

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 7, 2019
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for August 7, 2019 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, Joe Zerwas, Dennis Schilling, and Claire Luger

ABSENT: None

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE: Led by Troop #142

OPEN FORUM:

Jeff Eiffler, 7660 East Viking Boulevard– Stated that he thinks it is about time for the City to put restrictions on when Polaris can use their test tracks. He stated that the times they use it and the noise they create can be very disruptive. He gave examples of some of the times that they have used the test tracks. He stated that he would like to have some quiet time in his home. He stated that his understanding is that there are currently no restrictions as to when they can use the test tracks.

Zoning Administrator Weck – Stated that he went back and looked through documentation and could not find any instance where the City restricted the use of the test tracks. He noted that the City does have an off-road ordinance that was intended for residential areas but noted that there are some restrictions on businesses as part of the nuisance and noise ordinances.

Mayor Iverson – Asked if it would be normal for a City to restrict something like this for a business.

Zoning Administrator Weck – Noted that the City or Township has done it before, but from what he could find it was not done with Polaris.

Mayor Iverson – Stated that the City will get a little more information and take a look at the situation and will have either Zoning Administrator Weck or City Administrator Linwood get back to Mr. Eiffler.

Mr. Eiffler – Agreed that would be fine as long as someone got back to him in a timely manner.

Mayor Iverson – Asked how close his home was to the test track.

Mr. Eiffler – Stated that the closest track is about 400 feet from him. He stated that the use of the test track causes a lot of noise and dust.

Mayor Iverson – Stated that she suspects staff needs to talk to Polaris and find out why they have been using the test track on Sundays, including Mother's Day.

Mr. Eiffler – Stated that he does not want Polaris to go away but does want them to limit some of their activity so he can enjoy his home and have some peace and quiet.

Amy Buccanero 5410 269th Street- Stated that they have noticed a lot of speeding on Fenwick Avenue and explained her concern for the kids riding bikes and walking in the neighborhood. She stated that there are no stop signs along a very long stretch of the road, so people are not slowing down. She asked if there was a way to install a stop sign or something else that would slow people down.

Public Safety Director Hoppe – Stated that he will put her area down on the list to look at with the City Engineer to see if there is anything that can be done to address the speeding issue. He stated that they can also try to do some increased patrols in the area.

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for July 16, 2019**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JULY 16, 2019 AS SUBMITTED.

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

- 2. To consider Resolution 19-08-56 a resolution accepting a donation of \$12,600 from the Hallberg Family Foundation for the Purchase and Equipping of a Decontamination/Operations Trailer.**
- 3. To consider Resolution 19-08-57 a resolution accepting a donation of \$100 from Maranatha Church to the Public Safety Fund 205.**
- 4. To consider a contract with RES Pyrotechnics for Wyoming Stagecoach Days in the amount of \$6,500.00**
- 5. To consider an application for a Massage Therapist License from Jessica Cole for use at His and Hers Hair Company located at 26696 Faxton Avenue**
- 6. To consider approving the Issuance of a Solicitation/Peddler Permit to Edward Jones of 26671 Fallbrook Avenue, Wyoming, MN 55092 – Primary Solicitor – Joshua John Erickson for the hours of 10:00 a.m. to 7:00 p.m. through December 31, 2019.**
- 7. To consider approving the Issuance of a Solicitation/Peddler Permit to Southwestern Advantage of 2451 Atrium Way, Nashville, TN – Primary Solicitor – Peter Andrejko for the hours of 10:00 a.m. to 7:00 p.m. through December 31, 2019.**
- 8. To consider approving a consent and subordination agreement between the City of Wyoming and Comfort Lake Forest Lake Watershed District**
- 9. To consider authorizing payment of recommended bills, payroll and Journal Entries for the period of July 17, 2019 through August 7, 2019**

Mayor Iverson – Asked to pull items #2 and #8.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #3, #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

To consider **Resolution 19-08-56** a resolution accepting a donation of \$12,600 from the Hallberg Family Foundation for the Purchase and Equipping of a Decontamination/Operations Trailer

Mayor Iverson – Expressed her appreciation to Hallberg’s for this donation. She asked how the fire equipment was currently being decontaminated.

