

**MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 6, 2010
7:00 PM**

CALL TO ORDER:

Mayor Sheldon Anderson called the Regular Meeting of the Wyoming City Council for July 6, 2010 to order at 7:00 P.M.

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present: Mayor Sheldon Anderson, Councilmembers Roger Elmore, Linda Nanko/Yeager and Joe Zerwas. Councilmembers absent: Russ Goudge.

DETERMINATION OF A QUORUM:

The Mayor determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

"An opportunity for members of the public to address the City Council on items 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 two (2) 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".

None

APPROVAL OF MINUTES:

- 1 Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for June 15, 2010.**

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO APPROVE THE "REGULAR MEETING" MINUTES OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JUNE 15, 2010.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

- 2 To consider authorizing the Wyoming Volunteer Fire Department to hire Probationary Firefighter Scott Blascyk, 29137 Hillcrest Avenue, Stacy, Minnesota bringing roster to 29 firefighters (current authorized firefighters for Wyoming Volunteer Fire Department - 33).**
- 3 To consider adopting Resolution No. 10-07-46 a resolution approving payment of pay voucher #7 to R. L. Larson Excavating, Inc. for work on 257th Street, Utilities and Appurtenant Work (City Project 2008-01 - WSB Project 1688-25) in the amount of \$150,986.85.**
- 4 To consider adopting Resolution No. 10-07-47 a resolution appointing Election Judges for the State Primary Election and the Wyoming and State General Election of 2010.**
- 5 To consider adopting Resolution No. 10-07-48 a resolution appointing the Wyoming Volunteer Police Reserve Officers for 2010.**
- 6 To consider adopting Resolution No. 10-07-49 a resolution authorizing the Wyoming Police department to enter into a Grant Agreement with the Minnesota Department of Public Safety for Project Safe & Sober Communities from October 1, 2010 to September 30 2011.**
- 7 To consider approving the resignation of Part-time Police Officer Randy Helms and Authorize the Wyoming Police Department to start the process to fill the vacancy as per Wyoming Police Chief Paul Hoppe's Memo dated June 30, 2010.**

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

- 8 Report of the Public Works Supt. Jason Windingstad for June 30, 2010**
- 9 Report of the Wyoming Police Chief, Paul Hoppe for June 30, 2010**
- 10 Report of City Building Official, Fred Weck, IV for June 30, 2010.**
- 11 Report of City Attorney Mark Vierling for June 30, 2010**
- 12 Report of City Engineer Mark Erichson, WSB for June 30, 2010**

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER ELMORE, TO APPROVE CONSENT AGENDA MOTIONS #2-#12 AS PRESENTED.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

COMMUNICATIONS:

INFO ONLY - NO ACTION REQUIRED - "INITIATIVE FOUNDATION - 2011 - BUDGET REQUEST"

OLD BUSINESS: NONE

NEW BUSINESS:

13 To consider approving the construction of an addition to the building at the Strand Recycling Center (S.R.C.) 5385 260th Street contingent upon approval of Conditional Use Permit and Lighting Plan for exterior of building.

Building Official Fred Weck stated Strand Recycling wants to construct an addition to the existing building located at their recycling transfer facility. An application for a conditional use permit has not been received yet. On June 22, 2010, the Planning Commission publicly heard Strand's request. The Planning Commission voted unanimously to recommend approval of the request with the following condition:

1. That the Conditional Use Permit is granted before the building permit is issued.
2. That a lighting plan for the exterior of the building is submitted and approved by staff prior to the building permit is issued.
3. That the applicant agrees to any additional terms and conditions that are set upon the building permit and subject to the conditions of the Conditional Use Permit.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER , SECONDED BY COUNCILMEMBER ELMORE, TO TABLE THE CONSTRUCTION OF AN ADDITION TO THE BUILDING AT THE STRAND RECYCLING CENTER (S.R.C.) 5385 260TH STREET CONTINGENT UPON APPROVAL OF CONDITIONAL USE PERMIT AND LIGHTING PLAN FOR EXTERIOR OF BUILDING UNTIL JULY 20TH, 2010 PUBLIC HEARING FOR THE CONDITIONAL USE PERMIT.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

14 To consider approving the request of Hallberg Marine to replace the Premier Marine Pontoon manufacturing facility as recommended by the Planning Commission and contingent upon the approval of the lighting plan for the exterior of the building and the building permit.

Building Official Fred Weck stated Hallberg Marine wants to construct a new building to replace the Premier Marine pontoon manufacturing facility that was completely destroyed by fire in December 2009. Planning Commission voted unanimously to approve the request with the following condition:

1. The lighting plan for the exterior of the building is submitted and approved by staff prior to the building permit being issued.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE REQUEST OF HALLBERG MARINE TO REPLACE THE PREMIER MARINE PONTOON MANUFACTURING FACILITY AS RECOMMENDED BY THE PLANNING COMMISSION AND CONTINGENT UPON THE PUBLIC HEARING AND THE APPROVAL OF THE CONDITIONAL USE PERMIT, LIGHTING PLAN FOR THE EXTERIOR OF THE BUILDING AND THE BUILDING PERMIT.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

15 To consider authorizing the Public Works Department to order “new” street signs in compliance with 2012 standards as permitted by 2010 Capital budget.

Maintenance Superintendent Jason Windingstad stated in many areas of the City that are not in compliance with the 2012 standards. The City’s street signs have no reflection and are not the correct size and they do not have the correct letting font. This will be a three (3) phase project beginning in 2010 with 62 signs.

