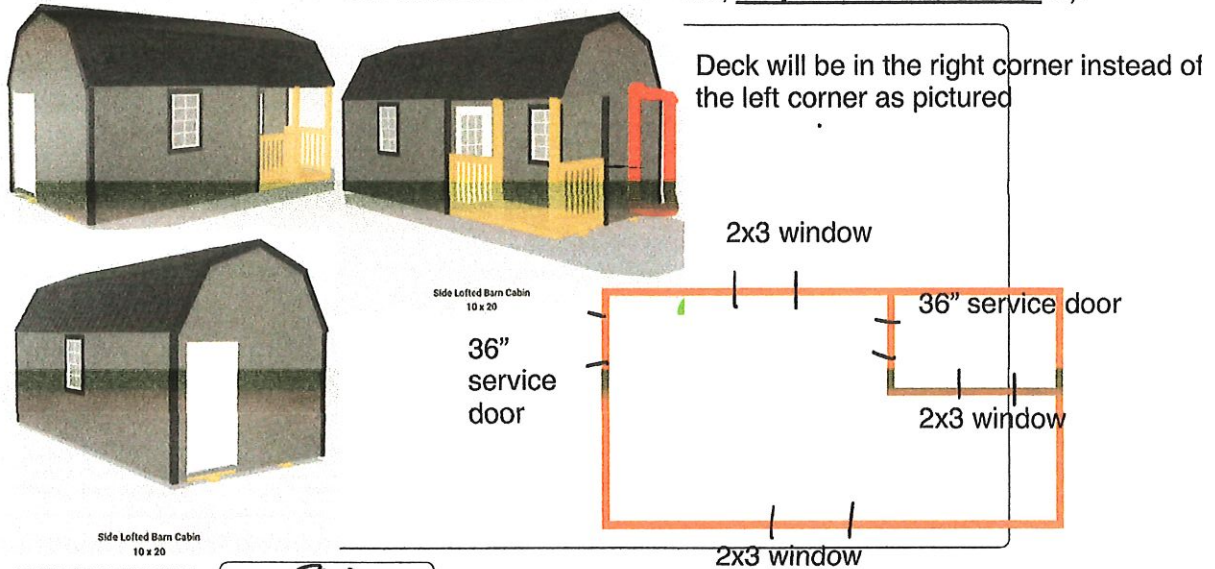
10 X 20

Size Building

Side Lofted Barn Cabin

Style

Building Diagram (Please draw placement of options here, **Required on ALL Orders**):



BUYER INITIALS

RW

Written Directions:

No deck railing

Notes: each 36" service door will be equipped with
ADA ramps
Parking lot has Handicapped dedicated spaces (2)

Premier Portable Buildings
317 East State Line, South Fulton, TN 38257
PHONE 1-844-879-1468
Email info@premierbuildings.us

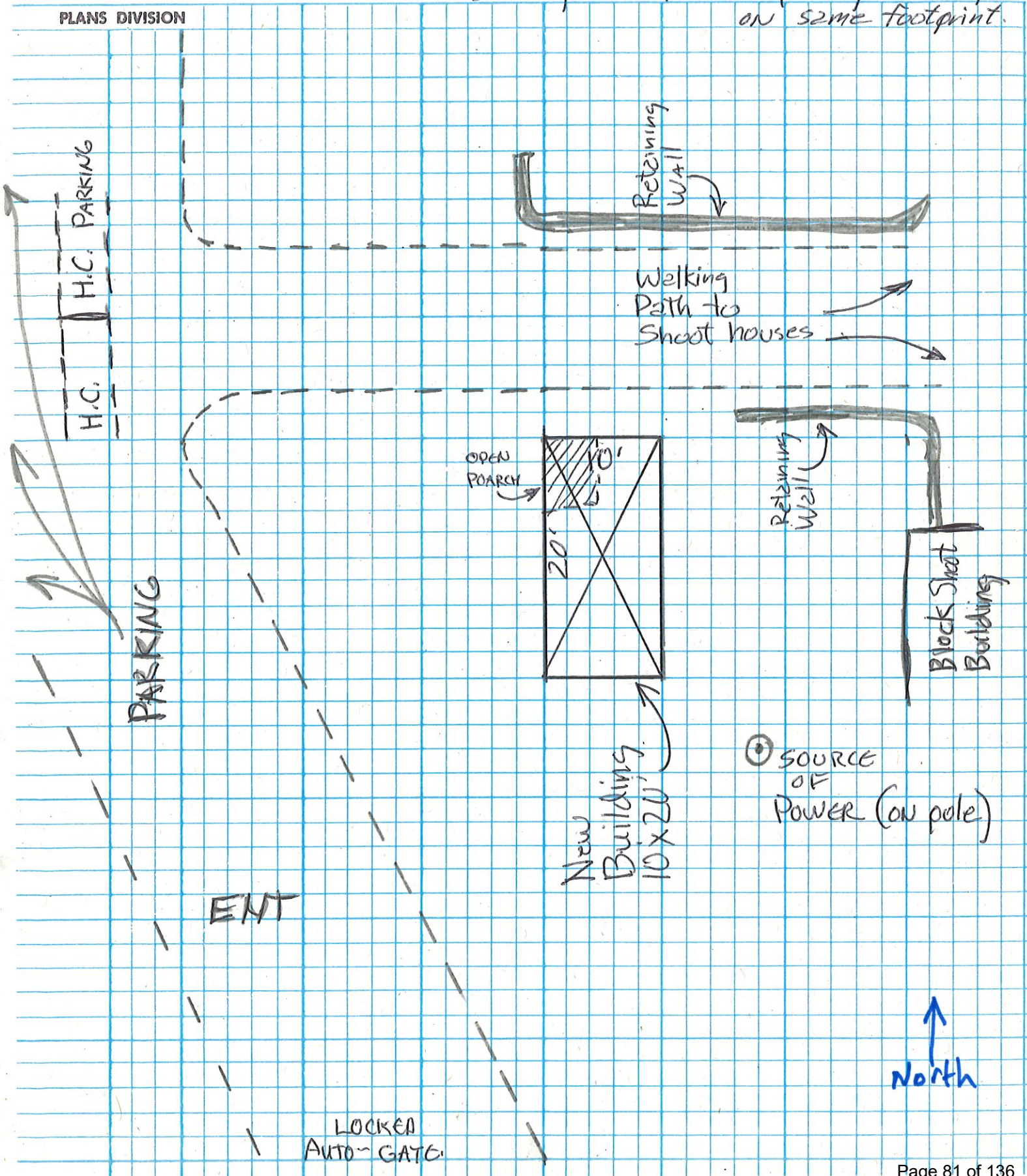
Email to orders@premierbuildings.us Page 3 of 8

STATE OF MINNESOTA
DEPARTMENT OF HIGHWAYS

COMPUTATION SHEET

PLANS DIVISION

S.P. No. Forest Lake Sportsman's Club Sheet No.
DESIGN SUBJECT
Computed Date
Checked Date
Remarks Building Site Plan - Replacing Existing on same footprint.





FLSC Gate 1

Date: 4/28/2023
Time: 12:28:54 PM

These data are provided on as "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

0 25 50 100 ft

21.10631.00

4314

4398

242ND ST

ELMORECT AVE

Site
Location of
Shed (replacement)

10' x 20'

21.10632.00

31

24138

24111

21.10633.00

21.10633.00

31

Higgins Lake
Higgins Lake





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Note: Elevation images and contours were generated from LiDAR derived elevation surfaces acquired 2007-2012.



Scale: 1:3,660



Created on 4/28/2023



REGISTER
HERE FOR
SIGHT-IN

Existing Building to
be replaced @ same
location.

**UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
MAY 23, 2023
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for May 23, 2023 to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Mark Lobermeier, Katie West, and Dan Iverson

ABSENT: Commissioner Michael Naumann

Also Present: Fred Weck Zoning Administrator, Planning Consultant Kim Lindquist and Mayor Lisa Iverson

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Chair Lobermeier noted that usually Open Forum is a time for residents to bring up things to the Commission that are not on the agenda. He stated that he assumed many of those present tonight were here regarding Agenda Item #5, regarding a permit for apartment buildings. He explained that the Planning Commission closed the public hearing on March 14, 2023, and told the residents that if the City received large changes in the application that they would reopen the public hearing. He explained that the City feels that the new information from the applicant is very small. He stated that because he felt that the Commission had given a type of commitment for additional public comment, he would like to suggest that the residents use the Open Forum portion of the meeting if they believe there is something that has not yet been shared regarding this item. He asked that they make their comments brief and try not to repeat comments from others. He stressed that they were not re-opening the public hearing.

Rose Sundem, 25438 Heims Lake Circle, stated that based on the information that was sent out, she would like to bring up a logic check that she did not think had been brought up yet related to the hitching post comment that was made. She stated that the information says that there will be 13 resident units and 2 single level garages, but if you look at note #5, it says that they are proposing 21 parking stalls for each. She noted that she assumed that meant 21 parking stalls per building, which would equate 84 parking stalls, which averages about 6.5 cars per residence.

Chair Lobermeier stated that he believes there are 42 total parking spaces proposed which included 21 surface parking stalls and 21 garage stalls.

Planning Consultant Lindquist stated that there were a total of 42 parking spaces proposed.

Deb Thompson, 25319 Heims Lake Circle, stated that the units look like they are about 1,344 sq. ft. which is 3 bedrooms. She stated that the plans also show two ways out of each bedroom to outside. She asked how something like this could be pushed through and only have one window in 1,344 sq. ft. She stated that someone last time referred to it as the Hitching Post and she refers to it as the Hallberg Storage for Humans. She reiterated that she found it ridiculous that there was only one window for this entire space and expressed concern about property values in the

area if this moves forward. She stated that she did not understand how the City could approve putting something like this right underneath the cool City logo that says Wyoming.

Lon Erickson, 25337 Heims Lake Circle, noted that he was unable to attend the last meeting because he was out of state. He asked what use was being asked for with this application. He explained that he did not think the City or the residents could accurately reflect their opinion of it without knowing its actual use. He stated that in looking at the plans, he sees 3 bedrooms with 3 separate entrances and one small living space for each unit and questioned what type of family unit would live in that type of housing. He asked if the intent was for a criminal halfway house or a hospice type facility.

Chair Lobermeier explained that it was guided for apartments for 55+.

Mr. Erickson asked if the intent was for this to be a government assisted type facility.

Chair Lobermeier stated that the City did not know that information.

Mr. Erickson expressed concern that the City did not know if it would be used for a criminal halfway housing for individuals who are over age 55.

Zoning Administrator Weck stated that as far as the zoning goes, that information would not really matter. He stated that the applicant is proposing a 55+ apartment building.

Chair Lobermeier reminded the audience that the Planning Commission was allowing individuals to speak tonight as a courtesy because the actual public hearing had already been held.

Mr. Erickson stated that he had approached the City about purchasing this property and was told that the only way he could do it was to pay all of the taxes that were owed on the day of the sale. He stated that the day after the property was sold someone with the development came and started taking down trees that between his home and the swamp. He stated that when members of the neighborhood went out and discussed what was happening with this person, they were told that this was not a 'back room shady deal with the City' which they found to be an odd statement. He asked if the buyer paid the taxes and assessments in full on the day of the sale.

Zoning Administrator Weck stated that the City Council reassessed the property, so the payment had not yet been made, but they are all due this year.

Mr. Erickson expressed frustration that he had been told by the City when he was interested in purchasing the property that on the day of sale he would have to have a check for the full amount.

Chair Lobermeier stated that the question before the Commission tonight is whether or not to recommend approval of the proposed development. He stated that he understood that Mr. Erickson may feel that he was wronged in this process, but that is not what the Commission was here to discuss.

Mr. Erickson stated that he also wanted to comment on the architectural standards and noted that what is shown in the drawings were not any better than a Hallberg building because there is nothing please to the eye. He stated that it will be located right next to the beautiful sign that says 'Welcome to Wyoming'. He reiterated that he felt the proposed buildings were not pleasing to the eye and stated that they brought to mind dog houses and, in his opinion, look worse than the storage buildings that the community is already well-known for. He stated that he thinks there are clearly still some issues that need to be looked at by the City.

Wayne Lund, 25330 Heims Lake Circle, stated that he understands that this property is zoned for 55+.

Zoning Administrator Weck clarified that it was zoned for Office Healthcare, so 55+ apartments is one of the things that it could be used for.

Mr. Lund stated that his understanding was that 80% has to be for 55 or older and asked if that was based on the units.

Zoning Administrator Weck stated that it would be based on units and noted that it would be under the same standards as the Heims Lake development.

Sharon Morin, 25400 Farmstead Lane, stated that in the first information meeting they were told that there would not be wheelchair accessibility or handicap access and asked how they could have a 55+ development and not have those features.

Zoning Administrator Weck explained that the State building code addresses the earlier comment related to windows and also addresses how many units need to be handicap accessible. He stated that if this is approved and the applicant applies for a building permit, those items will be addressed during that process.

Julie Hinz, 25351 Farmstead Lane, stated that in the information sent out, it stated that the proposed development was to have peak traffic at 3:00 a.m. and 3:00 p.m. She asked why peak traffic would happen at 3:00 a.m.

Planning Consultant Lindquist stated that was just depicted as a general commute time and meant 3 trips during a.m. peak times, which are most likely 7:00 a.m. to 9:00 a.m.

Ms. Hinz asked if the next step in this process would be to take the application before the City Council.

Chair Lobermeier stated that the Planning Commission will make a recommendation that will be given to the City Council. He stated that he believes that this will go before the City Council at their June 6, 2023 meeting. He cautioned that while residents were welcome to attend, the City Council would not be holding a public hearing on this matter.

Ms. Thompson asked if this had already been approved.

Chair Lobermeier stated that it had not been approved.

Ms. Thompson asked who had paid for things like water level samples.

Zoning Administrator Weck stated that the developer would be responsible for those costs during the design process.

Darren Kolke, 25330 Farmstead Lane, stated that the permit application has a few things checked 'no' without any explanation. He asked if anyone had an answer on nearby property values and how they would be effected.

Melinda Deneen, 25347 Heims Lake Circle, asked how many paying tenants there would be per unit. She noted that typically for a 55+ development there is a husband and a wife or a widow or widower. She stated that she used to clean 55+ apartments and has never seen this kind of layout for that purpose. She stated that she feels it will be unsafe and did not feel this area would be the right location for this type of use.

Mr. Erickson stated that to go along with Ms. Deneen's point, when you plan this type of development, typically there needs to be transportation available for the residents. He stated that this is not on or near a bus line and does not feel it has been designed with that need in mind. He stated that he feels the City needs to get more answers from the developer as to what demographic would move into a 55+ unit with 3 bedrooms and one small common living area.

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota**

Planning Commission for April 25, 2023

A MOTION WAS MADE BY COMMISSIONER IVERSON, SECONDED BY COMMISSIONER WEST, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR APRIL 25, 2023 AS SUBMITTED.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None
Abstain: None
Absent: Naumann

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for May 9, 2023

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR MAY 9, 2023 AS SUBMITTED.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None
Abstain: None
Absent: Naumann

SCHEDULED PUBLIC HEARINGS:

- 3. Conditional Use Permit for Sight-in Days Structure: C-23-003**
Location: 4648 240th Street
Applicant/Owner: Forest Lake Sportsman’s Club, Ron Westberg
Property ID Number: 21.10632.00

Zoning Administrator Weck explained that he was a member of the Forest Lake Sportsman’s Club, so Planning Consultant Lindquist would handle this item tonight.

