

**UNAPPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 2, 2018
7:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for January 2, 2018 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: Councilmembers Lisa Iverson, Linda Nanko/Yeager, Joe Zerwas, Don Waller, and Claire Luger

ABSENT: None

Also Present: Mark Vierling-Eckberg Lammers, Robb Linwood- City Administrator, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Fred Weck - Building Official/Zoning Administrator and Marty Powers, Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

ANNUAL MEETING

1. Designate Official Newspaper for 2018– Forest Lake Times – **Resolution 18-01-01**

A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER ZERWAS, TO ADOPT RESOLUTION 18-01-01 DESIGNATING THE FOREST LAKE TIMES AS THE OFFICIAL NEWSPAPER FOR 2018

Voting Aye: Iverson, Luger, Nanko/Yeager, Waller and Zerwas

Voting Nay: None

Abstain: None

Absent: None

2. Designate Official Depository for City Funds for 2018 – **Resolution 18-01-02**

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER ZERWAS, TO ADOPT RESOLUTION 18-01-02 DESIGNATING OFFICIAL DEPOSITORY FOR CITY FUNDS FOR 2018

Voting Aye: Iverson, Luger, Nanko/Yeager, Waller and Zerwas

Voting Nay: None

Abstain: None

Absent: None

3. Elect an Acting Mayor to serve in absence of Mayor during 2018 – (Minn. Stat. 412.121)

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY MAYOR IVERSON, TO APPOINT COUNCILMEMBER LUGER TO SERVE IN THE ABSENCE OF

THE MAYOR, AS ACTING MAYOR FOR 2018

Voting Aye: Luger, Nanko/Yeager, Iverson, Luger and Zerwas

Voting Nay: None

Abstain: None

Absent: None

4. Appoint Wyoming Board and Commission Members for 2018 – **Resolution 18-01-03**

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER WALLER, TO ADOPT RESOLUTION 18-01-03 APPOINTING WYOMING BOARD AND COMMISSION MEMBERS FOR 2018

Voting Aye: Iverson, Luger, Nanko/Yeager, Waller and Zerwas

Voting Nay: None

Abstain: None

Absent: None

5. Review Council Appointments to Boards, Commissions, Committees and Board of Trustees of Fire Department Volunteer Relief Association – **Resolution 18-01-04**

Council Member Waller asked about the change in moving him off the Planning Commission and onto the Sewer Commission. He stated that with his work schedule, it may be difficult for him to attend those meetings.

Mayor Iverson stated that because of Council Member Waller's job in Public Works in the City of Woodbury, it was felt that he could bring some valuable insight into the issues facing the City by serving on the Sewer Commission.

Council Member Waller stated that because of his work schedule, he would prefer not being appointed to the Sewer Commission.

Mayor Iverson stated she realizes that we cannot attend all meetings. She reiterated that she feels Council Member Waller would make an excellent addition to the Sewer Commission because of his background and experience.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADOPT RESOLUTION 18-01-04 APPROVING COUNCILMEMBER APPOINTMENTS TO BOARDS, COMMISSIONS, COMMITTEES AND BOARD OF TRUSTEES OF FIRE DEPARTMENT VOLUNTEER RELIEF ASSOCIATION

Voting Aye: Iverson, Luger, and Zerwas

Voting Nay: Waller and Nanko/Yeager

Abstain: None

Absent: None

6. Establishing 2018 regular meeting nights of the City Council of the City of Wyoming and Budget Calendar for 2019 Budget

A MOTION WAS MADE BY COUNCIL MEMBER LUGER SECONDED BY COUNCILMEMBER ZERWAS, TO ESTABLISH THE CITY OF WYOMING COUNCIL 2018 MEETING SCHEDULE AND BUDGET CALENDAR FOR THE 2019 BUDGET

Voting Aye: Iverson, Luger, Nanko/Yeager, Waller and Zerwas
Voting Nay: None
Abstain: None
Absent: None

7. Set Annual Fees for City Services for 2018 – **Resolution 18-01-05**

Council Member Nanko/Yeager noted her concerns about the substantial increases in the escrow for the subdivision and zoning applications fees. She stated that the increases are 50% or more and she is concerned this will discourage developers from coming to Wyoming.

