

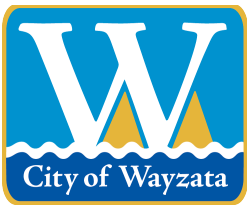


Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall, 600 Rice Street
Meeting Held Remotely
TUESDAY, OCTOBER 6, 2020

Pursuant to Minnesota Statute Sec. 13D.015, and the Executive Orders and Emergency Declarations related to the COVID19 pandemic, this City Council Workshop meeting is being conducted by electronic means using the audio and video conferencing platform, Zoom. Members of the public may watch and listen to the meeting by logging into Zoom, or by calling 312-626-6799 on a phone, and entering Zoom Meeting ID 978 9599 9110, Passcode 421952.

WORKSHOP TOPICS FOR DISCUSSION:

1. Discussion of CARES Act Funds Allocation (5:45 pm)
2. Update of Hennepin County's Business District Toolkit Initiative and Discussion of COVID-19 Business Assistance (6:00 pm)
3. Discussion of Parks and Trails Board Executive Board Chair Seat (6:30 pm)



City Council Workshop City Council Agenda Report

MEETING DATE: October 6, 2020	WORKSHOP AGENDA ITEM: 1
TITLE: Discussion of CARES Act Funds Allocation (5:45 pm)	
PREPARED BY: Aurora Yager, Administrative Services Director	
REVIEWED BY: Jeff Dahl, City Manager	

DISCUSSION OBJECTIVE:

To review and provide feedback regarding the City's plan for use of CARES Act funding.

BACKGROUND:

At the end of July, the City received \$355,531 in federal Coronavirus Relief Funds authorized as part of the CARES Act. This is separate from any funding the City will receive through FEMA. The CARES Act requires that these funds only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The Treasury Department released additional guidance on some eligible categories that meet the requirements of the program. A summary of Wayzata's CARES Act eligible expenditures incurred through August 31 include:

Eligible Expenses Category	Amount	Notes
Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.	\$ 24,805.57	
Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.	\$ 90,298.87	
Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.		TBD
Expenses for public safety measures undertaken in response to COVID-19	\$ 2,371.97	
Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise	\$ 8,217.77	Incurred
	\$ 130,000.00	Pending
Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency	\$ 955,172.66	

25% Match for FEMA Submittals	\$ 5,258.63	Pending
Total of CARES Act Eligible Expenses through Aug. 31	\$ 1,210,866.84	

Given that Wayzata only received \$355,531 in CARES Act funds based on population, eligible expenses far exceed the actual awarded amount. Therefore, it is important to account for use of these funds strategically. Staff's approach to managing eligible federal funding sources is to:

1. Apply as many expenditures through FEMA as possible. It is the most restricted funding source and there is no cap on expenses which allows for the City to achieve maximum reimbursement when combining these two programs.
2. Account for any COVID-19 related expenditures that are not FEMA eligible, as eligible under the CARES Act.
3. Selection of eligible CARES Act expenses will be limited to those that occur in the General Fund, are the easiest to document, and match the closest with Treasury guidance. This will give the City the most flexibility come yearend 2020, greatly reduces the difficulty of reporting requirements, and better protects the City if Treasury guidance continues to evolve.

Therefore, we are proposing to use our CARES Act Funds in the following ways:

Eligible Expenses Category	Amount	Notes
Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.	\$ 24,805.57	
Expenses for public safety measures undertaken in response to COVID-19	\$ 2,371.97	
Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency	\$ 328,353.46	Public Safety
Total Use of CARES Act Expenses	\$ 355,531.00	

What Other Cities Are Doing:

In a survey the League of Minnesota Cities conducted of about 200 cities, the common uses of CARES Act funds closely mirror Wayzata's plans and are included below.

- Payroll (public safety, administration devoted to pandemic management, administrative leave, unemployment)
- Building and sanitation expenses (HVAC sanitation system, hand sanitizer, sprayers for sanitizing at parks, hands-free door pulls)
- Elections (pens for each voter, plexiglass dividers, additional sanitation employee)
- Business subsidies (EDA, county partnerships)
- Telework technology (laptops, tablets, web cameras)
- City attorney costs (unbudgeted for COVID-19-related advice)
- Meeting room technology (AV system)

Business Grant Program

While a business grant program is an eligible expense of CARES Act funds, to date, the City has not allotted a portion of Wayzata's CARES Act funds for this purpose because there is still very little guidance from the Treasury Department or the League of Minnesota Cities on what a qualified grant program would be and the City would be liable for ensuring business grants are used only for eligible expenses.

In reviewing some business grant programs in other counties/cities, to meet the requirements of the CARES Act these grant programs tend to be structured so that each business is required to submit information such as business type, lost revenue to date, number of FTE, other grants they've already been awarded, and then documentation and descriptions of all their COVID-19 eligible expenses they are requesting the grant for. These grants typically have a maximum award of between \$5,000-\$10,000.

The downside to a grant program by ourselves is that it would be very time and staff intensive. This is likely why across the state nearly all of these grant programs are being conducted by counties rather than cities. Hennepin County has both available CARES Act funds and the staffing capacity to manage these types of grant programs.

