

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 19, 2019
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for November 19, 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, and Dennis Schilling

ABSENT: Councilmember Claire Luger

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Work Session” of the Wyoming, Minnesota City Council for November 5, 2019**

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR NOVEMBER 5, 2019 AS SUBMITTED.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

- 2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for November 5, 2019**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR NOVEMBER 5, 2019 AS SUBMITTED.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

3. To consider Resolution 19-11-87 a resolution ordering the project and for the 2020 street reconstruction project (City Project No 20-01)

City Engineer Erichson – Stated that there have been two informational meetings with residents. He introduced Jeff Pearson from WSB.

Project Manager Pearson – Gave a brief PowerPoint overview on the 2020 street reconstruction project. He noted that the project would be late summer or fall of 2020 and the assessment for the project would be after it is completed. He explained the need for a full reconstruction and noted that they have also identified some drainage issues that will be addressed with the project. He stated that the assessments are based on a unit costs not a footage or frontage method. The assessment for the 113 units will be approximately \$6,345 each. He stated that they had also run the assessment calculation with the drainage work removed and which brought the per unit assessment down to approximately \$6,297. He explained the assessment process and noted that it would be paid over a 15-year period with an option to pay in full to avoid interest payments.

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER SCHILLING, TO OPEN THE PUBLIC HEARING FOR COMMENT AT 7:20 P.M.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

John Browsers, 4650 264th Street – stated that his property doesn't border any of the right-of-way on this project. He stated that he would like verification regarding the assessment per unit and not by frontage because he was very surprised that he was being assessed for this project.

City Engineer Erichson – Explained that assessment is allowable for properties that may not have frontage but their only access is via these public roadways. He explained that this practice is consistent with State statute as well as the City's policy and past practices.

Mr. Browsers – asked about the plans for Everton and noted that there are few sections that he thinks are in pretty good condition.

City Engineer Ericson – Stated that they are trying to avoid piecemeal work even though there are some areas that have had patching done. He explained that, in general, the roadways in this project are in poor conditions.

Nancy Leahy, 5025 261st Street – Stated that she has a corner lot and asked if she would be assessed for future projects around the corner.

City Engineer Erichson – Stated that she will only be assessed for the roadway that her driveway accesses.

Tony Shaw 4881 263rd – Asked about the assessment rate and the plans for curb and gutter. He stated he doesn't support installing curb and gutter and would like the City to use the money for something else.

City Engineer Erichson – Stated that the drainage issues are contributing to the issues with the roadway in the area.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO CLOSE THE PUBLIC HEARING AT 7:30 P.M.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None
Absent: Luger

Councilmember Nanko Yeager – Stated that a resident had asked at an earlier Council meeting why the drainage work was being tacked on as an assessment rather than being done as maintenance. She asked for a refresher as to why this was being done.

City Engineer Erichson – Explained how the ditches and drainage systems are assessable. He stated that this is an open ditch so it is a bit different and believes there is an argument both ways.

Councilmember Nanko Yeager – Stated that in order to justify the assessment it appears as though the City is saying that this is an upgrade to the drainage system.

Mayor Iverson – Asked if the Council could approve the project tonight and then have more of a discussion regarding the assessment for the drainage portion at a later date.

City Engineer Erichson – Stated that he would suggest that the Council approve the project with the drainage assessment included because if they discuss it and decide to take it out, the assessment cost will go down for residents. He stated that it would be much harder to approve it and make the assessment larger in the future.

City Attorney Nelson – Stated that he agreed with City Engineer Erichson and suggested that the Council move forward with the whole project and consider the drainage issue at the assessment stage.

Councilmember Nanko Yeager – Asked why it will be \$50,000 to pave the trail.

Project manager Pearson – Stated that the distance for the trail is considerable.

City Engineer Erichson – Explained the differences in the paving of the parking lot and the paving of the trail.

Councilmember Nanko Yeager – Asked if the Council was being asked to decide on the park improvements tonight.

City Engineer Erichson – Noted that in speaking with City Administrator Linwood it appears the City has some other potential things happening with Swenson Park. He stated that this decision can be made a later date and added as a non-assessable component.

Councilmember Schilling – Stated that he is in favor of holding off on the trail and park decision and of keeping the drainage and ditch improvements on the assessable role for the time being.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE RESOLUTION 19-11-87, “A RESOLUTION ORDERING THE PROJECT FOR THE 2020 STREET RECONSTRUCTION PROJECT.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

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.

- 4.** To consider **Resolution 19-11-88** a resolution appointing Wyoming paid on call firefighters to probationary status
- 5.** To consider authorizing payment of recommended bills, payroll and Journal Entries for the period of November 6, 2019 through November 19, 2019.

Council Member Nanko Yeager pulled Item #5

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #4, OF THE WYOMING CITY COUNCIL CONSENT AGENDA

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

To Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of November 6, 2019 through November 19, 2019.

Council Member Nanko Yeager – Questioned the payment of almost \$485 from Rapid Printing.

City Administrator Linwood – Explained this cost was for the MnCar conference where they give out lip balm and mints with the City logo on it. He stated that it was an EDA authorized expense.

