

**UNAPPROVED MINUTES  
CITY COUNCIL  
REGULAR MEETING  
CITY OF WYOMING, MINNESOTA  
FEBRUARY 20, 2018  
7:00PM**

**CALL TO ORDER:**

*Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for February 20, 2018 to order at 7:00PM*

**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: Tom Loonan, Eckberg Lammers, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Fred Weck, Zoning Administrator/Building Official and Marty Powers, 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 February 7, 2018

**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 FEBRUARY 7, 2018 AS SUBMITTED.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

**SCHEDULED BID LETTINGS: NONE**

**SCHEDULED PUBLIC HEARINGS: NONE**

**CONSENT AGENDA: NONE**

**COMMUNICATIONS:**

2. Report of the Public Safety Director, Paul Hoppe, for February 15, 2018
3. Report of City Building Official, Fred Weck, IV, for February 15, 2018
4. Report of City Attorney Mark Vierling, for February 15, 2018

5. Report of City Engineer, Mark Erichson, WSB for February 15, 2018
6. Report of Public Works Superintendent, Marty Powers, for February 15, 2018
7. Family Pathways 2017 Community Impact Information
8. Communication from Chisago County Assessor announcing Board of Equalization date for the City of Wyoming on April 16, 2018 at 6:00PM at Wyoming City Hall
9. Minnesota Local Road Improvement Grant – City of Wyoming – 2018 Street Reconstruction Project

**Mayor Iverson** asked to pull items #6 and #7 for discussion. As part of #6, and the hydraulic valve body needing to be replaced, Mayor Iverson asked Public Works Superintendent Powers if he could contact any other cities to see about obtaining a replacing part and, if not, what is our plan of action for next year.

**Public Works Superintendent Powers** stated that there was a contractor that called throughout the entire country and could not locate a replacement part. The needed part was discontinued over 15 years ago. He reviewed his three options: plowing with just the front plow; budget for a new plow in 2019; customized a new valve body, which would cost approximately \$5,000-\$6,000 plus an additional \$2,000-\$3,000 for installation.

**Mayor Iverson** stated that there were some “fun water facts” included in his report and asked that he share them for the benefit of the Cub Scouts present at the meeting. She stated that she would also like to know how he measures loss of water and how he knows we are below average.

**Public Works Superintendent Powers** stated that every year the City completes a report for the Department of Natural Resources (DNR) and the City has been very fortunate to have low amounts of loss. He explained that there are meters on the wells that show exactly how many gallons are out in the system and there are also meters on homes or businesses that show exactly what is being consumed. The City then figures out the difference between those numbers, to determine the amount lost. The DNR requires that this number be under 10% and the City is currently under 6%.

**Mayor Iverson** asked him to share some of the big numbers from his report in relation to water.

**Public Works Superintendent Powers** stated that in 2017, the City pumped 129 million gallons of water, the highest day of pumping was 17,000 gallons, and the highest month was July at about 15,500 gallons.

**Councilmember Waller** asked about the age of truck #917.

**Public Works Superintendent Powers** stated that it is a 2000 and although it is not the oldest truck in the fleet, it has consistently had problems.

**Councilmember Waller** asked who had outfitted the truck.

**Public Works Superintendent Powers** stated that it was Crysteel.

**Mayor Iverson** stated that for item #7, she asked that it be pulled because she would like to have Family Pathways come in and give a presentation to the Council, because they do so many wonderful things in our community.

**OLD BUSINESS: NONE**

## NEW BUSINESS

10. To Consider a Transient Merchant Solicitation Application from Tacos El Piebe for a Food Truck to be Located at 6589 Lake Boulevard, Forest Lake, MN 55092

**Public Safety Director Hoppe** stated that the food truck would be located in the parking lot of County Line Liquors, the same as last year. The City has conducted a criminal background check and there was nothing found that would exclude them from receiving this permit.

**Mayor Iverson** asked if there had been any complaints received last year.

**Public Safety Director Hoppe** stated that there were no complaints that he was aware of.

**Councilmember Nanko/Yeager** asked about what fees had already been paid by the applicant, because there appeared to be contradicting information in the packet on whether or not they have paid the appropriate fees.

**Public Safety Director Hoppe** stated that the City will not issue the permit until it ensures that all the appropriate fees have been paid in full.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE TRANSIENT MERCHANT SOLICITATION APPLICATION FROM TACOS EL PIEBE FOR A FOOD TRUCK TO BE LOCATED AT 6589 LAKE BOULEVARD, FOREST LAKE, MN 55092**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

11. To Consider the Hiring of Allison Steenblock for the Park Time Crime Analyst Position with a Starting Rate of \$17.00/HR, Not to Exceed 24 Hours Per Week, On Average

**Public Safety Director Hoppe** explained that this vacancy was created when Lauren Studer was promoted from the Crime Analyst position to the Records Clerk position. He explained that Allison Steenblock will be graduating from Hamline University with a Bachelor's Degree in Criminology and Criminal Justice with a Legal Studies minor. He reviewed some of the job duties for this position.