Public Safety Director Hoppe – Explained that the current practice is that the contaminated equipment gets mixed back in with the clean equipment, which then contaminates the clean equipment and the department then does its best to clean off the equipment. He stated that the decontamination trailer will allow the City to put all the contaminated equipment into it and keep it separate from the clean equipment. He noted that this is part of a cancer mitigation solution because of the toxic soot that can come from the new building materials during a fire. He stated that the trailer will also be able to be used for transporting large equipment, so it will be a multi-purpose trailer for the City.

Councilmember Nanko Yeager – Asked if the trailer would be cleaned after each use so there is no contamination to the other uses.

Public Safety Director Hoppe – Stated that they are having the interior floor of the trailer sprayed with a non-porous material so it can be washed out after use.

Mayor Iverson – Asked about the fire fighters themselves and how they can decontaminate themselves when this material gets on their bodies.

Public Safety Director Hoppe – Stated that it is a facilities issue and they do the best they can. He stated that this is going to be a step by step process.

To consider approving a consent and subordination agreement between the City of Wyoming and Comfort Lake Forest Lake Watershed District

Mayor Iverson – Asked if the Comfort Lake Forest Lake Watershed District would be communication with the City on what they will or won’t be doing.

City Administrator Linwood – Stated that he feels the City has a good relationship with the Comfort Lake Forest Lake Watershed District so he thinks if the City asks them for this information, they will be willing to provide that to the City.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE ITEMS #2 AND #8 OF THE CITY OF WYOMING CONSENT AGENDA.

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 July 31, 2019

11. Report of City Building Official, Fred Weck, IV for July 31, 2019

12. Report of Public Works Superintendent, Chuck Almhjeld for August 1, 2019

13. Report of City Attorney Tom Loonan for August 1, 2019

14. Report of City Engineer Mark Erichson, WSB for August 1, 2019

15. Minnesota Department of Health (MDH) Sanitary Survey Report for Wyoming Public Water System

Mayor Iverson – Stated that she would like to pull reports #12, #14 and #15 for discussion. She asked for clarification of where the storm catch basins were located from item #12, the Public Works report.

Public Works Superintendent Almhjeld – Explained that all of them have created holes in the roads where the pipe goes in the “dog house”. He stated that they are at Fairview, the Family Pathways driveway, Everton Circle, as well as one other cul-de-sac.

Mayor Iverson – Confirmed with City Administrator Linwood that these costs come out of the stormwater fees. She asked if the City had started working on the recommendations from the Sanitary Sewer report for item #15.

Public Works Superintendent Almhjeld – Reviewed the recommendations and gave input on what the City can do to address the issues.

Mayor Iverson – Stated that since City Engineer Erichson is not at the meeting perhaps City Administrator Linwood could give an update on the LED lighting along Pioneer.

City Administrator Linwood – Stated that there were residents who expressed concern about the LED lighting. He stated that City Engineer Erichson spoke with the lighting person at Excel Energy and was told that would be the only option. He explained that if installed, they would be similar to what was put in on Wyoming Trail last year.

Mayor Iverson – Asked if this issue would be brought back up on a future Council agenda.

City Administrator Linwood – Noted that it would be brought back at the next Council meeting.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

16. To consider **Resolution 19-08-58** a resolution approving Final Plat D-19-003 “Cherry Hill”, Ken Tolzmann, 24738 Hamlet Avenue, Property ID Number 21.10659.00

Zoning Administrator/Building Official Weck – Gave a brief overview of the Final Plat and noted that the Planning Commission recommended approval subject to the conditions included in the staff report.

Councilmember Nanko Yeager – Stated that the Planning Commission added a few additional conditions regarding the mortgage and asked for an explanation.