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER SCHILLING TO APPROVE CONSENT AGENDA ITEM #5.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

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

6. Report of the Public Safety Director, Paul Hoppe for November 13, 2019
7. Report of City Building Official, Fred Weck, IV for November 14, 2019
8. Report of Public Works Superintendent Chuck Almhjeld for November 13, 2019
9. Report of City Attorney Tom Loonan for November 13, 2019
10. Report of City Engineer Mark Erichson, WSB for November 14, 2019
11. 3rd Quarter Financial Report Abdo Eick and Meyers

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

12. To consider **Resolution 19-11-89** a resolution approving the transfer of funds from the general fund to the fire department CIP and capital revolving fund

City Administrator Linwood – Explained the general fund reserve policy and the capital revolving fund. He stated that they are asking the Council to transfer \$250,000 into the capital revolving fund 830 in order for the fire department to purchase SCBA. He stated that they are

also asking for the Council to transfer \$950,000 from the general fund to Fund 409 in order to comply with fund balance policy.

Mayor Iverson – Stated that she wanted to assure residents that the Council is not over budgeting and asked for an explanation of budgeting from last year.

City Administrator Linwood – Explained that the City exceeded their revenue for this past year, largely due to the building department and a staff position that was not filled for much of the year. He stated that this will take that excess and move it into the revolving fund for future City needs.

Council Member Nanko Yeager – Asked if it was possible to transfer \$500,000 to the street fund and get some mill and overlay projects done in cash rather than transferring the whole \$950,000 to the revolving fund.

Mayor Iverson – Stated that the Council has spent some time discussing the options at their work session and has not made a decision yet.

City Administrator Linwood – Stated that the Council can transfer money however they see fit. He stated that City Engineer Erichson was asked to compile some of the projects around the City that were good candidates for mill and overlays. He stated that even if the Council chooses to transfer the full \$950,000 into the revolving fund, they could certainly look to take funds out for other projects such as Councilmember Nanko Yeager has suggested. He stated that his recommendation is that the Council waits to make a decision on whether to fund mill and overlay projects until it gets the long-term report back from Abdo Eick and Meyers and the City Engineer.

Councilmember Nanko Yeager – Stated that she would support transferring a portion of this money into the street fund.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-11-89 A RESOLUTION APPROVING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE FIRE DEPARTMENT CIP AND CAPITAL REVOLVING FUND

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

13. To consider **Resolution 19-11-90** a resolution purchasing SCBA Units from Municipal Emergency Services (MES) in the amount of \$237,222.90

Public Safety Director Hoppe – Explained that the City had been looking to replace the self-contained breathing apparatus (SCBA) for the fire department. He stated that they made 3 attempts to obtain funding through a FEMA grant but did not receive the grant. He stated that the SCBAs are reaching the end of their life and they cannot fight fires without them. He stated that the cost is a bit lower than they had anticipated and are for 36 units and 72 tanks and thermal imaging cameras that will be built into 6 of the masks.

Council Member Zerwas – Asked how long the SCBA would be good for.

Public Safety Director Hoppe – Stated that they will be good for 15 years but noted that they will be inspected and certified every year.

Council Member Schilling – Commended staff for their work on this item and is glad the City will be moving forward with the long-term plan for future replacement.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE RESOLUTION 19-11-90, A RESOLUTION

TO PURCHASE SCBA UNITS FROM MUNICIPAL EMERGENCY SERVICES (MES) IN THE AMOUNT OF \$237,222.90.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

14. To consider **Resolution 19-11-91** a resolution purchasing pumps from Minnesota Pump Works in the amount of \$6,636.00

Public Works Director Almhjeld – Explained that this was originally budgeted for replacement in 2020 but one of the pumps recently failed. He explained the difference in pricing for a rebuilt pump rather than a new pump and stated that since the cost difference isn't significant, staff is recommending purchasing a new pump.

Mayor Iverson – Asked if there would be a warranty on the new pump

Public Works Director Almhjeld – Stated that there would be a one-year warranty.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE RESOLUTION 19-11-91, A RESOLUTION PURCHASING PUMPS FROM MINNESOTA PUMP WORKS IN THE AMOUNT OF \$6,636.00

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

15. To consider **Resolution 19-11-92** a resolution certifying the unpaid utility bills and city services invoices of certain residents and businesses contained on the attached list to property taxes for collection in 2020

City Administrator Linwood – Stated that this is something that is compiled annually for unpaid utility bills to be added to the property tax rolls.

Mayor Iverson – Confirmed that the total amount is \$91,780.75.

City Administrator Linwood – Stated that people can still submit payments through the end of the week before the unpaid balances will be attached to their property taxes.

Council Member Nanko Yeager – Stated that it seems as though the amount of delinquent bills has been increasing and asked if there was a way to get the number down.

