

City of Wayzata Housing and Redevelopment Authority
Special Meeting Agenda
Friday, September 12, 2014

7:30 am – 8:30 am
Wayzata City Hall Community Room
600 Rice Street East
Wayzata, MN 55391

1. Call to Order – Chairman Shaver
2. Approval of Agenda
3. Approval of Minutes of August 8, 2014
4. New Business
 - a. Consider appointment of two (2) HRA Commissioners to assist City Council with Mill Street parking structure process
5. Next Meeting Date: Thursday, October 23, 2014
6. Adjournment

1 HRA members present: T. Shaver, B. Ambrose, D. McGill, B. Petit, R. Wothe
2 HRA members absent: None
3 City Staff/HRA Executive Director present: Heidi Nelson
4 City Staff present: Becky Malone and Don Uram
5 Also Present: Stacie Kvilvang of Ehlers & Associates, Jason Aarsvold of Ehlers &
6 Associates

7
8 Chairman Shaver called the meeting of the HRA to order at 7:30 am.

9
10 **APPROVAL OF AGENDA**

11 Wothe requested review of Mr. Petit's ideas under Item 4.b., Update on Downtown
12 Parking.

13
14 Ambrose motioned to approve the August 8, 2014, meeting agenda as amended,
15 seconded by Shaver. The motion passed 5/0 by voice vote.

16
17 **APPROVAL OF MINUTES – MINUTES OF April 24, 2014**

18 McGill stated there were a couple of minor changes to the minutes that do not change
19 the intent and he would provide those after the meeting.

20
21 Wothe motioned to approve the April 24, 2014, minutes with minor changes provided to
22 Staff by McGill, seconded by Ambrose. The motion passed 5/0 by voice vote.

23
24 **OLD BUSINESS**

25
26 a. **Review Draft Business Subsidy Criteria and Public Financing Policy**

27 Nelson provided an overview of the key provisions, specific issues and statutory
28 requirements from the April 24, 2014 HRA meeting. These were used as the basis for
29 creation of a formal Business Subsidy Criteria and Public Financing Policy for
30 redevelopment in Wayzata. She provided an example of an application for the HRA to
31 review.

32
33 Ambrose stated the jobs the City would be looking at would be above the minimum
34 wage. The Minnesota minimum wage was recently raised. He asked if the memo and
35 the draft Policy should be changed from Federal Minimum Wage to Minnesota Minimum
36 Wage.

37
38 Stacie Kvilvang stated it could be done either way and typically it is set at the Federal
39 because it is traditionally higher than the State level.

40
41 Wothe would support the change recommended by Ambrose.

42
43 Petit stated he is not sure the City wants to use an opened ended formula. He
44 expressed concerns about an unintended consequence of including an add-on to this.

45
46 Kvilvang stated the minimum wage will increase to \$9.00 and is set at an inflationary
47 rate after that. She explained all business subsidy policies are tied to a percentage of

1 the minimum wage because this will change over time. The goal is to create higher
2 paying jobs that communities like to see.

3
4 Shaver asked if the 150% was set by statute.

5
6 Kvilvang stated it is set by the HRA as the public body. The wage and job goals can be
7 waived if job creation is not the main goal of the particular development.

8
9 Ambrose does not have concerns and he is in favor of the flexibility.

10
11 Ambrose made a motion, seconded by Wothe, to amend the Federal Minimum Wage
12 requirement to Minnesota Minimum Wage and adopt the Business Subsidy Criteria and
13 Public Financing Policy and present this to the City Council for adoption. The motion
14 passed 5/0.

15
16 b. Update on Downtown Parking

17 Nelson stated the HRA had reviewed an updated parking study and possible funding
18 options were presented by Ehlers and Associates. The City Council reviewed the
19 information in June from the HRA and the Council directed Staff to prepare an RFP for
20 design of a parking structure in the downtown area and to work with those business
21 owners that would be impacted by the parking structure including working through
22 existing parking agreements. The City Council was not unanimous with Mill Street as
23 the location. If there is not support to proceed with the Mill Street location there would
24 need to be a process for site selection. Alternatives include the municipal campus or
25 purchasing property and repurposing the land for parking. The City Council will
26 consider moving forward with the Mill Street location and the proposed RFP or taking an
27 intermediary step and looking at site selection.

28
29 Shaver asked if the City was relying on the previous parking studies or if they would be
30 interested in conducting another parking study.

31
32 Nelson stated there would not be another parking study but possible site study. There
33 previous parking studies have focused on the Mill Street location.