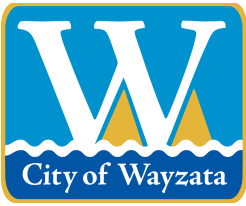
Conclusion

Given that Wayzata already has more CARES Act eligible expenses than it can use, the associated strings attached to the funds, as well as the timing restrictions, staff does not recommend creating a separate business grant program using Wayzata's CARES Act funds. It recommends divvying up the funds as outlined above.

Staff is projecting that with the infusion of CARES Act funds, the City's General Fund will have a positive balance this year. This is especially good news given that the City withheld making the annual excess reserve transfers from 2019 in case of a deficit. As a result, there is still \$517,863 worth of excess General Fund reserves from 2019 available to be transferred in to the CIP or allocated for other purposes, such as business assistance.

ATTACHMENTS:

None



City Council Workshop City Council Agenda Report

MEETING DATE: October 6, 2020

WORKSHOP AGENDA ITEM: 2

TITLE: Update of Hennepin County's Business District Toolkit Initiative and Discussion of COVID-19 Business Assistance (6:00 pm)

PREPARED BY: Emily Goellner, Community Development Director, Nick Kieser, Assistant Planner

REVIEWED BY: Jeff Dahl, City Manager

DISCUSSION OBJECTIVE:

To receive an update and provide feedback on Hennepin County COVID-related business assistance funds and programs AND to consider whether to explore allocating additional business assistance funds from 2019 excess fund reserve transfers.

BACKGROUND:

Update on Hennepin County Assistance

Hennepin County has allocated \$28 million from the CARES Act funds to provide assistance to small businesses impacted by COVID-19. Wayzata businesses have received \$145,000 of these funds that was dispersed between 16 different enterprises. 15 of these grants were approved for small businesses made up of 1-20 employees and 1 grant was approved for a self-employed entrepreneur.

In addition, staff is also now working with Forecast Public Art, Mod and Company, and McDonnell and Company to provide additional support to the businesses along Lake Street. Wayzata is one of five business districts in the metro region that was selected to work with this Business District Recovery Program. The main objective of this program is to create/improve public spaces along Lake Street to encourage more people to patronize those businesses. The final deliverables for this program will be the installation of equipment and supplies along with a marketing implementation plan and materials that we can utilize moving forward.

The Forecast team has already conducted a client and customer survey for Lake Street. The results of that study are attached to the packet. The second document attached is the preliminary concept ideas for ways to accomplish the main objective of creating and improving our public spaces along Lake Street.

From the information provided, staff is asking for Council's response to these draft documents and any additional ideas that would be beneficial. The Forecast team is tentatively scheduled to come to the October 20 City Council meeting to present and provide additional information about this exciting initiative with the goal of completion by Small Business Saturday on November 28.

Consideration of Wayzata Business Assistance

The aforementioned programs are what Hennepin County and City staff are working on to assist businesses in Wayzata during the COVID pandemic. If the Council is interested, staff could also explore other business assistance programs such as: grants, City fee waivers, and/or more City-wide marketing and communications efforts. Because the 2021 budget does not propose any major allocation for business assistance, funds would have to come out of 2019 excess fund reserves which have yet to be transferred. These fund transfers have historically been directed to the Capital Improvement Plan, which allows the City to fund infrastructure projects without bonding or raising the tax levy. Staff will lead a discussion about priorities of the transfers at the work shop.

ATTACHMENTS:

1. Survey Results and Concept Plans

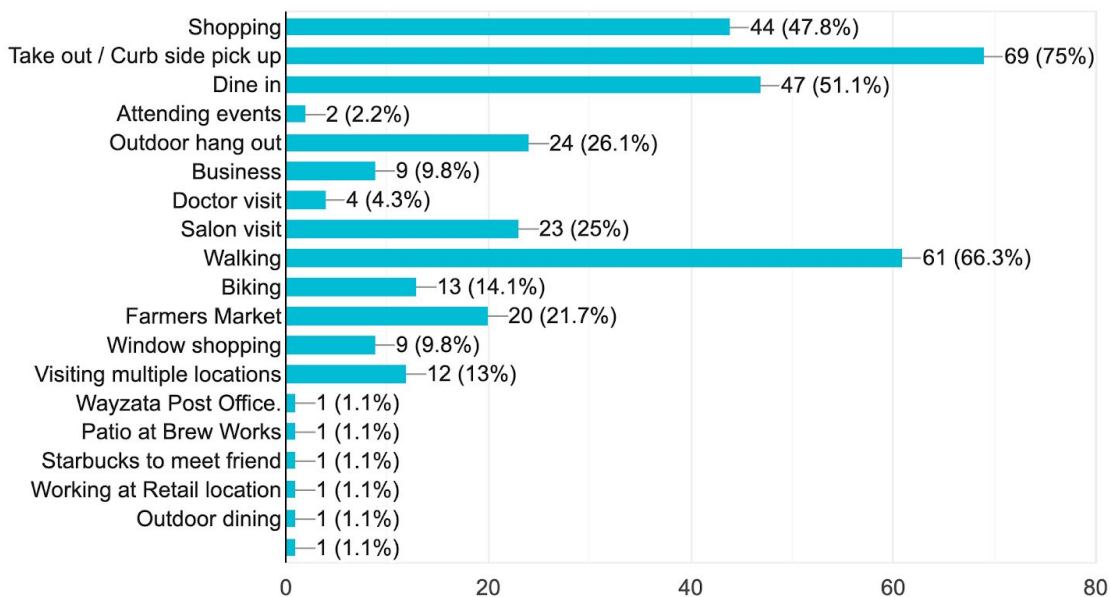
Wayzata community Focus Group

Client and customer survey (98 responded)