**Mayor Iverson** asked about the qualifications necessary for this type of position.

**Public Safety Director Hoppe** stated that they want to be able to make sure that the applicant has a basic, comprehensive understanding of criminal justice. Part of the job is also to put on weekly and monthly bulletins to the officers about any trends that they are seeing, for example, crime types and location of crimes. For this position, the City is also looking for someone that has some sort of analytic background. This particular applicant has also worked as an intern, for the Research Center for Homicide in Minneapolis, as an analyst. Ms. Steenblock will graduate the end of March 2018 and this is a four-year program.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE HIRING OF ALLISON STEENBLOCK FOR THE PART TIME CRIME ANALYST POSITION WITH A STARTING RATE OF \$17.00/HR NOT TO EXCEED 24 HOURS PER WEEK ON AVERAGE.**

*Voting Aye: Luger, Zerwas, Iverson*

*Voting Nay: Waller, Nanko/Yeager*

*Abstain: None*

*Absent: None*

12. To consider **Resolution 18-02-16** A Resolution Approving a Snow and Ice Management Policy for the City of Wyoming

**Public Works Superintendent Powers** explained that one policy regarding snow and ice was written in 2009. However, the policy did not indicate if there was council approval. He believe the city should have a policy approved by the council to ensure snowplowing is consistent. The policy provided to the Council for consideration was developed by a group of public works professionals and environmentalists. He explained he reviewed roughly twelve policies from other cities.

**Mayor Iverson** asked if he had solicited any input from his direct reports who are in the field dealing with the snow and ice.

**Public Works Superintendent Powers** explained that after he completed the policy he asked Eric Rydeen – Street Lead to review the policy and provide his feedback.

**Mayor Iverson** stated that one of the big initiatives of the Council has been to make sure the City is safe and our emergency personnel can get through when they need to, this policy appears to be something that will help with that initiative.

**Councilmember Luger** asks how this policy jives with our Green Steps Initiatives.

**Public Works Superintendent Powers** noted that this was a good question and the policy is a lot further ahead than what we have had, so it is certainly promising.

**Mayor Iverson** stated that it allows the City to decide how much salt to use and when it is warranted, which helps control the environmental impact. She suggested talking to City Administrator Linwood about making sure this ties into the Green Steps Initiatives.

**Councilmember Nanko/Yeager** stated that in the policy, it states that a Public Works Superintendent or delegated authority will make the call on some of the decisions. She asked if the “delegated authority” person be living in or very close to Wyoming, when they make these decisions.

**Public Works Superintendent Powers** stated that Eric Rydeen is his Street Lead and would be the delegated authority, if he was unavailable. He stated that the City also utilizes the police department to give feedback on the roads.

**Councilmember Nanko/Yeager** asked that the Goldfinch sidewalk be added. She read aloud a portion of the policy relating to bare pavement and asked if it applied to homeowners that have sidewalks in front of their homes.

**Public Works Superintendent Powers** stated that sidewalks are not required to get down to bare pavement. The policy for sidewalks is 24 hours and 48 hours for trails.

**Councilmember Waller** asked why MnDot was not on the list of snow and ice policies reviewed.

**Public Works Superintendent Powers** stated that he had reviewed a policy of theirs, but the one he is recommending is, in his opinion, better for the environment and better for releasing the liability of the City.

**Councilmember Waller** asked if the maps would be incorporated with the policy.

**Public Works Superintendent Powers** stated this will be supplied on the website, but the intent was not to add it into the policy, unless the Council would like it to be.

**Councilmember Waller** stated that he works in this industry and had a few questions about why some routes were designated as priority and others were not, for example, Hillcrest Drive. He asked if a truck was just going to that area, plowing Hillcrest Drive and then leaving, without handling the surrounding streets.

**Public Works Superintendent Powers** stated that the criteria taken into consideration for a priority street is traffic volume, hills, intersections, and slope.

**Councilmember Waller** stated that for effective service delivery, that area should be taken care of all at once and the truck should not be sent up there twice.

**Public Works Superintendent Powers** stated that a priority road is not plowed with the same frequency as a residential road. So, for example, they may send a truck to take care of a priority road when they are not yet doing residential roads. He stated that the City had received numerous complaints about it last year and noted that Hillcrest Drive was only added to the priority list this year.

