

**APPROVED MINUTES  
CITY COUNCIL  
REGULAR MEETING  
CITY OF WYOMING, MINNESOTA  
SEPTEMBER 18, 2018  
7:00PM**

**CALL TO ORDER:**

*Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for September 18, 2018 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, Don Waller, and Claire Luger*

*ABSENT: None*

*Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Marty Powers, Public Works Superintendent, Liz Linrud, Finance Director and Jean McGann, President AEM, Matt Howard, Executive Director of Lake Center for Youth & Families, Inc.*

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM: None**

**APPROVAL OF MINUTES:**

- 1. Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for August 29, 2018**

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR AUGUST 29, 2018 AS SUBMITTED.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

- 2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for September 4, 2018**

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR SEPTEMBER 4, 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:**

*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.*

3. To consider **Resolution 18-09-85** a resolution approving the issuance of an off-sale liquor license for Whittaker, LLC (dba Liquor Works) located at 26713 Faxton Avenue, Wyoming, MN for the year 2018
4. To consider the approval of a 2018 tobacco license of Whittaker, LLC (dba Liquor Works) located at 26713 Faxton Avenue, Wyoming, MN

**A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE WYOMING CITY COUNCIL CONSENT AGENDA.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

## **COMMUNICATIONS:**

5. Report of the Public Safety Director, Paul Hoppe for September 12, 2018
6. Report of City Building Official, Fred Weck, IV for September 13, 2018
7. Report of City Attorney Mark Vierling for September 14, 2018
8. Report of City Engineer Mark Erichson, WSB for September 13, 2018
9. Report of Public Works Superintendent Marty Powers for September 11, 2018

## **OLD BUSINESS**

10. To consider **Resolution 18-08-68** a resolution to separate Wyoming Park Fund Balances

**City Administrator Linwood** – Stated that this item was tabled at the last Council meeting to provide time for further research of the Park Boards recommendation to separate some of the fund balances. He explained that staff went back in both the City and the Township budgets and found that it was levied money and did not involve an ordinance, so the Council could approve the recommendation from the Park Board.

**Council Member Nanko/Yeager** – Stated that the Park funds were combined in 2016 based on staff recommendation and asked what had happened and why the Council is now being asked to separate these funds.

**City Administrator Linwood** - Noted that he cannot say because there is a former administrator and a former finance controller that is no longer with the City that made those recommendations. He stated that the current recommendation is something that both administrative staff and the finance director from AEM are comfortable with because it will provide for better reporting and transparency.

**Mayor Iverson** - Asked for this item to have a role call vote.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 18-08-68 A RESOLUTION TO SEPARATE WYOMING PARK FUND BALANCES.**

**Roll Call Vote:**

*Waller – Aye*

*Luger – Aye*

*Nanko/Yeager – Aye*

*Zerwas – Aye*

*Iverson - Aye*

**NEW BUSINESS:**

11. To consider **Resolution 18-09-86**, a resolution Approving a Preliminary Tax Levy for 2019 and Setting a Public Hearing for Truth and Taxation at the December 4, 2018 Wyoming City Council Meeting

**City Administrator Linwood** – Indicated that Liz Linrud and Jean McGann from AEM are present at the meeting if the Council had questions and asked Ms. Linrud to make the presentation.

**Finance Director Linrud** – Gave a brief overview of the Preliminary Tax Levy for 2019 and noted that they had evaluated the capital improvement projects against long term and short-term City needs, identified the revenue sources, evaluated the City goals, as well as evaluated year to date current budgets and past budgets to ensure they were looking at the most accurate, actual costs. She noted that the preliminary levy will need to be certified by September 28, 2018. She reminded the Council that after tonight, the budget can be fine-tuned and decreased, but cannot be increased. She explained that the City general fund overall levy increase was 8.2% and the overall, City-wide increase was 4.11%, but the City tax rate decreased to 46.17% due to the increased tax capacity. She explained some of the planned staff changes for the City. She noted that this will result in approximately a 5.2% decrease in property taxes for residents.

**Council Member Nanko/Yeager** – Asked if the transfer of Park Board funds is sufficient to cover their 2019 expenditures, and whether an additional \$25,000 levy was actually needed.

**Finance Director Linrud** – Stated that this is one of the good reasons to split out the park funds because when they first made their budget it wasn't clear which revenues were coming from gambling funds, levy funds, or park dedication funds.