34
35 Shaver asked if SRF had completed a study for the west end and if this would be
36 available for the August meeting.

37
38 Nelson stated she would check on this.

39
40 Wothe explained the HRA purchased Mill Street from the City so there is a vested
41 interest in what happens and the HRA should be included in any discussions regarding
42 changes to this site.

43
44 Shaver asked about the ownership of the properties in this area.

45
46 Nelson stated the HRA owns the corner of Lake and Superior.

1 Petit asked if the City Council would make a decision at their August 19 meeting about
2 the strategy or plan they want to pursue.

3
4 Nelson stated she would not be sure what steps the City Council would take on August
5 19. There had been a 3/2 vote regarding the Mill Street location. The design process is
6 expected to take 9-10 months if Mill Street is used including site plan, community
7 engagement, and obtaining construction documents.

8
9 Petit asked if the community had a sense of urgency for this project. He would
10 encourage accelerating the project and he would be disappointed and surprised if
11 alternate locations were looked at.

12
13 Shaver said that moving through a design RFP process does take time and to
14 accelerate this would be a challenge. He agreed that this project should be accelerated
15 because the problem would not be resolved until potentially 2016.

16
17 Petit clarified the City is not required to do an RFP for professional services. He asked
18 how long it would take for the City to select someone.

19
20 Nelson explained August 19 would be the first review of the RFP, approval of the RFP
21 in September, the RFP would go out in September and allow for at least one month for
22 responses. Phase 2 would consist of preparation of construction documents,
23 specifications process, bidding process and review of proposals. She is planning to
24 select a firm to work with in late November to early December. She stated it is
25 important for the City Council to understand the scope of the work.

26
27 Petit asked if there were any ideas on what the potential development would be in front
28 of the MUNI.

29
30 Nelson there have been other property owners interested in the site including
31 Presbyterian Homes. The development of this would need to be a consideration during
32 the process of addressing the parking.

33
34 Petit asked how you can do a parking study until the building that is there has been
35 identified.

36
37 Nelson stated that there needs to be an idea of what the building would be in order to
38 build a parking quotient around it.

39
40 Shaver stated the property has not been officially appraised and it is difficult to
41 determine what type of density can afford the value if the value is not determined.

42
43 Petit stated the issue is to make sure the City attends to the parking issues that
44 currently exists not just the parking that adding a building would create.

45
46 Shaver stated the City needs to rely on the SRF study. He asked if there was guidance
47 provided in the RFP as to the specific problems the City is working to resolve.

1 Nelson stated the history would be provided including the parking study, previous
2 renderings and planned future uses for the buildings. The site constraints will drive the
3 design.

4
5 Shaver asked what the maximum height for the ramp could be based on the City's
6 Code.

7
8 Petit stated it would be possible to do 3-levels.

9
10 Nelson stated engineering studies have not been done for the site so it may be possible
11 to go down 4-feet.

12
13 Petit asked how the City accounted for those people not parking in the designated
14 Presbyterian Homes area because there are other parking spaces closer.

15
16 Nelson stated this is what the City is dealing with currently with Lunds Kitchen opening
17 and will be a problem when other businesses open. She stated she is reluctant to put
18 controls on the parking because the idea is to get people to come downtown and
19 patronize those businesses. Parking will always be a challenge and currently she
20 spends 30% of her time working on it.

21
22 Shaver asked if the parking at Presbyterian Homes was not being used because it was
23 viewed as a construction site.

24
25 Nelson stated people are still not sure how to utilize this space because it is a different
26 model.

27
28 Petit stated only 40% of Presbyterian Homes project is done. He stated it was difficult
29 to factor the business parking and the parking for those people that just want to be
30 down town. He recommended the City try to accelerate the process because it does
31 affect the livelihood of residents.

32
33 Shaver asked if it would be possible to overbuild parking capacity in the Mill Street
34 ramp.

35
36 Petit stated if money was not an issue then it would be possible to overbuild.

37
38 Shaver agreed that it would be a good idea to try and accelerate the process but to also
39 be sure things are done properly especially concerning the corner property.
40 Presbyterian Homes also has 130,000 square feet of contemplated retail space and this
41 will also add to the congestion.

42
43 Ambrose stated a major goal of the City with the Lake Effect Project was to get people
44 downtown and park their cars but also make sure those people have a good experience
45 walking around going to the downtown businesses.

46
47 Petit pointed out that July and August are considered the Christmas months for
48 Wayzata. The design should be based on this.