Zoning Administrator/Building Official Weck – Stated that when the staff report was written, the planner did not have City Attorney Loonan's comments, so those were added because they should have been included on the original staff report.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING TO APPROVE RESOLUTION 19-08-58 A RESOLUTION APPROVING FINAL PLAT D-19-003 "CHERRY HILL", KEN TOLZMANN, 24738 HAMLET AVENUE, PROPERTY IDENTIFICATION NUMBER 21.10659.00, SUBJECT TO THE CONDITIONS RECOMMENDED BY THE PLANNING COMMISSION.

Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson
Voting Nay: None
Abstain: None
Absent: None

17. To consider the resignation of Sabrina Gorr from the Building Inspector position effective August 1, 2019

City Administrator Linwood – Explained that the City had received a letter of resignation from Ms. Gorr on July 22, 2019.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO ACCEPT THE RESIGNATION OF SABRINA GORR FROM THE BUILDING INSPECTOR POSITION EFFECTIVE AUGUST 1, 2019.

Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson
Voting Nay: None
Abstain: None
Absent: None

18. To consider authorizing the Wyoming Building Department to proceed with advertisement and a selection process to establish an eligibility list to fill the Building Inspector position

Councilmember Zerwas – Asked if Zoning Administrator Weck had any candidates from the last time the City advertised for this position.

Zoning Administrator/Building Official Weck – Stated that he did not and would rather start the process again.

Councilmember Nanko Yeager – Asked if the salary was the same as previously discussed.

Zoning Administrator/Building Official Weck – Stated that as of right now, the salary is the same.

Councilmember Nanko Yeager – Expressed her concern that the City is looking at big projects such as a new Public Works facilities and remodeling City Hall, as well as proposing a 6.5% levy increase. She stated that she believes the City will need to make some cuts to be able to afford the large projects.

Mayor Iverson – Asked City Administrator Linwood if the Council had discussed whether these projects would fit into the City budget.

City Administrator Linwood – Stated that the Council did not talk about these items at their most recent budget meeting, but have talked about them in the past.

Councilmember Nanko Yeager – Stated that she was concerned when she looked at some of the proposed numbers included in the packet for the budget work session for the City Hall renovation.

City Administrator Linwood – Noted that the 6.5% levy increase was just preliminary discussions, has not been adopted as a do not exceed and he believes that initial percentage was higher last year before the final version cut it down. He stated that one other thing to keep in mind is the tax capacity and noted that if the City stayed at the 6.5% increase in the levy, it would end up being about 1% lower taxes to residents because of the growth in tax capacity. He stated that it is important to realize how busy Zoning Administrator Weck has been and to keep in mind what a normal work capacity is for this position. He stated that the decision also comes down to service level and what the City wants to provide to its residents. He stated that currently for permits, Zoning Administrator Weck is out about 2 to 2.5 weeks and some of the residents feel that is too long and frustrating especially when they are trying to build something like a deck. He gave examples of large sketch plans that have come into the City with the expectation for more coming before the end of the year. He noted that this position has already been approved, but the budget concerns raised by Councilmember Nanko Yeager can be discussed in greater detail at the upcoming budget meetings.

Councilmember Schilling – Stated that this position is completed self-sustained and has nothing to do with taxes. He stated that this work load cannot just kept being put on one person and filling this position will not cost the taxpayers any money.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE AUTHORIZING WYOMING BUILDING DEPARTMENT TO PROCEED WITH ADVERTISEMENT AND A SELECTION PROCESS TO ESTABLISH AN ELIGIBILITY LIST TO FILL THE BUILDING INSPECTOR POSITION.

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

19. To consider the City of Wyoming Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT)

Mayor Iverson – Noted that this item will be tabled.

20. To consider **Resolution 19-08-59** approving a Security Camera System at Wyoming City Hall from ISSI Innovative Security in an amount of \$5,965.42

City Administrator Linwood – Gave an overview of the proposed security camera systems for the City. He noted that the security system will consist of 7 cameras inside and 7 cameras outside.

Councilmember Nanko Yeager – Asked if the cameras would record audio.

City Administrator Linwood – Stated that the cameras will not record audio.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-08-59 A RESOLUTION APPROVING A SECURITY CAMERA SYSTEM AT WYOMING CITY HALL FROM ISSI INNOVATIVE SECURITY IN AN AMOUNT OF \$5,965.42.

