

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 3, 2019
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for December 3, 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, Dennis Schilling, and Claire Luger

ABSENT: None

Also Present: Chris Nelson, Eckberg Lammers, Robb Linwood, City Administrator, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Chuck Almhjeld, Public Works Superintendent and Vicky Holthaus, AEM

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

To accept the resignation of Bob Beynon from the Park Advisory Commission and present a plaque for his years of service as a Park Commission Member

Mayor Iverson – Expressed the City’s appreciation for Commissioner Beynon for his 22 years of service to the City and the Township and presented him with a plaque.

There was a round of applause for Commissioner Beynon.

To accept the resignation of Judy Coughlin from the Planning Commission and present a plaque for her years of service as a Planning Commission Member

Mayor Iverson – Expressed the City’s appreciation for Commissioner Coughlin for her years of service to both the City and the Township and presented her with a plaque.

There was a round of applause for Commissioner Coughlin.

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for November 19, 2019**

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 NOVEMBER 19, 2019 AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

2. Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for November 26, 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 26, 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:

3. TRUTH-IN-TAXATION HEARING – TAX LEVY 2019 PAYABLE 2020

Vicky Holthaus, AEM – Gave an overview of the 2020 budget and tax levy.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO OPEN THE TRUTH-IN-TAXATION HEARING FOR PUBLIC COMMENT.

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

Voting Nay: None

Abstain: None

Absent: None

There were no comments made.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO CLOSE THE TRUTH-IN-TAXATION HEARING.

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

Voting Nay: None

Abstain: None

Absent: None

Council Member Zerwas – Noted that on the pie chart on page 7, that number reflects both the Police Department and the Fire Department and believes that it should say Public Safety and not just Police Department.

Council Member Nanko Yeager – Stated that she has gotten quite a bit of feedback from residents that are unhappy that their taxes are increasing.

City Administrator Linwood – Explained that the County is in charge of market rate evaluations for home pricing.

Mayor Iverson – Stated that she feels the Council has done a great job to get the increase down to 3.83% and explained some of the expenses surrounding the primary elections and COLA. She stated that she feels as though the City has been running pretty lean for the last few years.

City Administrator Linwood – Agreed and stated that the City is working hard to have its budget and actuals very close to each other.

Councilmember Schilling – Stated that he thinks the City did a great job and is happy that the Council was able to get the increase down to 3.83% and asked residents to take a look and see where their tax money is going.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER SCHILLING, TO ADOPT RESOLUTION NO. 19-12-94, 2019 TAX LEVY PAYABLE IN 2020.

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER ZERWAS, TO ADOPT RESOLUTION NO. 19-12-95, 2020 EXPENDITURE BUDGET

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

4. To consider **Resolution No. 19-12-96** a resolution adopting assessments for the Reconstruction Project (City Project No. 19-01)

City Engineer Erichson – Gave a brief overview of the public improvement and assessment process for the reconstruction project.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO OPEN THE PUBLIC HEARING REGARDING ADOPTING ASSESSMENTS FOR THE RECONSTRUCTION (CITY PROJECT NO. 19-01)

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

Voting Nay: None

Abstain: None

Absent: None

There were no public comments.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO CLOSE THE PUBLIC HEARING REGARDING ADOPTING ASSESSMENTS FOR THE RECONSTRUCTION (CITY PROJECT NO. 19-01)

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO ADOPT RESOLUTION NO. 19-12-96 A RESOLUTION ADOPTING ASSESSMENTS FOR THE RECONSTRUCTION (CITY PROJECT NO. 19-01)

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

Voting Nay: None

Abstain: None

Absent: 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.