1 Nelson suggested a motion to capture the thoughts of the Commission and the minutes
2 would be provided to the Council for their consideration.

3
4 Shaver suggested language to accelerate the discussion as best as can be to
5 accommodate the issues related to parking on the east end.

6
7 Ambrose suggested expanding this to include the HRA in any site component
8 discussions since the HRA owns Mill Street and the northwest corner of Lake and
9 Superior.

10
11 Ambroser moved to accelerate discussions in and around the parking that is taking
12 place on the east end. The body is concerned that timing is critical, to move as quickly
13 as possible. The HRA would also like to be part of the discussions relative to the site
14 components that impact this discussion given the fact its got ownership of Mill Street as
15 well as the northwest corner of Lake and Superior, Seconded by Wothe. The motion
16 passed 5/0 by voice vote.

17
18 McGill asked where the HRA stood on an alternate site study.

19
20 Petit stated this would be additional site studies.

21
22 Wothe stated a lot would depend on what happens with Barry and Ferndale.

23
24 Petit stated the Arne and Meyers properties are for sale

25
26 **NEW BUSINESS**

27
28 a. **Introduce Don Uram, New Administrative Services Director**

29
30 Nelson stated the City is undergoing a restructuring. The goal is to make sure the
31 organization and structure are meeting the needs of the City. After an organizational
32 analysis, there had been recommendations made to the City Council. The restructuring
33 will reduce her direct reports from 13 to 6, Engineering has been moved to Public
34 Works, and Dave D. is charged with mentoring and putting leads in place in order to
35 prepare for people retiring in the future. They are proposing to add an Engineering
36 Tech position in the 2015 budget to help with fieldwork. The City will also bring financial
37 leadership back in house and the recommendation was to hire a CFO with other
38 administrative duties. 60% of the job would be acting as the City's Finance Director,
39 30% overseeing liquor operation, and 10% general administrative duties. Don Uram
40 filled this position.

41
42 Uram introduced himself. He has an economic development background and for the
43 last six years was the City Manager for Victoria when it redeveloped the downtown area
44 and he spent ten years working on the Eden Prairie Center redevelopment. He stated
45 he also managed the Eden Prairie liquor operation and he looks forward to managing
46 the MUNI.

47
48 Shaver welcomed Administrative Services Director Uram.

Ambrose stated the general restructuring has been a good move and he appreciates having a Finance Director in house.

NEXT MEETING DATE: OCTOBER 23, 2014

Shaver stated the next meeting was scheduled for October 23. He asked the Commissioners to be flexible. A meeting may need to be scheduled sooner depending on the parking adoption by the City Council

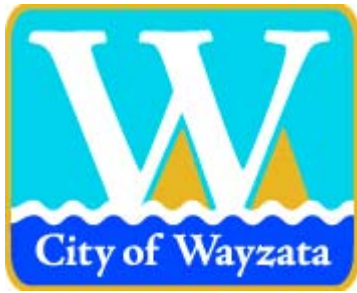
ADJOURNMENT

There being no further business; McGill motioned to adjourn at 8:38 a.m., Wothe seconded the motion and the motion carried 5/0.

Respectfully submitted,

Becky Malone
Deputy City Clerk
City of Wayzata

Drafted by Tina Borg, *TimeSaver Off Site Secretarial, Inc.*



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox
City Council:
Jack Amdal
Bridget Anderson
Andrew Mullin
Tom Tanner
City Manager:
Heidi Nelson

MEMORANDUM

TO: Chair Shaver and HRA Members

FROM: Heidi Nelson, City Manager

DATE: September 9, 2014

RE: Consider Appointment of Two (2) HRA Commissioners to Assist City Council with Mill Street Parking Structure Process

At the September 2nd City Council meeting, a potential Request for Proposal for professional services to address downtown parking was discussed. Council directed staff to proceed with a Request for Qualifications (RFQ) for firms to Owners Representative services for programming and pre-design for a parking structure at the Mill Street location. The Council further directed that two members of the HRA be appointed to assist the Council with the process for a new parking structure at Mill Street. The draft minutes from the September 2nd City Council meeting are attached for reference.

Staff is seeking direction from the HRA regarding two representatives to assist the Council. The RFQ that was sent to selected firms is attached for reference. Interviews for RFQ respondents have tentatively been scheduled for the morning of Tuesday, September 16th at 7:30 a.m. – 9:00 a.m. The two HRA representatives are requested to participate in the interview process.