Planning Consultant Lindquist gave an overview of the CUP request for a specific structure on the Forest Lake Sportsman’s Club premises. She noted that because it appears that many of the uses for the existing buildings may have existed prior to the City, there may be some grandfathering available. She explained that because this building would be removed, they would lose the grandfathering status. She stated that as they replace things the City would be looking at providing approvals that bring it into compliance with the legal requirements for the ordinance. She noted that the property is located in an agricultural zone with a shoreland district overlay and noted that the Comprehensive Plan has it guided for semi-rural neighborhood that recognizes the shoreland management. She noted that there are quite a few CUP standards that are appropriate for reviewing and noted that the proposed structure is just 200 sq. ft. which is slightly smaller than the existing structure. She stated that staff feels they meet the standards for issuance of the CUP and are recommending approval with the conditions as outlined in the staff report related to things like erosion control. She stated that they are planning to add electricity and an HVAC system so they will be getting permitting for those actions but are not running sewer and water utilities to the site.

Ron Westberg, Forest Lake Sportsman’s Club, explained that this structure will have small usage and will either have employees or club members. He stated that the public will not be going into this structure which is why they designed it this way. He stated that they expect that it will be

used on weekends from the last weekend of September until the State deer opener which is generally the first weekend in November. He stated that they have discussed the possibility of allowing the building to be used by members during other times of the year in order to socialize with each other or get out of the elements, but that had not yet been approved by the Board. He explained that the actual request is for a building to be used primarily as a check-in facility.

Chair Lobermeier stated that he has been there many times and noted that he would miss the old structure.

Commissioner West asked why they would tear down the old structure because it is so cool.

Mr. Westberg explained that they were concerned because it is rotting away at the base. He noted that when you spend time in it during the fall months, you end up sharing quarters with squirrels and mice.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO OPEN THE PUBLIC HEARING AT 7:30 P.M.

<i>Voting Aye:</i>	<i>Iverson, West, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Naumann</i>

Mr. Erickson stated that this proposal looked better than the proposed apartment buildings that were discussed during the Open Forum.

Duane Sellman, 25353 Esquire Boulevard, stated that he shared a border with the Sportsman's Club. He noted that he did not have a problem with them updating the building, but he also likes the log building.

Jody Cowden, 24138 Elmcrest Avenue, she stated that she does not have a problem with the plans to update the building, but from her point of view it is open all day, every day, 365 days/year. She stated that it creates a lot of traffic and is not just in the fall and an occasional weekend.

Chair Lobermeier stated that he believes the statement made by Mr. Westberg about usage in the fall and on weekends, was just related to this particular building and not the Sportsman's Club itself.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO CLOSE THE PUBLIC HEARING.

<i>Voting Aye:</i>	<i>Iverson, West, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Naumann</i>

Commissioner West reiterated that she would be sad to see the old building go, but understands the need because of the deterioration of the building.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO RECOMMEND APPROVAL CONDITIONAL USE PERMIT FOR SIGHT-IN DAYS STRUCTURE: C-23-003 FOR PROPERTY LOCATED AT 4648 240TH STREET FOR

FOREST LAKE SPORTSMAN'S CLUB, RON WESTBERG, PROPERTY ID NUMBER: 21.10632.00, SUBJECT TO THE CONDITIONS AS LISTED IN THE STAFF REPORT.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None
Abstain: None
Absent: Naumann

NEW BUSINESS:

4. Sketch Plan, Wildlife Estates Plat 5: D-23-001
Location: 24996 Fondant Avenue
Applicant/Owner: Brian Mulroy
Property ID Number: 21.11125.34

Planning Consultant Lindquist gave an overview of the proposed sketch plan to create two parcels from one at 24996 Fondant Avenue. She explained that the process for a Sketch Plan was to give the proposal a cursory review and raise any pertinent issues prior to the applicant coming back for the official approvals. She reviewed the current zoning and access for the new driveway onto Fondant Avenue. She stated that staff is recommending rezoning to R-1 since the lot sizes are more consistent with that standard and referenced the property directly to the east that had the same issue. She noted that the lot depth requirements would not be met due to the corner lot situation which means a variance would be required.

Commissioner Iverson noted that this appears to be a carbon copy of what was done with the property to the east and asked if there were other lots in this same situation.

Zoning Administrator Weck stated that he believes that there were not any others in the area that could be rezoned in this manner.

OLD BUSINESS

5. Conditional Use Permit for Apartment Buildings: C-23-001
Location: 257th Street, South end of cul-de-sac
Applicant/Owner: 257 Land Holdings, LLC; Brian Solsrud
Property ID Numbers: 21.10605.00 and 21.10542.10

Chair Lobermeier expressed his appreciation for the additional public comment that was provided earlier in the meeting.

Planning Consultant Lindquist noted that the Planning Commission had previously recommended a continuance with 8 reasons and explained that they should ensure that those have been adequately addressed in the information provided by the applicant. She stated that this is comprised of two different parcels that has a total acreage of about 14.2 acres, but only about 4.3 of it is actual upland acreage. She reviewed what they had applied for when this was last discussed and explained that they have now modified that plan by reducing the driveway and garage length and would be under the hard surface coverage requirements for the Shoreland District so a CUP for that would no longer be needed. She stated that this property was fairly recently rezoned to office and healthcare which allows elderly housing. She stated that the applicant has clarified that this is an independent 55+ community which means they would typically have their own means of transportation. She reviewed the site plan and noted that, while similar, there are some modifications that have been made that address some of the concerns expressed by the Commission. She reviewed the modifications for access and circulation on the

property. She stated that the plans are still for 2 buildings with 6-7 rental units and one leasing office. She reiterated that there will be 21 surface parking stalls and 21 garage stalls which will also provide for visitor parking. She explained that this proposal equates to 2.85 units per acre which is a fairly low density. She stated that the Fire Chief has reviewed the modified access plans for emergency vehicle access and while not wholly desirable, it is adequate. She noted that it will be tough to maneuver on the site because there is not a lot of extra space. She stated that the roadway and the utilities will be private utilities and installed and maintained privately by the developer, but will tap into the City's system. She stated that the City had required a traffic study be conducted and noted that they had used the ITE for elderly housing which has a lower traffic generator than a typical single family or multi-family use. She explained that their information came out to 42 trips per day which is nothing that would be concerning related to traffic volumes. She stated that she knows that there has been a lot of concern expressed about the unit layouts and what they may represent, and noted that the traffic study was based on the proposed use for elderly housing. She reviewed the previous and modified versions of the tree preservation and landscaping plans. She noted that staff recognizes that the best landscaping for this site would be to maintain the existing landscaping because it is mature and ungraded. She noted that staff recommends that they put in the preservation fencing prior to any grading activity and that the City should monitor this situation. She reviewed the architectural plans and noted that she thinks that everyone recognizes that what they are proposing is an odd layout and noted that the applicant has provided detail for the garage space and noted that it is similar to other detached garage spaces. She explained that the applicant had generally addressed the 8 items that were associated with the continuation by the Commission. She stated that they have also modified some of the technical information and addressed some of the watershed district comments. She stated that staff is recommending approval with 14 conditions as included in the staff report. She stated that some of the proposed conditions address some of the concerns raised by the neighborhood related to clarifying the site use and that use cannot be modified without amending the PUD.

Commissioner West asked about the fire and emergency access plans to the apartments that are along the lake front.

Zoning Administrator Weck stated that the plans are probably not the best way to get to those units, but it does meet the fire code as far as distance from where they would park. He reiterated that the Fire Chief had looked over the plans and while not ideal, it would technically meet the code.

Commissioner Iverson asked about access and noted that people will need to carry their groceries around the back of the building. He asked if there would be a covering over the sidewalk and asked how it would be maintained to prevent falls. He stated that, to him, this is not a safe set up at all for people 55+ with the way they have to access this facility.

