

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 5, 2019
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for March 5, 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. Councilmember Zerwas participated remotely from the residence at 305 Vel Vista Ave. Mesa, Arizona that is open to the public. The City of Wyoming has posted the notice about Council Zerwas' s remote participation per state statute 13D.02. Council Member Zerwas has posted at his location that he is participating in the regularly scheduled meeting of the Wyoming City Council at 7:00pm Central Standard Time and he is actively participating in the Mountain Standard Time at approximately 6:01pm.

ABSENT: None

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Mark Erichson-WSB, Sergeant, Brian Rod, 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 19, 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 FEBRUARY 19, 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 19-03-23 a resolution adopting the facilities plan for wastewater system improvements**
- 3. To consider Resolution 19-03-24 a resolution declaring approval of modifications to the**

municipal state aid street system for the City of Wyoming, Minnesota.

4. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of February 20, 2019 through March 5, 2019.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #2, #3, and #4 OF THE WYOMING CITY COUNCIL 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:

5. Report of the Public Safety Director, Paul Hoppe for February 28, 2019
6. Report of City Building Official, Fred Weck, IV for February 28, 2019
7. Report of City Attorney Tom Loonan for February 28, 2019
8. Report of City Engineer Mark Erichson, WSB for February 28, 2019
9. Report of Public Works Superintendent Marty Powers for February 26, 2019

OLD BUSINESS: NONE

NEW BUSINESS

10. To consider **Resolution 19-03-25** a resolution ordering preparation of a feasibility report for public improvements to all or portions of roadways identified in the 2019 street improvement project.

City Engineer Erichson - Reported the City is moving down the path of a specially assessed project and part of that is preparing a feasibility study.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 19-03-25 A RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT FOR PUBLIC IMPROVEMENT TO ALL OR PORTIONS OF ROADWAYS IDENTIFIED IN THE 2019 STREET IMPROVEMENT PROJECT.

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

Voting Nay: None

Abstain: None

Absent: None

11. To consider hiring Allison Steenblock on probationary status as Administrative Assistant/Utility Billing Clerk at a starting wage of \$21.48/HR with employment to commence tentatively on March 25, 2019

City Administrator Linwood – Gave an overview of the interview and skills testing process for the candidates. He noted that Allison Steenblock has been selected as the top candidate and gave a brief background on her history of working with the City. He noted that in her part-time work with the City she has already been doing many of the duties that this position requires. He recommends the City hire her for the Administrative Assistant/Utility Billing Clerk position.

Council Member Zerwas – Stated that Ms. Steenblock is highly qualified and was happy she applied because he thinks she will do a great job.

Council Member Schilling – Noted that he had never met Ms. Steenblock, but her resume is impressive and she seems highly qualified.

Council Member Nanko/Yeager – Will the City will continue to outsource its utility billing to Opus.

City Administrator Linwood – Explained that the City would continue to outsource the utility billing.

Council Member Nanko/Yeager – Stated that she has difficulty with expanding the staff when the City already outsources to Opus. She stated that she does not think the tax base is large enough to support expansion.

City Administrator Linwood – Stated that the City staffing level is quite low in comparison to other similar cities and smaller cities. Our tax base has been growing significantly in the last few years. He stated that although the City will continue to outsource the utility billing to Opus, this position would deal with the walk-in customers and be able to work hand in hand with Public Works to resolve complex issues that Opus will be unable to do.

Mayor Iverson – Noted that she thinks the addition of this position just puts the City back at staffing levels from 2016 and before and is not an expansion.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE HIRING ALLISON STEENBLOCK ON PROBATIONARY STATUS AS ADMINISTRATIVE ASSISTANT/BILLING CLERK AT A STARTING WAGE OF \$21.48/HR WITH EMPLOYMENT TO COMMENCE TENTATIVELY ON MARCH 25, 2019.

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko/Yeager

Abstain: None

Absent: None

12. To consider request from Wyoming Public Safety to advertise for the vacant crime analyst position effective immediately

Sargeant Rod – Stated that Allison Steenblock has been working as the current crime analyst and the City will be lucky to have her in the Administrative Assistant position. He stated that this request is to fill her position.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE REQUEST FROM WYOMING PUBLIC SAFETY TO ADVERTISE FOR THE VACANT CRIME ANALYST POSITION EFFECTIVE IMMEDIATELY.

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko/Yeager

Abstain: None

Absent: None

13. To consider the request from the Wyoming Public Works Department to approve the job description of a seasonal maintenance worker and advertise for two seasonal Public Works employees

Public Works Superintendent Powers – Stated that the City is growing which means the tasks

required by Public Works are also growing. He gave a brief overview of their expected duties

Mayor Iverson – Asked if these positions would receive benefits.

City Administrator Linwood – Noted that they are full-time positions, but they do not exceed 67 days so they will not receive benefits.

Council Member Nanko/Yeager - Noted that when this was discussed at the June 13, 2018 Work Session, the discussion was that “a” seasonal worker would allow the City to maintain the parks in a timely fashion. She stated that now it appears that there will be more than just one person and will be doing more than maintaining the parks, such as filling potholes.

Public Works Superintendent Powers – Stated that throughout the entire budgeting process, it has always been two seasonal workers but noted that there was a miscommunication at that workshop where it said “a” seasonal worker. He stated that the duties have also always included both parks and streets. Stated that the miscommunication.

City Administrator Linwood – Stated that he would have to look back at minutes and the staff reports, but the intent has always been for 2 seasonal workers.

Council Member Nanko/Yeager – Expressed her concern that the next budget cycle will bring a request for a full-time person because that has happened numerous times in the past when the original request was for part-time/temporary help.

Council Member Zerwas – Stated that Chisago City and Lindstrom have similar programs to what is being suggested. He noted that he was in a similar program 64 years ago in White Bear Lake and he did transition into a full-time employee after a few years. He stated that he is in favor of this and feels it really helps the City.

Council Member Schilling – Stated that the City he works for, which is twice the size of Wyoming, has a similar program and they utilize over a dozen seasonal employees. He stated that he sees the seasonal employees are a very valuable part of City staff.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO CONSIDER THE REQUEST FROM THE WYOMING PUBLIC WORKS DEPARTMENT TO APPROVE THE JOB DESCRIPTION OF A SEASONAL MAINTENANCE WORKER AND ADVERTISE FOR TWO SEASONAL PUBLIC WORKS EMPLOYEES.

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

Voting Nay: Nanko/Yeager

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Zerwas – None.

Council Member Nanko/Yeager – Attended the Council Work Session and loved the presentations.

Council Member Luger – None.

Council Member Schilling – Attended the Council Work Session last week and found it very informational.

Mayor Iverson – Attended the Planning Commission, the Council Work Session, the Park Advisory Commission and the Highway 8 Task Force meeting.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE MARCH 5, 2019 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:24 PM

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:

March 20, 2019

7:00PM