**Councilmember Waller** confirmed that the mapping was just to show what would happen before a 2-inch snowfall, but, after a 2-inch snowfall, then everything would get plowed. He asked about the mailboxes and whether the policy had referenced the United States Postal Service (USPS), because they have a standard already in place. He suggested referencing the USPS in the document so people understand that this is something that comes directly from them, not the City. He also questioned whether there is an ordinance relating to keeping garbage cans behind the curb. He stated that if the City didn't already have this, he would suggest looking at it in relation to the snow and ice policy because then it could be enforced.

**Councilmember Nanko/Yeager** stated many neighborhoods, hers included, do not have curbs. Most people simply put their garbage can right where their driveway meets the street.

**Public Works Superintendent Powers** stated that in this instance, the garbage can should really be pushed back beyond the blacktop so there aren't issues, because that would be the equivalent of a curb or shoulder.

**Councilmember Nanko/Yeager** stated that it is kind of fuzzy on how far back to put the can, because the garbage truck will not swerve in, past the piles of snow to get the garbage.

**Public Works Superintendent Powers** reiterated that beyond the edge of the blacktop is where the curb would be, so that would be the appropriate place to leave the cans.

**Councilmember Waller** stated that garbage trucks can reach out approximately 3-4 feet with their arm to grab the cans. He stated that having this information regarding garbage can placement, along with a diagram showing the correct placement, should be included in the ordinance so it is clear to everyone.

**Councilmember Nanko/Yeager** asked why Glen Oak from Wyoming Trail to 264<sup>th</sup> is considered priority.

**Public Works Superintendent Powers** explained this is a cut across and the volume is quite excessive that zips through. It is also safer for our trucks to turn around here rather than on 22.

**Councilmember Nanko/Yeager** asked if safety was the reason that they are also going down 259<sup>th</sup> and doing that loop over the Forest Boulevard Trail.

**Public Works Superintendent Powers** stated that is an efficiency decision to make a full loop and get the area in front of the school.

**Mayor Iverson** noted that some of this may change down the road, but it was very carefully crafted with technical advisory with regard to the green initiatives from: Minnehaha Creek Watershed District; 9 Mile Creek Watershed District; Riley Purgatory Bluff Creek Watershed District; Mississippi River Watershed; Minnesota Nursery and Landscape Association; Minnesota Pollution Control; and the Fresh Water Society.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE RESOLUTION 18-02-16 A RESOLUTION APPROVING A SNOW AND ICE MANAGEMENT POLICY FOR THE CITY OF WYOMING.**

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

*Voting Nay: Waller*

*Abstain: None*

*Absent: None*

- 13. To Consider Resolution 18-02-17 a Resolution Setting the Public Hearing for the 2018 Street Reconstruction Project (City Project No. 18-01)**

**City Engineer Erichson** stated at the meeting on February 7, 2018, Council received the feasibility study, set the public hearing and authorized the preparation of plans and specifications. However, two Council members will not be in attendance at the March 6, 2018 Council meeting, so staff is requesting that the hearing be moved to April 3, 2018, because this requires a 4/5 majority vote.

**A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 18-02-17 A RESOLUTION SETTING THE PUBLIC HEARING FOR THE 2018 STREET RECONSTRUCTION PROJECT FOR APRIL 3, 2018 (CITY PROJECT NO. 18-01).**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

- 14. To Discuss Plans for the 2018 Street Project Regarding Street Width and Construction Options**

**City Engineer Erichson** stated that on February 7, 2018, the Council accepted the feasibility study for the 2018 Street Project. However, on February 9, 2018, the City was informed that it had received a \$1,000,000 grant from the local road improvement fund, through the State. With this grant, there are some protocols that need to be followed, so staff has been working with State aids to discuss those and make sure that everything is being done properly. The most recent State aid project was Goodview Avenue and 250<sup>th</sup> and these requirements will be similar to what was done for that project. If the City accepts the grant monies, it would mean that the absolute minimum construction would be a 28-foot-wide roadway with bituminous shoulders, so it would essentially be a 30-foot-wide roadway, that consisted of 11-foot drive lanes and 4-foot paved shoulders. The possible exception would be the portion of the road from 260<sup>th</sup> to Iris which may need a variance from the State. There are a few other aspects to the project where the City will be seeking a variance, such as the Clear Zone requirement. The variance application needs to be submitted by March 1, 2018. City Engineer Erichson stated that moving the public hearing to April 3, 2018 will allow for the City to come forward with the accurate information and the results of the variance requests as well.

