City Council Agenda
August 12, 2020 | 7:30 p.m.

Please note: Due to COVID-19, the August 12 City Council meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.

Members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device.

Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leave a voicemail message.

Please note that all agenda times are estimates.

1. Call to Order
2. Pledge to Flag
3. Roll Call
4. Special Order of Business - 7:32 p.m.
5. Open Forum - 7:32 p.m.

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting and give the sign-up sheet to any staff person, or may also submit a question or comment virtually via the Q&A chat feature on the right side of the live event screen. Please provide your name and address with your question for the official record. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.
6. Consent Agenda - 7:37 p.m.

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

A. Approval of Minutes - July 29, 2020

B. Awarding of CDBG-CV Grants and Amending 2020 HUD Fund Budget 20-194

Staff recommends Council adopt RESOLUTION 20-154, a resolution awarding $91,000 of CDBG-CV Grants and amending the 2020 Housing and Urban Development Fund Budget.

C. Establishing CARES Act Coronavirus Relief Fund Expenditure Priorities 20-195

Staff recommends Council adopt RESOLUTION 20-155, a resolution establishing CARES Act Coronavirus Relief Fund expenditure priorities and authorizing various actions.

D. City Hall & Entryway Improvements - Design and Construction Management, Consultant Selection 20-196

Staff recommends Council adopt RESOLUTION 20-156, a resolution authorizing the Mayor and City Administrator to execute an architectural consulting services agreement with HCM Architects and a construction management services agreement with Kraus-Anderson Construction Company for the City Hall & Entryway Improvements.

E. Assessment of Utility Charges for North Bluffs 20-197

Staff recommends Council adopt RESOLUTION 20-157, a resolution for the assessment of utility charges for North Bluffs.

F. Resolution Agreeing to Direct City of Woodbury CARES Act Funding Allocation to Washington County to be used for Reimbursement of Costs Associated with Absentee Balloting 20-198

Staff recommends Council adopt RESOLUTION 20-158, a resolution agreeing to direct City of Woodbury CARES Act Funding allocation to Washington County to be used for reimbursement of costs associated with absentee balloting.
G. Abstract of Bills

The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the Mayor and City Administrator is hereby approved.

Staff recommends approval of the abstract of bills for July 24, 2020 in the amount of $1,574,847.70 and July 31, 2020 in the amount of $921,153.09.

7. Public Hearings - 7:42 p.m.

No Items Scheduled

8. Discussion - 7:42 p.m.

No Items Scheduled

9. Additional Virtual Open Forum Comments - 7:42 p.m.

The additional virtual open forum is a portion of the Council meeting where the City Council will allow persons (maximum of three), attending the Council meeting virtually, to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to submit a question or comment virtually via the Q&A chat feature may do so on the right side of the live event screen. Please provide your name and address with your question for the official record.

10. Staff Reports - 7:47 p.m.

A. Transportation Report (2nd meeting of the month – May through October)

B. City Administrator's Report

11. Adjourn to Council Workshop - 7:52 p.m.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator’s office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 714-3568) to make arrangements.
Council Letter 20-193

August 12, 2020

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Review of 2019 Audit and Comprehensive Annual Financial Report

Summary

Matt Mayer from BerganKDV, Ltd. was at the August 5th Audit and Investment Commission meeting to present the results of the 2019 Audit. BerganKDV issued an “unmodified opinion” on the 2019 financial statements; this is the best opinion an auditor is able to offer and provides assurance that the financial statements are fairly presented in all material respects. The Audit and Investment Commission reviewed the financial statements and the Commission is making a recommendation to the City Council to accept the reports. Matt Mayer from BerganKDV will be at the Council meeting to present the 2019 audit reports and the Comprehensive Annual Financial Report.

Recommendation

Staff recommends Council pass a motion accepting the 2019 Comprehensive Annual Financial Report, the Communications Letter and the Reports on Compliance with Government Auditing Standards and Legal Compliance.

Fiscal Implications

There is no budget impact.

Policy

Chapter 2-Administration, Article VIII-Boards & Commissions, Division 3-Audit and Investment Commission. Sec.2.375-Purpose & responsibilities.

The Audit and Investment Commission was established to assist the City Council in discharging its responsibilities for the annual review of the City’s financial affairs. The responsibilities of the Audit and Investment Commission shall include the review of the annual financial statements, management letter and state legal compliance audit.

Public Process

Audit and Investment Commission meeting – August 5, 2020
Background

The Audit and Investment Commission was formally established on October 14, 2009 with an effective date of January 1, 2010. Current membership of the commission is comprised of eight Woodbury citizens: Ken Johnson, Aileen Lyle, Heidi Conrad, Richard Osborn, Blake Darsow, Ross Dahlin, Jeanine Kuwik, John Lehman, one Council Member, Amy Scoggins, the City Administrator, Clint Gridley and the Finance Director, Tim Johnson. The responsibilities include recommending the appointment of the independent auditors; reviewing annual financial information; reviewing the annual audit report and communications letter; reviewing with the independent auditors the adequacy and effectiveness of accounting and financial controls; reviewing the City’s investment policy and portfolio and serving as a communication link between the City Council and the independent auditor.

The 2019 Comprehensive Annual Financial Report and audit reports were previously distributed to Council members. The 2019 Comprehensive Annual Financial Report may be examined at the City Clerk’s office located in City Hall or is available on the City’s website.

Written By: Judith Afdahl, Assistant Finance Director
Approved Through: Tim Johnson, Finance Director
Pursuant to the due call and notice thereof, a regular meeting was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 29th day of July 2020.

Call to Order

Mayor Anne Burt called the meeting to order at 7:30 p.m.

Mayor Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email council@woodburymn.gov or call 651-714-3524 and leaving a voicemail message.

Pledge of the Flag

Audience, staff, and Council pledged allegiance to the flag of the United States of America.

Roll Call

Upon roll call the following were present: Mayor Anne Burt, Councilmembers: Andrea Date, Amy Scoggins, Steve Morris, and Jennifer Santini.  Absent: None

Others Present: Kimberlee K. Blaeser, City Clerk; Clinton Gridley, City Administrator; and Christopher Hartzell, Engineering Director.

Special Order of Business

A. American Cancer Society Relay for Life of South Washington County Proclamation

Mayor Burt read the proclamation in recognition and support of the American Cancer Society Relay for Life of South Washington County.

Maggie McLaughlin, representing High Schoolers Against Cancer, and also a recent graduate of Woodbury High School, thanked the Council for their continued support. The Relay for Life is held by the High Schoolers Against Cancer Club and all profits go directly to the American Cancer Society. This year because of COVID-19, the event would be a luminaria walk. Find more information at Relay.org/sowashcomm. Ms. McLaughlin thanked the Council again for their support and for the proclamation.

Mayor Burt asked about the length of the walk and controlling crowds. Ms. McLaughlin said it is a nice walk with 250 maximum attendees.