- 90% out of 100 people who responded have been visited or visiting the district.
- 10% of people are feeling there are too many people and feeling like there is not enough outdoor activities for them

If you answered "yes", What was the reason of your visit? (Please select all that apply)

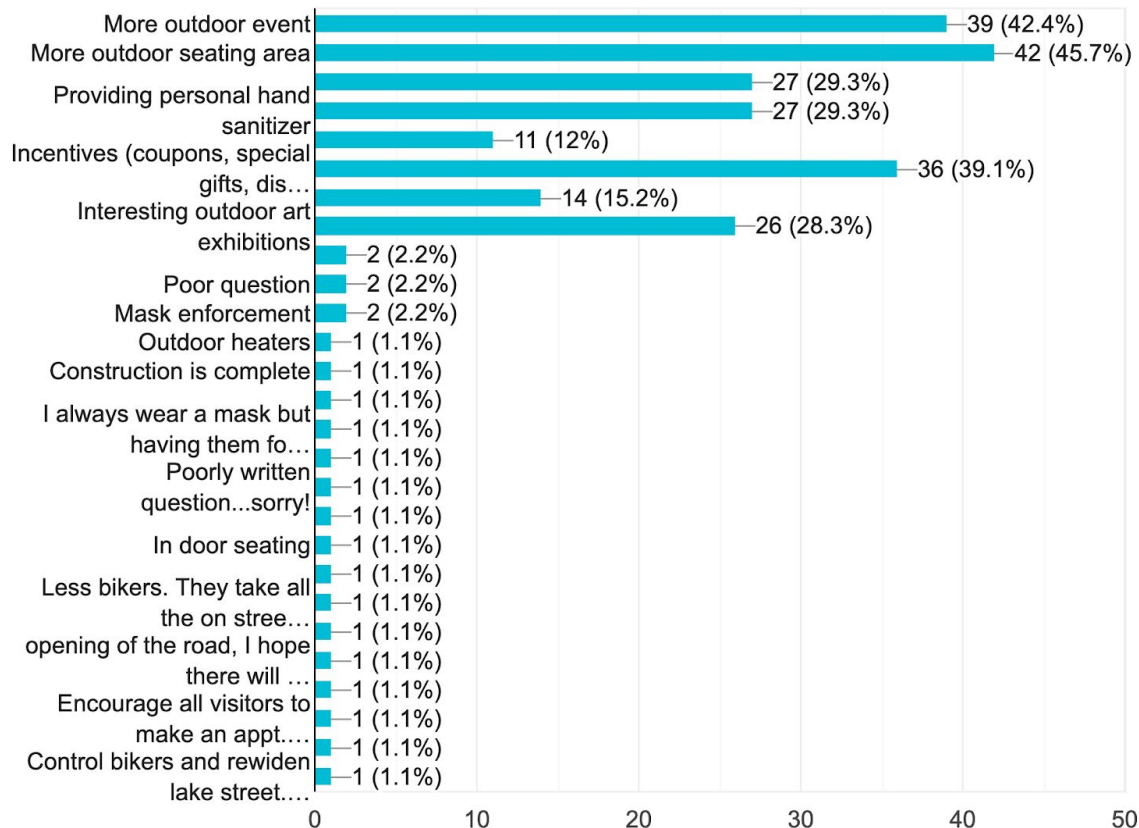
92 responses



- Many answered that mask regulation should be reinforce little more would make them feel more comfortable and safe
- More outdoor activities and dining option would be welcomed
- Having more sign at the each door could help to keep indoor business appear safer
- Some people still do not know the road is open

What might entice you to visit the district now more than before COVID-19? (Please select all that is interesting for you)

92 responses

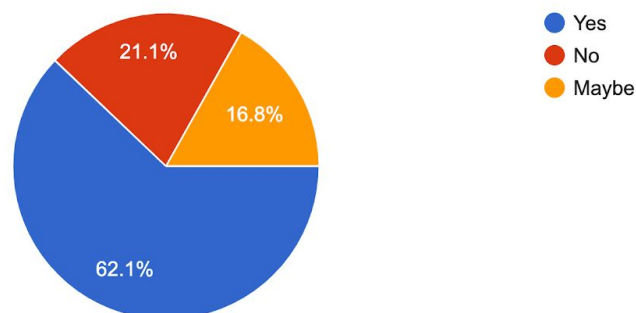


Winter time

- Most of people indicated that they will visit less frequently
- Less outdoor dining option is the biggest reason people will visit less
- Many people are not feeling comfortable being inside, but love to use winterized patio

This winter, would you plan to use patio and outdoor seating space if it was winterized?