Zoning Administrator Weck stated the increases are based on the costs that we are seeing from the planner. He stated the intent of the escrow is to be able to prorate some of this back at the conclusions of the process. He noted the way it is currently working is that many times, the City is essentially billing them for additional amounts after we have expended the escrow because there hasn't been enough set aside.

Council Member Nanko/Yeager stated she had reviewed the memo from 2016 on what the escrow amounts were to be used for and reiterated her concern that these fees have increased by over 50% for 2018. She noted this is a contracted position and asked if some of the costs could be reduced.

City Engineer Erichson stated staff will do their best to make sure the costs do not exceed these amounts, and noted the escrows ensure that if there are any significant complexities there are enough monies available.

Council Member Waller stated he shares Council Member Nanko/Yeager's concerns about the increase in the escrow and application fees and also had concerns about the variance and conditional use permit costs. He stated these were mostly handled internally and noted those costs were also increased by around 50%.

Zoning Administrator Weck explained his process in handling the variance and conditional use permits. He stated the fees being charged cover what he and staff are handling and the escrow is meant to handle what the planner is doing.

Council Member Waller stated he feels the escrow amount required can be prohibitive to residents.

Council Member Nanko/Yeager reiterated her concern for such a substantial increase in fees for residents, even for something like filing for a variance.

Mayor Iverson stated if the money is unused and not needed, the money will be returned to the resident.

Council Member Nanko/Yeager stated she feels this increased amount is a lot for a resident to have to lay out up front.

Council Member Waller stated he would also like clarification of the fees for the Community Center. He stated in the past, the price for residents and non-residents at the Community Center were different and now they appear to be the same.

City Administrator Linwood clarified the usage fees remain different for residents and non-residents, but the damage deposit amount has been changed to be the same for both residents and non-residents.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADOPT RESOLUTION 18-01-05 SETTING ANNUAL FEES FOR CITY SERVICES FOR 2018 AND CHANGE THE SEWER PERMIT FEE TO \$4,550.00

Voting Aye: Luger, Iverson, and Zerwas

Voting Nay: Nanko/Yeager and Waller

Abstain: None

Absent: None

REGULAR MEETING

OPEN FORUM:

There was none.

APPROVAL OF MINUTES:

8. Consider approving the minutes of the "Special Meeting" of the Wyoming, Minnesota City Council for December 19, 2017.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE MINUTES OF THE "SPECIAL MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR DECEMBER 19, 2017

Voting Aye: Zerwas, Nanko/Yeager, Luger. Waller and Iverson

Voting Nay: None

Abstain: None

Absent: None

9. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for December 19, 2017.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR DECEMBER 19, 2017, AS AMENDED

Voting Aye: Zerwas, Nanko/Yeager, Luger. Waller and 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.

10. To consider authorizing staff to hire William Peterson at \$11.00/hr. as Rink Attendant for the 2017-2018 season

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO AUTHORIZE STAFF TO HIRE WILLIAM PETERSON AT \$11.00/HR. AS RINK ATTENDANT FOR THE 2017-2018 SEASON

Voting Aye: Zerwas, Nanko/Yeager, Luger, Waller and Iverson

Voting Nay: None

Abstain: None

Absent: None

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

11. Report of the Public Safety Director, Paul Hoppe for December 27, 2017
12. Report of City Building Official, Fred Weck, IV for December 28, 2017
13. Report of City Attorney Mark Vierling for December 28, 2017
14. Report of City Engineer Mark Erichson, WSB for December 28, 2017
15. Report of Public Works Superintendent Marty Powers for December 27, 2017

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

16. To consider promotion of Lauren Studer to Records Clerk as a regular full-time employee at \$21.60/hr. and authorize the Police Department to advertise for the part-time Crime Analyst Position

Public Safety Director Hoppe stated Lauren Studer was hired last year as a part time Crime Analyst. However, soon after she was hired, the Records Clerk took a position with the City of North Branch. At that time, Ms. Studer was transitioned over and began training for the Records Clerk position. Public Safety Director Hoppe stated, in his opinion, Ms. Studer has come into that role, done a fantastic job, and is picking up the position faster than expected.

