AGENDA
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
JUNE 9, 2021
6:00 PM

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. 2022 Budget Considerations - Mission Statement, Department Review of Priority budget items, 5 Year Capital Improvement Plan Review and other budget considerations

2. City of Wyoming Street Improvement Program funding discussion

3. American Rescue Plan Discussion

4. To discuss dates for diversity, equity, and Inclusion training program

ADJOURN

Date: June 7, 2021

Presented to: Mayor Iverson and City Council Members
Presented by: City Administrator, Robb Linwood
Department: Administration
Reference: **2022 Budget and Council Priorities for Work Session on Wednesday, June 9th at 6:00PM**

2022 Budget Calendar

May 18, 2021	City Council holds visioning sessions with City Administrator to review long-term plan and adopt short-term strategies and budget objectives.
June 2, 2021	Staff prepares and distributes budget worksheets and instructions for department heads.
June 9, 2021	City Council holds visioning sessions with City Administrator, Department heads to look at long-term plan and adopt short-term strategies and budget objectives.
June 18, 2021	Departmental budgets and 5-year capital requests due from department heads to City Administrator
July 7, 2021	1st draft of budget due to City Administrator.
July 5-9, 2021	Meet with department heads to discuss individual budget requests.
July 14, 2021	Budget revisions from departmental meetings completed.
July 28, 2021	Council work session - first draft of budget presented.
August 2-August 6, 2021	Additional departmental meetings to discuss and review council feedback from work session.
August 11, 2021	2nd draft of budget due to City Administrator.
August 25, 2021	Council work session – if needed.
September 7, 2021	At the Council meeting, the public hearing date on the proposed

	budget and proposed tax levy are approved by the Council.
By September 30, 2021	City Administrator certifies preliminary levy and hearing date to Chisago County.
September/October	Additional updates/fine tuning of budget before final presentation.
October 20, 2021	Final budget due to City Administrator.
November	County Auditor mails tax notices to each taxpayer.
November 10, 2021	Council work session – final budget presented.
December 7, 2021	Initial Truth-In-Taxation Hearing on 2022 Budget & Levy and adoption of the 2022 Budget and Levy.
December 21, 2021	Final adoption date of the 2022 Budget and Levy - if needed.

Discuss 2022 City Council Budget Goals and Priorities

At the 1st Council Meeting in 2021 the City Council meeting the Council adopted the 2022 Budget Calendar which outlined a series of steps to establish and eventual budget. As part of those steps it was included in the initial meetings to have a discussion on the Council's budget goals and priorities which are intended to provide direction for the preparation of the 2022 Recommended Budget.

- **Ongoing Goals and Initiatives**.

Continued Development of parks

- Swenson ADA Grant
- Veterans Memorial at Railroad Park
- Development of Fireside Park
- Utilize Sunrise Trail to draw people here
- Work to ensure Hawk meadows snowshoeing and cross country skiing has trails
- Address Eagle Scout Projects and make sure they are repaired or updated
- Advertise Farmers Market
- Continue and have more partnerships with youth groups
- Look for potential area for a Dog Park

Continue work on City Budget/Services/Amenities

- Minimize financial impacts to residents and businesses as much as possible

- Be thoughtful of our taxes to our business's, residents and make sure they can continue to live here

Continue work evaluating city facilities

- Completion of needs assessment

Continued effort on community building

- Inclusiveness/Equity Policy Making
- Celebrating our identity – Stagecoach Days – Celebrate Wyoming's History overall, farming, railroad, continued events

Walkability/Safety

- Ensure new developments have trails
- Year round accessibility and promote fitness

Continue Street Replacement and Maintenance Programs

- Focus on Neighborhood Streets

Continue to attract new business/Retain Existing

- Duncan Donuts
- Look for opportunities for new styles of business
- Food options
- Strip mall that encompass a large group of businesses

Communications/Community Engagement

- Marketing campaign where to go with city complaints or concerns

Continued evaluation of blighted properties and programs for it

- Program to deal with nuisance properties

- **Mission Statement – Vision Statement – Budget Mission Statement**

Strategic Planning Process – The Council does not have a mission and vision statement, which helps determine the priorities of the community and direct the council in providing services for its constituency. Earlier this year we discussed this at our Goals work session. This is something that I would like to have the council discuss and try to determine if we can work towards a Mission and Vision Statement for the city.

What is a Mission Statement?

A mission statement is a short statement of why an organization exists, what its overall goal is, identifying the goal of its operations: what kind of product or service it provides, its primary customers or market, and its geographical region of operation

What is a Vision Statement?

A vision statement is a document that states the current and future objectives of an organization. The vision statement is intended as a guide to help the organization make decisions that align with its philosophy and declared set of goals. It can be thought of as a roadmap to where the company wants to be within a certain timeframe. A vision statement is not only used in business, as nonprofits and governmental offices also use them to set goals.

Vision statements are not necessarily set in stone. They can be returned to, reviewed and revised as necessary. Any changes should be minimal, however, because a vision statement should have been given a great deal of thought before being finalized.

A vision statement doesn't have any particular length. It can be as short as an aspirational sentence or pages long, depending on how much detail you want to give it. However long it is, the vision statement is formally written and is used as reference in company documents to serve as a guide for actions now and in the future.

Examples:

Mission
Example of this could be
The Mission of the City of Wyoming is….