**Mayor Iverson** – Stated that she feels this would fall under the “fine-tuning” category and suggested that the Council discuss it in more detail at a future work session since the budget can be decreased.

**Council Member Nanko/Yeager** – Asked why the City is being asked to pay for the Fire Relief Fund audit.

**City Administrator Linwood** – Stated that it is a pretty standard procedure that the City covers these costs.

**Jean McGann, AEM** – Stated that as a general rule, the City generally picks up the tab for the Fire Relief audit. She noted that in some cases the costs have been split, with the City paying a greater portion of the cost, but usually pays for it completely.

**Council Member Nanko/Yeager** – Stated that she really cannot support this levy and budget because of the proposed increase. She stated that she has been talking about cutting spend for years and truly believes the only way to have sustainable tax cuts is to cut our spending.

**City Administrator Linwood** – Gave a brief overview of how the Local Government Aid (LGA) funds have been used in the City.

**Mayor Iverson** - Requested a roll call vote on this item.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 18-09-86, A RESOLUTION APPROVING A PRELIMINARY TAX LEVY FOR 2019 AND SETTING A PUBLIC HEARING FOR TRUTH AND TAXATION AT THE DECEMBER 4, 2018 WYOMING CITY COUNCIL MEETING.**

**Roll Call Vote:**

*Waller – Nay*

*Luger – Aye*

*Zerwas – Aye*

*Nanko/Yeager – Nay*

*Iverson – Aye*

- 12.** To consider Agreement 18-09-05 an agreement between the City of Wyoming and Lakes Center for Youth & Families, Inc. purchase of service agreement November 1, 2018 to October 31, 2019

**Mr. Howard** – Explained the recent name changes and noted that they have settled on Lakes Center for Youth & Families. He noted that he has been with the agency for 18 years and has served as Executive Director since February. He thanked the City for their long-term support of the agency. He gave a brief explanation of the types of services available through the agency fall into three categories: intervention, counseling and enrichment. He stated that one of the things they have been focusing on lately is to work towards addressing the work force shortage in area businesses. He noted that he had included information that compares the various cities usage and what their contributions have been.

**Mayor Iverson** – Stated that she had been on the Council for the past four years and this item as come before the Council every year and been kept at about the \$2,500/year range. She noted that there has been fluctuation in the budgets over the years and asked why. She asked Mr. Howard to explain the reason he was recommending the increased contribution amount.

**Mr. Howard** – Stated that it is dependent on how many kids come in for their services so it will ebb and flow. He stated that most cities need to get closer to the 30% or 40% mark and noted and this increase although still far below where he feels the City should be, would begin slowly moving the City in that direction. He stated that the other reason for the recommended increase is directly related to the high-level professional staffing they have in place. He stated that they are getting more mental health cases amongst the youth than they have ever had before.

**Mayor Iverson** – Asked whether the fund this money would be coming out of was Fund 208 and not levy dollars.

**City Administrator Linwood** – Confirmed that it would come out of the police supplemental fund and was not levy dollars.

**Mayor Iverson** – Asked Public Safety Director Hoppe to give some input on the impact statements that the youth are required to do as part of this program.

**Public Safety Director Hoppe** – Stated that this diversionary program really serves a purpose in not having kids who may be first offenders and have done something wrong, become part of the juvenile court system. He stated that these individuals do need to be held accountable for their actions. He stated that it requires a level of accountability and ownership by the youth and they need to go in front of a panel and accept the responsibility in front of the victims or a panel of anonymous victims and explain what happened and take ownership for their actions. He stated that this piece is an important component and noted that the City often benefits by bringing them back into the community to do community service hours. He stated that the agency manages the entire process which also gives the City a cost savings. He feels the partnership with the City is extremely valuable.

**Mr. Howard** – Stated that he believes the City has had a few restitution situations recently where there was vandalism at the park and the youth had to pay the damages and do the work to make it right in addition to sending apology letters. He stated that this type of program keeps it off of their record so they are able to eventually be in the military or serve in law enforcement.

**Council Member Nanko/Yeager** – Stated that she doesn't understand why the contribution couldn't go up to \$5,000 since there is \$16,000 available in the fund. Stated that Mr. Howard said that the \$2,500 contribution is low and the mayor waxing poetic about the program and Chief Hoppe states the value of the program, why not give more?