Open Forum

The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on subjects, which are not a part of the meeting agenda. Persons wishing to speak must complete a sign-up sheet prior to the start of the meeting. Give the sign-up sheet to any staff person. Speakers are limited to two minutes each. The Council will listen attentively to comments but, in most instances, will not respond at the meeting. Typically, replies to the concerns expressed will be made via letter or phone call within a week.

City Clerk Kimberlee Blaeser said she was receiving some comments from the public indicating the screen is frozen. City Administrator Clinton Gridley said the meeting is audio only due to a technical glitch.
Consent Agenda

All items listed under the consent agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Council.

Item A  Approval of Council Minutes – July 15, 2020

Item B  1. To adopt the following resolution  Resolution 20-145

Resolution of the City of Woodbury, Washington County, Minnesota authorizing application for $1,210,000 from the Metropolitan Council’s Livable Communities Demonstration Account, and

2. To adopt the following resolution  Resolution 20-146

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Community Development Director to execute forms acknowledging the City of Woodbury’s willingness to receive a Local Housing Incentives Account grant from the Metropolitan Council via the Minnesota Housing Finance Agency.

Item C  To adopt the following resolution  Resolution 20-147

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute an engineering consulting services contract with WSB, Inc., for consulting services to develop a preliminary report along with Plans and Specifications for the Spancil Hill Addition Utility and Street Improvements (Private Construction).

Item D  To adopt the following resolution  Resolution 20-148

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute an engineering consulting services contract with Bolton & Menk, Inc., for construction administration services for the Karen Drive Utility & Street Improvements Project (Private Construction).

Item E  To adopt the following resolution  Resolution 20-149

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the Mayor and City Administrator to execute and engineering consulting services contract with Bolton & Menk, Inc., for construction administration services for the Arbor Ridge Addition Utility & Street Improvement Project (Private Construction).

Item F  To adopt the following resolution  Resolution 20-150

Resolution of the City of Woodbury, Washington County, Minnesota awarding the construction contract for the Carver Lake Park Improvements Project to OMG Midwest, Inc., dba Minnesota Paving & Materials in the amount of $749,856.15 and authorizing the Mayor and City Administrator to sign said contract and amending the project budget.

Item G  To adopt the following resolution  Resolution 20-151

Resolution of the City of Woodbury, Washington County, Minnesota for Correction of Certified Special Assessment Payable in 2020 for Parcel #08.028.21.31.0010 to the Washington County Auditor.

Item H  To adopt the following resolution  Resolution 20-152

Resolution of the City of Woodbury, Washington County, Minnesota authorizing the acceptance of the gift of $3,382 from Lake Elmo Jaycees through Woodbury Community Foundation and approval of the 2020 Budget Amendment.
Item I  To adopt the following ordinance  

**Ordinance 1985**  

Ordinance of the City of Woodbury, Washington County, Minnesota providing that the City Code be amended by amending Chapter 15 – Nuisances, Article 1- In General, Section 15-2(b)(11), Illustration Enumeration.

Item J  To adopt the following resolution  

**Resolution 20-153**  


Item K  The abstract of bills includes payments made from the operating or project budgets for expenses of the city. The expenditures are from all funds of the city. Any purchased contracts requiring signature of the mayor and City Administrator is hereby approved. Staff recommends approval of the abstract of bills for July 10, 2020 in the amount of $365,088.20 and July 17, 2020 in the amount of $2,393,905.38.

Councilmember Scoggins moved, seconded by Councilmember Morris, to approve the Consent Agenda items.

**Voting via voice:**

Andrea Date – aye  
Amy Scoggins – aye  
Steve Morris – aye  
Jennifer Santini – aye  
Anne Burt – aye

**Public Hearings**

No items scheduled

**Discussion**

No items scheduled

**Transportation Report (2nd meeting of the month, May-October)**

Engineering Director Christopher Hartzell provided the following transportation report, along with some photographs:

**2020 Roadway Rehabilitation**

- Includes the Savanna Oaks area.  
- Phase 1 and 2 are complete.  
- Phase 3 and 4 are currently under construction.

**Bailey Road**

- Project includes expanding Bailey Road to a four-lane divided highway  
- New roundabout at Woodlane Drive and new signal at Benjamin Drive  
- Project is in Stage 2A/B  
- Contractor has finished the east bound lanes.

**Woodbury Drive and Local Roads**

- Woodbury Drive will be expanded from four lanes to a six-lane roadway  
- Tamarack Street will be reconstructed to a four-lane divided roadway  
- Rivertown Drive will be reduced from four lanes to a three-lane roadway  
- Commerce Drive and Hudson Road will receive pavement rehabilitation treatments

**Valley Creek and Tower Drive**

- Project following a ruptured gas line  
- Contractor has completed paving
City Council Meeting Minutes  
Wednesday, July 29, 2020

I-94 East Metro Interchange
- Old SB I-494 bridge has been removed and new bridges are complete
- Contractor has been grading for the inside northbound I-494 lanes
- Work is scheduled to begin on Tamarack interchange ramps this week and is projected to last 3 weeks

2020 Reclamite Project
- Completed in early July

Future Roadway Projects and Transportation Planning
- Check out www.woodburymn.gov/CIP.com
- Check out www.woodburymn.gov/goldline.com
- Check out www.woodburymn.gov/intouch.com

Councilmember Scoggins asked why the northern side of Bailey Road is higher. Mr. Hartzell said they would normally be at the same level, but he would look into it and follow up.

Mayor Burt said she had driven some of the new roads and thanked Mr. Hartzell for the report.

Administrative Report

City Administrator Clinton Gridley said the City was recognized by International City/County Management Association with a Certificate of Excellence in Performance Measurement. The report is on the City’s website and the award will be presented formally to the Council at a future meeting. He also said that all reservations to use City Hall by outside organizations have been canceled through December 31, 2020 due to COVID-19. Last, he gave a verbal update of upcoming City meetings.

Other Meetings
1. Audit and Investment Commission, August 5, 2020, 7:30 a.m., Ash and Birch Conference
2. Joint community meeting with Washington County Community Development Agency regarding the Draft Regional Analysis of Impediments to Fair Housing Choice, August 5, 2020, 6:30 p.m. (meeting will be held virtually on the Microsoft Teams platform)

Adjournment

Councilmember Scoggins moved, seconded by Councilmember Santini, to adjourn the meeting at 7:57 p.m.

Voting in Favor: Date, Scoggins, Morris, Santini, Burt
Absent: None

Respectfully submitted,

________________________________________
Kimberlee K. Blaeser, City Clerk

Approved by the Woodbury City Council on August 12, 2020
City of Woodbury, Minnesota  
Office of the City Administrator

Council Letter 20-194  
August 12, 2020

To: The Honorable Mayor and Members of the City Council  
From: Clinton P. Gridley, City Administrator  
Subject: Awarding of CDBG-CV Grants and Amending 2020 HUD Fund Budget

Summary

As part of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) supplemental Community Development Block Grant (CDBG) dollars known as CDBG-CV to be distributed by the US Department of Housing and Urban Development (HUD) and to be used solely to plan for and prevent the spread of COVID-19 were authorized. Woodbury received a $140,672 allocation of CDBG-CV.