- To create a City to be proud of
- To ensure the residents have access to amenities and services to provide for a safe and enriching environment to raise a family
- A unique community dedicated to quality of life, the preservation of heritage, embracing the philosophy of service to others
- To preserve the traditions of where we have been as well as looking into the future of what we could be without sacrificing values
- To work in partnership with our community to preserve our quality of life in a manner through innovation, leadership, and cooperation of dedicated people

- To provide access to a desirable quality of life with services to businesses and residents
- Provide citizens of the City with responsible leadership
- Historically traditional, ready for the future through responsible leadership and philosophy of service to the community to be proud of

Vision

Examples.

- Wyoming will continue to be a leading community where everyone has the opportunity to thrive. Through professionalism, responsive service and leadership, we will strengthen our tradition of public trust and effective resource management.
- The City of Wyoming will become a vibrant, connected community while preserving its natural character and agricultural roots.
- Wyoming will continue its legacy as a friendly, outgoing community embracing its natural beauty while providing a safe, peaceful and progressive environment to live, work and play. Its spirit of community will be enjoyed by a strong and active multi-generational population.
- The mission of the City of Wyoming is to responsibly use our resources to provide quality services and programs that foster a dynamic community rooted in history and preparing for a vibrant future.

What is the difference between a vision and a mission?

The vision statement focuses on tomorrow and what the organization wants to become. The mission statement focuses on today and what the organization does. While companies commonly use mission and vision statements interchangeably, it's important to have both. One doesn't work without the other, because having purpose and meaning are critical for any business.

The Council may discuss a Budget Mission Statement

For Example: Delivering "efficient and effective services" requires thoughtful evaluation of and improvement in each line of service to ensure that we are, in all cases, delivering the best quality service possible for the dollars the Citizens of Wyoming entrust to us. In the past we have not moved forward with a mission statement for the budget but it is something I believe we should evaluate once again.

In an effort to provide a Recommended Budget that is consistent with the Council's aspirations, the Council is asked to provide at a minimum, guidance on the following budget goals and priorities. We are still in the process of assessing issues, but below are some factors influencing the 2022 Budget:

UPDATE: At the first budget meeting on May 18, 2021 the council provided staff with some feedback regarding the mission statement. The previous mission statement that the council adopted in 2011 as follows: To create a proud community that celebrates our heritage, builds for the future, and enhances the quality of life through innovation, cooperation, responsible leadership and a philosophy of service to the community. The Council and staff came up with the following components for a draft Mission Statement.

Mission Statement:

- Responsive to residents, provide services to residents that are affordable.
- Good Start – Look for updates –
- Value for inclusion or inclusive community
- likes "To create proud community that celebrates our heritage and builds for the future"
- Transparency

Vision Statement:

- Multigenerational population
- Quality Service Programs
- Welcoming to everyone
- Plan Spoken – Straight Forward
- Professionalism/Leadership Role in County/Collaborative with other entities in County
- Innovative

Budget Mission Statement

- Brief/short/to the point
- Efficient

Staff will have some examples for the council to review in a powerpoint presentation at the meeting and see if there can be a consensus for the council in regards to these statements moving forward.

- **5 Year CIP Plan – 2022 CIP Budget Impacts/Highlights**

A 5 year CIP program has been attached for the council's review. Public Works, Public Safety, Administration and Building Safety will speak on the 2022 items in the 5 year CIP and any significant changes or additions on the 2022 budgets from last year.

Staff Level Changes for City Departments

No department has indicated staffing level changes in 2022

Changes in Programs or Service Levels

The Council is asked to provide general guidance on whether any of these programs or services should receive added or reduced emphasis. The Council may consider what emphasis you might want to provide for the Council's 2021 goals that were developed at the beginning of the year.

Valuation

Our overall valuations have increased and we are still waiting for this number from the County, but we believe it to be between 7 and 8 percent based off the total county evaluation.

Healthcare Costs

Healthcare is always an evaluation from year to year as we wait for cost associated with the cooperative the city is with Sourcewell (formerly NJPA). Last year staff reviewed other material from plans if the city were to go on their own with a similar plan and those costs exceeded our plan through the cooperative. The city will receive these costs in August of 2021 and we will continue to evaluate other plans to review for savings.

LMCIT Insurance Trust

The League of Minnesota Cities just released the initial 2021-2022 Workers Compensation Rates and Property. Most Minnesota cities are members of the League of Minnesota Cities Insurance Trust (LMCIT) for property, liability, auto, and workers' compensation coverage. Cities purchasing insurance from a private company should ask their provider about insurance coverage options, claim trends, and costs. Cities looking for possible ways to reduce their premiums can reference the memo Reducing LMCIT Premium Costs. LMCIT members' annual premium costs are affected by rates, exposures, and experience. In addition to rates, which are set by LMCIT in the fall, cities' costs can fluctuate if there are changes in exposures — such as payrolls, city expenditures, or property values — or changes in experience rating for workers' compensation, municipal liability, or auto liability. (Generally, experience the rating formulas compare expected losses for individual members within a recent three-year period to the actual losses during the same period, and if losses are greater (or less) than expected, a premium debit (or credit) is applied.)