Planning Consultant Lindquist stated that there were no plans to cover the sidewalk with any type of shelter.

Commissioner Iverson stated that there also does not appear to be any community space outside or inside.

Ed Severson, 257 Land Holdings, stated that a lot of work has gone into this proposal thus far. He stated that they could bring more planning to bring the greenspace areas to the forefront in specifying the paths towards the lakeside for a communal area. He noted that the concerns shared about the 3 doorways speaks to the ADA requirements and they chose to have this in all the units in order to allow for accessibility to outdoors.

Commissioner Iverson asked about the plans for a window in the main living area but not for other areas in the bedrooms.

Mr. Severson stated that their architect could not be here tonight and noted that when he leaves the meeting he would like to have a hard list of questions that have not been answered that he can get answers for.

Chair Lobermeier respectfully reminded Mr. Severson that the applicant had been before the Commission on March 14, 2023 where those comments and concerns were shared and noted that those elements were not changed in the latest version of the plans.

Mr. Severson stated that he does not have answers regarding the design but knows that they followed best practices and assured the Commission that they want it to look good today and in the future.

Chair Lobermeier stated that there had been a concern raised regarding the circulation on the back side of both buildings and access to the units. He stated that there is also no lighting provided on the back sides of the building according to the lighting plans that were submitted which leaves him extremely concerned about individual safety and access for emergency response.

Mr. Severson stated that he concurs with that concern.

Chair Lobermeier stated that this concern was clearly communicated with the applicant and he feels there is room on the site to do something different than what is being proposed.

Mayor Iverson stated that the applicant brought up the 3 doors as an ADA compliance item. She asked about the size of the doors and noted that based on the plans submitted, those doors would not be ADA compliant.

Mr. Severson stated that he knows that there were a few different iterations.

Zoning Administrator Weck explained that the ADA requirements would only be required for a certain percentage of the units and would not have to be for all the units. He explained that the ADA units would require one 3'-0" door to each unit, and for escape and egress, would require a window or a door. He explained that each bedroom would not need to have its own door to the exterior.

Chair Lobermeier asked how long a typical lease would last.

Mr. Severson stated that they would be market rate apartments that would have at least a 1 or 2 year lease length.

Chair Lobermeier asked about the trash receptacle location and stated that he would strongly suggest that this be relocated to the far west side of the development so it would be further away from the neighbors. He stated that he believes the Commission has a lot of the same questions as those raised by neighbors. He noted that he has multiple concerns with this project and noted that usually their discussion about the look of a building is related to materials. He explained that architectural design typically revolves around form and function and if the function of this facility is geared towards 55+, he feels the form does not speak to that at all. He shared examples of what would typically be seen in that type of space such as extra navigation space, common areas, and access to the back of the buildings. He stated that the plans show no walk-in shower units which would be more typical for an aging community. He stated that the lack of windows not only mean a not very attractive design from the exterior, but also no light on the interior. He reiterated that there is no lighting on the backside of these units but on the other side seems to be very brightly lit. He stated that they had also mentioned safety for residents but also for emergency access, snow, and trash removal. He noted that it appears as though these kinds of details were not thought about with the design plans. He stated that he feels the Commission has gotten a lot of good feedback from the public and felt that the staff report was very detailed and explained how this meets the zoning ordinances and the guidance of the Comprehensive Plan. He noted

that typically if a plan comes and meetings those things, the Commission is able to approve the plans, but he believes that this plan fails to meet the architectural standard ordinance. He stated that the design, as it has been presented, is inconsistent with the targeted segment of the community for 55+.

MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER IVERSON, TO RECOMMEND DENIAL FOR THE CONDITIONAL USE PERMIT REQUEST FOR APARTMENT BUILDINGS: C-23-001 LOCATED AT 257TH STREET, SOUTH END OF CUL-DE-SAC FOR 257 LAND HOLDINGS, LLC; BRIAN SOLSRUD, PROPERTY ID NUMBERS: 21.10605.00 AND 21.10542.10.

Planning Consultant Lindquist stated that if the Commission was interested in recommending denial, staff would ask that they actually continue this item in order to allow time for them to prepare findings of fact appropriate with the feedback the Commission has given.

Chair Lobermeier referenced Division 5 of Ordinances, specifically 40-450 and 40-451.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None
Abstain: None
Absent: Naumann

MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER WEST, TO CONTINUE THE CONDITIONAL USE PERMIT REQUEST FOR APARTMENT BUILDINGS: C-23-001 LOCATED AT 257TH STREET, SOUTH END OF CUL-DE-SAC FOR 257 LAND HOLDINGS, LLC; BRIAN SOLSRUD, PROPERTY ID NUMBERS: 21.10605.00 AND 21.10542.10, AND DIRECT STAFF TO PREPARE FINDINGS OF FACT TO SUPPORT A RECOMMENDATION OF DENIAL.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None
Abstain: None
Absent: Naumann

Chair Lobermeier clarified that this action meant that this would not be discussed at the June 6, 2023 City Council meeting. He expressed his appreciation to the public for attending the meetings and giving their input. He stated that he believes the Commission was concerned about many of the same things that the residents were and assured them that the Commission wants a good quality design. He stated that something 'like' what has been presented can go on this site, but it needs to be done right.

COMMUNICATIONS:

UPDATES:

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO ADJOURN THE MAY 23, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 8:23 PM.

Voting Aye: Iverson, West, and Lobermeier
Voting Nay: None

<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Naumann</i>

DRAFT

RESERVED FOR RECORDING DATA

RESOLUTION NO. 23-06-50

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE REPLACEMENT OF
THE EXISTING SIGHT-IN DAYS STRUCTURE**

**AT
4648 240TH STREET
PROPERTY ID NUMBER: 21.10632.00**

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

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, WHEREAS, Ron Westberg of the Forest Lake Sportsman's Club has applied for a Conditional Use Permit to replace the existing structure used to check-in participants during Sight-In Days at Gate 1 on property legally described as:

Government Lot 1 and the Southeast Quarter of the Southwest Quarter Section 31, Township 33, Range 21, Chisago County, Minnesota, except a strip of land 1 rod wide along the North line of Government lot 1 and except 3 acres, more or less, lying Southerly of public highway crossing Government lot 1 and Northwesterly of Higgins Lake.

WHEREAS, on May 23, 2023, the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The use is in conformity with the Comprehensive Plan and development policies of the City.
2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.
4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.
5. The use in the opinion of the City is reasonably related to the overall needs of the City and to the existing land use.
6. The use will be consistent with the purpose of this and other City Ordinances.
7. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.
8. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.
9. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.
10. The establishment or maintenance of the use shall not be detrimental to the public, health, safety, or general welfare.
11. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness or other nuisances.
12. The use will preserve and incorporate the site's important natural and scenic features into the development design.
13. The use will cause minimal adverse environmental effects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Conditional Use Permit, as requested by the applicant with the following conditions:

- 1) The applicant obtain all applicable permits for installation of the building, electrical and the heating/cooling system prior to commencement of building construction or electrical and HVAC installation.
- 2) The proposed new structure shall be located in the same location as the current building, as depicted on the submitted site plan.
- 3) The applicant install erosion control prior to installation of the building base and accessory building.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6th DAY OF JUNE, 2023.

Lisa Iverson, Mayor

ATTEST:

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

Robb Linwood, City Administrator



Request for Action

Date: June 2nd, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Veteran's Memorial

Method: New Business

Background Information:

In February, the city entered a professional services agreement with WSB for the Railroad Park Veteran's Memorial Final Design and Donor Recognition Design Development. As part of the final design, WSB put together a site package and an electrical package and sent out to contractors. The city received three site package quotes and one electrical package quote. Blackstone Contractors, LLC had the low quote for the site package of the Veteran's Memorial in the amount of \$63,109.75. Vinco Inc. was the lone electrical quote in the amount of \$25,690.00. Total construction cost for the Veteran's Memorial which is Phase 1 of the Railroad Park Redevelopment Project is \$88,799.75 which is under the maximum budget of \$100,000.

