

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 6, 2012**

CALL TO ORDER:

Mayor Eric Peterson called the Regular Meeting of the Wyoming City Council for March 6, 2012 to order at 7:04 P.M.

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present: Councilmembers Eric Peterson, Roger Elmore, Linda Nanko/Yeager, Joe Zerwas and Steve Zerwas.

Absent: None

Also present: Dennis Berry, Fire Chief, Fred Weck, Building Official/Zoning Officer, Jason Windingstad, Public Works Superintendent, Paul Hoppe, Police Chief, Mark Erichson, City Engineer, Mark Vierling, City Attorney and Craig J. Mattson, City Administrator.

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".

Nothing Reported

APPROVAL OF MINUTES:

- 1 Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for February 8, 2012.

A MOTION WAS MADE BY COUNCILMEMBER S. ZERWAS, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO APPROVE THE "REGULAR MEETING" MINUTES OF THE WYOMING, MINNESOTA CITY COUNCIL FOR FEBRUARY 8, 2012.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

- 2 Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for February 21, 2012.

A MOTION WAS MADE BY COUNCILMEMBER J. ZERWAS, SECONDED BY COUNCILMEMBER ELMORE, TO APPROVE THE "REGULAR MEETING" MINUTES OF THE WYOMING, MINNESOTA CITY COUNCIL FOR FEBRUARY 21, 2012.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: 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 adopting **Resolution No. 12-03-20** a resolution declaring certain decommissioned Squad MDC's as Surplus Property for disposal and Authorizing the Police Department to dispose of the property through Online Auction for Sale.
- 4** To consider adopting **Resolution No. 12-03-21** a resolution declaring certain impounded unclaimed vehicles as Surplus Property for Disposal and Authorizing the Police Department to Dispose of the Property through Online Auction for Sale.
- 5** To consider adopting **Resolution No. 12-03-22** a resolution appointing Wyoming Volunteer Firefighter Jacquelyn E. Hastings to Probationary Firefighter Status.

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

- 6** Report of the Wyoming Police Chief, Paul Hoppe for February 29, 2012
- 7** Report of City Building Official, Fred Weck, IV for February 29, 2012
- 8** Report of City Attorney Mark Vierling for March 1, 2012
- 9** Report of City Engineer Mark Erichson, WSB for February 29, 2012
- 10** Report of the Wyoming Public Works Supt., Jason Windingstad for February 29, 2012
- 11** Comfort Lake Forest Lake Watershed District Report of Liaison Mark Lobermeier

A MOTION WAS MADE BY COUNCILMEMBER S. ZERWAS, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO APPROVE CONSENT AGENDA ITEMS #3 THROUGH #11 AS PRESENTED.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- 12** To consider adopting Resolution No. 12-03-23 a resolution approving a variance from Section 40-320, (1), (A), to allow the construction of additions to the Single-Family Residence sixteen and one-half (16.5') feet from the top of Bluff line of Comfort Lake and the Construction of a Deck four (4') feet from the top of Bluff line of Comfort Lake instead of the required Thirty (30') feet at 26060 Kendall Lane.

Neither the Applicants nor their Neighbors were present to speak on behalf of, or opposed to the variance, however, there was no significant opposition to the request presented during the Planning Commission Hearing on the matter so the Variance was recommended for approval.

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER S. ZERWAS, TO ADOPT RESOLUTION NO. 12-03-23 A RESOLUTION APPROVING A VARIANCE FROM SECTION 40-320, (1), (A), TO ALLOW THE CONSTRUCTION OF ADDITIONS TO THE SINGLE-FAMILY RESIDENCE SIXTEEN AND ONE-HALF (16.5') FEET FROM THE TOP OF BLUFF LINE OF COMFORT LAKE AND THE CONSTRUCTION OF A DECK FOUR (4') FEET FROM THE TOP OF BLUFF LINE OF COMFORT LAKE INSTEAD OF THE REQUIRED THIRTY (30') FEET AT 26060 KENDALL LANE.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

- 13** To consider approving the purchase of a new Chevrolet 2500 Silverado 4x4 Crew Cab four door short box Pick-Up for \$28,551.47 to replace 1984 F250 Ford Pick-Up as per 2012 Budget.

Public Works Superintendent Jason Windingstad explained that this vehicle would replace a 1984 F250 Ford Pick-Up that was transferred from the former Wyoming Township Fleet as a part of the 2008 Wyoming City/Township merger. The current value of the vehicle is about \$1,000 but it will require \$3,000 of repairs to make it road worthy.