Workers Compensation

Workers' compensation Data as of the end of 2020 shows total incurred costs for claims occurring in 2019 and 2020 were relatively high — driven in large part by a rapid increase in PTSD claim costs. There's still a lot of uncertainly behind

how PTSD claim costs will continue to develop, but there's not been any indication they're slowing down. This was noted above, but members that have had large claims – PTSD or other – in recent years, may see higher experience rating modifiers, which is something else to keep in mind. Something new that's come up in 2021 is the potential introduction of additional presumptions for public safety classes. That might cause additional pressure on rates if it looks like the league will be seeing new types of costly claims. These are not guarantees. Annual actuarial reviews, other rate development work, and reinsurance costs will be calculated this fall, at which time LMCIT will be able to give a definite answer on premium rates for 2020-21. Final rates can vary substantially from our preliminary estimates. For example, preliminary estimates last year suggested workers' compensation rate increases of 5 -10% range. Projected PTSD claim costs continue to skyrocket beyond expectations, resulting in the need for a 13.5% rate increase to keep pace with PTSD. There are two circumstances this year that make it particularly difficult to provide guidance on projected premium rate levels with precision: 1) LMCIT conducting class rate relativity adjustments for 2022, which means specific rates for specific job classes will increase for some and decrease for others, so members will be impacted differently depending on the mix of job classes and payroll each member has; and 2) LMCIT is conducting a fund balance adequacy review project, which could affect our evaluation of how large a fund balance we need to maintain. Some uncertainty remains behind how COVID-19 is impacting workers' compensation costs. LMCIT had several hundred claims and several million dollars in incurred COVID claim costs. While the intake of new claims has cooled off the exposure remains, and the long-term impact of accepted claims is unknown. <u>LMCIT suggests cities allow for a workers' compensation premium rate increase in the 10 – 15% range for the average member</u>, but with the with the way rates for individual job classes will change, it may be safer to budget for closer to a 20% rate increase for the chance that your city has a high percentage of payroll in one or more of the job classes that will increase more because of the relativity study adjustments discussed in the previous page. It's not unlikely for example that the police officer job class rate will need to increase more than for other job classes. (It's also possible that our city will have a high percentage of payroll in classes for which rates will either decrease or increase by less, but we'd rather suggest we be prepared for a larger increase if that's how things shake out.)

Property

The most relevant factor for property rates is the reinsurance market, which is in a harder cycle that LMCIT is accustomed to. Reinsurance costs are a significant part of LMCIT expense for property coverage and it's uncertain how the reinsurance market will behave later this year. (They don't expect it too suddenly soften up, based on what we're reading and what they're hearing from other sister pools in other states.) Given the experience other pools have had in recent months, they anticipate the possibility for increased costs. The initial data suggest some of the utility property classes (E.g. electric, water, sewer) may need to increase relative to other property types. Claims paid under LMCIT cyber and crime coverages have historically been funded with property coverage premiums, but it's looking like they may need to started charging for those coverage types separately and explicitly, due to changes in claim patterns and reinsurance considerations. Given the reinsurance uncertainty and the potential variability by member, for budgeting purposes cities may want to allow for a <u>5 to 10% increase for property coverage rates</u>.

Liability

Loss costs in 2020 for municipal liability claims were average overall, but patterns for specific types of liability claims continue to evolve, as is the case with police liability, sewer backup liability, employment practices, and land use litigation, for example. Change in the police liability environment, potential federal or state reforms, and the escalation of the value of serious claims is definitely something LMCIT is monitoring and could impact pricing for police liability as well as excess liability limits.

LMCIT suggests cities allow for possible <u>rate increases in the range of 3 to 7%,</u> to in part account for the potential for an uptick inflationary effects, but a little more, maybe 8-12%, for members with police liability or excess liability limits, as the reinsurance market for excess limits is a bit in flux, so that causes some uncertainty

Auto

Auto coverage loss costs in 2020 were in line generally with previous years, so LMCIT expects overall auto rates to remain relatively stable, but they suggest allowing for 3 to 7% increases for auto rates to be safe and, like liability, to account for the potential for an uptick inflationary effects.

- **Council compensation**

Council compensation was asked about at the last meeting to ensure that we are comparable to other cities. I did utilized the same cities that we use our compensation studies to evaluate the council compensation. Currently the city of Wyoming Mayor receives $5,000 annually and a city council member receives $4,000 annually. The last time the compensation was updated was 2006. There is an attached spreadsheet that provides a look at sixteen other cities. After review the average compensation for these cities for the Mayor position is $5,833 and for council member it is $4,643. Minnesota state statute implies that any changes to a council salary has to be done via change in the ordinance will not take effect until after the next municipal election which would be after the November 8, 2022 elections if the council determined they would like to make a change.

415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1.Set by ordinance. Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2.After next election. No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3.Temporary reductions. Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

- **Food Truck/Transient Merchant**

In 2020 we had some questions regarding the licensing of the food trucks in the city. Currently the cost for licensing a food truck falls under the transient merchant and the cost is approximately $150 annually. The reason we license the food trucks is to ensure that they care the proper liability insurance and that they have proper food licensing from the Minnesota Department of Health to ensure the safety or our residents and businesses members. We have had some inquiries regarding reduced rates for temporary operations including weekends or a shorter duration of time (5 to 6 months). In some instances the city council has pro-rated other licenses in the city if it was towards the end of the year. The pro-ration of the licenses would most likely be the easiest solution, but another option would be to update the ordinance or fee schedule to reflect other durations of time other than annual. Staff has attached spreadsheet of other communities and charges for these types of operations for council's review. You can find below the current ordinance regarding Peddlers and Solicitors. Staff would like to have a conversation with the council on this item and provide feedback how they would like to proceed.