**Mayor Iverson** asked for confirmation on how the assessments for residents would be calculated.

**City Engineer Erichson** stated that the assessments were calculated for a 24-foot-wide roadway and the oversizing was borne 100% by the City and, in this case, the oversizing will be paid for by using the \$1,000,000 of State grant money. It is important for residents to know their assessment amount will not be changing even though the City would be constructing the wider roadway.

**Councilmember Nanko/Yeager** asked if City Engineer Erichson anticipated a price change in the cost he had given the Council for a 28-foot roadway, because of the different requirements through the State.

**City Engineer Erichson** stated that there may be some increase in costs, but he cannot directly speak to that yet until they get the results from the variance applications.

**Councilmember Nanko/Yeager** asked if the costs would be closer to the numbers used in the Springsted model that was presented. She was pleased that each estimate was well below that model and made her feel a lot more comfortable about the project.

**Councilmember Zerwas** stated that back in 2016 there was talk of applying for a grant for East Viking Boulevard. He asked what had happened with that grant application.

**City Engineer Erichson** stated that the City had submitted three applications: East Viking Boulevard; the roads near Fairview Hospital; Pioneer. Pioneer was the only one that was selected. The City received \$1,000,000 of the \$8,000,000 available. He noted that the East Viking Boulevard project was tied in with Polaris and the Department of Employment and Economic Development, and Polaris has not moved forward with their plans yet. The City plans to apply for that grant whenever they are ready to move forward with their plans.

**Councilmember Waller** stated that along with the \$1,000,000 there are some other requirements in construction standards. He asked if the grant would cover any differences in what the City had already projected the constructions costs to be.

**City Engineer Erichson** stated that the \$1,000,000 will absolutely cover the differences.

**Councilmember Waller** confirmed that this is not a matching grant and if the improvements only cost \$750,000, the City will only receive \$750,000 from the State. He stated that he feels this grant will enable the City to better address the concerns about pedestrians. He asked if there was another Open House type meeting scheduled to review the project with residents.

**City Engineer Erichson** stated that the Open House meeting has not been scheduled, but he would like to share this information after the variance meeting, so the City has definitive answers about what the roadway will look like. He will send a notice in the mail explaining that the Public Hearing date has been moved to April 3, 2018 and that the City is working through the details of everything needed to receive this grant.

**Councilmember Waller** asked when the variance hearing would be held.

**City Engineer Erichson** stated that it will be on March 22, 2018. Typically, the City likes to have the Open House type meeting in advance of the Public Hearing, so that will likely be scheduled just prior to April 3, 2018.

**Councilmember Waller** asked about design considerations for a separate trail and whether that would be within the bounds of use for the grant money.

**City Engineer Erichson** stated that was not included in the feasibility study.

## CLAIMS:

15. Consider Authorizing Payment of Recommended Bills, Payroll and Journal Entries for the Period of February 8, 2018 through February 20, 2018.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO AUTHORIZE PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE PERIOD OF FEBRUARY 8, 2018 THROUGH FEBRUARY 20, 2018.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

## **COUNCIL REPORTS:**

**Council Member Luger** – Has nothing to report, but thanked the Cub Scouts for attending tonight's meeting.

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

**Council Member Zerwas** – Attended the Sewer Commission meeting today in Lindstrom. The tanks have been working well in the colder weather, they have been using 100 gallons of bleach a day to control bacteria. They have also had issues with odor control units located at Liberty Lane which they are working to correct. They also discussed the Capital Improvement Plan and the total estimates for the ten-year time period of 2018-2028 is approximately \$6,352,500.

**Council Member Waller** – Attended the EDA meeting. He also attended the Sewer Commission meeting with Councilmember Zerwas and noted that the bonds should mostly be paid off by 2024, which will free up some money. He stated that there are some parts of the system that have not been maintained for decades. The Capital Improvement amount is a lot of money, but it is necessary for the system. There may be a fee increase to cover some of the costs.

**Mayor Iverson** – Attended the EDA and the Planning Commission meetings. She and City Administrator Linwood had the pleasure of speaking to Ms. Kelli Slater's 6<sup>th</sup> grade social studies classes at Wyoming Elementary last week. The students were very well versed on state and federal government and had many thoughtful and insightful questions, such as, "Does the mayor ever get to go on vacation?" The class had some great ideas to pass along to the Park Board and to the EDA. She thanked Cub Scout Pack #487 for leading the Council in the Pledge of Allegiance and for attending tonight's meeting.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO ADJOURN THE FEBRUARY 20, 2018 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:02PM**

*Voting Aye: Waller, 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:  
MARCH 6, 2018 at 7:00PM***