95 responses



Business focus group and survey (23 responded)

- Social media and Wayzata community news and mailing worked well
- Noticing it is 50-50 safe feeling out and not from customer side
- Noticing many customers have shown discomfort dining in
- Business are not so interested in using sidewalk but really wanting to see the district wide art campaign to tell the world the Wayzata is now open
- Strong willingness to work together to make further change to make space for clients, however many are financially difficult to any more
- Wishing to have district wide hand sanitizer station or signages and such
- Coupons and district wide collaboration is welcomed but making something too cheap or discount can hurt business a little when they are not making enough income.
- Many have interested in having outdoor tables and setting areas would be a good thing for the all of business
- Arts to attract people and making instagable experience would be fitting to the district.

WAYZATA BUSINESS DISTRICT POP UP PROJECT

PUBLIC SPACES

CONCEPT DRAFT
SEPTEMBER 28, 2020



WAYZATA

BUSINESS DISTRICT POP UP PROJECT

Goals + Strategy

- Create a renewed enthusiasm for customers/clients to come back to the business district and gather safely
- Provide spaces for people to enjoy goods purchased from district businesses, to take a stop and rest while moving through the district
- Pull people through the district so they stay longer and explore more businesses
- District wide strategy, not just focused on one or select businesses
- Utilize public spaces/publicly owned spaces as possible
- Do not close street or take away on street parking
- This is a demonstration project - what can we do in a short amount of time with readily available materials?

Four part strategy:

1. Shelter/Windblock - something that creates spaces where people can be sheltered from the elements and still be comfortable outside. This could include overhead and/or wall structures.
2. Heating + Seating - place for people to rest, warm up, and spend more time in the district.
3. Wayfinding + Sanitizing - visual cues that help people find their way through the district and encourage them to spend more time, and sanitization stations
4. Lighting - supplementing the District's lighting scheme

PART 1: STRUCTURES

Provide contained spaces that:

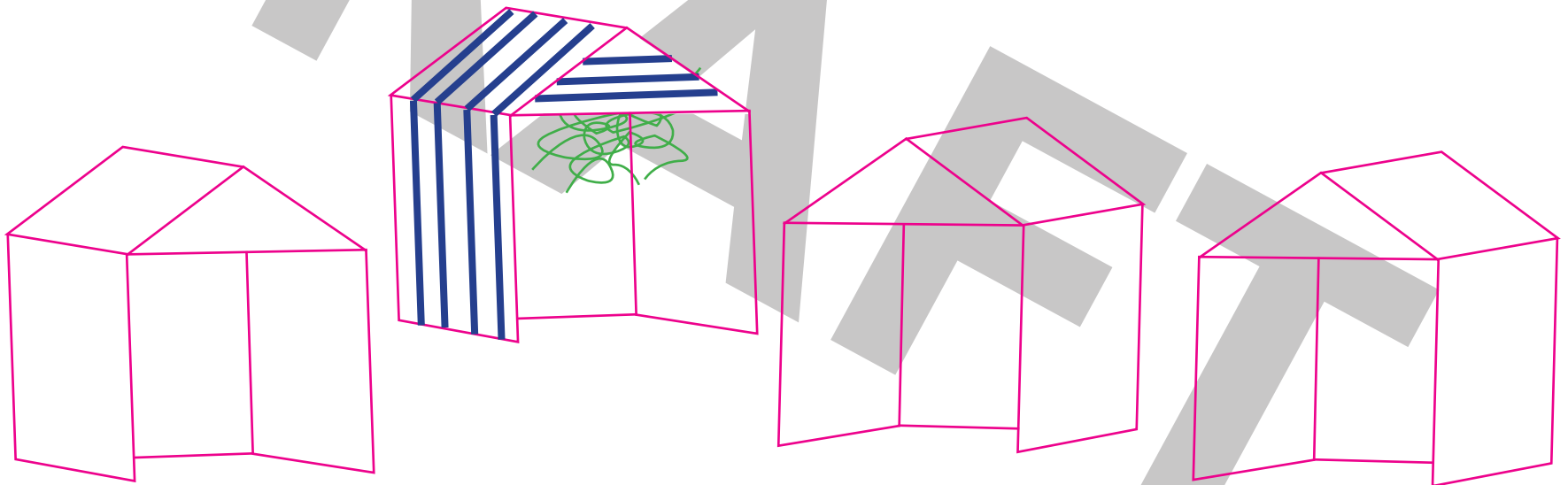
- keep visitors appropriate distances apart without relying on groundplane markers
- give visitors the ability to stay in their “pods”
- provide refuge from weather elements
- act as an attraction to keep people in the district



2 artist altered bungalows
1 grassy area
1 by COV?



Multiple non-altered bungalows
4 grassy area
1 by COV?