Chapter 24 PEDDLERS AND SOLICITORS*

*Cross references: Businesses, ch. 12; streets, sidewalks and other public places, ch. 30.

State law references: Hawkers, peddlers and transient merchants, Minnesota Statutes § 329.02 et seq.; municipal authority to regulate, Minnesota Statutes § 329.06.

Sec. 24 – 1. License required.

No solicitor, peddler, hawker or a transient vendor of merchandise shall, without having been requested or invited to do so by the owner or occupant of such private residence, go upon any private residence of the city for the purpose of soliciting orders for the sale of goods, wares or merchandise, or for the purpose of disposing of or peddling or hawking, without first obtaining a license.

Sec. 24 – 2. Application for license.

Before any license shall be issued to any person to vend, sell, hawk or peddle goods, the person desiring such license shall file a written application with the city clerk-administrator. The application shall show:

(1) The name of the applicant and the persons associated with them in their business;

(2) The type of business for which the license is desired;

(3) The length of time for which the license is to be desired;

(4) A general description of the things to be sold; and

(5) The present place of business of the applicant.

Sec. 24 – 3. License issuance fee.

Every application for a license under this chapter shall bear the written approval of the chief of police after an investigation of the moral character of the applicant. When the applicant presents to the city clerk-administrator an application in proper form for any business not prohibited by law, they shall annually pay the currently required fee to cover the cost of the application. The city clerk-administrator may issue to the applicant a license to conduct, pursue, or carry on the business for which the license was required for the period requested if, in their opinion, the public health, safety or peace will not suffer and the public will not be defrauded.

Sec. 24 – 4. Consumer fraud.

Any peddler who is found guilty of referral selling as defined in Minnesota Statutes § 38.04(6), or of any other consumer fraud regulation, shall have their license revoked.

Community Center/Council Chamber

With the installation of monitors and audio equipment we have had some concern in the continuing use of rental of the community center to the public. Secondly, there has been a group of musicians using the community room every Friday for the last 4 years, but not being charged rent as it was identified as a community event and open to the public to enjoy. With the COVID-19 pandemic we now have 2 offices in the council chambers. Our new building inspector currently utilizes extra space for plan review and our assistant city administrator has a space in the room due to the need for space of our copier and an envelope folder machine for utility billing. There are concerns having our employees share a space with the public. The employees in the room have technology and personal items could be damaged, stolen or tampered with. I would like feedback from the council how they would like to proceed with the operations of the community center since the COVID-19 restrictions have now changed it can potentially be utilized again. Over a three year span from 2017-2019 (community center was closed almost all of 2020) the total revenues from the rental of the community room have been $806.00 or approximately $268.00 annually.

City of Wyoming Equipment - 5 Year CIP

Equipment		2021	2022	2023	2024	2025	2026
Squad 201*					$25,000.00		
Squad 202			$47,000.00			$48,000.00	
Squad 203				$48,000.00			$48,000.00
Squad 204				$48,000.00			$48,000.00
Squad 205 **		$23,500.00			$48,000.00		
Squad 206							
Squad 207			$47,000.00			$48,000.00	
CV2		$23,500.00					
CV1**							
Grass #1		$60,000.00					
Ladder #1						$1,000,000.00	
Tanker 1							
SCBA							
Civil Defense Siren		$18,000.00					
Fire Hose							
Engine #3 Payment							
800MHz Radio		$20,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$40,000.00
Server /Computers		$12,000.00	$14,500.00	$14,500.00	$15,000.00	$15,000.00	$15,000.00
Total		***157,000.00***	***138,500.00***	***140,500.00***	***118,000.00***	***1,141,000.00***	***151,000.00***
Public Works		**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
F250 Service Truck							
Plow Truck tandum #917		$50,000.00	$50,000.00	$50,000.00			
Crack Filling Seal Coating		$100,000.00	$177,000.00	$177,000.00	$177,000.00	$177,000.00	$177,000.00
Skid Steer							
2009 Skid Steer					$70,000.00		
Township Building repairs							
Wing / Front loader Blade							

Public Works		**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
F550 Light Duty Dump		$80,000.00					
1998 Plow Truck #918			$250,000.00				
2011 Freigtliner							$250,000.00
2012 Pickup				$45,000.00			
2014 Sewer Crane Pickup							
2019 Transit Van							
2003 John Deere Tractor							
2002 John Deere Tractor							
1985 John Deere Backhoe		$10,000.00					
2004 Cat Grader							
2008 Mack Truck				$125,000.00	$125,000.00		
Portable Generator							
Hot Patch Trailer		$30,000.00	$18,000.00				
Bobcat attachment/Safety Grant		$10,000.00		$10,000.00		$10,000.00	
Polaris 4 wheeler		$12,000.00					
Public Works Total		**$294,021.00**	**$479,022.00**	**$399,023.00**	**$374,024.00**	**$310,000.00**	**$429,026.00**
Building Safety/Department		**2021**	**2022**	**2023**	**2024**	**2025**	
Inspection Vehicle 1*					20,500.00		
Inspection Vehicle 2*							
Building Department Computers							$10,000.00
Building Department Total					**20,500.00**		**$10,000.00**
Administration		**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Server		$28,000.00					$35,000.00
City Wide Software							
Roof Top AC							
Computer Replacement							$5,000.00
Datto -Cloud Backup Server				$5,000.00			
Administration Total		**$28,000.00**	**$0.00**	**$5,000.00**	**$0.00**	**$0.00**	**$40,000.00**
Parks		$10,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00
Parks Total		**10,000.00**	**$25,000.00**	**$25,000.00**	**$25,000.00**	**$25,000.00**	**$25,000.00**
Total CIP for the City		**$489,021.00**	***$642,522.00***	**$569,523.00**	**$537,524.00**	**$1,476,000.00**	**$655,026.00**