**Public Safety Director Hoppe** – Stated that this is a very worthwhile program but they are trying to be careful with the remaining funds in the supplemental account and be very strategic with how the money is used.

**Mayor Iverson** – Stated that she feels this would be another good topic for a future work session when the Council discusses our budget goals for 2020.

**Council Member Waller** – Noted that one area stated that Wyoming had 59 youths served and, in another place, it stated that Wyoming had 124 listed.

**Mr. Howard** – Explained the differences in how these numbers were calculated and noted that this funding is only tied to diversion and intervention and the rest of what they do is enrichment and parenting and not with public safety. He stated that remainder of the funds come from individual contributions, grants, corporate donation, and fund-raising events. He stated that about 65% of their overall funding is from private donations and the remaining is from public dollars.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE AGREEMENT 18-09-05, AN AGREEMENT BETWEEN THE CITY OF WYOMING AND LAKES CENTER FOR YOUTH AND FAMILIES, INC. PURCHASE OF SERVICE AGREEMENT NOVEMBER 1, 2018 TO OCTOBER 31, 2019.**

**Roll Call Vote:**

*Waller – Aye*

*Luger – Aye*

*Zerwas – Aye*

*Nanko/Yeager – Aye*

*Iverson - Aye*

**13.** To consider The Wyoming Fire Relief Associations request to the City of Wyoming raising the Relief Association's pension level to \$3,000 per year of active service.

**Mr. Bulmer** – Explained that they are a separate board from both the City and the Fire Department to manage retirement accounts.

**Council Member Nanko/Yeager** – Stated that it appears as though the ultimate goal is to bring it up to \$5,000 and asked how much they would have to grow to achieve that amount.

**Mr. Bulmer** - Stated that they are on pace to achieve that within a number of years.

**Council Member Nanko/Yeager** – Asked how the cities listed in the report were chosen.

**Mr. Bulmer** – Stated that they had chosen like cities with like call volume.

**A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE WYOMING FIRE RELIEF ASSOCIATIONS REQUEST TO THE CITY OF WYOMING RAISING THE RELIEF ASSOCIATION'S PENSION LEVEL TO \$3,000 PER YEAR OF ACTIVE SERVICE.**

**Roll Call Vote:**

*Waller – Aye  
Luger – Aye  
Zerwas – Aye  
Nanko/Yeager – Aye  
Iverson - Aye*

- 14.** To consider a recommendation of the Wyoming Park Board to install water infrastructure at Railroad Park in the amount of \$2,574.90

**Public Works Director Powers** – Stated that has part of the improvements of Railroad Park they are proposing to install some of the water lines and plumbing that will serve the park. He noted that Public Works will be doing the majority of the labor and excavation.

**Council Member Waller** – Stated that he felt it was a little strange that the City is being charged for the work when the City is going to complete the work themselves.

**Public Works Director Powers** – Stated that because this is an improvement and not maintenance, it was something that should be reimbursed to the department. He noted that this was decided by the council when the City did the improvements at Lion's Park.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE RECOMMENDATION OF THE WYOMING PARK BOARD TO INSTALL WATER INFRASTRUCTURE AT RAILROAD PARK IN THE AMOUNT OF \$2,574.90.**

**Roll Call Vote:**

*Waller – Aye  
Luger – Aye  
Zerwas – Aye  
Nanko/Yeager – Aye  
Iverson – Aye*

- 15.** To consider a request for proposals (RFP) for Professional Audit Services for the City of Wyoming for 2018 through 2020

**City Administrator Linwood** – Noted that this item was discussed at the August 29, 2018 work session with regard to the audit and the Council had agreed to solicit for audit services with an RFP process.

**A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL AUDIT SERVICES FOR THE CITY OF WYOMING FOR 2018 THROUGH 2020.**

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

- 16.** To consider approving the issuance of a Solicitation/Peddler Permit to Aspen Exteriors, Inc. 14245 St. Francis Blvd, Suite 101, Ramsey, MN 55303

**Council Member Waller** – Stated that he believes there have already been companies out soliciting that do not have their permit yet.