For purposes of clarity, these HUD dollars are separate from the City of Woodbury’s approximately $5.3 million allocation of federal Coronavirus Relief Fund dollars, which was also created by the CARES Act.

The City’s amended 2019 Annual Action Plan governs the use of CDBG-CV and identifies that the dollars be invested in administration of the program ($10,672), urgent needs of the City including but not limited to PPE ($39,000) and RFP-driven grants addressing public services needs of the community to assist low- and moderate-income households in planning for and preventing the spread of COVID-19 ($91,000).

Following an open and competitive RFP process, staff is recommending that $91,000 of CDBG-CV be issued in the shape of grants as follows:

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Cupboard Emergency Food Shelf</td>
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<td>South Washington County Schools Education Foundation branded as SoWashCo CARES</td>
<td>$19,000</td>
</tr>
<tr>
<td>Woodbury YMCA</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Total Amount: $91,000

Additional specific information regarding the use of CDBG-CV as well as the RFP process is available in the Background section of this City Council letter.

The grants for public services in the community are possible because of the one-time funding allocation connected to the federal CARES Act. This City Council letter does not set a precedent and does not suggest that these types of public services grants will become routine or be repeated in the future.
Recommendation

Staff recommends Council adopt the attached resolution awarding $91,000 of CDBG-CV Grants and amending the 2020 Housing and Urban Development Fund Budget.

Fiscal Implications

The June 10, 2020 substantial amendment to the 2019 Annual Action Plan established a specific framework for the expenditure of the CDBG-CV dollars. This amendment also resulted in the funds being made available for the City to draw down on a reimbursement basis. From a fiscal management perspective, the budget amendment proposed in connection with this City Council letter formalizes the addition both of revenue and expenditures to the 2020 HUD Fund. It is expected that some of the CDBG-CV expenditures will lag into 2021 and staff proposes to utilize the carry-forward process in early 2021 to amend the 2021 HUD Fund budget at that time.

Policy

At the federal level, CDBG-CV is governed by 24 CFR 570. There are also a wide range of cross-cutting federal laws and regulations that provide a regulatory framework for these HUD funds. The underlying CDBG laws and regulations apply to CDBG-CV except for a handful of waivers authorized by the CARES Act designed to streamline the deployment of these dollars. Additionally, while public services are an authorized CDBG expenditure, the CDBG-CV dollars created by the CARES Act require that the funds be used solely for the purpose of planning for, preparing for, and/or preventing the spread of COVID-19.

At the local level, in addition to the City’s federal grants and awards compliance policy, six Council directives provide guidance regarding the operation and management of HUD funds including CD-COMDEV-3.12 through 3.16, inclusive, and CD-COMDEV-3.21. Lastly, the June 10, 2020 substantial amendment to the 2019 Annual Action Plan defined how the CDBG-CV dollars are to be invested in the community.

Public Process

1. March 27, 2020: CARES Act signed into law by the President resulting in a $140,672 allocation of CDBG-CV to the City of Woodbury;
2. June 10, 2020: City Council adopted an amendment to the 2019 Annual Action Plan authorizing CDBG-CV dollars to be invested in administration of the program, urgent needs of the City including but not limited to PPE, and grants addressing public services needs of the community to prevent the spread of COVID-19;
4. July 2, 2020: Information about RFP distributed via inTouch and City website; and

Background

Grant RFP Process and Recommendations

The CDBG-CV Public Services Grant RFP requested responses from community organizations and/or agencies that are actively engaged in preventing the spread of COVID-19. The RFP
further identified that responses would be evaluated based on four primary criteria. The RFP is based on a scoring matrix of up to 100 points. To receive a grant, a respondent was required to meet a minimum threshold of 75 points:

1. Ability to expend CDBG-CV grant dollars in a manner that directly benefits low- and moderate-income persons (50 points possible);
2. Demonstrated ability to comply with CDBG-CV and related federal rules, laws and statutes (30 points possible);
3. Ability to expend grant dollars within six (6) months of executing a grant agreement with the City (10 points possible); and
4. Documentation of financial need (10 points possible).

The RFP also noted that grant awards will be in a minimum amount of $15,000. Based on these criteria, Community Development staff evaluated six responses to the RFP and determined a funding recommendation as follows. Staff wishes to highlight that all six responses to the RFP were compelling, but based on the limited amount of resources available only four responses are recommended to be funded.

1. Christian Cupboard Emergency Food Shelf (CCEFS) will receive $31,000 to pay for the cost of food and essential items to support direct services to income-qualified households. The CCEFS response defines food and essential items as the cost of food and other items ordered through nonprofit food banks, including Second Harvest Heartland and The Food Group. Non-food items purchased through this grant would include essential items such as toothbrush/toothpaste, shampoo, deodorant, toilet paper, etc.
2. Community Action Partnership of Ramsey & Washington Counties will receive $26,000 to provide emergency grants to income-qualified households in amounts not to exceed $2,000 per household. The emergency grants will provide direct assistance with past-due rent, mortgage payments, utilities or current food insecurity.
3. The South Washington County Schools Education Foundation which is branded in the community as SoWashCo CARES will receive $19,000 to provide food to income-qualified households, including culturally appropriate items specific to our communities of color, as well as access to mental health services for income-qualified households.
4. The Woodbury YMCA will receive $15,000 to pay for additional staff to provide free day care services to income-qualified households.
5. Staff does not recommend a funding award to Phumulani Minnesota African Women Against Violence. The response from this group did not meet the minimum required 75 point threshold.
6. Staff does not recommend a funding award to the Washington County Community Development Agency. The response from this group did not meet the minimum required 75 point threshold.

The four organizations recommended to receive a grant have all identified that 100 percent of the grant dollars will benefit low- or moderate-income households in Woodbury. Additionally, the services being provided are all tied to COVID-19 given the economic crisis caused by the public health pandemic. As unemployment levels have increased in the community, there is more need than previously for the services offered by the four organizations given the significant loss of income that many household budgets are currently experiencing.

Upon City Council determination of how the grant dollars are awarded, staff will work with the City Attorney to draft grant agreements that clearly identify both federal and local grant
compliance requirements, structure the scope of work, the timing and the necessary reporting steps. All grant funds will be paid out on a reimbursement basis and no grant dollars will be used to support the overhead/administrative burden of the selected non-profit organizations.