City	Mayor	Mayor Pro Term	Council Member	Per Meeting
City of Lindstrom	$3,000.00		$2,200.00	
Chisago City	$4,000.00		$3,000.00	
Forest Lake	$6,500.00		$5,500.00	
Albertville	$4,800.00		$3,600.00	
City of St. Anthony Village	$8,700.00	$7,956.00	$7,200.00	
Cambridge	$7,000.00		$5,600.00	
Circle Pines	$4,500.00		$3,900.00	
East Bethel	$6,300.00		$5,100.00	
City of St. Francis	$6,000.00		$4,800.00	
Falcon Heights	$5,400.00		$3,600.00	
City of Hugo	$8,125.00		$6,500.00	
City of Isanti	$5,725.00		$4,638.00	$3925.00 Mayor and $2,838.00 Council +$50.00 Per Meeting Council Meeting and Liason or board appointment/special meeting/work session - Average 36 Meeting a year
City of North Branch	$5,000.00		$4,000.00	
City of Mahtomedi	$6,000.00		$4,800.00	
City of Ostego	$6,450.00		$5,220.00	$4,200 fo Mayor and $3,600 Council + $45.00 Per Meeting as liason/special meeting/work session/community event - Average 36 Year council and 50 Mayor
Average Wage	**$5,833.33**		**$4,643.87**	

City of Wyoming	**$5,000.00**		**$4,000.00**	

2021 Food Truck, Transient, Peddler's Fees Comparable Cities

City	**Fee Type**	**Price**	**Per**	**Permit**
Wyoming	License Application Fee	$ 150.00	Year	Peddlers and Solicitors License
Wyoming	Additional Solicitor	$ 50.00	Additional	Peddlers and Solicitors License
Lindstrom	Application Fee	$ 25.00	Person	Peddlers/Solicitor License
North Branch	6 Months	$ 234.00	6 Months	Transient Merchant License (includes Food Trucks)
Stacy	Three-Day License	$ 50.00	3 Days	Peddler, solicitor or transient merchant license
Stacy	Annual	$ 150.00	Yearly	Peddler, solicitor or transient merchant license
Chisago City	Weekday	$ 25.00	Day	Transient Merchant (sells from vacant lot)
Chisago City	Weekend	$ 40.00	Day	Transient Merchant (sells from vacant lot)
Chisago City	Monthly	$ 100.00	Month	Solicitor (donations/take orders)
Chisago City	Up to 5 days	$ 10.00	Day	Solicitor (donations/take orders)
Forest Lake	Full Season	$ 200.00	Season	Food Truck
Forest Lake	Single Night	$ 40.00	Day	Food Truck
Forest Lake	Seven Day Week	$ 200.00	Week	Peddler's License
Forest Lake	Annual	$ 200.00	Annual	Group Peddler's Permit
Forest Lake	Seven Day Week	$ 200.00	Week	Transient Merchant
East Bethel	Annual	$ 1,000.00	Year	Peddler/Solicitor License
East Bethel	30 Days	$ 85.00	Month	Peddler/Solicitor License
East Bethel	No License	$ 1,000.00	Time	Peddler/Solicitor License Fee
East Bethel	Investigation Fee	$ 50.00	Time	Peddler/Solicitor License Application
Cambridge	One Day	$ 25.00	Day	Mobile Food Vendors Permit
Cambridge	Monthly	$ 75.00	Month	Mobile Food Vendors Permit
Cambridge	Seasonal	$ 200.00	6 Months	Mobile Food Vendors Permit
Cambridge	Daily	$ 25.00	Day	Peddler or Transient Merchant License
Cambridge	Weekly	$ 50.00	Week	Peddler or Transient Merchant License
Cambridge	Annual	$ 200.00	Year	Peddler or Transient Merchant License
Cambridge	No License	$ 80.00	Time	Peddler or Transient Merchant License Fee
Isanti	Daily	$ 25.00	Day	Peddler & Mobile Food Unit Permit
Isanti	Monthly	$ 75.00	Month	Peddler & Mobile Food Unit Permit
Isanti	Seasonal	$ 200.00	6 Months or less	Peddler & Mobile Food Unit Permit
Isanti	Investigation Fee	$ 75.00	Time	Peddler & Mobile Food Unit Application
Hugo	Monthly	$ 25.00	Month	Peddlers Permit

