Dear Council Members:

The September 1, 2021 Committee of the Whole Meeting (COW) will start to identify our top priorities for the American Rescue Plan Act (ARPA) funding for our city. As we learned in June 2021 our city will receive $1,372,623 to fund projects that will help our community through the pandemic, stimulate our local economy and help people and organizations that have been impacted by the pandemic.

To start the process of prioritizing the many ideas and desires of the council, staff, and Mayor we will start creating priority lists. To do this we will have a **Zoom** meeting (instead of a GotoMeeting) so we can break into smaller groups via breakout rooms to discuss the 4 categories of potential ARPA funding: Economic Impact, Public Health, Infrastructure, and Other (see attached spreadsheets for each along with the related Master Matrix that describes the request in more detail).

FYI*: For the Council to have a successful meeting of prioritizing ideas for ARPA funds, it is imperative each council member reads through each list and corresponding matrix entry so that they are familiar with each topic.*

As this is a collaborative process, we also invite you to keep the following in mind:

- ***Come with perspective of curiosity rather than judgement***
- ***Make sure there is space for all voices to be heard***
- ***Be an actively engaged participant***

How this will work:

There will be **three groups of 4 council members** (see below to find your group). Each group will be put into a separate break-out room for **<u>20 minutes</u>** to discuss a topic area e,g., Economic Impact.

During each break-out session each group will prioritize the items in the topic area and select the top 3 items by ranking them 1, 2, or 3. The assigned Group note taker (Joyce, Jean, and Regina) will share their screen with the appropriate spreadsheet visible and will take group notes on the rankings. At this time, we are **NOT** discussing the amount of money we would want to allocate to each ranked choice, that will occur at a separate COW meeting once we collate all the ranked choices.

Then after the allotted time (20 minutes) all groups will reconvene to discuss their ranked choices. Jamin will collate each groups ranked choices during the meeting to be presented as a complete list at the end of the meeting and during future ARPA COW meetings.

Below is a more detailed Agenda for the evening, with approximate times allocated.

- Roll Call
- Brief overview of ARPA and how the night will proceed with breakout groups (Jamin and Regina)
- Group Breakout Rooms (**20 minutes**)– **Discussion Topic – Economic Impact**. During this time the notetaker will share their screen of the Economic Impact Excel Spreadsheet and use the drop-down tabs to rank the top 3 priorities of their group.

- Groups reconvene together to List their Top 3 priorities for Economic Impact

- Group Breakout Rooms (**20 Minutes**) – **Discussion Topics – Public Health and Infrastructure**. During this time the notetaker will share their screen of the Public Health Excel Spreadsheet and use the drop-down tab to rank the top 3 priorities of their group. Then when Public Health is completed the notetaker will share screen of the infrastructure spreadsheet. Each Topic will have separate rankings.

- Groups reconvene together to List their Top 3 priorities for Public Health and Infrastructure.

- Group Breakout Rooms (**20 Minutes**) **– Discussion Topic – Other**. During this time the notetaker will share their screen of the Other Excel Spreadsheet and use the drop-down tab to rank the top 3 priorities of their group.

- Groups reconvene together to List their Top 3 priorities for the Other topic area.

- Presentation of all Groups ranked topics (Jamin)

- Potential Discussion and possible action of the infrastructure request from Director Weiss

- Adjourn

Group Assignments

Group 1: Joyce (note taker), Fred, Ben, and Phil

Group 2: Jean (note taker), Greg, Lisa, and Brett

Group 3: Regina (note taker), Ozzie, Rachel, and Tom