The site package quotes received are as follows:

1. Blackstone Contractors LLC: \$63,109.75
2. JL Theis Inc: \$135,280.00
3. Urban Companies LLC: \$158,300.00

The Park Advisory Commission will be reviewing these quotes at their meeting on Monday, June 5th and staff will update council on their feedback and recommendations.

Recommended Action:

Staff and WSB have reviewed the quotes and recommend selecting Blackstone Contractors, LLC for the site package contract for the Veteran's Memorial in the amount of \$63,109.75 and Vinco, Inc. for the electrical package for the Veteran's Memorial in the amount \$25,690.00 for a total project cost of \$88,799.75.

May 16, 2023

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

Re: Railroad Park Veterans Memorial Quotes
City of Wyoming
WSB Project No. 018972-000

Dear Alex:

Three quotes were received for the Site Package as follows:

1. Blackstone: \$ 63,109.75
2. JL Theis: \$135,280.00
3. Urban: \$158,300.00

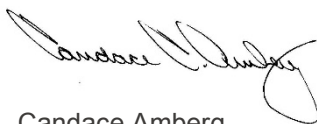
One quote for the Electrical Package was received as follows:

1. Vinco: \$25,690.00

The City may choose to accept the quotes from Blackstone for the Site Package and Vinco for the Electrical Package for a total of \$88,799.75 to proceed. We also recommend setting aside a total project construction contingency of 10% of the total project value for project unknowns.

Sincerely,

WSB



Candace Amberg
Sr. Landscape Architect

Bidder:	Blackstone Contractors, LLC		
Address:	9520 County Road 19 Suite D		
City, State, Zip:	Loretto, MN 55357		
E-mail Address:	Bruce@blackstonecontractorsllc.com	Telephone No.:	763-291-7728

QUOTE FORM – SITE
RAILROAD PARK VETERANS MEMORIAL
CITY OF WYOMING, MN
WSB PROJECT NO. 018972-000

QUOTE DUE 1:00 pm

Quote Due Date May 12,, 2023

This Quote is submitted to:

Camberg@wsbeng.com for the City of Wyoming:

1. The undersigned Bidder proposes and agrees, if this Quote is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices in this Quote, within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
2. This Quote will remain subject to acceptance for 60 days after the quote is submitted, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
3. In submitting this Quote, Bidder represents that:
 - a. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - b. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - c. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - d. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
 - e. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this for performance of the Work at the price quoted and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
 - f. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - g. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
 - h. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
 - i. The submission of this Quote constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement listed herein, and that without exception the Quote and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
4. Bidder will complete the work in accordance with the Contract Documents for the following price(s):

BASE BID SCHEDULE – SITE PACKAGE

DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL PRICE
General Earthwork & Excavation	Lump Sum	1	\$ <u>13,890.00</u>	\$ <u>13,890.00</u>
Retaining Seat Wall	Sq Ft	45	\$ <u>130.22</u>	\$ <u>5,859.90</u>
Flag Poles	Each	3	\$ <u>4,156.67</u>	\$ <u>12,470.01</u>
6" Concrete Pavement	Sq Ft	1550	\$ <u>11.23</u>	\$ <u>17,406.50</u>
Paver Installation	Sq Ft	48	\$ <u>49.58</u>	\$ <u>2,379.84</u>
Concrete Monument Wall	Lump Sum	1	\$ <u>8,180.00</u>	\$ <u>8,180.00</u>
Seed w/Blanket	Sq Yd	450	\$ <u>4.27</u>	\$ <u>1,921.50</u>
Erosion Control	Lump Sum	1	\$ <u>1,002.00</u>	\$ <u>1,002.00</u>
TOTAL BASE BID – SITE				\$ <u>63,109.75</u>

5. Bidder acknowledges that (1) each Quote Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Quotes, and final payment for all unit price Quote items will be based on actual quantities, determined as provided in the Contract Documents.
6. **Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:** NONE
- Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____
7. Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

BIDDER: *[Indicate correct name of bidding entity]*

Blackstone Contractors, LLC.

By:
[Signature]



[Printed name]

Bruce Karvonen

Title:

Vice President

Submittal Date:

Friday May 12th, 2023

Address for giving notices:

9520 Count Road 19 Suite D, Loretto, MN 55357

If Bidder is a corporation, what is the state of incorporation?

Minnesota

If Bidder is a partnership, state full name of all co-partners:

Federal Employer ID Number (EIN): 26-1629924

To City of Wyoming City Council:

According to the advertisement of City of Wyoming inviting proposals for the improvement of the section of highway hereinbefore named, and in conformity with the Contract, Plans, Specifications and Special Provisions pertaining thereto, all on file in the office of the Auditor of City of Wyoming:

(I)(We) hereby certify that (I am)(we are) the only person(s) interested in this proposal as principal(s); that this proposal is made and submitted without fraud or collusion with any other person, firm or corporation at all; that an examination has been made of the site of the work and the Contract form, with the Plans, Specifications and Special Provisions for the improvement.

(I)(We) understand that the quantities of work shown herein are approximate only and are subject to increase or decrease; that all quantities of work, whether increased or decreased within the limits specified in MnDOT 1903 and 1402, are to be done at the unit prices shown on the attached schedule; that, at the time of opening bids, totals only will be read, but that comparison of bids will be based on the correct summation of item totals obtained from the unit prices bid, as provided in MnDOT 1301.

(I)(We) propose to furnish all necessary machinery, equipment, tools, labor and other means of construction and to furnish all materials specified, in the manner and at the time prescribed, all according to the terms of the Contract and Plans, Specifications, and the Special Provisions forming a part of this.

(I)(We) further propose to do all Extra Work that may be required to complete the contemplated improvement, at unit prices or lump sums to be agreed upon in writing before starting such work, or if such prices or sums cannot be agreed upon, to do such work on a Force Account basis, as provided in MnDOT 1904.

(I)(We) further propose to execute the form of Contract within 10 days after receiving written notice of award, as provided in MnDOT 1306.

(I)(We) further propose to furnish a Payment Bond and a Performance Bond each equal to the Contract Amount as required by MN Statute § 574.26, as security for the construction and completion of the improvement according to the Plans, Specifications and Special Provisions as provided in MnDOT 1305.

(I)(We) further propose to do all work according to the Plans, Specifications and Special Provisions, and to renew or repair any work that may be rejected due to defective materials or workmanship, before completion and acceptance of the Project by City of Wyoming.

(I)(We) agree to all provisions of Minnesota Statutes, Section 181.59.

(I)(We) further propose to begin work and to prosecute and complete the same according to the time schedule set forth in the Special Provisions for the improvement.

(I)(We) assign to City of Wyoming all claims for overcharges as to goods and materials purchased in connection with this Project resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota. This clause also applies to subcontractors and first tier suppliers under this Contract.

NOTICE TO ALL BIDDERS

To report bid rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (DOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of the DOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

MINNESOTA DEPARTMENT OF TRANSPORTATION
NOTICE TO BIDDERS
SUSPENSIONS/DEBARMENTS

Do not use suspended or debarred parties as subcontractors or material suppliers on this project.

Both the federal government and the State of Minnesota suspend and debar vendors. Review the lists of suspended and debarred vendors when submitting a bid and when submitting a request to sublet.

State Suspensions and Debarments.

To review the list of parties suspended and debarred by the State of Minnesota, go to this website: <http://www.mmd.admin.state.mn.us/debarredreport.asp> . This list includes parties suspended and debarred by the Minnesota Department of Transportation and the Minnesota Department of Administration.

This site also has a link to the SAM.gov Federal Suspensions and Debarments site.

Federal Suspensions and Debarments.