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

Voting Nay: None

Abstain: None

Absent: None

21. To consider **Resolution 19-08-60** approving a video recording system for the Wyoming Council Chambers from EPA Audio Visual, Inc. in the amount of \$7,047.00

City Administrator Linwood – Explained that in 2017 the Council elected to put in display monitors and the audio system but hold off on the video recording system. He stated that this proposal is a continuation of that work done in 2017 and this camera would allow for the capability of recording, streaming and archiving the meetings.

Councilmember Nanko Yeager – Asked how long the video recordings will be archived.

City Administrator Linwood – Stated that he believes the State statute requires 3 years. He stated that the City currently has more than 3 years available with its audio recordings on the website. He stated that with the City's YouTube channel he knows there is capacity for 3 years. He stated that there are also ways to archive it at the City without having it up on the YouTube channel.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-08-60 A RESOLUTION APPROVING A VIDEO RECORDING SYSTEM FOR THE CITY OF WYOMING COUNCIL CHAMPERS FROM EPA AUDIO VISUAL, INC. IN THE AMOUNT OF \$7,047.00.

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

Voting Nay: None

Abstain: None

Absent: None

22. To consider **Resolution 19-08-61** a resolution authorizing the purchase of computers/docking stations from CDW-G in the amount of \$25,494.00 out of Fund 201

23. To consider **Resolution 19-08-62** a resolution authorizing the purchase of Pro Phoenix Public Safety Suite Software from Pro Phoenix Corporation in the amount of \$47,250.00 out of the Capital Revolving Fund

24. To consider **Resolution 19-08-63** a resolution authorizing the purchase of a server for the Wyoming Public Safety Department from CW Technology in the amount of \$19,565.00 out of the Capital Revolving Fund

Mayor Iverson – Confirmed that items #22, #23 and #24 were all related.

Public Safety Director Hoppe – Stated that they are all related, so he will present them together. He explained that on December 6, 2018, Chisago County exercised its right to terminate the agreement for records management effective January 1, 2020. He stated that they have looked at various program options that are both affordable and that will allow communication with partner cities. He gave a brief overview of the equipment, software and server selected. He noted that this proposal would mean the City would have its own server, but would share a database. He noted that with the City owning their own equipment it will mean a savings of about \$34,000 per year. He noted that they have been expecting this for a few years so the department has been setting aside funds in Fund 201 which is their forfeiture fund, so levy funds will not need to be used for these costs.

Mayor Iverson – Asked about the outdated computers that are in the patrol cars.

Public Safety Director Hoppe – Noted that replacement of the computers was included in the contract with Chisago County, but because it doesn't clearly state what frequency they will be replaced, the City has ended up with computers that are 7 years old and outdated.

Mayor Iverson – Noted that the Council had a lengthy discussion about this at their budget work session because it is a very complex system.

Public Safety Director Hoppe – Stated that while he had helped to design the system, the City would have network support for ongoing assistance from CDW-G.

Councilmember Zerwas – Thanked Public Safety Director Hoppe for all the effort he has put into this process including finding a way to save the City money.

Councilmember Nanko Yeager – Asked if there would be internal staff in addition to the CDW-G that would be able to continue maintenance on the system and would be immune to staff turnover.

Public Safety Director Hoppe – Stated that he believes in redundancy in the systems so he has been working with office staff on getting the right people on board and trained on the system. He stated that he plans to continue to develop those people within the organization so that there isn't a lynch pin of one person responsible.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 19-08-61 A RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTERS/DOCKING STATIONS FROM CDW-G IN THE AMOUNT OF \$25,494.00 OUT OF FUND 201

Roll Call Vote:

<i>Councilmember Zerwas:</i>	<i>Aye</i>
<i>Councilmember Luger:</i>	<i>Aye</i>
<i>Councilmember Schilling:</i>	<i>Aye</i>
<i>Councilmember Nanko Yeager:</i>	<i>Aye</i>
<i>Mayor Iverson:</i>	<i>Aye</i>

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 19-08-62 A RESOLUTION AUTHORIZING THE PURCHASE OF PROPHOENIX PUBLIC SAFETY SUITE SOFTWARE FROM PROPHOENIX CORPORATION IN THE AMOUNT OF \$47,250.00 OUT OF THE CAPITAL REVOLVING FUND.

