

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 2, 2019
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for January 2, 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, Dennis Schilling and Claire Luger

ABSENT: Council Member Joe Zerwas

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, 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:

SWEARING IN OF ELECTED MAYOR AND COUNCIL MEMBERS:

City Administrator Linwood performed the swearing in ceremonies for Councilmember Luger, Councilmember Schilling and Mayor Iverson.

Mayor Iverson gave a presentation thanking former Deputy Clerk Krinkie for her years of service to the City.

City Administrator Linwood expressed his appreciation for the service that former Deputy Clerk Krinkie dedicated to the City and noted that he feels she had some of the best customer service skills he has ever seen. He invited people to attend the Open House on January 4, 2019 from 3:00-4:30 in honor of Ms. Krinkie.

ANNUAL MEETING:

1. Designate Official Newspaper for 2019 – *Forest Lake Times*

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-01-01, A RESOLUTION DESIGNATING THE *FOREST LAKE TIMES* THE OFFICIAL NEWSPAPER FOR THE CITY OF WYOMING FOR THE YEAR 2019

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

Voting Nay: None

Abstain: None

Absent: Zerwas

2. Designate Official Depository for City Funds for 2019

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-01-02, A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE CITY OF WYOMING FOR THE CALENDAR YEAR 2019.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

3. Elect an Acting Mayor to serve in the absence of the Mayor during 2019 (Minn. Stat. 412.121)

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPOINT COUNCILMEMBER LUGER TO SERVE AS ACTING MAYOR IN THE ABSENCE OF THE MAYOR DURING 2019.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

4. Review Council Appointments to Boards, Commissions, Committees and Board of Trustees of Fire Department Volunteer Relief Association

Council Member Nanko/Yeager – Asked if the City was still a member of the Forest Lake Chamber of Commerce because that was not listed in the packet.

City Administrator Linwood – Explained that there has been a change and the City can donate funds, but can no longer be a member of the Chamber of Commerce.

Council Member Nanko/Yeager – Stated that she did not feel the City should still be donating funds if it did not have representation.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-01-03, A RESOLUTION MAKING COUNCILMEMBER APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES FOR 2019, WITH A LANGUAGE CHANGE FROM PARK BOARD TO PARK ADVISORY COMMISSION.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

5. Establish 2019 Regular Meeting Nights of the City Council of the City of Wyoming and Budget Calendar for 2020 Budget

Council Member Nanko/Yeager – Asked for change in the budget work session from July 24, 2019 to August 1, 2019 since she will be out of town in July.

A MOTION WAS MADE BY COUNCILMEMBER NANKO/YEAGER, SECONDED BY COUNCILMEMBER LUGER, TO ESTABLISH 2019 REGULAR MEETING NIGHTS OF THE CITY COUNCIL OF THE CITY OF WYOMING, AS PRESENTED, AND BUDGET CALENDAR FOR 2020 BUDGET, AS AMENDED, MOVING THE WORK SESSION FROM JULY 24, 2019 TO AUGUST 1, 2019.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

6. Set Annual Fees for City Services for 2019

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-01-04, A RESOLUTION ESTABLISHING THE ANNUAL FEES FOR CITY SERVICES FOR 2019.

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

REGULAR MEETING:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

7. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for December 18, 2018

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER NANKO/YEAGER TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR DECEMBER 18, 2018 AS SUBMITTED.

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

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.

8. To consider **Resolution 19-01-05** a resolution approving "payment of pay voucher #5" to Dresel Contracting, Inc. for the 2018 Street Reconstruction Project (WSB Project R-010960) (S.A.P. 248-594-00) (City Project 18-01) in the amount of \$95,170.03
9. To consider **Resolution 19-01-06** a Resolution Declaring the Public Safety Department items of Seized and Unclaimed Property and Authorizing the Public Safety Department to Dispose of Items through Public Auction – Disposal Process.
10. To consider continuing Allison Steenblock to continue work 5 hours a week at the Administrative Offices until the Administrative Assistant/Utility Billing Clerk is hired
11. To consider the First Amendment to Financial Assurance Agreement for The Woods of Comfort Lake between the Comfort Lake Forest Lake Watershed District (CLFLWD Permit No. 17-003) and the City of Wyoming D-17-002