Councilmember Elmore inquired as to whether this is the vehicle that has a lift on it and whether the new vehicle will have a lift.

Mr. Windingstad indicated that the new vehicle would not require a lift because the City acquired a Utility vehicle with a lift, welder, compressor etc for that purpose two years ago.

Councilmember Nanko/Yeager verified that the funds are available in the 2012 budget and this was confirmed in that they are being transferred from fund 403; the purchase is fully funded.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER J. ZERWAS, TO APPROVE THE PURCHASE OF A NEW CHEVROLET 2500 SILVERADO 4X4 CREW CAB FOUR DOOR SHORT BOX PICK-UP FOR \$28,551.47 FROM THE STATE BID LIST TO REPLACE 1984 F250 FORD PICK-UP AS PER 2012 BUDGET.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

- 14** To consider approving **Opus 21 Management Solutions Master Agreement** to provide Utility Billing services for the City of Wyoming at an initial cost of \$16, 560 per year. Services include option for customers to utilize E-billing, pay by credit or debit card and utilize a call center from 8:00 am to 9:00 pm M-F.

City Administrator Craig Mattson indicated that with the retirement of Utility Billing Clerk Sandy Berry the City Staff decided to review options for staffing and contracting out services. Opus 21 is a Services Management Company that provides Utility Billing for cities for a reasonable fee while expanded the level of service to the customer through the options available for payment and access to internet payment and E-billing. The City Council had an opportunity to review the proposed service during a worksession and the recommendation was to approve the contract as presented contingent upon City Attorney final approval.

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER J. ZERWAS, TO APPROVE OPUS 21 MANAGEMENT SOLUTIONS MASTER AGREEMENT TO PROVIDE UTILITY BILLING SERVICES FOR THE CITY OF WYOMING AT AN INITIAL COST OF \$16, 560 PER YEAR. SERVICES INCLUDE OPTION FOR CUSTOMERS TO UTILIZE E-BILLING, PAY BY CREDIT OR DEBIT CARD AND UTILIZE A CALL CENTER FROM 8:00 AM TO 9:00 PM M-F CONTINGENT UPON THE CITY ATTORNEY GRANTING FINAL APPROVAL OF THE CONTRACT.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

15 To consider approving the Position description for the **Administrative Assistant** and authorize staff to advertise to fill the position at a wage rate of \$19.00-\$23.00 per hour.

The Position Description seemed to capture the current needs of the City.

Councilmember Nanko/Yeager inquired as to how the salary was determined and was advised it was based on the position value in relation to the City's current salary schedule and represented what was the recommended pay for the position.

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO APPROVE THE POSITION DESCRIPTION FOR THE ADMINISTRATIVE ASSISTANT AND AUTHORIZE STAFF TO ADVERTISE TO FILL THE POSITION AT A WAGE RATE OF \$19.00-\$23.00 PER HOUR.

Voting Aye: Elmore, Nanko/Yeager, Peterson, Zerwas and Zerwas

Voting Nay: None

Abstain: None

CLAIMS:

16 Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of February 22, 2012 through March 6, 2012.

A MOTION WAS MADE BY COUNCILMEMBER J. ZERWAS SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO AUTHORIZE PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE PERIOD OF FEBRUARY 22, 2012 THROUGH MARCH 6, 2012.

Voting Aye: Elmore, Nanko/Yeager, Peterson, J. Zerwas and S. Zerwas

Voting Nay: None

Abstain: None

COUNCIL REPORTS:

COUNCILMEMBER NANKO/YEAGER

Thank You to Robb Linwood and Brenda Frechette for working on Sandy Berry's Retirement send off at Stella's

COUNCILMEMBER Joe ZERWAS

COUNCILMEMBER ELMORE

COUNCILMEMBER Steve ZERWAS

Attended the Highway 8 Task Force meeting - Highlighted Summer Projects in Lindstrom (One-way pairs), Chisago City and along the Highway 8 Corridor.

MAYOR PETERSON

*First Meeting of "Wyoming Arts Council" 16 People showed up for the meeting.
Council Worksession - March 20th, 2012 5:00 PM - Giese Memorial Library*

ADJOURN

A MOTION WAS MADE BY COUNCILMEMBER ELMORE, SECONDED BY COUNCILMEMBER NANKO/YEAGER, TO ADJOURN THE MARCH 6, 2012 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL AT 7:24 P.M.

Voting Aye: Elmore, Nanko/Yeager, Peterson, J. Zerwas and S. Zerwas

Voting Nay: None

Abstain: None

Respectfully Submitted

Craig J. Mattson, City Administrator