

**APPROVED MINUTES  
CITY COUNCIL  
WORK SESSION MEETING  
CITY OF WYOMING, MINNESOTA  
AUGUST 1, 2019  
6:00PM**

**CALL TO ORDER:**

*Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for August 1, 2019 to order at 6:00 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, Joe Zerwas, and Dennis Schilling,*

*ABSENT: Councilmember Claire Luger*

*Also Present: Robb Linwood, City Administrator, Paul Hoppe - Public Safety Director, Fred Weck, Zoning Administrator/Building Official Chuck Almhjeld, Public Works Superintendent, Fran Duncanson, City Clerk, and Jean McGann , AEM, Finance Director*

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

**1. 2020 Draft Budget and Considerations**

**Jean McGann – President, AEM –** Gave an overview on how the City benefitted from the changes in LGA funds, so there was an increase in the amount the City received. She gave an overview of the proposed tax levy increase and the tax abatement agreement with Polaris. She noted that there are no new employees projected for 2020 and the Cost of Living expenses (COLA) are projected at 3%. She gave a brief overview of costs associated with records management system and the election. She reviewed the CIP and noted that there is anticipated bonding in 2020. She reviewed the different types of levies and the increase in tax capacity. She explained that they are proposing a tax rate decrease of 1% and a 6.5% overall levy increase. She reviewed revenues and noted that the percentages in the information being presented were rounded numbers. She reviewed how staff salaries are allocated and the changes in the budget projections.

**City Administrator Linwood –** Highlighted some of the proposed changes in the CIP such as the increase in cost for a new rooftop A/C unit for the City Hall.

**Public Works Director Almhjeld –** Gave an overview of some of the changes in the CIP relating to Public Works including the reduction in the proposed budget for the township building. He explained that there is a 1985 John Deere backhoe that was inherited from the township that will need to be replaced which is proposed for 2021. He stated that they are also proposing a replacement for an express van for transit. He explained that this type of van has racks and storage in the back similar to a plumber's van so it saves time from having to run back and get needed parts.

**City Administrator Linwood –** Showed a picture of what an express van looks like.

**Mayor Iverson –** Asked if the express van purchase would be in place of getting a new truck.

**Public Works Director Almhjeld –** Confirmed that he is recommended the express van rather than a truck. He reviewed the other items that are slated for replacement over the new few years.

**City Administrator Linwood** – He reviewed the pricing for a vehicle that could be shared between the Building Inspection Department and Public Safety.

**Councilmember Schilling** – Explained how he has been able to get used vehicles from lease returns in the past for a much lower price, if the City would be open to used vehicles. He stated that he told the dealer what he wanted and his price range and asked him to contact him when he got something in. He stated that he thinks if the City can be patient, they can get good deals.

**City Administrator Linwood** – Stated that they are looking for feedback from the Council on what direction they would like to go with regarding the building inspection vehicle.

**Councilmember Zerwas** – Stated that he was in favor of the suggestion by Councilmember Schilling.

**Councilmember Nanko Yeager** – Stated that she was under the impression that the building inspection vehicles would be recycled police vehicles.

**City Administrator Linwood** – Stated that had been previously discussed at past budget meetings but there is the possibility presented by Councilmember Schilling of being able to get newer vehicles for a lesser amount. He stated that staff is looking to see what Council thinks of that idea and noted that the Council has time to evaluate this possibility.

**Mayor Iverson** - Asked if there would be a subscription fee for the building permit software.

**Zoning Administrator/Building Official Weck** – Stated that they are still looking at the software and trying to get some answers from the company.

**City Administrator Linwood** – He stated that City Clerk Duncanson is researching some other software options that may be a more robust system than the system the City is currently using. He noted that the City will be getting a new server in 2021, so it may be time to do update to new software. He gave examples of other software that the City is considering and what other area cities have used it for.

**Mayor Iverson** – Asked if there was a possibility of bringing billing back into the City to save money.

**City Administrator Linwood** – Noted that is potentially one of the things they are considering. He stated that they will be taking a closer look because this potential software may also be able to be used for building permits if that department can hold off a bit. He noted that one of the Council goals for 2019 was to look at senior transportation throughout the City. He stated that Heartland Express has expanded their services in the area but City Clerk Duncanson had also contacted Newtrax to discuss their service routes. He stated that their potential service would be on Wednesdays as an extension of their Forest Lake service line. He stated that staff will continue to gather information but noted that this service would be an expenditure for the City.