Roll Call Vote:

<i>Councilmember Zerwas:</i>	<i>Aye</i>
<i>Councilmember Luger:</i>	<i>Aye</i>
<i>Councilmember Schilling:</i>	<i>Aye</i>
<i>Councilmember Nanko Yeager:</i>	<i>Aye</i>
<i>Mayor Iverson:</i>	<i>Aye</i>

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE RESOLUTION 19-08-63 A RESOLUTION AUTHORIZING THE PURCHASE OF A SERVER FOR THE WYOMING PUBLIC SAFETY DEPARTMENT FROM CW TECHNOLOGY IN THE AMOUNT OF \$19,565.00 OUT OF THE CAPITAL REVOLVING FUND.

Roll Call Vote:

<i>Councilmember Zerwas:</i>	<i>Aye</i>
<i>Councilmember Luger:</i>	<i>Aye</i>
<i>Councilmember Schilling:</i>	<i>Aye</i>
<i>Councilmember Nanko Yeager:</i>	<i>Aye</i>
<i>Mayor Iverson:</i>	<i>Aye</i>

COUNCIL REPORTS:

Council Member Zerwas – Attended the Sewer Department budget meeting where they decided an increase for next year will not be needed. He noted that he had also attended the National Night Out celebration.

Council Member Nanko Yeager – Attended the Council budget meeting and National Night Out with the Friends of the Library. She noted that they scooped about 450 ice cream cones at the National Night Out event.

Council Member Luger – Attended the Park Advisory Commission meeting and National Night Out.

Council Member Schilling – Attended the work session on the budget.

Mayor Iverson – Attended the Planning Commission meeting and noted that residents should start looking for a survey from the City to assist in putting together the strategic plan for the City. She attended the Armor radio negotiation meeting, the Chisago County Board meeting, the Council budget meeting, and the Park Advisory Meeting. She stated that she thinks a fun time was had by all at the National Night Out Celebration.

25. To consider entering a closed session under MN State Statute 13D.05, Subd 3(a) for an annual performance evaluation of City Administrator Robb Linwood

City Attorney Loonan – Stated that at this time the Council will be entering a closed session under MN State Statute 13D.05, Subd 3(a) to conduct the annual performance review of City Administrator Robb Linwood. He noted that City Administrator Linwood has consented to the closed session for his review. He explained that at the conclusion of the closed session and the return to the open session, the Council will summarize its conclusions regarding the performance review. He stated that the closed session will be recorded and kept on record for 3 years.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ENTER A CLOSED SESSION UNDER MN STATE STATUTE 13D.05, SUBD 3(A) TO CONDUCT THE ANNUAL PERFORMANCE EVALUATION OF CITY ADMINISTRATOR ROBB LINWOOD

Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson
Voting Nay: None
Abstain: None
Absent: None

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO COME OUT OF CLOSED SESSION UNDER MN STATE STATUTE 13D.05, SUBD 3(A) TO CONDUCT THE ANNUAL PERFORMANCE EVALUATION OF CITY ADMINISTRATOR ROBB LINWOOD

Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, Iverson
Voting Nay: None
Abstain: None
Absent: None

City Attorney Loonan – Explained that the Council has come out of closed session and noted that it was attended by Mayor Iverson, all members of City Council, City Administrator Robb Linwood, and himself. He stated that during the closed session they reviewed surveys and information relating to the performance of the City Administrator. He noted that no formal motions were offered or passed during the closed session.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS SECONDED BY COUNCILMEMBER SCHILLING TO ADJOURN THE AUGUST 7, 2019 “REGULAR

**MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT
8:13PM**

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:

August 20, 2019

7:00PM