5. To consider **Resolution 19-12-97** a resolution Accepting a donation to the City from Jeanine Sachs for the donation of caramel corn at the 3rd Annual Tree Lighting Ceremony at Railroad Park in an estimated value amount of \$200.00
6. To consider **Resolution 19-12-98** a resolution accepting a donation to the City from Sunrise Apple Farms for the donation of cider and snacks at the 3rd Annual Tree Lighting Ceremony at Railroad Park in an estimated value amount of \$100.00.
7. To consider **Resolution 19-12-99** a resolution accepting a donation to the City from Big Apple Bagel for the donation of bagels and snacks at the 3rd Annual Tree Lighting Ceremony at Railroad Park in an estimated value amount of \$100.00
8. To consider **Resolution 19-12-100** a resolution accepting a donation to the City from Evergreen Coffee House Nesting Grounds for the donation of coffee and hot chocolate at the 3rd Annual Tree Lighting Ceremony at Railroad Park in an estimated value amount of \$100.00.
9. To consider **Resolution 19-12-101** a resolution accepting a donation to the City from WSB and Associates, Inc. for the donation of \$500.00 for lights for the 3rd Annual Tree Lighting Ceremony at Railroad Park
10. To consider **Resolution 19-12-102** a resolution accepting a donation of \$51.00 from Pat Rylander to the Wyoming Fire Department
11. To consider adopting **Resolution 19-12-103** a resolution approving the issuance of various On-Sale, Off-Sale and Combination Liquor Licenses in the City of Wyoming for the year of 2020
12. To consider adopting **Resolution 19-12-104** a resolution approving the issuance of various Tobacco, Waste Haulers and Massage Occupancy Licenses in the City of Wyoming for the year of 2020.
13. To consider **Resolution 19-12-105** a resolution declaring certain vehicles as surplus property for disposal and authorizing the police department to dispose of vehicles through an on-line auction
14. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of November 20, 2019 through December 3, 2019.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #5, #6, #7, #8, #9, #10, #11, #12, #13, and #14 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:

15. Report of the Public Safety Director, Paul Hoppe for November 25, 2019
16. Report of City Building Official, Fred Weck, IV for November 26, 2019
17. Report of Public Works Superintendent Chuck Almhjeld for November 26, 2019
18. Report of City Attorney Tom Loonan for November 26, 2019
19. Report of City Engineer Mark Erichson, WSB for November 27, 2019

COMMUNICATIONS:

20. Minnesota Department of Health Radium Correspondence Well #3

City Administrator Linwood – Stated that the City has received communication from the Minnesota Department of Health regarding Well #3 regarding radium levels. He stated that it appears as though the radium concentration has decreased slightly and will continue to be monitored. He assured residents that there is no risk to residents and the drinking water is safe.

Council Member Nanko Yeager – Asked if, given the well trajectory, whether the City is planning for the eventual outcome of this well being further compromised.

City Administrator Linwood – Explained that the City has been planning for this possibility.

City Engineer Erichson – Stated that the City has been looking at the trend lines with the radium levels and are following the Minnesota Department of Health guidelines. He stated that they will continue to look into available funding for future plans.

Council Member Nanko Yeager – Stated that she would rather plan for sooner rather than later in this situation.

City Engineer Erichson – Stated that this is something that the City will revisit annually and make sure the City is out in front of it so there isn't a large expense that causes a large spike in rates.

OLD BUSINESS: NONE

NEW BUSINESS

21. To consider the Recommendation from the Park Advisory Commission on site plan and cost estimates for improvements to Swenson Park as part of the DNR Grant application

City Administrator Linwood – Gave an overview of the DNR grant application. He explained the site plan and estimates for improvements, including retrofitting the lights. He stated that they are hoping that some of the costs will end up coming in lower than the estimates, but didn't want any surprise. He stated that the grant is a 50% matching grant with the DNR and noted that the deadline for submittal is March of 2020. He showed a rendering of the proposed site plan

Mayor Iverson – Pointed out some of the ADA compliance issues that this plan would address

Council Member Nanko Yeager – Asked if there was a contingency plan if the City does not receive the grant or if it was not funded at 50%.

City Administrator Linwood – Stated that the PAC will have to take another look at the plans because they do not have the total amount available for the full project without the grant money and would have to make decisions about what to recommend.

The Council discussed paving at Lion's Park and the potential depletion of the available Park funds with this project.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE RECOMMENDATION FROM THE PARK ADVISORY COMMISSION ON SITE PLAN AND COST ESTIMATES FOR IMPROVEMENTS TO SWENSON PARK AS PART OF THE DNR GRANT APPLICATION.

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

Voting Nay: None

Abstain: None

Absent: None

22. To consider selecting an Architectural Consultant for the improvements at Wyoming City Hall

City Administrator Linwood – Stated that the City put out RFPs for the improvements at City Hall and received 4 proposals.