City Administrator Linwood – Stated that the total number is down from the previous two years

Council Member Schilling – Confirmed that once this is certified, residents will have to deal with the County in order to pay what they owe.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-11-92, A RESOLUTION CERTIFYING THE UNPAID UTILITY BILLS AND CITY SERVICES INVOICES OF CERTAIN RESIDENTS AND BUSINESSES CONTAINED ON THE ATTACHED LIST TO PROPERTY TAXES FOR COLLECTION IN 2020.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None
Absent: Luger

16. To consider **Resolution 19-11-93** a resolution approving “payment pay voucher #1-final” to North Valley, Inc. for the 2019 street improvement project (WSB project 013655-000) (City Project No. 19-01) in the amount of \$495,574.71

City Engineer Erichson – Stated that the project has been completed and staff is recommending approval.

Mayor Iverson – Stated that she has been asked the question a lot about whether the road will be striped.

City Engineer Erichson – Stated that because the road was not striped previously, it will not be striped.

Council Member Zerwas – Stated that he thinks the contractor did a great job.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-11-91 A RESOLUTION APPROVING “PAYMENT PAY VOUCHER #1-FINAL” TO NORTH VALLEY, INC. FOR THE 2019 STREET IMPROVEMENT PROJECT (WSB PROJECT 013655-000) (CITY PROJECT NO. 19-01) IN THE AMOUNT OF \$495,574.71.

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

17. To review and discuss the Request for Proposals received for the building upgrades to Wyoming City Hall

City Administrator Linwood – Stated that the City had received 4 submissions for the proposed work to City Hall. He stated that staff has done an initial evaluation and feels it would be best to bring in all 4 architects for interviews with the City Council.

Council Member Zerwas – Stated that what jumped out to him was the large difference in costs for what appears to be the same services.

City Administrator Linwood – Stated that this is one of the reasons for the recommendation to bring them all in to explain the basis for their proposed costs.

Council Member Schilling – Stated that he has a lot of questions and agrees with the approach of bringing them all in for an interview.

Council Member Nanko Yeager – Stated that there are a few that she is not sure if she would even want to bring them in for an interview. She noted that one of them appears not to have much municipal experience and one other proposal seemed way too vague. She stated that she may still vote no on this because she has concerns about the addition even though she supports the ADA compliance and HVAC improvements.

City Administrator Linwood – Suggested Monday, November 25, 2019 for the interviews.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO INTERVIEW ALL 4 ARCHITECTURAL FIRMS ON NOVEMBER 25, 2019 FROM 6:00 TO 8:30 P.M.

Voting Aye: Schilling, Zerwas, Iverson

Voting Nay: Nanko Yeager
Abstain: None
Absent: Luger

18. To consider the resignation of Frances Duncanson from Deputy City Clerk position effective December 6, 2019

City Administrator Linwood – Explained that Deputy Clerk Duncanson has resigned effective December 6, 2019. He thanked her for her professionalism and work for the City and noted that she will be missed.

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER SCHILLING, TO REGRETFULLY ACCEPT THE RESIGNATION OF FRANCES DUNCANSON, DEPUTY CLERK.

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

19. To discuss the December 17, 2019 Wyoming City Council meeting

City Administrator Linwood – Stated that many municipalities attempt not to have a second meeting in December because of the holidays. He stated that if this is something that the Council is interested in, staff will need to make sure things are prepared for the December 3, 2019 meeting so all of the pertinent City business is taken care of. He stated that it may still be necessary to hold the meeting on December 17, 2019 but asked for feedback from the Council. He stated that the December 3, 2019 meeting would have a fairly heavy agenda if they decided not to hold the second meeting.

Council Member Nanko Yeager – Stated that she thinks dropping the second meeting in December is not a good idea. She gave a few examples of reasons to hold the meeting such as the Truth in Taxation meeting needing to be continued. She reiterated that she does not think the Council should cancel the regular Council meeting because there is still City work to be done.

Council Member Schilling – Stated that he thinks everything that needs to be handled can happen on December 3, 2019. He stated that if there is City business that comes up that needs to be handled on December 17, 2019, he is also fine holding the meeting.

Council Member Zerwas – Stated that he would support cancelling the second meeting if there wasn't City business that required it.

City Administrator Linwood – Noted that he was just looking for Council feedback at tonight's meeting. If there was any businesses including the continuation of the TNT then it would be necessary to hold the meeting. It can be reviewed again at the December 3, 2019 meeting.

COUNCIL REPORTS:

Council Member Zerwas – Attended the Sewer Commission budget meeting

Council Member Nanko Yeager – Attended the County Commissioner meeting on the Armer Radio negotiations and the watershed district listening session.

Council Member Schilling – Attended the EDA meeting and the Sewer Commission meeting.

Mayor Iverson – Attended the EDA meeting, the special Chisago County Board meeting regarding the Armor radio negotiations and the Highway 8 Task Force meeting. She noted that the Planning Commission is holding their Community Engagement Open House related to the

Comprehensive Plan on November 20, 2019 at City Hall and encouraged residents to attend.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE NOVEMBER 19, 2019 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:30 P.M.

Voting Aye: Schilling, Nanko Yeager, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: Luger

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:
DECEMBER 3, 2019
7:00PM