**HUD Fund Budget Amendment**

The attached resolution amends the 2020 HUD Fund identifying the $140,672 allocation of CDBG-CV. These federal funds were not anticipated when the 2020 budget was adopted. With regard to the $140,672, the dollars will be spent on three separate activities:

1. Administration of the program ($10,672);
2. Urgent needs of the City including but not limited to PPE ($39,000); and
3. RFP-driven grants addressing public services needs of the community to assist low- and moderate-income households in planning for and preventing the spread of COVID-19 ($91,000)

Of these three separate activities, the administrative costs will be incurred in both 2020 and 2021, the urgent need dollars will be incurred solely in 2021, and the public services grant allocation costs will be incurred in both 2020 and 2021. It is not possible at this point in time to identify the exact amount of CDBG-CV that will be spent in 2020 versus 2021. As such, while the entire $140,672 is being added to the 2020 HUD Fund budget, it is the expectation of staff that the carry-forward process will be utilized in early 2021 amending the 2021 HUD Fund budget.

Written By: Karl A. Batalden, Community Development Coordinator
Approved Through: Janelle K. Schmitz, Community Development Director
Attachments: 1. Resolution
2. RFP
Resolution 20-

Resolution of the City of Woodbury,
Washington County, Minnesota

Awarding $91,000 of CDBG-CV Grants and
Amending the 2020 Housing and Urban Development Fund Budget

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”), invested five billion dollars in the US Department of Housing and Urban Development’s Community Development Block Grant program (“CDBG-CV”) to be used to prevent, prepare for, and respond to COVID-19; and

WHEREAS, the City of Woodbury’s portion of CDBG-CV is $140,672; and

WHEREAS, the City of Woodbury City Council authorized a substantial amendment to the City of Woodbury’s 2019 Annual Action Plan on June 10, 2020 directing staff to invest the $140,672 of CDBG-CV funds in the following manner:

The CDBG-CV dollars will be invested in administration of the program ($10,672), urgent needs of the City including but not limited to PPE ($39,000) and RFP-driven grants addressing public services needs of the community to assist low- and moderate-income households in planning for and preventing the spread of COVID-19 ($91,000); and

WHEREAS, the City issued an RFP for CDBG-CV public services grants on July 2, 2020 with responses due on July 16, 2020; and

WHEREAS, the City received six responses to the RFP requesting an aggregate amount of $348,260 in CDBG-CV funds; and

WHEREAS, Community Development Department staff reviewed the six applications to review consistency with the stated objectives and priorities of the RFP for the purpose of making a funding recommendation; and

WHEREAS, the 2020 Housing and Urban Development Fund budget will require a mid-year amendment reflecting both unanticipated revenues and expenditures.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Woodbury that the following four public services grants using the CDBG-CV revenue source are awarded to:

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Cupboard Emergency Food Shelf</td>
<td>$31,000</td>
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<td>Woodbury YMCA</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Total Amount: $91,000
NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that the Mayor and City Administrator are authorized and directed to enter into grant agreements with the above-referenced four organizations, upon the approval of the City Attorney; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Woodbury to approve the following revenue increases to the 2020 Budget:

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Housing and Urban Development Fund</td>
<td></td>
</tr>
<tr>
<td>CDBG Reimbursements</td>
<td></td>
</tr>
<tr>
<td>220-000-00-00000-4350</td>
<td>$140,672</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Woodbury to approve the following expenditure increases to the 2020 Budget:

<table>
<thead>
<tr>
<th>Fund/Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing and Urban Development Fund</td>
<td></td>
</tr>
<tr>
<td>CDBG Projects</td>
<td></td>
</tr>
<tr>
<td>220-092-00-00000-5407</td>
<td>$140,672</td>
</tr>
</tbody>
</table>

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 12th day of August, 2020.

Attest:                                          Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
The City of Woodbury requests proposals for public services grant dollars from community organizations and/or agencies that are actively engaged in preventing the spread of COVID-19.

Responses to this request for proposals (RFP) are due on July 16, 2020, no later than Noon.
I. Introduction

The City of Woodbury (the “City”) is seeking proposals from community organizations and/or agencies (“Respondents”) interested in receiving public services grants in an amount not to exceed $91,000 to prevent, prepare for, and respond to COVID-19.

The City received a special allocation of Community Development Block Grant funds (“CDBG-CV”) to be used to prevent, prepare for, and respond to COVID-19. This allocation of federal funds was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed into law on March 27, 2020.

Additionally, for purpose of reference, the use of these CDBG-CV funds must comply with the requirements of the Housing and Community Development Act of 1974 (42 USC 5301 et seq.) and implementing regulations at 24 CFR part 570, as now in effect and as may be amended from time to time, and as modified by the rules, waivers and alternative requirements published by HUD from time to time. Respondents to this RFP selected to receive a grant will be provided with a specific checklist of requirements for implementation.

II. Objectives

The City has allocated $91,000 of CDBG-CV to grants addressing public services needs of the community to assist low- and moderate-income persons in planning for and preventing the spread of COVID-19.

Respondents will be required to agree to establish as well as maintain adequate procedures to prevent any duplication of benefits as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442).

Community organizations, agencies and other interested parties should apply for funding that provide assistance in the areas of emergency food assistance, emergency housing and shelter needs, counseling and more. Chapter 7 of “Basically CDBG” is available via https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-7-Public-Services.pdf which provides basic information about how CDBG funds can and should be used to provide public services. Please note that no administrative funding is being provided via this RFP. The CDBG-CV funds must provide a direct benefit to low- and moderate-income persons.

Successful grant proposals will demonstrate compliance with the CDBG-CV national objective to provide a benefit to low- and moderate-income persons. The CDBG-CV
program presumes certain groups of people have low and moderate incomes. They are: persons who are elderly, severely disabled, victims of domestic abuse, abused children, illiterate adults, people who are homeless, migrant farm workers, and persons living with AIDS.

Grantees will be provided with instructions regarding the specific manner in how to document that the CDBG-CV funds are in fact assisting low- and moderate-income persons. In no case shall service providers be required to verify ID of a client via a driver’s license or similar documentation. Templates of self-certification and/or other similar forms will be provided to the grantees to ensure compliance.

Currently, the income limit for the CDBG-CV program is based on family size per below:

- Household of 1: $54,950
- Household of 2: $62,800
- Household of 3: $70,650
- Household of 4: $78,500
- Household of 5: $84,800
- Household of 6: $91,100
- Household of 7: $97,350
- Household of 8: $103,650

Additional information about the CDBG national objectives is available via [https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf](https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf). Please note, the nature of this RFP requires the funds to meet the national objective of providing a benefit to low- and moderate-income persons. Applications meeting the “slum/blight” or “urgent need” national objectives will not be considered.

III. Proposal Submission Format

Responses to this RFP are due no later than Noon on July 16, 2020.

One electronic copy shall be submitted via e-mail to karl.batalden@woodburymn.gov.