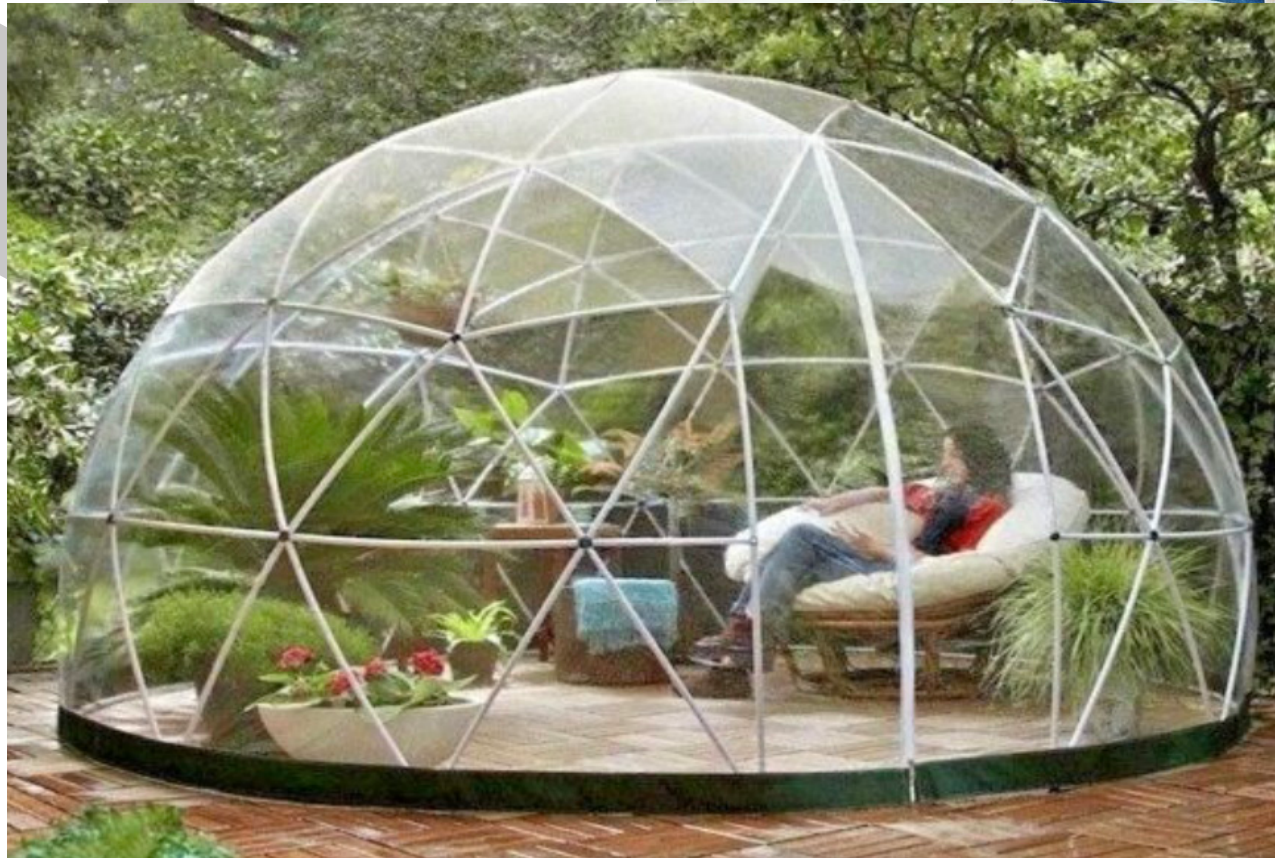


Mock up to show what multiple structures might look like in the same space



INSPIRATION: STRUCTURES

- Easy set up, take down, and storage
- Low maintenance and will withstand inclement weather

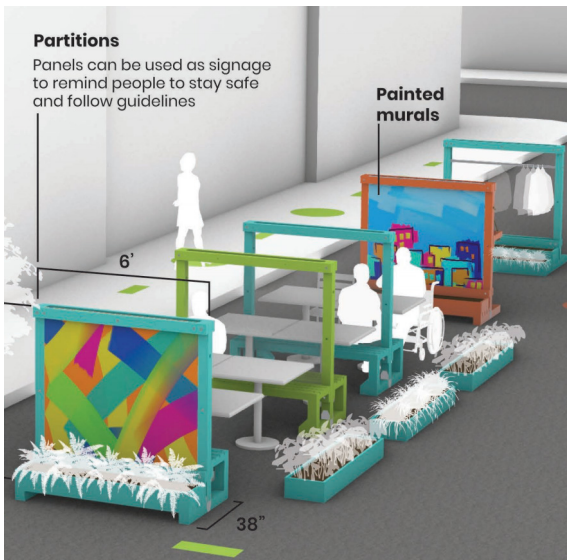




INSPIRATION: ARTIST STRUCTURES

- Act as attraction to bring people to the district
- Provide opportunities to showcase local talent
- Built off of the same structure used for non-altered structures, to maintain a sense of cohesion
- Developed around a central color theme for clarity
- Will act as a demonstration for something that could be developed further next year







PART 2: HEATING + SEATING

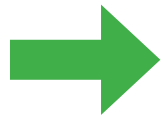
Situated in the structures AND along the sidewalks:

- Create cozy spaces for visitors to linger longer
- Create spaces directly on the sidewalk, adjacent to businesses
- Utilize in combination with overhead sails?



