

**APPROVED MINUTES  
CITY COUNCIL  
REGULAR MEETING  
CITY OF WYOMING, MINNESOTA  
MARCH 17, 2020  
7:00PM**

**CALL TO ORDER:**

*Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for March 17, 2020 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, Claire Luger and Joe Zerwas participated remotely from the residence at 305 Vel Vista Ave. Mesa, Arizona that is open to the public. The City of Wyoming has posted the notice about Council Zerwas's remote participation per State statute 13D.02. Council Member Zerwas has posted, at his location, that he is participating in the regularly scheduled meeting of the Wyoming City Council at 7:00pm Central Standard Time and he is actively participating in the Mountain Standard Time at approximately 5:00 pm.*

*ABSENT: None*

*Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Fred Weck, Zoning Administrator/Building Official and Chuck Almhjeld, Public Works Superintendent*

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM: NONE**

**APPROVAL OF MINUTES:**

- 1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for March 4, 2020**

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MARCH 4, 2020 AS SUBMITTED.**

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

*Voting Nay: None*

*Abstain: Zerwas*

*Absent: None*

- 2. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for March 4, 2020**

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE "WORK SESSION MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MARCH 4, 2020 AS SUBMITTED.**

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

*Voting Nay: None*

*Abstain: Zerwas*

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 payment of recommended bills and payroll and Journal Entries for the week of March 5, 2020 through March 17, 2020
4. To consider **Resolution 20-03-29** a resolution appointing Wyoming paid on-call firefighters to probationary status
5. To consider the request from the Wyoming Public Works Department to advertise for two seasonal Public Works employees
6. To consider **Resolution 20-03-30** a resolution declaring SCBA units as surplus property for disposal and authorizing the Police Department to dispose of the equipment through online auction.
7. To consider **Resolution 20-03-31** a resolution declaring Public Works vehicle and equipment as surplus property for disposal and authorizing the Public Works Department to dispose of the vehicle and equipment through online auction.
8. To consider **Resolution 20-03-32** a resolution authorizing payment to Kodiak Power Systems for the repair of the generator on well #3 in the amount of \$5,945.00
9. To consider **Resolution 20-03-33** a resolution approving contracting with Allied Black Top for street sweeping not to exceed \$10 000.00 for Spring street sweeping

**Councilmember Nanko Yeager** – Asked to pulled items # 3 and #8

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #4, #5, #6, #7, and #9 OF THE WYOMING CITY COUNCIL CONSENT AGENDA**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**#3** - To consider authorizing payment of recommended bills and payroll and Journal Entries for the week of March 5, 2020 through March 17, 2020

**Council Member Nanko Yeager** – Asked if the City was being double billed for January services to Opus.

**City Administrator Linwood** – Stated that it was not a double bill, but is showing that that it is to be split between water and sewer.

**A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #3 OF THE WYOMING CITY COUNCIL CONSENT AGENDA, AUTHORIZATION OF PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE WEEK OF MARCH 5, 2020 THROUGH MARCH 17, 2020**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**#8** - To consider **Resolution 20-03-32** a resolution authorizing payment to Kodiak Power Systems for the repair of the generator on well #3 in the amount of \$5,945.00

**Council Member Nanko Yeager** – Stated that it appears as though the City is going to file an insurance claim regarding this part and asked how likely it is that the claim will be successful.

**Public Works Superintendent Almhjeld** – Stated that we will find out if the claim is successful when the radiator is taken out. He explained that if it is successful, the City will be paid within about 3 weeks.

**A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE CONSENT AGENDA #8, RESOLUTION 20-03-32, A RESOLUTION AUTHORIZING PAYMENT TO KODIAK POWER SYSTEMS FOR THE REPAIR OF THE GENERATOR ON WELL #3 IN THE AMOUNT OF \$5,945.00.**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

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

10. Report of the Public Safety Director, Paul Hoppe for March 12, 2020

11. Report of City Building Official, Fred Weck, IV for March 12, 2020

12. Report of City Attorney Tom Loonan for March 12, 2020

13. Report of Public Works Superintendent Chuck Almhjeld for March 12, 2020

**COMMUNICATIONS: NONE**

**OLD BUSINESS: NONE**

## **NEW BUSINESS**

14. To consider **Resolution 20-03-34** a resolution to authorize the purchase of four garage doors for the Wyoming Fire Department from Lake Country Doors in the amount of \$6,976.00

**Public Safety Director Hoppe** – Explained that this request is for replacement garage door because the original equipment does not have some of the required safety features. He stated that the current garage doors are not compatible with replacements in order to add these features, so new garage doors need to be installed.