IV. Inquiries and Proposal Contact

For any inquiries during the RFP application period, please contact:

City of Woodbury  
attn: Karl Batalden  
651-414-3438  
karl.batalden@woodburymn.gov
V. Timing

RFP released to the public and posted on City website July 2, 2020
Notice posted in St. Paul Pioneer Press July 5, 2020
Responses to the RFP due no later than Noon July 16, 2020
Designation of RFP award(s) by City Council July 29, 2020 (estimated)

VI. Evaluation Criteria

Responses to the RFP will be evaluated based on the following criteria. There are a maximum of 100 points and successful Respondents to this RFP must score at least 75 points:

- Ability to expend CDBG-CV grant dollars in a manner that directly benefits low- and moderate-income persons. (50 points possible)
- Demonstrated ability to comply with CDBG-CV and related federal rules, laws and statutes. (30 points possible)
- Ability to expend grant dollars within six (6) months of executing a grant agreement with the City. (10 points possible)
- Documentation of financial need. As referenced above in Section II of this RFP, Respondents must show evidence that grant funds will not create duplication of benefits, in a manner consistent with the Stafford Act. (10 points possible)

Grant awards will be in a minimum amount of $15,000 with a maximum potential grant award of $91,000.

VII. List of Mandatory Attachments/Exhibits

Respondents to the RFP shall include the following in their digital submittal:

a. Cover page including but not limited to:
   i. Respondent name and mailing address
   ii. Respondent contact name and contact information
   iii. Signature of authorized corporate officer (digital)

b. Project narrative
c. Proposed budget
d. Description of previous staff and/or organizational experience with federal grant compliance
e. List of key staff and responsibilities
f. Statement that the requested grant funds are not automatically available from other sources
VIII. City of Woodbury Rights

The City of Woodbury may investigate the qualifications of any Respondent under consideration, require confirmation of information furnished by Respondent, and require additional evidence of qualifications relative to the task described in this RFP. The City of Woodbury reserves the right to:

1. Reject any or all proposals if such action is in the public interest.
2. Cancel the entire RFP.
3. Issue a subsequent RFP.
4. Remedy technical errors in the RFP process.
5. Negotiate with any, all, or none of the RFP respondents.

Issuance of this RFP and receipt of proposals does not commit the City of Woodbury to enter into a contract. The City of Woodbury reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Respondent should negotiations with the selected be terminated, to negotiate with more than one Respondent simultaneously, or to cancel all or part of this RFP.

This RFP does not commit the City of Woodbury to enter into a contract, nor does it obligate the City of Woodbury to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.
Council Letter 20-195

August 12, 2020

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Establishing CARES Act Coronavirus Relief Fund Expenditure Priorities

Summary

The federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) created the Coronavirus Relief Fund (CRF) to assist local governments in responding to COVID-19. Based on a population formula, the State of Minnesota has allocated $5,337,104 of CRF funds to the City of Woodbury.

The City has formed a cross-departmental incident resolution team (IRT) of Karl Batalden (Community Development Coordinator), Earl Merchlewitz (Emergency Services Coordinator), and Valerie Ripley (Accountant II) to monitor the CARES Act fund requirements, provide policy recommendations, and track and account for the CARES Act funds, and ensure that the $5,337,104 are appropriately expended by November 15, 2020.

Based on feedback received at the July 22, 2020 City Council Workshop, staff has drafted a resolution that identifies the City’s intentions for expending the CRF dollars. In addition to this general plan for expending the dollars, the City Council will be asked at a future meeting to create a formal budget for the CRF dollars as well as to amend the City budget accordingly.

Both the regulatory framework surrounding the CRF dollars as well as City assumptions regarding CRF-eligible costs remain fluid, but are becoming increasingly clear as time progresses. The attached resolution identifies first, second, and third priority costs for CRF expenditures. Given the nature of the timing constraints of the CRF dollars and the need to fully expend $5,337,104 of federal funds in less than four months, the attached resolution authorizes City staff to expend CRF-eligible dollars specific to the first, second, and third priorities prior to the formal budget adjustment upon the approval of the City Administrator or designee.

Recommendation

Staff recommends Council adopt the attached resolution establishing CARES Act Coronavirus Relief Fund expenditure priorities and authorizing various actions.

Fiscal Implications

On June 26, 2020, the IRT submitted the required CRF Certification Form to the Minnesota Department of Revenue and the $5,337,104 of CRF funds has since been received by the City. The amount allocated to the City was based on population.
The CRF funds are not defined as a “grant” but rather as “other financial assistance” under 2 C.F.R. § 200.40. However, the funds are subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

This means that the City will need to amend its 2020 budget at a subsequent City Council meeting because of the CRF funds. A new special revenue fund will account for the CRF funds and eligible expenditures. Additionally, given the costs connected to the performing of a single audit as referenced above, the costs of the 2021 City auditing services will be higher than in previous years.

Policy

The federal CARES Act, Public Law 116-136, established the CRF. Both formal guidance as well as FAQs regarding the CRF have been published and frequently updated by the US Department of the Treasury and may be accessed online via


The most recent FAQ document, dated July 8, 2020 notes that “as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency”.

With regard to the State of Minnesota, a COVID-19 Response and Accountability Office has been established which is accessible via https://mn.gov/mmb/covid-19-response-accountability-office/local-governments/.

Public Process

The City Council reviewed the CRF topic at a City Council workshop on July 22, 2020.

Background

A wide range of federal and state guidance regarding the CRF dollars has changed, at times significantly, in the past months. The IRT continues to monitor how the guidance changes and is also monitoring proposed federal legislation that could, potentially, significantly alter the ways in which the CRF dollars may be spent or even extend the timeline far beyond the current November 15, 2020 deadline.

Written By: Karl A. Batalden, Community Development Coordinator  
Earl Merchlewitz, Emergency Services Coordinator  
Valerie Ripley, Accountant II

Approved Through: Janelle K. Schmitz, Community Development Director

Attachments: Resolution
Resolution 20-

Resolution of the City of Woodbury,
Washington County, Minnesota

Establishing CARES Act Coronavirus Relief Fund Expenditure Priorities and
Authorizing Various Actions

WHEREAS, the federal Coronavirus Aid, Relief, and Economic Security Act (the
“CARES Act”) established the Coronavirus Relief Fund (“CRF”); and

WHEREAS, the State of Minnesota allocated $5,337,104 of CRF funds to the City
of Woodbury based on a population formula; and

WHEREAS, the City of Woodbury is required by the State of Minnesota to
expend the $5,337,104 in CRF funds not later than November 15, 2020; and

WHEREAS, the City of Woodbury understands that to be compliant with federal
regulations, CRF-eligible costs must meet the following three criteria:

1. Costs must be necessary expenditures incurred due to the public health
emergency with respect to COVID-19;
2. Costs must not have been accounted for in the City budget most recently
approved as of March 27, 2020; and
3. Costs must be incurred during the period that begins on March 1, 2020, and
ends on November 15, 2020.