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO ORDER “NEW” STREET SIGNS IN COMPLIANCE WITH 2012 STANDARDS AS PERMITTED BY 2010 CAPITAL BUDGET.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

16 To consider adopting the Wyoming Police Departments “revised” Policy and Procedure Manual effective July 6, 2010.

Police Chief Hoppe stated the original Policy and Procedure Manual was originally drafted in 1992 and has very few updates or addition since its original draft. The new policy would include community notification of sex offenders. The City of Wyoming Sex Offender Ordinance will supersede the Police Policy and Procedure Manual.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER ZERWAS, TO ADOPT THE WYOMING POLICE DEPARTMENTS “REVISED” POLICY AND PROCEDURE MANUAL EFFECTIVE JULY 6, 2010.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

17 To consider granting an additional six month extension to the residency requirement contained in the employment agreement of the Police Chief while he continues to make a “good faith” effort to sell his home and move/relocate to the Wyoming area during this current difficult economic climate.

Police Chief Hoppe is requesting an extension on his residency requirements on his contract. He stated with the current economic times it is making selling his home difficult. He has explored alternative options but those are unrealistic at this time. Administrator Mattson stated the wording in Hoppe’s contract was taken out of his contract. The current market is different than in 2006. The difficulty in 2009 is the housing down turn which has lowered housing prices significantly. Administrator Mattson also stated no problems have occurred with the response time with Chief Hoppe. Attorney Vierling state in the Personnel Policy it does not specify a time limit to be in compliance with the response time.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER ELMORE, TO APPROVE GRANTING A REASONABLE AMOUNT OF TIME ON TO THE RESIDENCY REQUIREMENT CONTAINED IN THE EMPLOYMENT AGREEMENT OF THE POLICE CHIEF WHILE HE CONTINUES TO MAKE A “GOOD FAITH” EFFORT TO SELL HIS HOME AND MOVE/RELOCATE TO THE WYOMING AREA DURING THIS CURRENT DIFFICULT ECONOMIC CLIMATE.

Voting Aye: Anderson, Elmore and Zerwas.

Voting Nay: Nanko/Yeager

Absent: Goudge

18 To consider City Network upgrade involving purchase and installation of an HP Proliant ML350T06 Server and software - Total cost \$12,921.37.

Administrator Mattson stated the City has had 4Four (4) or five (5) meetings involving the upgrade of the server and software. David Manion (CW Technology) was present to review the scope of work involving a new server and software. Manion stated the current server is old and is not reliable. The current fire wall is old and out of date. The new server would have shared calendars, and email capabilities. The City could also purchase PDA's for the staff in the future. The amount for this upgrade will be \$12,921.37 plus sales tax.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO APPROVE CITY NETWORK UPGRADE INVOLVING PURCHASE AND INSTALLATION OF AN HP PROLIANT ML350T06 SERVER AND SOFTWARE - TOTAL COST \$12,921.37.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

19 To consider creating the position of Accountant/Bookkeeper as defined in the attached position description and authorize staff to advertise for the position.

Administrator Mattson stated in the City Council review of the 2009 Audit there is always the discussion on segregation of duties. Hiring this position will alleviate that issue in the future audits. The wage proposal will be \$45,000 to \$55,000 per year depending on experience. The City of Wyoming was looking into contracting with Abdo with a proposal of \$75,000 as year but that would only be for 1 day per week which was unrealistic. The City needs someone full-time to assist with vacation leaves, answering phones and assisting with other job duties in the office.

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE CREATING THE POSITION OF ACCOUNTANT/BOOKKEEPER AS DEFINED IN THE ATTACHED POSITION DESCRIPTION AND AUTHORIZE STAFF TO ADVERTISE FOR THE POSITION.

Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.

Voting Nay: None

Absent: Goudge

CLAIMS:

20 Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of June 16, 2010 through July 6, 2010.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER ELMORE, TO AUTHORIZING PAYMENT OF RECOMMENDED BILLS AND PAYROLL FOR THE PERIOD OF JUNE 16, 2010 THROUGH JULY 6, 2010.

*Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.
Voting Nay: None
Absent: Goudge*

COUNCIL REPORTS:

COUNCILMEMBER GOUDGE - Absent

COUNCILMEMBER ZERWAS - Attended Ebenezer Day June 24, 2010. Also attended the Joint Sewer Commission meeting where they discussed the B10 System.

COUNCILMEMBER ELMORE - Attended the Park Board meeting where they discussed their partnership with SHIP and the proposed ideas for developments. Elmore suggested have a Special Park Board meeting Monday, July 12, 2010 at 7:00 pm at the Giese Memorial Library.

COUNCILMEMBER NANKO/YEAGER

- Interviewed Police Reserve candidates.
- Attended School District Legislative forum; discussion included comments by board members regarding the lack of state funding and a question about giving the board levy authority without voter approval.
- Attended the Watershed District meeting.
 1. Approved 2 BMP cost share programs reimbursement in Wyoming Rain garden on 261st Street and Shoreline buffer on Comfort Lake.
 2. Sunrise River petition - Draft still being discussed with Chisago County staff possible presentation to Chisago County Board in mid-July.
- Attended the 4th of July parade; Wyoming Fire Department was looking good!
- Thanked everyone for attending the meeting.

MAYOR ANDERSON - Attended Ebenezer Day June 24, 2010.

ADJOURN

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER ZERWAS, TO ADJOURN THE JULY 6, 2010 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL AT 7:40 P.M.

*Voting Aye: Anderson, Elmore, Nanko/Yeager and Zerwas.
Voting Nay: None
Absent: Goudge*

_____, Deputy Clerk