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**WAYZATA CITY COUNCIL  
WORKSHOP MEETING MINUTES  
October 6, 2020**

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**5:45 p.m. Discussion of CARES Act Funds Allocation**

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Mayor Willcox called the meeting to order at 5:45 p.m. Pursuant to Minnesota Statute Sec. 13D.015 and because of the COVID-19 pandemic, the City Council Meeting was being held remotely by electronic means using the audio conferencing platform, Zoom. Council Members present: Plechash, McCarthy, Koch, and Buchanan. Also present: City Manager Jeff Dahl, Community Development Director Emily Goellner, Public Works Director/City Engineer Mike Kelly, and Administrative Services Director Aurora Yager. Parks and Trails Board Chair Dan Baasen and Wayzata Chamber President Becky Pierson were also present on the Zoom call.

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Ms. Yager provided background stating that at the end of July, the City received \$355,531 in federal Coronavirus Relief Funds authorized as part of the CARES Act noting 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.

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.

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.

**6:00 p.m. Update of Hennepin County's Business District Toolkit Initiative and Discussion of COVID-19 Business Assistance**

Ms. Goellner provided background on Hennepin County's COVID-related business assistance funds and programs, noting the Council should consider whether to explore allocating additional business assistance funds from 2019 excess fund reserve transfers.

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

1 Company to provide additional support to the businesses along Lake Street. Wayzata is one of five  
2 business districts in the metro region that was selected to work with this Business District Recovery  
3 Program. The main objective of this program is to create/improve public spaces along Lake Street to  
4 encourage more people to patronize those businesses. The final deliverables for this program will be the  
5 installation of equipment and supplies along with a marketing implementation plan and materials that we  
6 can utilize moving forward. The Council indicated overall positive feedback of this initiative but wanted  
7 to make sure that there would be no risk to being COVID-19 compliant and to ensure that any structures  
8 would not block views of the lake. Ms. Goellner indicated that the feedback would be relayed to Forecast  
9 and they'd tweak their plan and present it at the next Council meeting.

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11 Staff also mentioned exploring other business assistance programs such as: grants, City fee waivers,  
12 and/or more City-wide marketing and communications efforts. Because the 2021 budget does not propose  
13 any major allocation for business assistance, funds would have to come out of 2019 excess fund reserves  
14 which have yet to be transferred. These fund transfers have historically been directed to the Capital  
15 Improvement Plan, which allows the City to fund infrastructure projects without bonding or raising the  
16 tax levy.

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18 Consensus on the Council was that staff should work with the Chamber on a plan that would utilize a  
19 portion of the 2019 excess funds for business assistance purposes but maintain the majority of excess  
20 funds for future expenditures within the Capital Improvements Plan. Mr. Dahl said staff would put  
21 together a plan for review/approval at a future Council Meeting.

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23 **6:30 p.m. Discussion of Parks and Trails Board Executive Board Chair Seat**

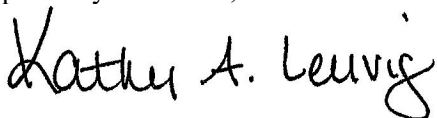
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25 Mr. Dahl discussed the structure of the Parks and Trails Board. Council discussed not advertising for the  
26 Executive Board Chair position for two primary reasons: 1) Reducing the size allows for better attendance  
27 and less administrative burden; and 2) all other commissions/boards are odd numbers for voting purposes.  
28 As a result of this action, the Parks and Trails Board would, by default, vote for their own Chair as other  
29 Boards and Commissions do.

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31 Parks and Trails Chair Dan Baasen added that he's got a good group that have worked hard over the years  
32 and he would prefer to have a large of a board as possible. The Council discussed the pros and cons of  
33 changing the structure of the board. There was more positive feedback on reducing the board by one  
34 member rather than maintaining the status quo. Mr. Dahl said that as a result of how the board was set up  
35 and provided the feedback heard, staff would not be advertising to fill the Executive Board Chair position.

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37 Mr. Dahl also added that he thought it would be a good idea for a Council Committee to meet with the  
38 Parks and Trails Board about creating more of a mission, vision, and key objectives along with a more  
39 formalized board structure, similar to other commissions. The Council agreed and Council Members  
40 Koch and Buchanan agreed to participate. Dahl indicated he'd hope to arrange a meeting yet this year  
41 while Chair Baasen was on the Board.

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43 The workshop meeting was adjourned at 06:55 pm.

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45 Respectfully submitted,

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48 Kathy Leervig  
49 City Clerk  
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