Lino Lakes	Seasonal	$ 250.00	6 Months	Peddler, Solicitor, Transient Merchant
Lino Lakes	Admin Permit	$ 67.00	Time	Peddler, Solicitor, Transient Merchant
Centerville	App/Background Check	$ 80.00	Time	Transient Sales
Centerville	Daily	$ 10.00	Day	Transient Sales
Centerville	Monthly	$ 60.00	Month	Transient Sales
Scandia	None			None
White Bear Lake	Up to 2 ppl	$ 50.00		Solicitor/Peddler/Transient Merchange License
White Bear Lake	More than 2 ppl	$ 10.00	Each	Solicitor/Peddler/Transient Merchange License
Columbus	Annual	$ 292.00	Year	Temporary Food Service License - Mobile
Grant		$ 75.00		Solicitor's License Fee

Date: June 7, 2021

Presented to: Mayor Iverson and City Council Members
Presented by: Robb Linwood, City Administrator
Department: Administration
Reference: Street Improvement Program Funding Sources

***Background Information*:**

The City Wyoming improves and maintains a select number of local streets each year. The selected streets are identified annually in the five-year Capital Improvement Plan Improvements are prioritized based on factors such as age, street condition, utilities condition and the type of street.
The city utilizes a pavement management index that helps guide the city to make strategic decisions related to roadway maintenance. The City continues to make improvements to this program to preserve and extend the useful life of the City's asset or roadways, provide safe and efficient travel of its citizens, retain property values, keep the city attractive and desirable and minimize cost to the property owners and taxpayers. This activity helps complete a general maintenance and reconstruction of streets and strategies for the financing of the activities.

The City of Wyoming has taken an extremely proactive approach in reconstructing streets.
In Total the City of Wyoming has reconstructed approximately 17.5 miles of its 68 Miles of City Streets. The City has been proactive on the maintenance of new and existing streets utilizing overlays, sealants, and crack filling. These maintenance actions are anticipated to last many years and are cost effective. Making strategic decisions related to roadway maintenance activities to maximize the useful life of pavement and to minimize maintenance costs by performing proper actions at the optimum time.

Per council direction city staff and the city's financial consultant AEM has updated the Long Term Plan to review the impacts of the city's potential facility costs, the five year street CIP and long term costs of the street improvement program. The updates include options for street funding program utilizing levy dollars and franchise fees. The increased annual contribution has gone from approximately $270,000 to $290,337 based on the increased maintenance costs from $100,000 to $177,000. The City is at a place where it should not continue to borrow for street projects and needs to determine the funding mechanism to pay for projects as it goes.

The Updated Long Term Plan showed an option and implementation of franchise fees in 2021. In 2021, 3 months of revenue are included. The fees are projected to provide approximately $290,337 funding annually for street improvement projects. For comparative purposes, Franchise fees were compared to the property tax levy for impacts. If a property tax levy is used rather than Franchise fees, the impact to the median valued home is a 2022 property tax increase of $73. The impact to a residential customer using franchise fees is $63 on an annual basis.

Franchise fees on utilities (gas and electric) would help fund the unfunded costs relating to city streets. A franchise fee is collected by 357 cities out of 853 cities in Minnesota. There are 101 cities in the seven-county metropolitan area that currently have franchise fees. Implementing franchise fees has become a common way for a city to raise revenue. Franchise fees allow the city to diversify its revenue sources. By implementing a franchise fee all utility users pay a fee, not just taxpayers. All who utilize the streets will help pay for them. Franchise fees will apply to all accounts within the city, including tax exempt parcels owned by non-profits and governmental entities.

At the May 19, 2021 Council work session council asked for further information regarding the franchise fees including:

- Examples of Types of buildings that would be charged for the franchise fees other than residents.

Rate Classification	Monthly Electric Usage
Small C&I: Non-Demand	Business customers with maximum electric loads less than 25 kW per month Example: small retail shop or office
Small C&I: Demand	Business customers with maximum electric loads between 25 and 100 kW per month Example: restaurant
Large C&I	Business customers with maximum electric loads over 100 kW per month Example: manufacturer

- What current and future city buildings would be charged at for franchise fees

In speaking with the Xcel energy representative current and future buildings would be identified as a small C&L: Non-Demand for City offices and the public safety center and public works building could be identified as Small C&I: Demand. The potential franchise fees for these facilities would be a pass through towards a franchise fee account since the city would have the fees enter a potential road fund. Similar to what the city does for its storm water and water and sewer utilities at its buildings and properties.

- The annual amount of Right of Way Fees the city receives from Xcel energy and Connexus Energy

From 2016 to 2020 the average annual revenue in Right of Way Fees the city receives was $5,048.00

- What is the duration of a franchise fee agreement with Xcel and Conexus

The duration of the agreement is for 20 years.

- How often can the franchise fees be changed

The annual fees can be adjusted higher or lower on an annual basis

Financing Mechanisms Available:

General Fund Tax Levy

- **Pros:**
  - ❑ Levied against all classes of property;
  - ❑ Tax deductible.
- **Cons:**
  - ❑ Limited revenue diversification;
  - ❑ Increased tax rate;
  - ❑ Progressive;
  - ❑ Large impact on commercial properties.

Franchise Fees

- **Pros:**
  - ❑ Fee to utility providers for use of public right of way;
  - ❑ Diversification of revenue;
  - ❑ Flat fee, not progressive;
  - ❑ Relatively easy to implement.
- **Cons:**
  - ❑ Viewed as “another tax”;
  - ❑ Coordination with providers;
  - ❑ Raises utility costs.