WHEREAS, the City of Woodbury understands that the CRF funds must be
expended according to the following categories:

- Medical;
- Public health;
- Personnel costs and benefits;
- Public health measures;
- Economic support; and
- Other

WHEREAS, given the fluid nature of the federal and state guidance surrounding
the CRF, this resolution identifies priority costs for the expenditures and accounting of CRF
dollars while anticipating that a formal amendment to the 2020 budget will occur later in the
year; and

WHEREAS, current Congressional negotiations may provide flexibility regarding
how and when the CRF dollars are used but required legislation for said flexibility has not yet
been agreed to or signed into law; and

WHEREAS, according to the Coronavirus Relief Fund Frequently Asked
Questions Updated as of July 8, 2020, “as a matter of administrative convenience in light of the
emergency nature of this program, a State, territorial, local, or Tribal government may presume
that payroll costs for public health and public safety employees are payments for services
substantially dedicated to mitigating or responding to the COVID-19 public health emergency”; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Woodbury that the first priority for the use of CRF funds shall be payroll costs of the Public Safety Department, less any expenses known to have been reimbursed by other Federal and State sources (First Priority Costs); and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that in the event that the expenditures related to First Priority Costs do not sum to $5,337,104, then the following costs shall be considered CRF-eligible expenditures (Second Priority Costs):

1. Procurement of personal protective equipment (PPE) and emergency medical equipment as well as expenses for disinfection of public areas and other city facilities in response to the COVID-19 public health emergency;
2. IT costs related to software, hardware and/or related equipment/supplies to facilitate telework capabilities for staff to enable compliance with public health precautions as well as A/V systems and related equipment/supplies in City facilities needed to facilitate remote meetings;
3. HVAC and associated mechanical improvements related to procuring and installing ionization systems and MERV filters in HVAC systems to help minimize the risk of spreading COVID-19 within City facilities;
4. Workstation improvements to ensure that City staff can work in a safe manner that meets physical and social distancing protocols;
5. Paid sick leave and/or paid expanded family and medical leave for specified reasons related to COVID-19 as required by the Families First Coronavirus Response Act (FFCRA);
6. Workers’ comp and unemployment claims that resulted from the COVID-19 emergency;
7. Administration of the CRF;
8. Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with public health precautions; and
9. Production of any communications materials related to COVID-19 and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that in the event that the expenditures related to First Priority Costs and Second Priority Costs do not sum to $5,337,104, then the following costs shall be considered CRF-eligible expenditures (Third Priority Costs):

1. Other personnel and benefit costs of City of Woodbury staff, across all departments, whose duties and jobs functions, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions; and
2. Capital improvements in the shape of physical safety improvements to City facilities to ensure that City facilities can be accessed safely both by members of the public as well as staff in a manner that ensures appropriate physical and social distancing;
NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that CRF expenditures connected to the CRF-eligible categories of “Economic Support” and “Other” shall not be expended until all costs connected to the above-referenced First, Second and Third Priority Costs have been expended; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that CRF expenditures connected to the CRF-eligible categories of “Economic Support” and “Other” shall not be expended until all costs connected to the above-referenced First, Second and Third Priority Costs have been expended; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury that all City departments are hereby directed to review and identify employee time associated with mitigating or responding to the COVID-19 public health emergency that were not originally reported on staff timesheets using the 98000 program code between the dates of March 1, 2020 and August 1, 2020; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that all City departments are hereby directed to review and identify employee time associated with mitigating or responding to the COVID-19 public health emergency that were not originally reported on staff timesheets using the 98000 program code between the dates of March 1, 2020 and August 1, 2020; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that all City departments are hereby directed to review and identify employee time associated with mitigating or responding to the COVID-19 public health emergency that were not originally reported on staff timesheets using the 98000 program code between the dates of March 1, 2020 and August 1, 2020; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that City of Woodbury staff members should identify on their timesheet for the August 21, 2020 payroll the total number of regular and/or overtime hours worked between March 1, 2020 and August 1, 2020 on CRF-eligible work duties that was not previously recorded using the 98000 program code in the “Other” and “Remarks” columns; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that City of Woodbury staff members should identify on their timesheet for the August 21, 2020 payroll the total number of regular and/or overtime hours worked between March 1, 2020 and August 1, 2020 on CRF-eligible work duties that was not previously recorded using the 98000 program code in the “Other” and “Remarks” columns; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that staff members should continue to record on their timesheets for dates inclusive of and following August 2, 2020 the total number of regular and/or overtime hours worked on CRF-eligible work duties using the 98000 program code; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that staff members should continue to record on their timesheets for dates inclusive of and following August 2, 2020 the total number of regular and/or overtime hours worked on CRF-eligible work duties using the 98000 program code; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that in addition to the City Administrator and the Finance Director, the following staff are authorized to submit the required “Coronavirus Relief Fund Local Government Expenditure Report” on a monthly basis to Minnesota Management and Budget:

- Karl Batalden, Community Development Coordinator;
- Earl Merchlewitz, Emergency Services Coordinator;
- Valerie Ripley, Accountant II; and

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that in addition to the City Administrator and the Finance Director, the following staff are authorized to submit the required “Coronavirus Relief Fund Local Government Expenditure Report” on a monthly basis to Minnesota Management and Budget:

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that while a formal amendment to the 2020 budget is still forthcoming, CRF-eligible costs in the above-referenced First, Second, and Third Priorities are authorized to be expended upon approval of the City Administrator or designee, with an aggregate dollar limit of $5,337,104.

NOW THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Woodbury, that while a formal amendment to the 2020 budget is still forthcoming, CRF-eligible costs in the above-referenced First, Second, and Third Priorities are authorized to be expended upon approval of the City Administrator or designee, with an aggregate dollar limit of $5,337,104.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 12th day of August, 2020.

Attest:  

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Council Letter 20-196

August 12, 2020

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: City Hall & Entryway Improvements - Design and Construction Management Consultant Selection

Summary

In 2019, the City completed a scoping & planning study of the entryway for City Hall to increase the safety and security of the building along with necessary improvements for increased building efficiencies and space utilization. The scope of the design substantially changed with the heightened health and safety concerns of the COVID-19 pandemic in early 2020. Staff believes a substantial portion of this project will be eligible for CARES Act funding, which has a requirement to incur the expenditures before November 15, 2020. To provide greater efficiencies and economies of scale, staff has advanced this project to 2020 for coordination of CARES Act eligible expenditures with other necessary improvements to the building.

Staff has negotiated a scope of services with HCM Architects for design and a project management team of City and consulting staff carefully reviewed and considered construction management proposals from CoBeck Construction, Kraus-Anderson Construction, and Schreiber Mullaney Construction. Of the construction management firm proposals that were received, Kraus-Anderson Construction Company demonstrated that they had the clearest understanding of the technical challenges of the project and the scope of the deliverables within the timeframe. The overall percentage of the construction management costs relative to the final construction costs is 2.75 percent, which is both reasonable and comparable given the scope and complexity of the project delivery.

Recommendation

Staff recommends Council adopt the attached resolution authorizing the Mayor and City Administrator to execute an architectural consulting services agreement with HCM Architects and a construction management services agreement with Kraus-Anderson Construction Company for the City Hall & Entryway Improvements.