**Mayor Iverson** – Asked how old the original equipment is.

**Public Safety Director Hoppe** – Stated that most of them were installed in the 1970s.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 20-03-34 A RESOLUTION**

**AUTHORIZING THE PURCHASE OF FOUR GARAGE DOORS FOR THE WYOMING FIRE DEPARTMENT FROM LAKE COUNTRY DOORS IN THE AMOUNT OF \$6,976.00.**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

15. To consider **Resolution 20-03-35** a resolution approving Amendment No. 1 to Broadcast Tower Site Lease Agreement between T-Mobile Company LLC, a Delaware limited liability company, successor in interest to ADT Minneapolis, Inc. ("Tenant") and the City of Wyoming, a Minnesota Municipal Corporation.

**City Administrator Linwood** – Indicated this is an agreement between the City and T-Mobile and gave a brief overview of the lease terms.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 20-03-35 A RESOLUTION APPROVING AMENDMENT NO. 1 TO BROADCAST TOWER SITE LEASE AGREEMENT BETWEEN T-MOBILE COMPANY, LLC, A DELAWARE LIMITED LIABILITY COMPANY, SUCCESSOR IN INTEREST TO ADT MINNEAPOLIS, INC. ("TENANT") AND THE CITY OF WYOMING, A MINNESOTA MUNICIPAL CORPORATION**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

16. To consider hiring Kelly Dumais for the Assistant City Administrator at a starting rate of \$33.48/HR and a tentative start date of March 30, 2020

**City Administrator Linwood** – Explained that there were 31 applications for this position and gave an overview of the interview process. He gave a brief overview of Ms. Dumais' professional background and experience.

**Council Member Nanko Yeager** – Asked about job duties of Mr. Dumais past employment as a Physical Development Administrator/Project Coordinator.

**City Administrator Linwood** - Explained that in Dakota County, Ms. Dumais was integral in coordinating their capital improvement plans and was very involved in community engagement. He explained that she worked on HR policy updates and also helped with Comprehensive Plan creation.

**Council Member Nanko Yeager** – Asked for a description of her duties for the Cities of Edina, Minnesota and Eudora, Kansas.

**City Administrator Linwood** – Gave a brief overview of her job duties in Edina and Eudora.

**Council Member Nanko Yeager** – Stated that she is not comfortable replacing a Deputy Clerk with an Assistant Administrator and does not think upgrading this position is necessary.

**Council Member Zerwas** – Stated that he had a conversation with City Administrator Linwood regarding Ms. Dumais and noted that she appears highly qualified and thinks she will make a great addition to City Hall.

**Mayor Iverson** – Stated that she had the opportunity to interview Ms. Dumais and believes she is very qualified to help the City as it grows and feels having an Assistant City Administrator will be helpful.

**A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE HIRING KELLY DUMAIS FOR THE ASSISTANT CITY ADMINISTRATOR AT A STARTING RATE OF \$33.48/HR AND A TENTATIVE START DATE OF MARCH 30, 2020**

*Voting Aye: Schilling, Luger, Zerwas, Iverson*

*Voting Nay: Nanko Yeager*

*Abstain: None*

*Absent: None*

**17.** To consider Mayor Declaration No. 2020-1 declaring a local emergency

**City Administrator Linwood** – Gave an overview of other entities that have declared emergencies related to the COVID-19 outbreak. He explained that entering into this will allow the City to enter into some emergency management techniques with the County as well as some additional purchasing abilities.

**Council Member Nanko Yeager** – Asked if the City had ever created a pandemic response plan.

**Public Safety Director Hoppe** – Stated that the City does not have a formal pandemic response plan. He stated that he thinks that is part of the reason for the declaration so the City can continue to develop these plans under the fast moving and fluid situations.

**Mayor Iverson** – Stated that she believes the City is in uncharted territory and wants the City to do what it can to help area businesses.

**Council Member Schilling** – Stated that he has spent the last 23 hours working on this for the City of West St. Paul. He explained that they have officially closed all public entrances down and have modified everything in their daily processes in response to the COVID-19 pandemic.

**MAYOR IVERSON ANNOUNCED THAT SHE IS MAKING A MAYORAL DECLARATION NO. 2020-1 DECLARING A LOCAL EMERGENCY**

**18.** To consider **Resolution 20-03-36** a resolution enacted pursuant to Minnesota statutes section 12.29 extending the period of a mayor-declared local emergency

**City Administrator Linwood** – Explained that this falls under State statutes 12.29 and 12.36 and reviewed some of the items that staff feels are important in this Resolution. He stated that they are recommending that all City facilities be closed to the public until at least April 7, 2020 but explained that the City would still be providing essential services to residents.