**Councilmember Nanko Yeager** – Asked if there was a way to open communication with Forest Lake to have their system do a spur to the hospital.

**City Administrator Linwood** – Stated that they don't do medical appointments at all because the scheduling is too tight and too sporadic, so they do not offer that service. He stated that the City will have conversations with the local senior establishments and get their input and noted that they also do not have the actual cost, but he has a placeholder of \$10,000 included in the budget.

**Councilmember Nanko Yeager** – Stated that she understands that Newtrax doesn't offer it, but would like to pursue some possible options for getting seniors to their medical appointments.

**City Clerk Duncanson** – Stated that she had also looked at bit at Care.com at private individuals that offer services for running errands or transportation. She stated that she was surprised at how many local opportunities there were for these types of services in our area.

**City Administrator Linwood** – Asked Public Works Superintendent Almhjeld to fill the Council in on what he has been doing with the parks and playground equipment.

**Public Works Superintendent Almhjeld** – Stated that the oldest park, Fireside, has equipment that is 27 years old and there are three others that are more than 20 years old. He stated that he had put together a suggested plan for a way to finance and replace the equipment when needed.

**City Administrator Linwood** – Explained that the plan would be similar to what the City has done with the Streets CIP and the pavement management index as a way of evaluating them so there is a schedule and plan for when equipment is supposed to be replaced. He stated that the plan is in its early stages and noted that they would like feedback from the Council on whether they think this is a good approach.

**Councilmember Schilling** – Stated that he believes this should go to the PAC for detailed discussion but noted that he would like to have each park looked at in terms of demographics and use. He stated that he cannot make a decision until it is looked at more closely, but agrees that it merits exploration.

**Councilmember Nanko Yeager** – Stated that she is interested to know how this program would be paid for and whether it would come from an increase in the levy.

**Councilmember Zerwas** – Stated that he would like to see the City discuss a plan for replacement of the playground equipment and how much will need to be budgeted each year in order to cover the expenses.

**Councilmember Schilling** – Confirmed that the City collects Park Dedication fees as part of development.

**City Administrator Linwood** – Asked Zoning Administrator/Building Official Weck to give an overview of the research that has been done in looking at facilities. He stated that he had included a letter that the League of Minnesota Cities had sent regarding the necessary ADA improvements.

**Zoning Administrator/Building Official Weck** – Gave a brief overview of the rough cost estimates for improvements to City Hall for the necessary ADA improvements, as well as a security system and the new rooftop units.

**Mayor Iverson** – Stated that she is adamant that there needs to be a security system and other building improvements because of the increase in mental health related incidents. She stated that she feels it is important that there be a way for staff to be protected.

**Councilmember Nanko Yeager** – Stated that she would like to see some hard figures for mental health issues in the City. She stated that some people may consider it an insult to consider the residents as mental health cases.

**Mayor Iverson** – Clarified that she was not implying that the residents were “mental health cases”, but noted that all it takes is one person with a mental illness that can come in and put the City’s employees at risk.

**Councilmember Zerwas** – Noted that the harm wouldn’t even necessarily have to come from a resident.

**Councilmember Nanko Yeager** – Stated that she would like to see a risk analysis on this issue.

**Public Safety Director Hoppe** – Stated that in October, they are planning training for staff and Council about how to escape and protect themselves in an active threat situation. He stated that mental health issues are the largest issue facing public service and law enforcement. He stated that there are documented instances of threats or violence at both City Hall buildings as well as at City meetings. He stated that the frequency of these types of events are increasing and Wyoming is not immune to this.

**Councilmember Nanko Yeager** – Asked how the City could protect its employees from other employees.

**Public Safety Director Hoppe** – Stated that they need to make reasonable attempts to protect employees, but they cannot predict everything that may happen. He stated that he feels that to ignore where things are today with increased instances of mental health issues is irresponsible.