The federal government maintains a website listing suspended and debarred parties. You do not need a username or password to use the search functions on the website. You can either search for specific entity names, or see a list of parties suspended and debarred by the Federal Highway Administration.

You can search for Entity Exclusions on SAM.gov without a user account.

To search the status of a particular vendor, follow this process:

First, go to the System for Awards Management (SAM) website: <https://www.sam.gov> (requires Internet Explorer version 11 or higher, or another supported browser such as Chrome).

How to Search Exclusion Records

Search SAM.gov to Search Exclusion Information

1. Select "Search" from the menu.
2. In the filters, under "Select Domain," select "Entity Information," and then select "Exclusions."
3. The page will refresh with exclusions content and the filters will change to reflect the options available in this domain.
4. Select any category you want to filter your results.

Note: Using the search bar at the top of the page will create a new search and remove any existing filters from your results.

Advanced Search – Exclusions

First, go to the System for Awards Management (SAM) website: <https://www.sam.gov> (requires Internet Explorer version 11 or higher, or another supported browser such as Chrome).

After logging in to SAM.gov:

1. Navigate to the home page and select "Exclusions."
2. Select the "Advanced Search" link above the search bar.

3. Use filters to create an advanced search. Once applied, filters will appear in boxes beneath the category; remove filters by selecting the “x” icon on each one.
 - **Keywords:** Apply any keyword searches to your filter
 - **Classification:** Four categories of exclusions
 - **Excluded Individual:** Information you can enter to filter by individual
 - **Excluded Other:** Information you can enter to search by UEI, CAGE, etc.
 - **Federal Organizations:** Filter by federal organizations (use **6925** for FHWA)
 - **Exclusion Type:** Filter by one of four defined exclusion types (select all of them)
 - **Exclusion Program:** Filter by Procurement, Reciprocal, or Non-Procurement (select all of them)
 - **Location:** Filter by ZIP Code, state or other geographical information
 - **Dates:** Filter by several relevant date options
 - **Exclusion Status:** Active/Inactive
4. Use the Reset button below the filters to clear all filters applied at once.

Note: Using the search bar at the top of the page will create a new search and remove any existing filters from your results.

To view a list of all entities suspended or debarred in [Minnesota](#) by the Federal Highway Administration, follow this process:

After logging in to SAM.gov:

1. Navigate to the home page and select “Exclusions.”
2. Select the “Advanced Search” link above the search bar.
3. Use filters to create an advanced search. Once applied, filters will appear in boxes beneath the category; remove filters by selecting the “x” icon on each one.
 - **Federal Organizations:** Filter by federal organizations (use **6925** for FHWA)
 - **Exclusion Type:** Filter by one of four defined exclusion types (select all of them)
 - **Exclusion Program:** Filter by Procurement, Reciprocal, or Non-Procurement (select all of them)
 - **Location:** Filter by ZIP Code, state or other geographical information (select **Minnesota**)
4. Use the Reset button below the filters to clear all filters applied at once.

June 5, 2021

NON-COLLUSION AFFIDAVIT

The following Non-Collusion Affidavit shall be executed by the bidder:

State Project No. Railroad Park Veterans Memorial

Federal Project No. _____

State of Minnesota _____)

) ss

County of Hennepin _____)

I, Bruce Karvonen, do state under penalty of
(name of person signing this affidavit)

perjury under 28 U.S.C. 1746 of the laws of the United States:

(1) that I am the authorized representative of Blackstone Contractors, LLC.

(name of person, partnership or corporation submitting this proposal)

and that I have the authority to make this affidavit for and on behalf of said bidder;

(2) that, in connection with this proposal, the said bidder has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;

(3) that, to the best of my knowledge and belief, the contents of this proposal have not been communicated by the bidder or by any of his/her employees or agents to any person who is not an employee or agent of the bidder or of the surety on any bond furnished with the proposal and will not be communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the proposal; and

(4) that I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: 
(bidder or his/her authorized representative)

**ATTACHMENT A
PRIME CONTRACTOR RESPONSE**

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

STATE PROJECT NUMBER: Railroad Park Veterans Memorial, Wyoming, MN

This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the response to this solicitation. A response received without this form, will be rejected.

Minn. Stat. § 16C.285, Subd. 7. IMPLEMENTATION. ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...	
Minn. Stat. § 16C.285, Subd. 3. RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:	
(1)	The Contractor: (i) is in compliance with workers' compensation and unemployment insurance requirements; (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees; (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity: (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period; (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final; (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees; (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27; (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I certify under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and**
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and**
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.**

Authorized Signature of Owner or Officer:



Printed Name:

Bruce Karvonen

Title:

Vice President

Date:

May 12th, 2023

Company Name:

Blackstone Contractors, LLC.

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

STATE PROJECT NUMBER: Railroad Park Veterans Memorial, Wyoming, MN

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

FIRST TIER SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
None	

*Attach additional sheets as needed for submission of all first-tier subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that: All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: 	Printed Name: Bruce Karvonen
Title: Vice President	Date: May 12, 2023
Company Name: Blackstone Contractors, LLC.	

ATTACHMENT A-2

ADDITIONAL SUBCONTRACTORS LIST

PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT

STATE PROJECT NUMBER: Railroad Park Veterans Memorial, Wyoming, MN

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. § 16C.285, Subd. 5. ... If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

ADDITIONAL SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
Naone	

*Attach additional sheets as needed for submission of all additional subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2

By signing this document I certify that I am an owner or officer of the company, and I certify under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.

Authorized Signature of Owner or Officer:



Printed Name:

Bruce Karvonen

Title:

Vice President

Date:

May 23, 2023

Company Name:

Blackstone Contractors, LLC

Bidder:	JL Theis, Inc.		
Address:	860 Quaker Ave. Ste. 102		
City, State, Zip:	Jordan, MN 55352		
E-mail Address:	janie@jltheis.com	Telephone No.:	952-492-3888

QUOTE FORM – SITE
RAILROAD PARK VETERANS MEMORIAL
CITY OF WYOMING, MN
WSB PROJECT NO. 018972-000

QUOTE DUE 1:00 pm
Quote Due Date May 12,, 2023

This Quote is submitted to:
Camberg@wsbeng.com for the City of Wyoming:

1. The undersigned Bidder proposes and agrees, if this Quote is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices in this Quote, within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
2. This Quote will remain subject to acceptance for 60 days after the quote is submitted, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
3. In submitting this Quote, Bidder represents that:
 - a. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - b. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - c. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - d. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
 - e. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this for performance of the Work at the price quoted and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
 - f. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - g. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
 - h. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
 - i. The submission of this Quote constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement listed herein, and that without exception the Quote and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
4. Bidder will complete the work in accordance with the Contract Documents for the following price(s):

BASE BID SCHEDULE – SITE PACKAGE

DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL PRICE
General Earthwork & Excavation	Lump Sum	1	\$ <u>37,600.00</u>	\$ <u>37,600.00</u>
Retaining Seat Wall	Sq Ft	45	\$ <u>110.00</u>	\$ <u>4,950.00</u>
Flag Poles	Each	3	\$ <u>7,500.00</u>	\$ <u>22,500.00</u>
6" Concrete Pavement	Sq Ft	1550	\$ <u>16.00</u>	\$ <u>24,800.00</u>
Paver Installation	Sq Ft	48	\$ <u>35.00</u>	\$ <u>1,680.00</u>
Concrete Monument Wall	Lump Sum	1	\$ <u>40,000.00</u>	\$ <u>40,000.00</u>
Seed w/Blanket	Sq Yd	450	\$ <u>5.00</u>	\$ <u>2,250.00</u>
Erosion Control	Lump Sum	1	\$ <u>1,500.00</u>	\$ <u>1,500.00</u>
TOTAL BASE BID – SITE				\$ <u>135,280.00</u>

5. Bidder acknowledges that (1) each Quote Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Quotes, and final payment for all unit price Quote items will be based on actual quantities, determined as provided in the Contract Documents.
6. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:
- Addendum No. 2 Dated: N/A Addendum No. _____ Dated: _____
- Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____
7. Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

BIDDER: [Indicate correct name of bidding entity]

JL Theis, Inc.