- Seating and tables would be wood or wicker - warmer in the winter
- Multiple heating options:
 - fire pits
 - electric fans
 - tall gas heaters





PART 3: WAYFINDING + SANITIZING

Provide signage, markers, and other visual elements that provide information to district customers and visitors, including:

- businesses in the district [what's on this block]
- distance to locations [where the warming stations are, other public places]
- pulls visitors through the district
- include hand sanitizer stations in each location

INSPIRATION





PART 4: LIGHTING

Illuminate structures and seating areas

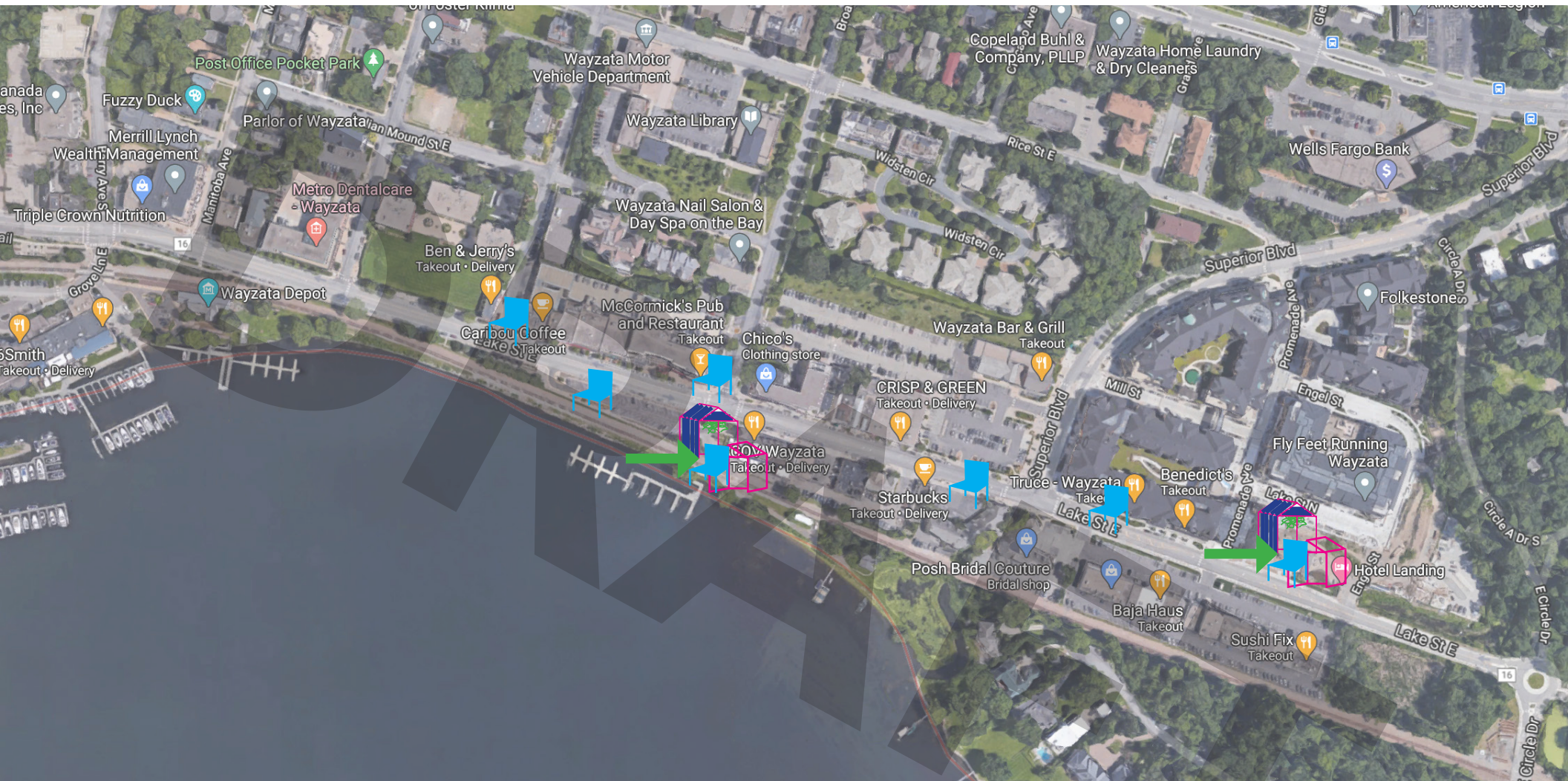
Provide a sense of warmth on cold and dark winter days, supplementing the District's lighting scheme

Amplify wayfinding strategies

Solar powered to mitigate electricity

INSPIRATION





Seating + heating



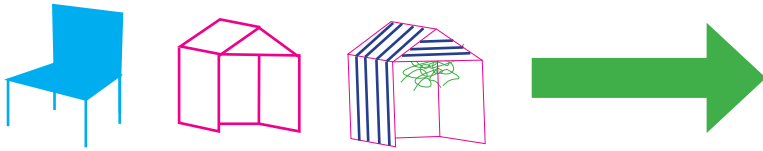
Dome - altered

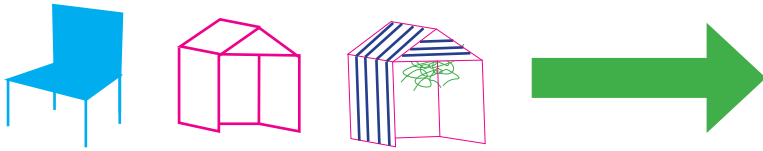


Dome - non-altered



Wayfinding element - artist designed





Would bungalows here be ok?





Where seating elements already exist, we would just include heating.

Seating + heating could be implemented at the bump - out near McCormick + Schmicks, and on the corner near Caribou.

We could hang heaters from the white structure on the plaza.