Franchise Fee Options:

Customer Classification Electric	**Option A**	**Option B**	**Option C**	**Option D**
Residential	$ 3.50	$ 3.75	$ 3.75	$ 4.00
Small C&I: Non-Demand	$ 3.25	$ 3.75	$ 4.00	$ 4.75
Small C&I: Demand	$ 24.00	$ 25.00	$ 27.00	$ 30.00
Large C&I	$135.00	$150.00	$165.00	$ 190.00
Total Annual Collection Xcel Energy Electric	**$182,874.00**	**$197,205.00**	**$204,333.00**	**$224,532.00**
Total Annual Collection Connexus Energy	**$ 19,638.00**	**$ 21,030.00**	**$ 21,180.00**	**$ 22,722.00**
Customer Classification Gas	Option A	Option B	Option C	Option D
Residential	$ 1.25	$ 1.50	$ 1.50	$ 1.75
Commercial Firm: Non-Demand	$ 7.00	$ 7.50	$ 8.00	$ 9.00
Commercial Firm: Demand	$ 10.00	$ 13.00	$ 15.00	$ 20.00
Small Interruptible	$ 90.00	$ 95.00	$100.00	$ 110.00
Total Annual Collection Xcel Energy Gas	**$ 62,496.00**	**$ 72,102.00**	**$ 73,656.00**	**$ 84,816.00**
GRAND TOTAL	**Option A** **$265,008.00**	**Option B** **$290,337.00**	**Option C** **$299,169.00**	**Option D** **$332,070.00**

Staff will be asking for further direction from the city council in regards to how they want to proceed with the potential use of franchise fees or explore other options such as an increased levy amount or to stop moving forward with street projects or at a much slower rate.

Date: June 7, 2021

Presented to: Mayor Iverson and City Council Members
Presented by: Robb Linwood, City Administrator
Department: Administration
Reference: American Rescue Plan Act (ARPA)

***Background Information*:**

The American Rescue Plan Act (ARPA) of 2021 – the latest COVID-19 stimulus package – is a $1.9 trillion economic stimulus bill. Within the ARP, the Coronavirus Local Fiscal Recovery Fund provides $350 billion for states, municipalities, counties, tribes, and territories, including $130 billion for local governments split evenly between municipalities and counties.

There has been some new guidance that has been added on May 27, 2021 but staff is still awaiting more guidance from the Treasury and Minnesota Management and Budget. This has been a consistent comment by other cities, counties and local government is that there is simply not enough guidance or it is still changing. Staff has put together some potential ideas that we will present to council, these items are yet to be completely vetted by the ever changing guidance. They will include the following:

- Responding to the Public Health Emergency
- Responding to the negative economic impacts of the pandemic
- Loans or Grants
- Essential worker pay
- Critical infrastructure
- Revenue Replacement
- Investments in Drinking water/sewer systems
- Broadband Improvement
- Staff time on COVID-19 economic impacts

What we know so far is the law also spells out a few other details about the aid to local governments, including that:

- Funds will be released in two payments to local governments, with half following enactment and half paid 12 months following receipt of first payment.
- There will be no minimum population threshold for payments, but non-entitlement distributions will be capped at 75% of the pre-pandemic city budget.
- Funds can be used to replace lost revenue.
- Funds can be transferred between jurisdictions or to nonprofit partners.

- There is an expenditure deadline of Dec. 31, 2024.

The early estimate for the City of Wyoming for funding allocation for the City of Wyoming was approximately **$846,930.00.** This number is preliminary and the treasury and other entities have stated to use precaution on the initial numbers as they are not final and subject to change.

How do we request the funds?
Beginning May 10, 2021, cities eligible to receive American Rescue Plan Act funding directly from the U.S. Department of the Treasury, may submit the required information through the Treasury Submission Portal. This portal is for entitlement units of government, most commonly those more than 50,000 in population. *Cities under 50,000 in population (non-entitlement jurisdictions) will need to wait for further instruction from Minnesota Management and Budget about requesting their funds*.

When will Wyoming receive the funds?
Entitlement cities (population 50,000+) could receive the first half of their funds as early as May 10, 2021. Non-entitlement cities (population less than 50,000) will received their funds from the state of Minnesota. The state shall distribute payments no later than 30 days after a state received a payment. We have not received any updated timeline on receiving the funds, but the council did pass a resolution as provided by the league at the June 1, 2021 council meeting. An extension may be granted to the state due to an extensive administrative burden and could further delay payments. The second half of distributions will be available starting May 10, 2022.

What is the time frame for using the funds?
The covered period begins March 3, 2021 and the deadline for spending is Dec. 31, 2024.

What are eligible uses of these funds?
Eligible uses include:

- Responding to the public health emergency. Expenses may include vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or

other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems; and other public health responses. Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.