Council Member Nanko/Yeager pulled Item #10

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #8, #9, and #11 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

Pulled Item #10: To consider Allison Steenblock to continue to work 5 hours a week at the Administrative Offices until the Administrative Assistant/Utility Billing Clerk is hired

Council Member Nanko/Yeager – Stated that she would support Ms. Steenblock staying on at City Hall and filling in until January 18, 2019 when the new Deputy Clerk comes on board with the City. She stated that since the second position was eliminated last October, she is not in support of keeping Ms. Steenblock at City Hall past that time.

Mayor Iverson – Stated that she feels it is important for the City to keep the staffing levels up.

Council Member Schilling – Asked when the new Administrative Assistant/Utility Billing Clerk position would begin.

City Administrator Linwood – Stated that he anticipates the position would begin in March.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER IVERSON, TO APPROVE ALLISON STEENBLOCK TO CONTINUE WORKING 5 HOURS A WEEK AT THE ADMINISTRATIVE OFFICES UNTIL THE ADMINISTRATIVE ASSISTANT/UTILITY BILLING CLERK IS HIRED.

Voting Aye: Luger, Schilling, and Iverson

Voting Nay: Nanko/Yeager

Abstain: None

Absent: Zerwas

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

12. Report of the Public Safety Director, Paul Hoppe for December 27, 2018

13. Report of City Building Official, Fred Weck, IV for December 27, 2018

14. Report of City Attorney Tom Loonan for December 27, 2018

15. Report of City Engineer Mark Erichson, WSB for December 28, 2018

16. Report of Public Works Superintendent Marty Powers for December 27, 2018

Mayor Iverson – Noted that per the Public Safety report, the City has an ISO rating in the top 6% of departments evaluated throughout the country.

Public Safety Director Hoppe – Gave a brief overview of the things considered in the ISO rating process.

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

17. To consider reviewing of the City of Wyoming Boards and Commissions Policy

City Administrator Linwood – Noted that a few Councilmembers had asked that this item be put on the agenda for discussion.

Mayor Iverson – Stated that she would like to discuss the reporting requirement and asked if there was a need to have the minutes from the various Boards and Commissions included in the Council packet every other week. She stated that she feels the Council could just as easily go to the City website and access the minutes there. She stated that if the Council knows what the Boards and Commissions are doing based on their minutes, she does not feel that the Chair would need to appear before the Council on a quarterly basis. She suggested that they appear before the Council on an annual basis.

Council Member Luger – Stated that requiring the Chairs to report quarterly in addition to the wealth of information available to the Council is unnecessary and she is in favor of that change. She noted that she also does not think there needs to be a requirement for an annual report.

Council Member Nanko/Yeager - Stated that she prefers to have the minutes provided in the Council packets, but agrees that there does not need to be a quarterly report.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE CITY OF WYOMING BOARDS AND COMMISSIONS POLICY WITH A REVISION THAT THE MINUTES DO NEED TO BE INCLUDED IN THE COUNCIL PACKETS AND REMOVING THE REQUIREMENT FOR A QUARTERLY APPEARANCE.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

18. To consider **Resolution 19-01-07** a Resolution Approving the Purchase of a 2019 Ford F250 Pickup Truck and build out for the Wyoming Public Works Department in the amount of \$34,872.85

Public Works Superintendent Powers – Gave a brief overview of the vehicle and the outfitting that it will need for the City. He stated that this vehicle will replace the 2004 Chevy as a daily driver but noted that it will continue to be used by seasonal staff. He noted that the State bid was the most competitive and that it is a budgeted item for 2019.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 19-01-07, A RESOLUTION APPROVING THE PURCHASE OF A 2019 FORD F250 PICKUP TRUCK AND BUILD OUT FOR THE WYOMING PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$34,872.85