Fiscal Implications

The proposed 2021 – 2025 Capital Improvement Plan included $500,000 for improvements to enhance the safety and security at City Hall in 2021 and $200,000 in 2023 for design of the second phase of the improvements. The costs of the HCM Architects architectural consulting services agreement is $223,800 and the construction management services agreement with
Kraus-Anderson is estimated at $41,250 for a total estimated design and construction management services costs in the amount of $265,050. Sufficient funds are available from a combination of Capital Improvement Funds and CARES Act funds. The final estimated costs splits will be presented to the Council at the time of the award of construction contract in September and a budget appropriation and amendment will be necessary at that time.

Policy

Purchasing policy AD-FIN-4.8 which requires Council Approval for all consultant agreements exceeding $175,000.

Public Process

This is the first public process item for this project.

Background

The federal CARES Act created a Coronavirus Relief Fund (CRF) to assist local governments in responding to COVID-19. Staff believes a portion of this project falls within the eligible CARES Act fund criteria of public health and public health measures by ensuring that City facilities can be accessed safely both by members of the public, as well as staff, in a manner that ensures appropriate physical and social distancing.

Written By: Chris Hartzell, Engineering Director
Approved Through: Clint Gridley, City Administrator
Attachment: Resolution
Engineering Project # 16-2019-02
Resolution 20-

Resolution of the City of Woodbury, Washington County, Minnesota

Authorizing the Mayor and City Administrator to Execute an Architectural Consulting Services Agreement with HCM Architects and a Construction Management Services Agreement with Kraus-Anderson Construction Company
For the City Hall & Entryway Improvements

WHEREAS, in 2019, the City completed a scoping & planning study of the entryway for City Hall to increase the safety and security of the building along with necessary improvements for increased building efficiencies and space utilization; and

WHEREAS, the scope of the design substantially changed with the heightened health and safety concerns of the COVID-19 pandemic in early 2020; and

WHEREAS, to provide greater efficiencies and economies of scale, staff has advanced this project to 2020 for coordination of CARES Act eligible expenditures with other necessary improvements to the building; and

WHEREAS, staff has negotiated a scope of services with an architectural firm and solicited proposals for construction management services from three different construction management firms; and

WHEREAS, HCM Architects and Kraus-Anderson Construction Company, has been determined to best meet the City’s needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. HCM Architects, is hereby selected to perform the architectural consulting services and Kraus-Anderson Construction Company is selected for the construction management services for the City Hall & Entryway Improvements.

2. Authorization is hereby given to enter into an architectural consulting services agreement with HCM Architects and a construction management services agreement with Kraus-Anderson Construction Company, to perform design and construction management services for the City Hall & Entryway Improvements.

3. The Agreement is approved in substantially the form presented to the City Council on this date, subject to modifications that do not materially alter the City's rights and obligations under the Agreement and that are approved by the Mayor and City Administrator, which approvals shall be conclusively evidenced by execution of the Agreement.
This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 12th day of August, 2020.

Attest:  

Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator  
(SEAL)
Council Letter 20-197
August 12, 2020

To: The Honorable Mayor and Members of the City Council
From: Clinton P. Gridley, City Administrator
Subject: Assessment of Utility Charges for North Bluffs

Summary
The developer of North Bluffs elected to have utility charges collected as a special assessment instead of paying with the development agreement.

Recommendation
Staff recommends Council adopt the attached resolution for the assessment of utility charges for North Bluffs.

Fiscal Implications
Utility Charges to be assessed and collected for North Bluffs are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fund</th>
<th>Years</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trunk Sewer/Water</td>
<td>Capital Project Fund</td>
<td>4</td>
<td>2.75%</td>
<td>$257,374.00</td>
</tr>
<tr>
<td>Trunk Storm Sewer</td>
<td>Capital Project Fund</td>
<td>4</td>
<td>2.75%</td>
<td>158,500.02</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>$415,874.02</td>
</tr>
</tbody>
</table>

Policy
City policy requires that prior to the issuance of building permits the utility charges be paid in full. The City has agreed that in lieu of cash payment for utility charges we will assess those charges. The proposed interest rate is based on City policy for utility charge assessments of two percent (2%) over the estimated net interest rate on the bonds as obtained from the City’s financial advisor. The assessment term of four years is outlined in the development agreement.

Public Process
This is the first public process for this item.

Background
The executed Development Agreement allows the option to levy the utility charges via special assessment financing rather than payable with the execution of the Development Agreement.
Within the Development Agreement the developer waived all rights to challenge the amount or validity of the assessments. Therefore a public hearing is not required.

Written By: Deb Score, Accounting Technician II
             Eric Searles, City Planner
Approved Through: Tim Johnson, Finance Director
            Janelle Schmitz, Community Development Director
Attachments: Resolution adopting Assessment of Utility Charges for North Bluffs
Resolution 20 -

Resolution of the City of Woodbury, Washington County, Minnesota

Assessment of Utility Charges for North Bluffs

WHEREAS, the City has agreed that in lieu of cash payment for utility charges we will assess those charges; and

WHEREAS, the City has received an signed developer’s agreement; and

WHEREAS, pursuant to the developer’s agreement the developer waives all rights to challenge the amount or validity of the utility charges.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodbury, Washington County, Minnesota as follows:

1. The Development Agreement has identified the amount proper and necessary to be specially assessed for utility charges against every assessable lot, piece or parcel of land affected in accordance with the provisions of Minnesota Statutes, Chapter 429.

2. The developer has waived the right to any notices of hearings and hearings pursuant to Minnesota Statutes, Chapter 429 or any other provision contained in state or local law related to such assessments, and waived the right to appeal the levy of such special assessments.

3. The proposed assessment roll is hereby adopted and confirmed as the proper special assessment for all lots, blocks, outlots, pieces and parcels of land as follows:

   A. For Trunk Sewer/Water Charges in the amount of $257,374.00 as spread by Roll No. 7581416 together with interest at the rate of two and three quarter percent (2.75%) per annum accruing on the full amount thereof from time to time unpaid shall be a lien concurrent with general taxes upon such parcel and all thereof. The total amount of each such assessment shall be payable in equal annual installments, extending over a period of four (4) years.

   B. For Trunk Storm Charges in the amount of $158,500.02 as spread by Roll No. 7581417 together with interest at the rate of two and three quarter percent (2.75%) per annum accruing on the full amount thereof from time to time unpaid shall be a lien concurrent with general taxes upon such parcel and all thereof. The total amount of each such assessment shall be payable in equal annual installments, extending over a period of four (4) years.

The first with interest from the date hereof to December 31, 2020 to be payable with the general taxes collectible during the year 2021 and one of each of the remaining installments, together with one years interest on that and all other unpaid installments, to be payable with general taxes for each consecutive year thereafter until the entire assessment is paid.
4. Prior to certification of the assessment roll to the County Auditor, the owner of any lot, piece, parcel or tract of land assessed hereby may at any time pay the whole of such assessment with interest accrued to the date of payment to the Treasurer of the municipality.