**Council Member Nanko Yeager** – Asked if this was the same thing that was just passed in Forest Lake.

**City Administrator Linwood** – Stated that most cities in the metro area have passed a declaration of local emergency.

**Council Member Nanko Yeager** – Asked how Open Forum will work at the next Council meeting.

**City Administrator Linwood** – Stated that he put up a post on social media as well as the City's website asking people to submit comments via e-mail and those can be read aloud during the Open Forum. He stated that the Council could also vote to eliminate Open Forum during this time period, which is what some communities have done. He stated that he would prefer the Council keep the Open Forum section and noted that people will still be able to watch the meetings via streaming.

**Council Member Nanko Yeager** – Asked how they would set up the electronic meeting on April 7, 2020.

**City Administrator Linwood** – Stated that the current plan is to use a conference phone and that staff will provide necessary visuals to the Council prior to the conference call.

**City Attorney Loonan** – Noted that it is important to know that this is not an extension of the open meeting law such as the Council is doing right now with Council Member Zerwas. He stated that the emergency powers that are granted under State statute which enumerates situations such as a pandemic and allows for the safety of the public and the Council.

**Council Member Nanko Yeager** – Asked if the City's equipment would be sensitive enough for the meetings.

**City Administrator Linwood** – Stated that he has been researching possibilities and believes he found a subscription service that will work well for the City. He noted that one thing that will be different is that every vote will be a roll call vote.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 20-03-36 ENACTED PURSUANT TO MINNESOTA STATUTES SECTION 12.29 EXTENDING THE PERIOD OF A MAYOR-DECLARED LOCAL EMERGENCY.**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**19. To consider an Emergency Unpaid Leave Policy for the City of Wyoming employees**

**City Administrator Linwood** – Stated that this item is something that is being seen extensively throughout the metro area. He explained that staff could be granted up to 80 hours of emergency unpaid leave if they had exhausted their other leave time as a result of COVID-19. He stated that this would be reviewed by himself as well as their individual department head and explained how the employee would eventually pay this time back to the City.

**Mayor Iverson** – Asked if there would be any type of documentation needed in order to grant this emergency unpaid leave.

**City Administrator Linwood** – Stated that they would attempt to get that, but with the influx of patients it is something that may not be possible.

**Council Member Nanko Yeager** – Asked if this policy only applied to COVID-19 or if it would also apply, for instance, to the flu.

**City Administrator Linwood** – Stated that the intention is that this will apply to COVID-19.

**City Attorney Loonan** – Stated that this policy is intended for the COVID-19 virus, but there are situations where it may not be able to be determined that it is that virus. He stated that policy is intended to address the pandemic but gives discretion to the department head and City Administrator Linwood to authorize the leave or not.

**Council Member Zerwas** – Asked if 80 hours was the maximum amount.

**City Administrator Linwood** – Stated that it could potentially be extended, if necessary and noted that the quarantine times have typically been 14 days. He stated that if it becomes necessary, the Council could take a look at altering the policy to longer than 80 hours if it becomes needed.

**City Attorney Loonan** – Stated that the reality of this situation is that there is legislation that is going pushed both at the State level and the National level to deal with this situation. He stated that if there ends up being State or National policy, that would preempt the City policy, but there is nothing in place at this point. He stated that things seem to be moving quickly with the legislative bodies, but both he and City Administrator Linwood felt it was a good idea to get this policy in place in the meantime.

**Council Member Schilling** – Stated that in West St. Paul, they are tracking the number of hours that the managers and department heads are devoting to COVID-19 with the thought that there may potentially be some financial assistance from legislation at a later point.

**City Administrator Linwood** – Stated that Wyoming is doing the same thing.

**Council Member Nanko Yeager** – Asked if there is a sunset date on this policy.

**City Administrator Linwood** – Stated that there is not, but it is something that could be brought back before the Council for review when the Minnesota Department of Health or the CDC releases more information.

**Council Member Nanko Yeager** – Stated that there is a statement on the form that says “I am within the period the City Administrator has declared the policy to be active.”

**City Administrator Linwood** – Stated that he thinks it can be brought back before the Council when more information is released from someone such as the World Health Organization, CDC or the Minnesota Department of Health. He noted that as City Attorney Loonan stated, they suspect this is going to be superseded by either a State or National policy.