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

Voting Nay: None

Abstain: None

Absent: Zerwas

19. To consider **Resolution 19-01-08** a Resolution Approving the Purchase of two 2019 Ford F150 Police Responder Pickup Truck Pursuit Vehicles and build out for the Wyoming Police Department in the Amount of \$87,513.36

Public Safety Director Hoppe – Gave an overview of two vehicles that are due for replacement this year. He explained the reasons that he had looked into the F150 Police Responder vehicles. He noted that there is a slight increase in pricing and noted that the City will be auctioning off two Ford utility vehicles that he hopes will bring in about \$14,000 which should cover the difference in cost.

Mayor Iverson – Asked about the cost to switch the logo on the vehicle from the police department to the fire department.

Public Safety Director Hoppe – Stated that the cost to switch the logo would be about \$1,300. He reviewed his CIP plan for the next few years.

Council Member Nanko/Yeager – Asked where the additional funds would come from in the event that the two vehicles being auctioned off did not make the expected \$14,000.

Public Safety Director Hoppe – Noted that there is a contingency fund with the impound lot fund which is currently at \$32,000 and the needed funds can be transferred to the CIP fund.

Council Member Schilling – Asked if there was a possibility of doing a trade rather than an auction and asked who handles the strip down of the vehicles.

Public Safety Director Hoppe – Explained that there is a small cost for the vehicles to be stripped and the equipment reinstalled in the next vehicle. He noted that he has not looked into the trade-in value of the vehicles but could ask and see what that could be. He stated that his estimate of getting \$7,000 per vehicle is conservative and believes they may get closer to \$10,000 each.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 19-01-08, A RESOLUTION APPROVING THE PURCHASE OF TWO 2019 FORD F150 POLICE RESPONDER PICKUP TRUCK PURSUIT VEHICLES AND BUILD OUT FOR THE WYOMING POLICE DEPARTMENT IN THE AMOUNT OF \$87,513.36

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

Voting Nay: None

Abstain: None

Absent: Zerwas

20. To consider a 1st Amendment to the Employee Agreement with Lance Beardsley and the City of Wyoming.

City Administrator Linwood – Noted that the City typically splits the cost of health insurance 50/50 with employees and in this employment agreement there was an oversight and was not the case. He noted that the next agenda item is a similar situation.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER IVERSON, TO APPROVE 1ST AMENDMENT TO THE EMPLOYEE AGREEMENT WITH LANCE BEARDSLEY AND THE CITY OF WYOMING.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

21. To consider a 1st Amendment to the Employee Agreement with Brian Rod and the City of Wyoming

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER IVERSON, TO APPROVE 1ST AMENDMENT TO THE EMPLOYEE AGREEMENT WITH BRIAN ROD AND THE CITY OF WYOMING.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

22. To consider a Work Session on January 9, 2019 at 6:00 p.m. to Discuss Financing a Dump Truck/Plow and the Potential for a 2019 Street Improvement Project.

City Administrator Linwood – Stated that staff would like to have a work session discussion with Council on how to pay for the dump truck/plow and also to discuss the possibility of a 2019 Street Improvement Project.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE A WORK SESSION ON JANUARY 9, 2019 AT 6:00 P.M. TO DISCUSS FINANCING A DUMP TRUCK/PLOW AND THE POTENTIAL FOR THE 2019 STREET IMPROVEMENT PROJECT.

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

Voting Nay: None

Abstain: None

Absent: Zerwas

CLAIMS:

23. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of December 19, 2018 through January 2, 2019.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, AUTHORIZING PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE PERIOD OF DECEMBER 19, 2018 THROUGH JANUARY 2, 2018 AND CORRECT CODING OF BILLS

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

Voting Nay: None

Abstain: None

Absent: Zerwas

COUNCIL REPORTS:

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE JANUARY 2, 2019 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:03 PM

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

Voting Nay: None

Abstain: None

Absent: Zerwas

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 15, 2018
7:00PM