

**APPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
MAY 19, 2021
6:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for May 19, 2021 to order at 6:00PM

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, Brett Ohnstad, Dennis Schilling, and Claire Luger

ABSENT: None

Also Present: Robb Linwood, City Administrator, Kelly Dumais, Assistant City Administrator, Paul Hoppe - Public Safety Director, Mark Erichson, City Engineer, Fred Weck, Zoning Administrator/Building Official and Chuck Almhjeld, Public Works Superintendent; Jonathan Loose, Wold Architects, Melissa Stein, Wold Architects, and Jean McCann, Abdo, Eick, and Meyers

DETERMINATION OF A QUORUM:

Mayor Iverson – Read aloud a statement explaining that the Council is meeting via teleconference due to the COVID-19 pandemic. She explained that tonight's meeting would be held according to State Statute 13D.021, will be live streamed on the City's YouTube page, and will be recorded as part of the public record on the City's website.

1. To continue discussion regarding financial impacts of facilities and street CIP in relation to the City's long term plan.

Johnathan Loose – Wold Architects gave a presentation to the Wyoming City Council regarding the process that led up to the current status of the City of Wyoming master facilities planning, recommendations and next steps. Mr. Wold talked to the Wyoming City Council about the next steps in the architectural design phase as follows:

Architectural /Engineering Design Phases:

- Schematic Design (15%)
- Design Development (20%)
- Construction Documents (40%)
- Bidding (5%)
- Construction (Contract) Administration (20%)
- Furniture Design – Option
- Equipment Design - Option

Mr. Loose talked about the next component that the council could consider would be the schematic design for the recommendations for facilities. This process is as follows

Schematic Design (15%):

- Determine project goals and requirements.
- Illustrate the concepts of the design and include spatial relationships, scale, and form.
- Zoning / Code requirements are discovered.
- Costs are estimated on overall project volume.
- A site plan, floor plans, sections, elevations, computer images, renderings, or models.

- Costs are estimated on overall project volume.
- Council Reviews and Approves a Final Report.

Mr. Loose then gave the city council timelines if they were to move forward with schematic designs, design development, contract documents, bidding, award, construction, occupancy over the next 24 months if the council chose to move forward with the stages. Mr. Loose did talk about the planning component, the core planning group, involving stakeholders with the process, opportunities for partnerships, an inclusive planning process and having ownership and decisions on the end needs. He also discussed the role of public engagement and how that could be accomplished after the schematic designs were completed for the buildings.

The council asked about the percentage for the schematic design and Mr. Loose stated that is their normal for the work and they feel confident the numbers are fair. The council discussed the current age of buildings, the current population vs. when the buildings were constructed. The majority of the council was in favor of moving forward and receiving a proposal from Wold Architects in regards to the Schematic Design

The council then reviewed and asked questions regarding an updated Long Term Plan. Ms. McCann did update the council on changes including ones because of the completion of the 2020 Audit. Ms. McCann did discuss the staggering of potential bonds for any facilities construction if the council chose to move forward with a project. It was identified that the funds were identified as healthy throughout the plan.

Street Improvement Program Funding

The council was able to review the high level financial impacts of the cost of the facilities.

City Administrator Linwood then gave an overview of the City's Street Improvement Program, 5 Year CIP, maintenance program, city streets completed since 2014 and cash flow analysis. In 2013 The Wyoming City Council established a street improvement fund that allocated \$600,000 annually towards street improvements and projects. The Funds were used to pay for debt payments and other costs for street maintenance and projects that began in 2015. As the city has continued to construct streets and add additional debt due to bonding for street projects the current level of street funding is not sustainable.

Mr. Linwood then shared an option and implementation of franchise fees in 2021 for funding of future street projects and maintenance. 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. Mr. Linwood shared some of the Pros and cons of franchise fees vs the use of levy dollars for financing mechanisms. Mr. Linwood shared with the council information regarding the necessary levels of franchise fees for city streets that would equal approximately \$290,000. Mr. Linwood explained to the council that staff is asking for direction on the type of funding they would like to see utilized moving forward whether it is franchise fees, levy dollars, a combination of both or the reduction of street projects and maintenance. After considerable discussion the council shared that some felt the franchise fees were not as transparent as levy dollars, some concern regarding the equitable cost of franchise fees vs. levy dollars, what the differences in types of users especially commercial ones and what is the makeup in the city and the city buildings, what the duration of the fees would be, how often can they be changed and how much money does the city annually take in on Right of way permits from Xcel and Conexus. The city council did not make a determination on which option, but asked for more information regarding the fees and asked that it be discussed at a future meeting.

2. American Rescue Plan Act Discussion

City Administrator Linwood discussed that the Treasury still has not given complete guidance on these funds. He did give a summary of what we knew about the program right now. 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.

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 Department of Treasury will issue guidance detailing its interpretation and implementation of eligible uses and we had anticipated having more information for the council on this topic, but they have yet to come out with the full guidance as of April 26, 2021. We anticipated full guidance prior to this work session but this has not happened.

The early estimate for the City of Wyoming for funding allocation for the City of Wyoming was approximately \$918,554.88. 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. At this point we believe the earliest the city would receive the first payment of these funds would be June 9th, 2021.

Some of the eligible uses of funds were identified as follows:

- 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

Restrictions on the use of funds:

- Cannot offset tax reductions
- Cannot use for economic development
- Cannot put in savings account
- It will be necessary to do reports on these funds similar to Cares funding
- It will be necessary to do a single audit on funds if the city's amount received is over \$750,000.00

Preliminary staff discussions on use of funds:

- Revenue Loss – Building Department – Police Department – Admin
- Water Delivery/Infrastructure Projects
- Broadband
- Business Loans – State will be having funding that comes out in July
- Public Safety
- Affordable Housing – Housing Trust Fund
- Payroll Expenses
- Collaboration with County and Cities

Mr. Linwood explained for the next steps we still are waiting or complete clarification from the Minnesota Management and Budget/How much the city will receive/When we will receive it.

The League is recommending that cities pass a resolution as soon as their next meeting so staff is given the authority to take the steps (not yet outlined) as soon as available..

3. To consider Diversity, Equity and Inclusion Training Program

Assistant City Administrator Dumais gave an overview about the training as follows: In 2020, the City Council directed staff to explore the feasibility of the Government Alliance for Racial Equity (GARE) training program to do some training for the City Council on equity and inclusion. Ms. Dumais explained to the council that there is a program in their packet from Esparza consulting and gave an overview of the program. Ms. Esparza is the equity and inclusion director at the office of inspector general in the Minnesota Department of Human Services. The program that was presented was two different sessions for the council and a break in between the sessions. The council had considerable discussion in regards to the training in who should be included in the training and some concern about the amount of sessions and the duration of the training. Council asked if they would have a copy of the training materials after the training. Council discussed asking for dates that provided flexibility with the normal city business of meetings and personal summer schedules. Chief Hoppe did explain to the council that the police department currently does do an equity training and implicit bias as part of the post board training. The council asked Assistant City Administrator Dumais to work with the trainer to identify some dates for training.

**MAYOR IVERSON ADJOURNED THE MAY 19, 2021 “WORK SESSION MEETING” BY
GENERAL CONSENT AT 8:10 PM**