- Responding to the negative economic impacts of the pandemic. Eligible uses in this category include assistance to households; small businesses and non-profits; and aid to impacted industries. Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training. Assistance to small business and non-profits includes, but is not limited to:

- Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.
    - Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
    - Technical assistance, counseling, or other services to assist with business planning needs
- Premium pay for essential workers.
    - An amount up to $13 per hour that is paid to an eligible worker in addition to wages the worker otherwise received, for all work performed by the eligible worker during the COVID-19 public health emergency. Such amount may not exceed $25,000 per eligible worker.
    - Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others.
    - Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Treasury guidance. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

    - The Treasury guidance emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

    - Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic.
- Revenue replacement for the provision of government services to the extent the reduction in revenue is due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency (see additional questions below for definitions and calculations).
    - General revenue includes revenue from taxes, current charges, and miscellaneous general revenue. It excludes refunds and other correcting transactions, proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and revenue generated by utilities and insurance trusts. General revenue also includes intergovernmental transfers between state and local governments, but excludes intergovernmental transfers from the Federal government, including Federal transfers made via a state to a locality pursuant to the Coronavirus Relief Funds (CRF) or the Fiscal Recovery Funds.
    - Cities should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for cities, provides for greater consistency across all recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a city's revenue, rather than relying on financial reporting prepared by each city, which vary in methodology used and which generally aggregates revenue by purpose rather than by source.
    - Cities are permitted to calculate the extent of reduction in revenue as of four points in time: Dec. 31, 2020; Dec. 31, 2021; Dec. 31, 2022; and Dec. 31, 2023. This approach recognizes that some recipients may experience lagged effects of the pandemic on revenues. Upon receiving Fiscal Recovery Fund payments, recipients may immediately calculate revenue loss for the period ending Dec. 31, 2020.
    - The Treasury has released FAQs about Fiscal Recovery Funds, and they include a formula for calculating revenue loss.
    - Please note: Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency. (Treasury FAQ 5/10/21)
    - *The FAQs also provide some limited additional clarification on the revenues included in assessing the revenue loss for a recipient jurisdiction. The document provides a link to the U.S. Census Bureau's Government Finance and Employment Classification manual, which provides a definition of "general revenue from own sources." The definition is similar but not identical to the broadly defined term in ARPA.*

- *The FAQ guidance document is expected to be regularly updated to reflect additional questions that arise as local units of government assess the guidance and begin to use the funds.*

- Investments in water, sewer, and broadband infrastructure.
    - Under the Drinking Water State Revolving Fund (DWSRF), categories of eligible projects include: treatment, transmission, and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.
    - Under the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF), categories of eligible projects include: construction of publicly owned treatment works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act. As mentioned in the Treasury guidance, eligible projects under the DWSRF and CWSRF support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure. Given the lifelong impacts of lead exposure for children, and the widespread nature of lead service lines, Treasury also encourages recipients to consider projects to replace lead service lines.
    - Costs for construction on eligible water, sewer, or broadband infrastructure projects must be obligated by Dec. 31, 2024. The period of performance will run until Dec. 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

    - Broadband improvements require eligible projects to reliably deliver minimum speeds of 100 Mbps download and 100 Mbps upload. In cases where it is impracticable due to geography, topography, or financial cost to meet those standards, projects must reliably deliver at least 100 Mbps download speed, at least 20 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed. Projects must also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.

What are restrictions on the use of these funds?
Funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase, nor can funds be deposited into any pension fund. Treasury interprets “deposit” in this context to refer to an extraordinary payment into a pension fund for the purpose of reducing an accrued, unfunded liability. More specifically, it does not permit this assistance to be used to make a payment into a pension fund if both: (1) the payment reduces a liability incurred prior to the start of the COVID-19 public health emergency, and (2) the payment occurs outside the city’s regular timing for making such payments.

Can recipients use funds for administrative purposes?
Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.

May recipients use funds for general economic development or workforce development?
Generally not. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency, including funds used for economic or workforce development. For example, job training for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

Can cities put some of the funds in a savings account for future projects?
No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserves funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs.

For broadband investments, may cities use funds for related programs such as cybersecurity or digital literacy training?
Yes. Cities may use funds to provide assistance to households facing negative economic impacts due to COVID-19, including digital literacy training and other programs that promote access to the internet. Cities may also use funds for modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency

What records must be kept by governments receiving funds?
Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those which demonstrate

the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds.

What reporting will be required, and when will the first report be due?

Recipients will be required to submit an interim report, quarterly project and expenditure reports, and annual recovery plan performance reports as specified below, regarding their utilization of Coronavirus State and Local Fiscal Recovery Funds.

Next steps

MMB has indicated that the certification process for non-entitlement jurisdictions to request funding will open sometime in June, which will allow them to begin the 75% limitation test. More information on the specific parameters of the certification process will be released by MMB in the coming weeks.

Staff Report

Date: June 7th, 2021

Presented to: Mayor Iverson and City Council Members
Presented by: Kelly Dumais, Assistant City Administrator
Department: Administration
Reference: DEI Training dates

***Background Information*:**

The City Council has directed staff to identify a potential training schedule for a council diversity, equity and inclusion training dates with Esperza Consulting LLC. The program that has been proposed is a two part training designed to improve the ability of participants to lead inclusively through their work. The following learning objectives guide the focus and flow for each session:

- Increase cultural self-awareness to ensure a deeper understanding of one's own cultural practices
- Increase one's curiosity about alternative perspectives, ideas, values, and practice.
- Make adaptive shifts in our clinical practice, working relationships with colleagues, clients, and communities we support/serve.

These conversations are meant to develop a shared foundation and language for diversity, equity and inclusion for the City Council. The trainer recommends 3-4 weeks between trainings. Available dates for the training are June 16th and 23rd, July 14th, 21st and 28th and August 18th and 25th.

Staff request guidance from the Council regarding which dates they would like to schedule the training for.