5. The City Accounting Technician II shall prepare and transmit to the county auditor a certified duplicate of the assessment roll, with each then unpaid installment and interest set forth separately to be extended upon the proper tax lists of the county and the county auditor shall thereafter collect said assessments in the manner provided by law.

This resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 12th of August, 2020.

Attest:  
Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator  
(SEAL)
Council Letter 20-198

August 12, 2020

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Resolution Agreeing to Direct City of Woodbury CARES Act Funding Allocation to Washington County to be used for Reimbursement of Costs Associated with Absentee Balloting

Summary

The Office of the Secretary of State (OSS) received funding through the 2020 CARES Act “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal Election cycle”. Minnesota Laws 2020, Chapter 77, authorized the use of these funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements.

Staff was recently informed by Washington County Elections that they will be applying for grant funds that will reimburse the County with any qualifying COVID-19 related election expenditures and in particular absentee balloting costs. Per the County, grant funds available total $218,118 allocated as $111,844.74 for the County and $106,273.26 to be shared with Washington County municipalities. The County administers absentee balloting for City of Woodbury and the County is requesting that the City agree to allocate to Washington County funding to be used for reimbursement costs associated with absentee balloting. The City of Woodbury’s default municipal allocation is $26,391.15.

Recommendation

Staff recommends Council adopt the attached resolution agreeing to direct City of Woodbury CARES Act Funding allocation to Washington County to be used for reimbursement of costs associated with absentee balloting.

Fiscal Implications

There are no budget implications.

Policy

Minnesota Laws 2020, Chapter 77
Public Process

This is the first public process for this item.

Background

Not applicable.

Written By: Kimberlee K. Blaeser, City Clerk
Approved Through: Angela Gorall, Assistant City Administrator
Attachment: Resolution
Resolution 20-

Resolution of the City of Woodbury, Washington County, Minnesota

Agreeing to Direct City of Woodbury CARES Act Funding Allocation to Washington County to be used for Reimbursement of Costs Associated with Absentee Ballot Voting

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, Section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each County pursuant to a formula set forth in the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, Chapter 77, Section 4, Subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the County will work with municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the county and between municipalities for the funds to be distributed pursuant to the Office of Secretary of State identified default allocation formula as determined by the Secretary; and

WHEREAS, Washington County administers the absentee voting process for all municipalities and incurs substantial costs associated with this commitment; and

WHEREAS, additional County costs for absentee balloting due to COVID-19 will be between $330,000 and $400,000 for the 2020 State Primary and General elections; and

THEREOFRE, BE IT RESOLVED that the City of Woodbury agrees to allocated the default municipality distribution of funds in the maximum amount of $26,391.15 to Washington County to be used for reimbursement of absentee ballot voting costs.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 12th day of August, 2020.

Attest: Anne W. Burt, Mayor

Clinton P. Gridley, City Administrator (SEAL)
Human Resources Manager, Jody Brown, receives industry-leading credential

Jody Brown, human resources manager, recently received the credential of International Public Management Association-Human Resources (IPMA-HR) Senior Certified Professional (SCP).

IPMA-HR is the industry leader for public sector Human Resources. Those who hold this title are experts in their field and demonstrate a high level of excellence and leadership. The IPMA-HR certification is the only certification designed specifically for the public sector.

Community Development

Metro Transit has delayed Route 323 due to COVID-19 impacts

City staff was recently informed that Metro Transit Service Development will not be moving forward with the new Route 323 demonstration service in 2020 due to COVID-19 impacts on their transit system and associated ridership. Metro Transit is deferring the implementation of the Route 323 demonstration service until 2021. The need for this service will continue to be evaluated as the market recovers. The planned implementation date on the public Route 323 webpage has been updated to reflect this change.

About Route 323

As part of the METRO Gold Line Bus Rapid Transit project, city staff has worked with Metro Transit on existing and future bus routes that could serve the City of Woodbury. The proposed Route 323 will ultimately connect Woodbury Village, Woodwinds Hospital, Valley Creek Apartments, and more to the Sun Ray Transit Center. The proposed Route 323 is shown in the graphic to the right. Route 323 would operate as a demonstration to evaluate the demand for all-day service to Woodbury, with trips every 30-60 minutes between 6 a.m. and 11 p.m. daily. Staff will continue to work with Metro Transit to provide a robust feeder bus network, as identified as one of the Council priorities for the METRO Gold Line.

Parks and Recreation

Summer season is wrapping up at HealthEast Sports Center

HealthEast Sports Center is wrapping up another busy summer. There are three remaining weekend hockey tournaments in August. Several hockey camps have wrapped up, with several running through Labor Day. Staff has been planning and preparing for the upcoming fall season.
The field house has seen steady use throughout the summer for dryland and off-ice training, Parks and Recreation programming and evening lacrosse, which take place multiple days per week. Rentals will increase significantly in September, with the start of adult indoor soccer and youth leagues, and Parks and Recreation programming.

Dave Black, HealthEast Sports Center manager, retires after almost 25 years of service
Dave Black, HealthEast Sports Center (HSC) manager, retired on July 31 after almost 25 years of service with the City of Woodbury. A retirement party was held in his honor on July 29 where customers, staff and friends came together to wish him well. Dave had a passion and love of all things sports; his sports-related quotes and anecdotes are legendary. The long-standing tradition of delivering superior customer service at HSC will not waiver as staff navigate the transition and look to the future.

Upcoming Meetings

Preliminary Items Scheduled for the Planning Commission Meeting of Aug. 31:

1. Salem Lutheran Church Sign, Interim Conditional Use Permit, Project No. 29-2020-00414
2. Settlers Ridge Apartments, Planned Unit Development, Preliminary Plat, Site and Building Plan, Conditional Use Permit, Project No. 01-2020-00409
3. Settlers Ridge Apartments, Final Plat, Project No. 01-2020-00410

Preliminary Items Scheduled for the Council Workshop Meeting of Aug. 19:

1. Public Safety Study

Preliminary Public Hearings Scheduled for Sept. 9:

1. Approval of 2019 Consolidated Annual Performance and Evaluation Report (CAPER)
2. Salem Lutheran Church Sign, Interim Conditional Use Permit, Project No. 29-2020-00414
3. Settlers Ridge Apartments, Planned Unit Development, Preliminary Plat, Site and Building Plan, Conditional Use Permit, Project No. 01-2020-00409

Other Meetings:

1. Audit and Investment Commission, Aug. 13, 7 p.m., Ash and Birch Conference Room
2. Parks and Natural Resources Commission, Aug. 18, 7 p.m., Ash and Birch Conference Room and meeting will be held virtually on the Microsoft Teams platform
3. Joint Parks and Natural Resources Commission and Audit and Investment Commission, Sept. 1, 7 p.m., Public Safety Education Center and meeting will be held virtually on the Microsoft Teams platform

Respectfully submitted,

Clinton P. Gridley
City Administrator