Council Member Zerwas – Stated that after talking to the different architectural firms, he feels that Wold will be the best fit for the City because of their experience.

Council Member Luger – Stated that she also recommends moving forward with Wold.

Mayor Iverson – Stated that she feels that it is necessary that the City does the ADA upgrades as part of this project. She stated that in addition to moving forward with selecting this consultant, she thinks there should be a needs assessment completed.

Council Member Schilling – Stated that he has worked with Wold and believes they do an outstanding job and supports moving forward with them.

Council Member Nanko Yeager - Stated that a needs assessment is new information that needs to be incorporated into the model. She stated that she would like to see a needs assessment completed before the City hires an architect.

Council Member Schilling – Stated that he feels that 3 of the 4 things listed need to be completed: the ADA issues, the HVAC and the addition.

Council Member Nanko Yeager – Stated that she agrees that the ADA and HVAC issues need to be completed, but noted that she would hate to put on an addition and then after the needs assessment is completed, find that it wasn't really needed. She stated that the City spent \$80,000 in 2017 refurbishing City Hall only to be told, before the paint was dry, that an addition was needed.

Mayor Iverson – Stated that in terms of safety, an addition is needed so there is more than one way in and out.

Danielle Haider 24505 Holm Oak Avenue - Stated that as a taxpayer she would like to see more work being done and data before putting on an addition. She asked about the safety and security concerns.

Public Safety Director Hoppe – Stated that one of the issues identified in 2017/2018 was that there is no barricade to prevent immediate access from the public in the administrative offices. He stated that there is a single point of entrance which means if there is an assault there is no place where the employees could escape because there is only one way in and out.

Mayor Iverson – Stated that it is not that the City is not safe, but the Council needs to make sure that our employees are safe if something happens.

Public Safety Director Hoppe – Stated that they do have records of the incidents and noted that he has been present for some of them because he has had to intervene. He stated that City Administrator Linwood has witnessed upset resident reach out and try to touch the employees, use profanity and belligerent language and really present a hostile presence that made the employees uncomfortable.

Public Safety Director Hoppe – Stated that one of the plans for improvements is to provide a barrier of some sort to slow down a hostile individual long enough for the employees to be able to escape.

City Administrator Linwood – Stated that throughout the metro you are seeing changes made similar to what Public Safety Director Hoppe. He noted that Forest Lake and Lindstrom have had their Council dais made from ballistic material in order to protect them from potential violence. He stated that there have been multiple articles and webinars from the League of Minnesota Cities with regard to security and safety.

Danielle Haider – Stated she still has questions on whether there is data to back up the reality.

Council Member Luger – Stated that she also works for a school district and is thankful that there has never been an active shooter situation. She stated that she cannot image the school district saying that although they see stuff happening throughout the country, they aren't going to go through the same security measures here. She stated that would be wildly unacceptable for the school to do.

Public Safety Director Hoppe – Stated that over the last 20 years, there has been an increase in active shooters and that same type of behavior has transitioned to industry and professional workplaces, and the City is no different. He gave an example of an active shooter situation in the city of New Hope during a Council meeting which resulted in a police shooting.

Ms. Haider – Suggested that perhaps a metal detector would be enough to deter people from bringing in a gun.

Public Safety Director Hoppe – Stated that the City is looking at taking reasonable and responsible measures and be proactive about safety

Council Member Schilling – Stated that he is the Building Official for the City of West St. Paul and also serves as the Facility Manager and noted that he has seen these types of protective measures taken this across the board through corporations, private and public. He stated that as a Council Member, he will not leave his staff unprotected and unsafe. He stated that these changes are a low cost to pay in order to keep employees safe.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE WOLD AS THE ARCHITECTURAL CONSULTANT FOR THE PROPOSED IMPROVEMENTS TO CITY HALL.

Roll Call Vote:

Council Member Zerwas – Aye
Council Member Luger – Aye
Council Member Schilling – Aye
Council Member Nanko Yeager – Nay
Mayor Iverson – Aye

23. To consider an agreement between Chisago County and the City of Wyoming Armor Radio System from 2020-2023

City Administrator Linwood – Stated that there has been progress on the agreement since the last update. He stated that in order to give the Council and staff time to review the agreement, it will be on the December 17, 2019 agenda for review and potential approval.