By:
[Signature]

Jamie Theis

[Printed name]

Jamie Theis

Title:

President

Submittal Date:

5/4/2023

Address for giving notices:

860 Quaker Ave. Ste. 102

Jordan, MN 55352

If Bidder is a corporation, what is the state of incorporation?

MN

If Bidder is a partnership, state full name of all co-partners:

Federal Employer ID Number (EIN):

46-4719415

Bidder:	URBAN COMPANIES LLC		
Address:	3781 LABORE RD		
City, State, Zip:	ST PAUL MN 55110		
E-mail Address:	GURBAN@URBANCOMPANIESUSA.COM	Telephone No.:	6512489830

QUOTE FORM – SITE
RAILROAD PARK VETERANS MEMORIAL
CITY OF WYOMING, MN
WSB PROJECT NO. 018972-000

QUOTE DUE 1:00 pm
Quote Due Date May 12,, 2023

This Quote is submitted to:
Camberg@wsbeng.com for the City of Wyoming:

1. The undersigned Bidder proposes and agrees, if this Quote is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices in this Quote, within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
2. This Quote will remain subject to acceptance for 60 days after the quote is submitted, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
3. In submitting this Quote, Bidder represents that:
 - a. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - b. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - c. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - d. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
 - e. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this for performance of the Work at the price quoted and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
 - f. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - g. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
 - h. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
 - i. The submission of this Quote constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement listed herein, and that without exception the Quote and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
4. Bidder will complete the work in accordance with the Contract Documents for the following price(s):

BASE BID SCHEDULE – SITE PACKAGE

DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL PRICE
General Earthwork & Excavation	Lump Sum	1	\$ <u>40000</u>	\$ <u>40000</u>
Retaining Seat Wall	Sq Ft	45	\$ <u>500</u>	\$ <u>22500</u>
Flag Poles	Each	3	\$ <u>6000</u>	\$ <u>18000</u>
6" Concrete Pavement	Sq Ft	1550	\$ <u>18</u>	\$ <u>27900</u>
Paver Installation	Sq Ft	48	\$ <u>100</u>	\$ <u>4800</u>
Concrete Monument Wall	Lump Sum	1	\$ <u>32100</u>	\$ <u>32100</u>
Seed w/Blanket	Sq Yd	450	\$ <u>20</u>	\$ <u>9000</u>
Erosion Control	Lump Sum	1	\$ <u>4000</u>	\$ <u>4000</u>
TOTAL BASE BID – SITE				\$ <u>158,300</u>

5. Bidder acknowledges that (1) each Quote Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Quotes, and final payment for all unit price Quote items will be based on actual quantities, determined as provided in the Contract Documents.

6. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No. 1 Dated: 5/11/23 Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

7. Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

BIDDER: [Indicate correct name of bidding entity]

URBAN COMPANIES LLC

By:

[Signature]

[Signature]

[Printed name]

GREG URBAN

Title:

OWNER

Submittal Date:

5/12/23

Address for giving notices:

3781 LABORE RD

ST PAUL MN 55110

If Bidder is a corporation, what is the state of incorporation?

MN

If Bidder is a partnership, state full name of all co-partners:

Federal Employer ID Number (EIN):

20-2564286

NON-COLLUSION AFFIDAVIT

The following Non-Collusion Affidavit shall be executed by the bidder:

State Project No. _____

Federal Project No. _____

State of Minnesota _____)

) ss

County of Hamsey _____)

I, GREY URBAN, do state under penalty of
(name of person signing this affidavit)

perjury under 28 U.S.C. 1746 of the laws of the United States:

(1) that I am the authorized representative of _____

URBAN COMPANIES LLC
(name of person, partnership or corporation submitting this proposal)

and that I have the authority to make this affidavit for and on behalf of said bidder;

(2) that, in connection with this proposal, the said bidder has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;

(3) that, to the best of my knowledge and belief, the contents of this proposal have not been communicated by the bidder or by any of his/her employees or agents to any person who is not an employee or agent of the bidder or of the surety on any bond furnished with the proposal and will not be communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the proposal; and

(4) that I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: 
(bidder or his/her authorized representative)

**ATTACHMENT A
PRIME CONTRACTOR RESPONSE**

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

STATE PROJECT NUMBER: _____

This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the response to this solicitation. A response received without this form, will be rejected.

Minn. Stat. § 16C.285, Subd. 7. IMPLEMENTATION. ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...	
Minn. Stat. § 16C.285, Subd. 3. RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:	
(1)	The Contractor: (i) is in compliance with workers' compensation and unemployment insurance requirements; (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees; (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity: (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period; (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final; (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees; (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27; (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I certify under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: GREG URBAN
Title: OWNER	Date: 5/12/23
Company Name: URBAN COMPANIES LLC	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

STATE PROJECT NUMBER: _____

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

FIRST TIER SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located
MORCON CONSTRUCTION	FROSLEY

*Attach additional sheets as needed for submission of all first-tier subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that: All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer:	Printed Name:
	GRET URBAN
Title:	Date:
Owner	5/12/23
Company Name:	
URBAN COMPANIES LLC	

Bidder: Vinco Inc.	
Address: 18995 Forest Blvd N	
City, State, Zip: Forest Lake, MN 55025	
E-mail Address: m.klinkhammer@vinco-inc.com	Telephone No.: 651-677-0700

QUOTE FORM – ELECTRIC
RAILROAD PARK VETERANS MEMORIAL
CITY OF WYOMING, MN
WSB PROJECT NO. 018972-000

QUOTE DUE 1:00 pm
Quote Due Date May 16, 2023

This Quote is submitted to:
Camberg@wsbeng.com for the City of Wyoming:

1. The undersigned Bidder proposes and agrees, if this Quote is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices in this Quote, within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
2. This Quote will remain subject to acceptance for 60 days after the quote is submitted, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
3. In submitting this Quote, Bidder represents that:
 - a. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - b. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - c. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - d. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
 - e. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this for performance of the Work at the price quoted and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
 - f. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - g. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
 - h. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
 - i. The submission of this Quote constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement listed herein, and that without exception the Quote and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
4. Bidder will complete the work in accordance with the Contract Documents for the following price(s):

BASE BID SCHEDULE – ELECTRIC PACKAGE

DESCRIPTION	UNITS	QTY	TOTAL PRICE
Electric Work	Lump Sum	1	\$25,690.00

5. Bidder acknowledges that (1) each Quote Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Quotes, and final payment for all unit price Quote items will be based on actual quantities, determined as provided in the Contract Documents.
6. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:
- Addendum No. X Dated: _____ Addendum No. X Dated: _____
- Addendum No. X Dated: _____ Addendum No. X Dated: _____
7. Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

BIDDER: [Indicate correct name of bidding entity]

Vinco Inc.

By:
[Signature]

Matthew Klinkhammer

[Printed name]

Matthew Klinkhammer

Title:

Estimator

Submittal Date:

5/16/2023

Address for giving notices:

18995 Forest Blvd N, Box 907 Forest Lake, MN 55025

If Bidder is a corporation, what is the state of incorporation?

Minnesota

If Bidder is a partnership, state full name of all co-partners:

Federal Employer ID Number (EIN):

41-1874693

NON-COLLUSION AFFIDAVIT

The following Non-Collusion Affidavit shall be executed by the bidder:

State Project No. 018972-000

Federal Project No. _____

State of Minnesota _____)

) ss

County of Washington _____)

I, Matthew Klinkhammer, do state under penalty of
(name of person signing this affidavit)

perjury under 28 U.S.C. 1746 of the laws of the United States:

(1) that I am the authorized representative of Vinco Inc.