**City Administrator Linwood** – Noted that the City had already gone out for bids for a security camera system and reviewed the lowest bid. He explained that he was looking for feedback from the Council because that is something that the City could essentially do immediately. He stated that he had also included information on video recording equipment so the City could stream their meetings.

**Councilmember Zerwas** – Stated that he is fine with having the streaming capability but feels there may be other, more important things, for the City to spend money on.

**Councilmember Nanko Yeager** – Stated that the Council had talked about video cameras in 2017 and is surprised that they have not been installed yet and has no problem with their installation if they will be an asset in the short term.

**Councilmember Schilling** – Stated that he thinks cameras are important but also feels the electronic entrance system is important to be able to limit who has access to the building. He stated that this building is very insecure and shared an example from the city where he works where a disgruntled resident walked in through the back door and took pictures of everyone and them made threats when he posted them on social media. He noted that they have changed things and now have a secure entrance at that particular building but he is still working on issues at his building because they have also had legitimate threats where the police had to be involved. He reiterated that security is very important to him.

**City Administrator Linwood** – Stated that it appears as though the Council is in favor of the security cameras and asked for their opinion on the streaming camera.

**Mayor Iverson** – Stated that she is in favor of having streaming capabilities for residents to be able to watch the meetings if they cannot attend.

**Councilmember Schilling** – Stated that he is in favor of streaming the meetings because it will also increase community involvement.

**City Administrator Linwood** – Explained that there have been conversations about conducting an inspection of some possible deficiencies at the township building and asked Zoning Administrator/Building Official Weck to give some details.

**Zoning Administrator/Building Official Weck** – Stated that he had contacted both Forest Lake and Chisago County and they were not interested in getting involved so he contacted a private inspector and gotten a quote for the inspection.

**City Administrator Linwood** – Asked if the Council would support paying an individual to conduct the inspection.

**Councilmember Zerwas** – Stated that he is in support of the inspection.

**Councilmember Nanko Yeager** – Stated that she is in support but does not think that any of these facilities issues can be discussed in isolation and should be considered as a whole so the City is looking at the big picture.

**City Clerk Duncanson** – Asked about franchise fees and how common they are in Minnesota.

**Jean McGann** - Gave an overview of franchise fees and noted typically a City has a specific reason and place for the fees, such as streets.

**City Administrator Linwood** – He stated that it had been brought up that the City should complete a needs assessment for all of the facilities to see what is needed. He stated that it appears as though the Council supports taking action on some of the security issues and ADA compliance issues. He asked if the Council would support contacting an architect to start some designs and get come more concrete costs for what is needed.

**Mayor Iverson** – Stated that she would like to at least start with the doors and the sidewalks.

**Councilmember Zerwas** – Stated that he thinks the bathrooms should be in line right after those items.

**Public Safety Director Hoppe** – Gave an overview of the background surrounding the situation surrounding Chisago County terminating the agreement with the City for records management. He gave a brief overview of the options available for records management for the City and their associated costs. He stated that he thinks the best solution is for the City to build their own system and self-host.

**Mayor Iverson** – Asked about replacement of computers and noted that in the contract with Chisago County, they were supposed to replace computers, but they did not.

**Public Safety Director Hoppe** – Stated that computer replacement was in the contract, however it did not give a specific frequency when they would be replaced, which is where a problem developed. He stated that even though it is under contract that they will replace the computers, Chisago County is refusing to replace them. He stated that Chicago County applied for a grant to get their own computers replaced but did not include the City in the grant even though the equipment is owned by the County. He noted that there will be a 50% cost savings if the City does not enter into a contract with the County but noted that there will be an initial implementation licensing cost for the software. He gave an overview of the capabilities of the software. He stated that he suggests that the City move forward independently and have our own system designed and implemented by the end of 2019. He reviewed the total associated costs for this system and noted that he had been setting aside some money in the forfeiture fund that can help cover the costs. He reiterated that the City can save the taxpayers half the cost by going out and using their own system rather than contracting with the County for these services.

The Council discussed interaction with the County, how the system will work, and the database access with the County.

**Mayor Iverson** – Stated that she supports taking control so the City can get what they need when they need it and not have to rely on the County who has not always done what they said they would.

**MAYOR IVERSON ADJOURNED THE AUGUST 1, 2019 “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:56 PM**