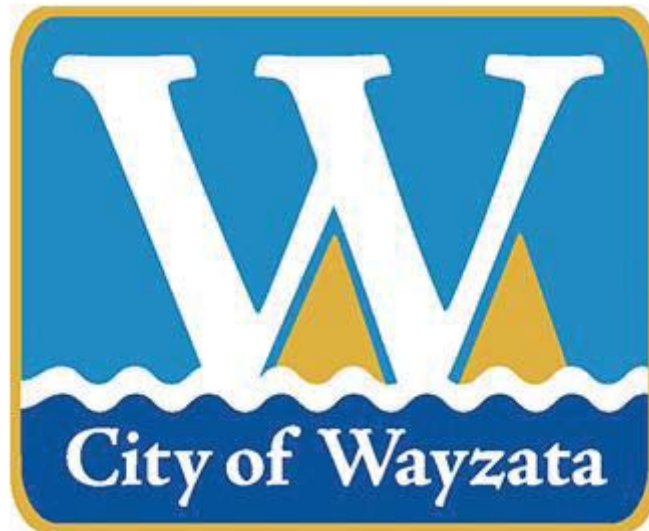
REQUEST FOR QUALIFICATIONS

for

Owners Representative Services

Downtown Wayzata Parking Structure

Issued by:



September 5, 2014

Downtown Wayzata Parking Structure Request for Qualifications Owners Representative Services

INTRODUCTION

The City of Wayzata is proposing to construct a parking structure in downtown Wayzata in the area of the Mill Street Public Parking Lot. The parking structure is being constructed to provide additional public parking to serve the downtown public amenities and business district. The proposed project area includes the Mill Street Parking Lot and associated right of way and access points between Superior Boulevard and Broadway Avenue along Mill Street (Attachment A). The City owns the property and all adjacent right of way. The City recently updated its downtown parking study in an effort to better understand parking demand in the downtown district; the completed study is attached for reference (Attachment B).

The City is seeking professional Owners Representative Services for programming and pre-design for the new parking structure. This Request for Qualifications (RFQ) has been prepared to elicit information from consultants to perform Owners Representative Services and will provide a basis for contracting professional services.

PROJECT OVERVIEW

The City of Wayzata is seeking proposals from consultants with experience in the area of parking district development in urban areas, parking structure programming and design, transit/interim transportation systems/services, and construction project delivery and oversight. The selected firm will work with the assistance of and direction of the City of Wayzata staff.

Professional services shall include, but may not be limited to:

- Programming services to include the following:
 - Development of a Downtown Parking District and a business model for the structure
 - Consideration of interim conditions and construction impacts to existing parking and potential off-site parking/shuttle service
 - Planning for traffic flow and surface parking configuration for areas in and around the new parking structure
 - Consideration of commercial uses as a part of the parking structure design at its east and west corners and/or fronting on Mill Street
 - Consideration of Municipal Liquor Operation, building, parking and access
 - Ensuring a design that accommodates and encourages a high level of pedestrian use of the area and recognizes other multi-modal uses in the downtown
 - Consideration of existing residential on the bluff above the project area
 - Development of the city owned lot at the northwest corner of Lake Street and Superior Boulevard

- Potential redevelopment of commercial buildings in the 700 Block of Lake Street and opportunities for public/private partnership
 - Coordination with privately owned, public ramp in the 600 Block of Lake Street and opportunities for public/private partnership
 - Ensuring new parking structure design reflects the vision of the city's lakefront plan – the Lake Effect and the community values established and documented in the Lake Effect Development Framework (Attachment C)
- Pre-Design services to include consideration of the following:
 - Architectural relevance to downtown district buildings and character
 - Conformance with city zoning code with regard to building heights and bluff neighborhood height restrictions
 - Site feasibility and geotechnical considerations
 - Connections to pedestrian ways and public spaces, consideration of public restrooms within the facility
 - Specific attention to public safety concerns of structured parking
 - Best management practices for the treatment of storm water, to include, but not limited to green roof solutions, environmentally sensitive landscape
 - Consideration of other sustainable practices, such as solar and snow removal/melting options
 - Consideration of structural design elements to include long-term durability, reduced cost of maintenance, a minimum 50-year life span, internal navigation or way-finding system, internal vehicle and pedestrian traffic circulation, self-parking, effective and energy efficient lighting system, and patron safety and security.