(name of person, partnership or corporation submitting this proposal)

and that I have the authority to make this affidavit for and on behalf of said bidder;

(2) that, in connection with this proposal, the said bidder has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;

(3) that, to the best of my knowledge and belief, the contents of this proposal have not been communicated by the bidder or by any of his/her employees or agents to any person who is not an employee or agent of the bidder or of the surety on any bond furnished with the proposal and will not be communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the proposal; and

(4) that I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: Matthew Klinkhammer
(bidder or his/her authorized representative)

**ATTACHMENT A
PRIME CONTRACTOR RESPONSE**

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

STATE PROJECT NUMBER: 018972-000

This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the response to this solicitation. A response received without this form, will be rejected.

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

- | | |
|-----|---|
| (1) | <p>The Contractor:</p> <ul style="list-style-type: none">(i) is in compliance with workers' compensation and unemployment insurance requirements;(ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and(iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative. |
| (2) | <p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none">(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;(ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;(iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;* |

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

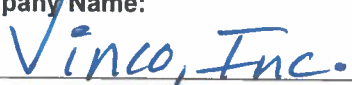
A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I certify under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer: 	Printed Name: 
Title: 	Date: 
Company Name: 	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

RESOLUTION NO. 23-06-51

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION AWARDING BLACKSTONE CONTRACTORS, LLC THE SITE
PACKAGE CONTRACT FOR CONSTRUCTION OF THE VETERAN'S MEMORIAL AT
RAILROAD PARK IN THE AMOUNT OF \$63,109.75**

WHEREAS, the City Council of Wyoming previously approved a professional's services agreement with WSB for final design of the Veteran's Memorial and to manage the construction quote process; and

WHEREAS, quotes were received on May 16, 2023; and

WHEREAS, the city received three quotes for the site package with Blackstone Contractors, LLC being the low quote in the amount of \$63,109.75.

NOW, THEREFORE, IT BE RESOLVED, by the City Council of the City of Wyoming, Minnesota, as follows:

1. All quotes for the site package of the Veteran's Memorial construction have been received and are tabulated on the attached summary.
2. The quote from Blackstone Contractors, LLC., in the amount of \$63,109.75, for the construction of said project, is in accordance with the plans and specifications and advertisement for quotes and is the lowest responsible quote.
3. The Mayor and Administrator/Clerk are hereby authorized and directed to enter into a contract with said contractor for the construction of said project for and on behalf of the City of Wyoming.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF
JUNE, 2023**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 23-06-52

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION AWARDING VINCO INC. THE ELECTRICAL CONTRACT FOR THE
VETERAN'S MEMORIAL AT RAILROAD PARK IN THE AMOUNT OF \$25,690.00**

WHEREAS, the City Council of Wyoming previously approved a professional's services agreement with WSB for final design of the Veteran's Memorial and to manage the construction quote process; and

WHEREAS, quotes were received on May 16, 2023; and

WHEREAS, the city received one quote for the electrical package from Vinco Inc. in the amount of \$25,690.00.

NOW, THEREFORE, IT BE RESOLVED, by the City Council of the City of Wyoming, Minnesota, as follows:

1. The quote from Vinco Inc. in the amount of \$25,690.00 for the electrical work of said project, is in accordance with the plans and specifications and advertisement for quotes.
2. The Mayor and Administrator/Clerk are hereby authorized and directed to enter into a contract with said contractor for the electrical work of said project for and on behalf of the City of Wyoming.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF
JUNE, 2023**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Action

Date: June 2nd, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Resolution of support for MMB Capital Project Request

Method: New Business

Background Information:

Minnesota's capital budget is primarily funded by issuing state general obligation bonds. Items funded in capital budgets often include land acquisition, repair, renovation and construction of facilities; and acquisition, construction and repair of state parks, trails, interpretive centers, campground facilities, forests, wildlife management areas, dams and flood control structures.

Minnesota Management & Budget issues instructions for capital budget requests in May of odd-numbered years. Preliminary submissions of state agency capital budget requests are due in June, with final submissions due in October of odd-numbered years. All local government capital budget requests are due in June, and edits to projects submitted in June are due in October of odd-numbered years. The Governor submits a proposed capital budget to the Legislature in January of even-numbered years.

As part of the requirements for the Minnesota Management and Budget Capital Request application the city needs to pass a resolution of support stating support and prioritization of the project.

Recommended Action:

Approve Resolution of support for MMB Capital Project Application for the City of Wyoming Public Safety Building.

RESOLUTION NO. 23-06-53

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION OF SUPPORT FOR THE MINNESOTA MANAGEMENT AND BUDGET
CAPITAL PROJECT APPLICATION FOR THE CITY OF WYOMING PUBLIC SAFETY
BUILDING PROJECT**

WHEREAS, the City of Wyoming participates in Minnesota Management and Budget's (MMB) biennial process for reviewing state capital investment requests submitted from state agencies and local units of government; and

WHEREAS, submitting preliminary project information is a vital component of the state capital investment process, and provides needed background to the Governor and Legislators in determining state capital investments; and

WHEREAS, the City of Wyoming will seek state funding in 2024 for capital improvements for the Public Safety Building; and

WHEREAS, Minnesota Management and Budget requests final capital budget requests by October 15, 2023, for the 2024 State capital budget preparations; and

WHEREAS, this resolution reflects the project recommended to be submitted to MMB for consideration in the 2024 state capital investment process;

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

That the City supports the following bonding project for the 2024 legislative session and that the following capital investment project is submitted and prioritized to the Minnesota Management and Budget Office:

1. City of Wyoming Public Safety Building: \$8 million

Hereupon said Resolution was declared duly passed and adopted this 6th day of June 2023.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Request for Council Action

Date: June 2, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Assistant City Administrator Resignation and Authorization to Advertise

Method: New Business

Background Information:

Assistant City Administrator Alex Saxe recently submitted his letter of resignation. His last day with the city will June 26th. Staff is asking council to accept the resignation and authorize advertising to fill the position. The primary objectives of the Assistant City Administrator are to support the City Administrator. Performs difficult professional work assisting the City Administrator in the day-to-day operations of the City; serves as human resources administrator; serves as elections coordinator; Other key objectives include: providing research and analysis support for city operations; lead strategic initiative execution; facilitate organizational leadership; provide interdepartmental project management; support community engagement and intergovernmental representation for the city; assist city administrator with economic development initiatives; Oversees and coordinates new and renewal application procedures for all city licensing; Work is performed under the general supervision of the City Administrator.

Recommendation:

Accept the resignation of Alex Saxe and authorize advertising the Assistant City Administrator position.



CITY OF WYOMING

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

May 26, 2023

Robb Linwood, City Administrator
City of Wyoming
PO Box 188
Wyoming, MN 55092

Dear Robb,

It is with mixed emotions I am submitting my letter of resignation from my position as Assistant City Administrator with the City of Wyoming. I was offered a position at UW-River Falls which will allow me to be closer to my family while still doing meaningful work. My time with the city has been amazing, the staff, council and residents are all great. Wyoming is truly a special place and I cannot wait to see how it continues to grow and thrive.

My last day with the city will be June, 26 2023. Thank you for the opportunity to serve this city and I will miss everyone here.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Saxe', with a long horizontal flourish extending to the right.

Alex Saxe
Assistant City Administrator



Request for Council Action

Date: June 2nd, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Closed Session

Method: New Business

Background Information:

City staff is requesting the City Council to enter into a closed session under MN Statute 13D.03 to discuss labor negotiation strategies for a contract with the bargaining unit of Law Enforcement Labor Services and Local 49ers

Recommendation:

The Wyoming City Council enters a closed session under MN Statute 13D.03 to discuss labor negotiation strategies for a contract with the bargaining unit of Law Enforcement Labor Services and Local 49ers



CITY OF WYOMING

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