WAYZATA BUSINESS DISTRICT POP UP PROJECT

Next Steps

Feedback:

Concept

Locations

Material aesthetic

Help setting up/storage

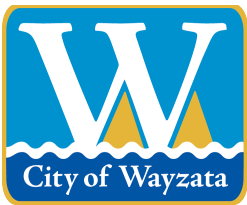
Timeline:

This week: edits based on today's conversation

This week/next week: share with businesses for feedback | edits | finalize - what's the best way to do that?

Week of Oct 5: finalize and order supplies based on budget

By mid November: install [goal is to be all set for Small Business Saturday]



City Council Workshop City Council Agenda Report

MEETING DATE: October 6, 2020	WORKSHOP AGENDA ITEM: 3
TITLE: Discussion of Parks and Trails Board Executive Board Chair Seat (6:30 pm)	
PREPARED BY: Jeff Dahl, City Manager	
REVIEWED BY: N/A	

DISCUSSION OBJECTIVE:

To discuss structure of Parks and Trails Board.

BACKGROUND:

In December 2014, the City Council passed a resolution that the City Council could appoint, as needed from time to time, an additional Board member to serve on the Parks and Trails Board as the Executive Board Chair for a period of one year as needed for continuity of the Board.

After having conversations with other staff and Executive Board Chair Baasen, staff does not plan to advertise for filling this seat for two primary reasons:

- Reducing the size allows for better attendance and less administrative burden; and
- all other commissions/boards are odd numbers for voting purposes.

As a result of this action, the Parks and Trails Board would, by default, vote for their own Chair as other Boards and Commissions do.

ATTACHMENTS:

1. P&T Appointed Members History-Packet

PARKS & TRAILS BOARD APPOINTED BOARD MEMBERS-HISTORY								
	1	2	3	4	5	6	7	8
2013	Baasen-2yr	Babcock-3yr	Cunningham-3yr	Randolph-1yr	Himes-2yr			
2014	Baasen-1yr	Babcock-2yr	Cunningham-2yr	Randolph-3yr	Evans-1yr			
2015	**Baasen-1yr	Babcock-1yr	Cunningham-1yr	Randolph-2yr	Evans-3yr	McWethy-3yr	Showalter-3yr	Purdy-2yr
2016	**Baasen-1yr	Babcock-3yr	Cunningham-3yr	Randolph-1yr	*Evans/Bader-2yr	McWethy-2yr	Showalter-2yr	Purdy-1yr
2017	**Baasen-1yr	Babcock-2yr	Cunningham-2yr	Randolph-3yr	Bader-1yr	McWethy-1yr	Showalter-1yr	Purdy-3yr
2018	**Baasen-1yr	Babcock-1yr	Cunningham-1yr	Randolph-2yr	Bader-3yr	McWethy-3yr	Showalter-3yr	Purdy-2yr
	Chair	Vice Chair						

*-Board Member Evans resigned from the board 09/08/2016.

**-1 yr Special Appointment as Executive Board Chair

Resolution No. 34-2012 Adopted by the Wayzata City Council this 17th day of July, 2012
NOW, THEREFORE, BE IT RESOLVED, that the Wayzata City Council shall at a later date formally appoint (5) citizen members to staggered terms and a staff liaison to serve on the Park and Trails Board, after taking applications and interviewing potential candidates.

Resolution No. 42-2013 Adopted by the Wayzata City Council this 17th day of December, 2013
NOW, THEREFORE, BE IT RESOLVED, that the Wayzata City Council wishes to formally increase the membership on the Parks and Trails Board from a five (5) citizen member board to a board consisting of a range of between five (5) and seven (7) citizen members, of which one (1) of these members may be a non-resident or Wayzata based business owner.

Resolution No. 41-2014 Adopted by the Wayzata City Council this 16th day of December, 2014
NOW, THEREFORE, BE IT RESOLVED, that the Wayzata City Council wishes to formally appoint, as needed from time to time, an additional Board member to serve on the Parks and Trails Board as the Executive Board Chair for a period of one year as needed for continuity of the Board.

CITY OF WAYZATA

RESOLUTION NO. 34-2012

**A RESOLUTION ESTABLISHING AN ADVISORY PARK AND TRAIL BOARD FOR
THE CITY OF WAYZATA**

WHEREAS, the City of Wayzata's park and trail amenities are significant assets to the quality of life of the community; and

WHEREAS, in the Spring of 2011, the City Council formed a ten (10) member Park and Trails Taskforce of citizens and policymakers to survey and evaluate the City's existing park and trail resources, and provide recommendations on future action for the City's park and trail assets; and

WHEREAS, the Park and Trails Taskforce met from April 2011 to April 2012, and presented their final report to the City Council on April 17, 2012 (the "Park and Trails Report"); and

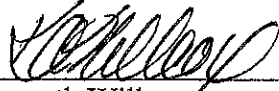
WHEREAS, one of the recommendations of the Park and Trails Report was to establish an advisory board to champion parks and trails in the City and advise the City Council on issues related to park improvements, trail expansion, and maintenance needs, as well as how to allocate Capital Improvement Plan (CIP) funds; and

WHEREAS, the Wayzata City Council adopted the Park and Trails Report and expressed interest in establishing such a Park and Trails Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Wayzata City Council formally establishes a five (5) member Park and Trails Board to advise the City Council on park and trails related matters.