Mayor Iverson – Stated that she has served on the negotiation team and there were new updates that came through this afternoon. She noted that this has been an 18-month long project and has been very enlightening. She stated that everybody is having to compromise and give a little something which is saving the taxpayers and residents money.

24. To consider approving a job description and authorizing the Administrative Department to proceed with advertisement and a selection process to establish an eligibility list to fill the

Assistant City Administrator position

City Administrator Linwood – Explained that the City recently received the resignation of the Deputy Clerk and at that time he began to evaluate the position and how it aligns to the work of the City and the its strategic priorities. He stated that after this evaluation, he is recommending moving back to an Assistant City Administrator position.

Mayor Iverson – Confirmed that this is not adding a new staff member, but simply switching from searching for a Deputy Clerk to searching for an Assistant City Administrator.

Council Member Nanko Yeager – Stated that in looking at the job descriptions for the previous Assistant City Administrator and the Deputy Clerk and comparing it to this current job description, it seems that a lot of the lower level functions of the Deputy Clerk are not included in the Assistant City Administrator position. She asked who would be handling those functions and duties, such as the clerical duties.

City Administrator Linwood – Stated that there are still some of those clerical duties but there is some overlap between the administrative staff as to how they will be handled. He stated that most of the job mirrors the Deputy Clerk position but has some higher-level duties as well.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE A JOB DESCRIPTION AND AUTHORIZE THE ADMINISTRATIVE DEPARTMENT TO PROCEED WITH ADVERTISEMENT AND A SELECTION PROCESS TO ESTABLISH AN ELIGIBILITY LIST TO FILL THE ASSISTANT CITY ADMINISTRATOR POSITION.

Voting Aye: Schilling, Luger, Zerwas, and Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

25. To discuss and consider the December 17, 2019 Regular Wyoming City Council meeting

City Administrator Linwood – Stated that the City had taken a look at the possibility of not holding a second meeting in December, however, the business of the City will not allow that meeting to be cancelled and there will be a meeting on December 17, 2019.

COUNCIL REPORTS:

Council Member Nanko Yeager – Attended the Comprehensive Plan open house, the work session to interview the architects, and the Rush Line task force meeting.

Council Member Luger – attended the architect interviews and attended the Park Advisory Commission last night where they reviewed the documents for the DNR Grant

Council Member Schilling – Attended the Architectural interviews and the Comprehensive Plan open house and thanked everyone for coming.

Council Member Zerwas – Attended the architect interviews.

Mayor Iverson – attended the Planning Commission Comp Plan open house, The Chisago County Board meeting after that, attended the city council architect interviews, the regular planning commission meeting and the Stacy/Lent joint powers meeting to discuss the Armer Agreement. The Mayor thanked Jeanine Sachs, Sunrise Apple Farm, Big Apple Bagel, Evergreen coffee house and WSB and associates for their generous donations to our tree lighting this Saturday. She also thanked Pat Rhinelander for her donation to the Wyoming Fire Department.

26. To consider preliminary disciplinary actions against an employee under Minnesota Statute 13D.05, subd 2 – Closed Session

City Attorney Nelson – The council is about to go into closed session under Minnesota Statute 13D.05 to consider preliminary allegations against an employee subject to its authority. The closed session will be tape recorded and retained for three as determined by statute. The council will come back into open session and the conclusion of the closed session and will announce if any actions were taken during the course of the closed session.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER LUGER TO ENTER CLOSED SESSION AT 8:26PM

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

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER LUGER TO ENTER OPEN SESSION AT 10:34PM

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

City Attorney Nelson – For the benefit of the record, the council is back in open session after completing the closed session. The closed session was attended by Mayor Iverson, council member Schilling, Luger and Yeager. Council Member Zerwas was present at the beginning of the closed session but recused himself due to a conflict of interest. The purpose of the closed session was preliminary review of allegations against an individual that is a subject of the city's authority and the city council has made a disciplinary recommendation to the city administrator based on the reports given in closed session.

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER SCHILLING TO ADJOURN THE DECEMBER 3, 2019 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 10:36PM

Voting Aye: Schilling, Nanko Yeager, Luger, 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:
DECEMBER 17, 2019
7:00PM