**Council Member Nanko Yeager** – Stated that she just doesn’t want this misconstrued or to confuse anyone.

**Council Member Schilling** – Stated that he understands Council Member Nanko Yeager’s concern, but he has faith in staff to make the determination without adding a deadline.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE EMERGENCY UNPAID LEAVE POLICY FOR THE CITY OF WYOMING EMPLOYEES.**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**20. To consider a Flexible Workplace Policy for City of Wyoming employees**

**City Administrator Linwood** – Stated that this policy is presented with regard to the COVID-19 outbreak. He stated that they have looked at essential services and department heads and, if necessary, a way to be able for essential employees to have access to their work stations. He gave the example of someone not necessarily being sick, but in quarantine, and still being able to access their computer.

**Council Member Nanko Yeager** – Confirmed that this would apply if the individual was not sick and still able to perform their duties, but simply quarantined at home because a family member is ill

**City Administrator Linwood** – Agreed and noted that this would most likely be used in the case of someone being quarantined with a sick family member.

**Council Member Schilling** – Asked what would happen if one of the Public Safety employees tested positive. He asked if it would be up to the Department of Public Health to make a determination on who should be quarantined.

**Public Safety Director Hoppe** – Explained that a pandemic is managed by the Department of Health and Chisago County Public Health which will determine who needs to be quarantined and for what length of time. He stated that they are in a unique situation because they cannot simply shut down, so they have already started taking precautions in order to reduce exposure. He stated that is considered a Tier 1 response and in the event there is an employee that is infected, there is also a Tier 2 response that may entail some staff working remotely in order to reduce secondary exposure or contamination. He explained that office staff have the ability to work remotely, but the officers do not and have already started social distancing practices.

**Council Member Nanko Yeager** – Asked if the equipment would come back to the City after the flexible work situation was over.

**City Administrator Linwood** – Agreed that when City equipment is used, it would need to be brought back at the end of the flexible working situation.

**Council Member Nanko Yeager** – Stated that the policy states that “employees may not conduct any meetings in their home”. She asked if that meant physical meetings in their home or that they cannot dial into a meeting via conference call.

**City Administrator Linwood** – Stated that this means that they cannot conduct meetings in the physical presence of their homes. He explained that conference calls or other types of virtual meetings would be acceptable.

**Council Member Zerwas** – Stated that he was unable to hear Public Safety Director Hoppe’s answer to Council Member Schillings question and asked what would happen if one of the officers was in contact with someone who tested positive for COVID-19. He asked if that officer would be put into a 14-day quarantine or quarantined long enough to be tested.

**Public Safety Director Hoppe** – Stated that if there is contact with a confirmed individual and there is direct exposure, then the City would test the employee and would then probably be put in temporary quarantine until the results come back, at which time they could then be put into a long-term quarantine, if necessary. He explained that they have done reverse quarantine for fire department employees who have been out of the country, which means that they have been kept away from the other employees until they are able to confirm that they are not infected.

**A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE FLEXIBLE WORKPLACE POLICY FOR CITY OF WYOMING EMPLOYEES**

*Voting Aye: Schilling, Nanko/Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**COUNCIL REPORTS:**

**Council Member Nanko Yeager** – No report.

**Council Member Schilling** – Explained that he had missed the Sewer Commission meeting due to the COVID-19 outbreak.

**Council Member Luger** – No report.



**Council Member Zerwas** – No report.

**Mayor Iverson** – Attended the EDA meeting, Planning Commission and the Chisago County Board meeting. She thanked City staff and Public Safety Director Hoppe for their hard work and extra hours as they have worked to implement the emergency management plan. She thanked Public Works Director Almhjeld and staff for their hard work in making sure that there is water running from the City taps and the sewer system remains working. She stated that the website and social media accounts are being updated with the most recent COVID-19 information. She thanked the police officers and their families as well as the firemen and firewomen and their families for putting themselves at risk each and every day in order to protect us. She explained that the planned celebration of their hard work had to be cancelled as part of the COVID-19 protocol. She expressed her appreciation for these individuals and what they have done for the City and their choice to run into situations that most of us would run away from. She thanked the departments for being one of the finest police and fire departments in the State of Minnesota.

**City Administrator Linwood** – Distributed a draft letter and asked if the Council would support a message of what is going on right now in the City with the COVID-19. He noted that he can e-mail a copy of the draft letter to Council Member Zerwas.

The Council took time to read the letter.

***There was a consensus from the Council to support the letter, as presented by City Administrator Linwood.***

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE MARCH 17, 2020 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:53 PM**

*Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson*

*Voting Nay: None*

*Abstain: None*

*Absent: None*

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

***NEXT REGULAR MEETING:***  
***APRIL 7, 2020***  
***7:00PM***