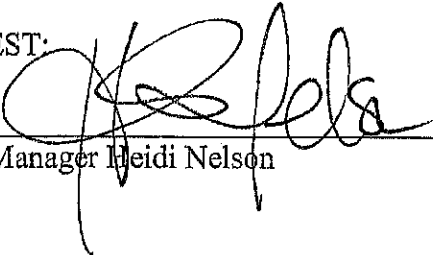
BE IT FINALLY RESOLVED, that the Wayzata City Council shall at a later date formally appoint five (5) citizen members to staggered terms and a staff liaison to serve on the Park and Trails Board, after taking applications and interviewing potential candidates.

Adopted by the Wayzata City Council this 17th day of July, 2012.



Mayor Kenneth Willcox

ATTEST:



City Manager Heidi Nelson

RESOLUTION NO. 42-2013

A RESOLUTION AMENDING RESOLUTION NO. 34-2012 TO INCREASE THE MEMBERSHIP AND ALLOW WAYZATA RESIDENTS, WAYZATA BASED BUSINESS OWNERS AND NON-RESIDENTS TO SERVE ON THE ADVISORY PARKS AND TRAILS BOARD FOR THE CITY OF WAYZATA

WHEREAS, On July 17, 2012, the Wayzata City Council approved Resolution No. 34-2012 establishing an advisory Parks and Trails Board consisting of five (5) citizens; and

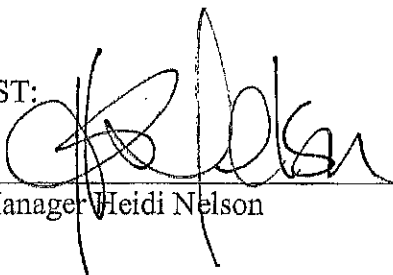
WHEREAS, it is the desire of the Wayzata City Council to amend Resolution No. 34-2012 to allow additional membership on the Parks and Trails Board, and to allow Wayzata residents, Wayzata based business owners and non-residents to serve as members.

NOW, THEREFORE BE IT RESOLVED, that the Wayzata City Council wishes to formally increase the membership on the Parks and Trails Board from a five (5) citizen member board to a board consisting of a range of between five (5) and seven (7) citizen members, of which one (1) of these members may be a non-resident or Wayzata based business owner.

BE IT FINALLY RESOLVED, that the members of the Parks and Trails Board shall be appointed to staggered three-year terms.

Adopted by the Wayzata City Council this 17th day of December, 2013.

ATTEST:



City Manager Heidi Nelson



Mayor Kenneth Willcox

ACTION ON THIS RESOLUTION:

Motion for adoption: Anderson

Seconded by: Mullin

Voted in favor of: Amdal, Anderson, Mullin

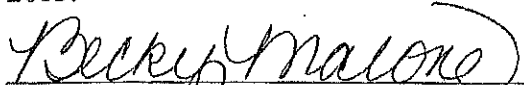
Voted against: Tanner, Willcox

Abstained: None

Absent: None

Resolution: Adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on December 17, 2013.



Deputy City Clerk Becky Malone

SEAL

RESOLUTION NO. 41-2014

A RESOLUTION AMENDING RESOLUTION NO. 34-2012 AND RESOLUTION NO. 42-2013 TO ALLOW THE WAYZATA CITY COUNCIL TO APPOINT AN ADDITIONAL MEMBER TO SERVE ON THE PARKS AND TRAILS BOARD AS THE EXECUTIVE BOARD CHAIR FOR THE CITY OF WAYZATA

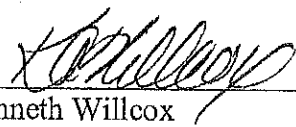
WHEREAS, On July 17, 2012, the Wayzata City Council approved Resolution No. 34-2012 establishing an advisory Parks and Trails Board consisting of five (5) citizens and a staff liaison; and

WHEREAS, on December 17, 2013, the Wayzata City Council approved Resolution No. 42-2013 to allow additional membership on the Parks and Trails Board consisting of a range of between five (5) and seven (7) citizen members, and to allow one (1) of these members to be a non-resident or Wayzata based business owner; and

WHEREAS, it is the desire of the Wayzata City Council to appoint an additional Board member to serve as the Executive Board Chair of the Parks and Trails Board.

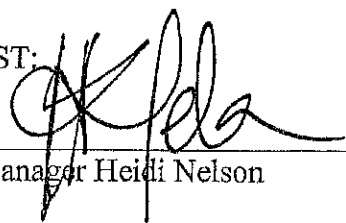
NOW, THEREFORE BE IT RESOLVED, that the Wayzata City Council wishes to formally appoint, as needed from time to time, an additional Board member to serve on the Parks and Trails Board as the Executive Board Chair for a period of one year as needed for continuity of the Board.

Adopted by the Wayzata City Council this 16th day of December, 2014.



Mayor Kenneth Willcox

ATTEST:



City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption: Amdal

Seconded by: Anderson

Voted in favor of: Amdal, Anderson, Mullin, Tanner, Willcox

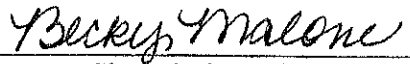
Voted against: None

Abstained: None

Absent: None

Resolution: Adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on December 16, 2014.



Deputy City Clerk Becky Malone

SEAL