**City Administrator Linwood** – Stated that he should contact the local police department,

because they should not be out soliciting before their permit has been approved.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE ISSUANCE OF A SOLICITATION/PEDDLER PERMIT TO ASPEN EXTERIORS, INC. 14245 ST. FRANCIS BLVD, SUITE 101, RAMSEY, MN 55303, WITHIN THE HOURS OF 10:00 A.M. TO 7:00 P.M.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

17. To consider approving the issuance of a Solicitation/Peddler Permit to Legacy Restoration, LLC 1400 25<sup>th</sup> Avenue N, Suite 110, Plymouth, MN 55445

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE ISSUANCE OF A SOLICITATION/PEDDLER PERMIT TO LEGACY RESTORATION, LLC, 1400 25<sup>TH</sup> AVENUE N, SUITE 110, PLYMOUTH, N 55445, WITHIN THE HORS OF 10:00 A.M. TO 7:00 P.M.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

18. To consider approving the issuance of a Solicitation/Peddler Permit to Amana Construction 151 Silver Lake Road NW, #111, New Brighton, MN 55112

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE ISSUANCE OF A SOLICITATION/PEDLLER PERMIT TO AMANA CONSTRUCTION, 151 SILVER LAKE ROAD NW, #111, NEW BRIGHTON, MN 55112, WITHIN THE HOURS OF 10:00 A.M. TO 7:00 P.M.**

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

*Voting Nay: Waller*

*Abstain: None*

*Absent: None*

19. To consider a Proclamation declaring October 1 – October 7, 2018 as “Manufacturer’s Week” in the City of Wyoming

**City Administrator Linwood** – Stated that with the large amount of manufacturing businesses in the City, staff felt the City should have a proclamation, along with the State and declare October 1 – October 7, 2018 “Manufacturer’s Week”. He noted that the EDA is planning to send out thank you cards to all the local manufacturer’s. He stated that he has been working with the HRA, EDA and Pine Technical College to hold an event in the City on Thursday, October 4, 2018 for Manufacturer’s Week. He noted that many of the local manufacturing companies have agreed to open their doors for tours that day.

**A MOTION WAS MADE BY COUNCILMEMBER WALLER, SECONDED BY COUNCILMEMBER LUGER, APPROVE A PROCLAMATION DECLARING OCTOBER 1 – OCTOBER 7, 2018 AS “MANUFACTURER’S WEEK” IN THE CITY OF WYOMING.**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

## **CLAIMS:**

20. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of September 5, 2018 through September 18, 2018.

**A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, AUTHORIZING PAYMENT OF RECOMMENDED BILLS, PAYROLL AND JOURNAL ENTRIES FOR THE PERIOD OF SEPTEMBER 5, 2018 THROUGH SEPTEMBER 18, 2018 AND CORRECT CODING OF BILLS**

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

*Voting Nay: None*

*Abstain: None*

*Absent: None*

## **COUNCIL REPORTS:**

**Mayor Iverson** – Asked Mr. Erichson to give an update to the Council

**City Engineer Erichson** – Noted that the water tower has been removed. He stated that first fog seal project has nearly been completed. He stated that the ongoing reconstruction project on Pioneer is going well.

**Council Member Zerwas** – Attended the budget meeting on September 13, 2018 and met with Springsted on CIP. He also attended the Sewer Commission meeting on September 17, 2018.

**Council Member Nanko/Yeager** – Attended Stagecoach Days as a Friend of the Library where they conducted a book sale to raise funds for the library.

**Council Member Luger** – Attended the Park Board meeting on September 10, 2018, Stagecoach Days, and the Sewer Commission meeting on September 17, 2018.

**Council Member Waller** – Attended the EDA meeting and helped the Friends of the Library at Stagecoach Days.

**Mayor Iverson** – Attended the EDA meeting and the Park Board meeting. She also attended the Frontier Hearing along with Senator Koran where people could explain the problems they were having with their internet and telephone services. She stated that she participated in Stagecoach Days in various ways; walking the parade, working the City booth, awarding trophies for the car show, and calling bingo. She stated that on September 20, 2018, she will be participating in a Serving Our Troops event along with the National Guard for the St. Paul to Kuwait send off. She gave a huge thank you to the Fire Relief Association for a great event despite the heat. She stated today she had visited CU Recovery a gem of a business in our City and noted that they are hiring.

**A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE SEPTEMBER 18, 2018 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:14 PM**

*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**



**NEXT REGULAR MEETING:**  
**OCTOBER 2, 2018**  
**7:00PM**