Council Member Waller stated since she was originally hired for the Crime Analyst position he questioned whether it would make more sense to post for the Records Clerk and not a Crime Analyst.

Public Safety Director Hoppe stated the base qualifications are very similar between the two positions. He reiterated that he feels it would be to the City's benefit to retain her in the Records

Clerk position since that is such a key position in the City and she has already started training for the position.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE PROMOTION OF LAUREN STUDER TO RECORDS CLERK AS A REGULAR FULL-TIME EMPLOYEE AT \$21.60/HR. AND AUTHORIZE THE POLICE DEPARTMENT TO ADVERTISE FOR THE PART-TIME CRIME ANALYST POSITION

Voting Aye: Zerwas, Luger, and Iverson

Voting Nay: Nanko/Yeager and Waller

Abstain: None

Absent: None

17. To consider Resolution 18-01-06 authorizing the Public Works Department to purchase one new steel Boss 8'2" V-XT Snow Plow with Snow Flap installed on the existing 2017 F350 from Hitch It Company in the amount of \$6,278.00

Public Works Superintendent Powers stated that a smaller plow attachment would benefit the City for things like clearing walking trails and be more efficient in cul-de-sac snow removal. He noted that the City had received four bids and was recommending moving forward with Hitch It.

Council Member Waller asked if this would be the first plow of this type in the City.

Public Works Superintendent Powers stated that it would be the first of this size. The existing ones are larger models at 10.5 feet wide.

A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER ZERWAS TO APPROVE RESOLUTION 18-01-06 AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO PURCHASE ONE NEW STEEL BOSS 8'2" V-XT SNOW PLOW WITH SNOW FLAP INSTALLED ON THE EXISTING 2017 F350 FROM HITCH IT COMPANY IN THE AMOUNT OF \$6,278.00

Voting Aye: Zerwas, Luger, Nanko/Yeager, Waller, and Iverson

Voting Nay: None

Abstain: None

Absent: None

18. To consider Resolution 18-01-07 approving the 2018 lift station improvements to lift stations #3, completed by Braun Pump Controls in the amount of \$14,535.00

Public Works Superintendent Powers noted that during the inspection process of 2017, it was found that repair was needed.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 18-01-07 APPROVING THE 2018 LIFT STATION IMPROVEMENTS TO LIFT STATIONS #3, COMPLETED BY BRAUN PUMP CONTROLS IN THE AMOUNT OF \$14,535.00

Voting Aye: Zerwas, Luger, Waller, Nanko/Yeager and Iverson

Voting Nay:

Abstain: None

Absent: None

19. To consider a City Council work session on January 17, 2018 at 6:00pm to continue discussions on a street replacement debt model

City Administrator Linwood explained that at the December 5, 2017 Council meeting there was a presentation made regarding the street replacement debt model. At that meeting, the Council had a number of questions and it was decided that perhaps a work session at a future date would allow for those questions to be answered as well as to look at this in more detail.

Mayor Iverson noted that if this meeting is scheduled, the public would be welcome to attend as well.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE A CITY COUNCIL WORK SESSION ON JANUARY 17, 2018 AT 6:00PM TO CONTINUE DISCUSSIONS ON A STREET REPLACEMENT DEBT MODEL

Voting Aye: Zerwas, Luger, Waller, Nanko/Yeager and Iverson

Voting Nay:

Abstain: None

Absent: None

20. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of December 20, 2017 through January 2, 2018

A MOTION WAS MADE BY COUNCIL MEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, AUTHORIZING PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE PERIOD OF DECEMBER 20, 2017 THROUGH JANUARY 2, 2018

Voting Aye: Nanko/Yeager, Luger, Zerwas, Waller and Iverson

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Waller – The Planning Commission did not meet on December 26, 2017, so there is no report.

Council Member Nanko/Yeager – No Report. Council Member Nanko/Yeager wished everyone a happy and prosperous 2018

Council Member Zerwas – No Report

Council Member Luger – No Report

Mayor Iverson – No Report. Mayor Iverson noted that 2017 was a great year for the City.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE JANUARY 2, 2018 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:26PM

Voting Aye: Waller, Nanko/Yeager, Luger, Zerwas and 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:
JANUARY 16, 2018
7:00PM