The programming and pre-design design process may include public input in the scope of work to include up to three meetings to address the scope outlined above. It is important that the parking structure design efforts are sensitive to the residential and commercial buildings and residents and businesses in and around the 700 Block of Lake and Mill Streets. The consultant will be responsible for leading the public input process in coordination with city staff, to include facilitating the process and providing materials for the meetings.

Other services desired may include method of delivery/procurement process recommendation, assistance with A/E selection, and construction oversight.

This Request for Qualifications does not obligate the City of Wayzata to complete the project. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest.

ATTACHMENTS

Attachment A: Map of Project Area
 Attachment B: Updated Downtown Parking Study
 Attachment C: Lake Effect Development Framework - available on-line at
www.wayzatalakeeffect.com

QUALIFICATION RESPONSE CONTENTS

1. Title Page/Cover Letter- Introduce the firm submitting the proposal, including the name, address, telephone number, fax number and email address of the contact person(s) representing the same, and also names of other firms or individuals participating in the RFQ. Indicate other office locations, if any, where project work may be completed.
2. Table of Contents- Identify the material by section and page number.
3. Project Overview- Restate RFQ objectives to demonstrate the consultant's understanding of the project.
4. Experience and Qualifications- Identify the general background, structure and organization, and available resources in personnel/experience/information systems of the participating firm or firms to perform the following specific work: parking district development in urban areas, parking structure programming and design, transit/interim transportation systems/services, and construction project delivery and oversight. List at least five client references (include address and phone number) with a brief statement of services rendered. Provide specific recent project examples to demonstrate competence and performance ability in similar Owners Representative services for parking structure projects.
5. Fee Structure - Identify fee structure for Owners Representative services.

PROJECT TIMELINE

The timetable for submission, evaluation, and award shall be as follows:

- RFQ Issued: Friday, September 5th, 2014
- RFQ responses requested: Thursday, September 11th, 2014
- Possible Interviews with Council/HRA: morning of Tuesday, September 16th

RFQ SUBMITTAL

All proposals must be sent to:

Ms. Heidi Nelson, City Manager
hnelson@wayzata.org

All RFQ responses are requested by noon, Thursday September 11th 2014. Submit one (1) electronic copy (pdf format) of the response. Each response must be electronically signed by an authorized member of the firm.

RFQ QUESTIONS

Prospective responders who have any questions regarding this RFPQ should submit questions by e-mail to:

Heidi Nelson, City Manager
hnelson@wayzata.org

1 **b. Consider 1st Reading of Ordinance No. 747 Authorizing the Issuance of Licenses for**
2 **Off-Sale Brewpubs, Off-Sale Micro-Breweries, and On-Sale Taprooms**

3 Mr. Gadow explained that the Council would need to decide how many licenses to grant for each
4 use. The Council discussed the number of licenses and each gave their opinion. Both Mr. Amdal
5 and Mrs. Anderson wanted to support a free market and offer the chance for competition. They
6 were in support of issuing two licenses for each category plus four licenses for the sale of
7 growlers so that both micro-breweries and brewpubs could apply to sell growlers. Mr. Mullin
8 had strong reservations about allowing micro-production facilities in the first place and wanted to
9 issue only one license in each category and two for the sale of growlers. Mr. Tanner stated that
10 he wanted to issue only two licenses in each category. Mayor Willcox wanted to exercise caution
11 and issue only one license in each category and two for the sale of growlers. He stated that there
12 was plenty of competition in surrounding areas.

13 Mr. Amdal made a motion, seconded by Mrs. Anderson, to Approve the First Reading of
14 Ordinance No. 747, an Ordinance Authorizing the Issuance of Licenses for Off-sale Brewpubs,
15 Off-sale Micro-breweries, and On-sale Taprooms; with the addition of On-sale Micro-distilleries
16 and On-sale Micro-wineries. Micro-brewery Off-sale Malt Liquor License would be granted 4
17 licenses, Micro-brewery Taproom Liquor License would be granted 2 licenses, Brewpub Malt
18 Liquor License would be granted 2 licenses, Micro-distilleries would be granted 2 licenses, and
19 Micro-wineries would be granted 2 licenses. The motion failed 2-3 (Mullin, Tanner, Willcox).

20 The Council decided to restate the same motion. For the sake of progress, Mayor
21 Willcox decided to change his vote despite his stance remaining the same.

22 Mr. Amdal made a motion, seconded by Mrs. Anderson, to Approve the First Reading of
23 Ordinance No. 747, an Ordinance Authorizing the Issuance of Licenses for Off-sale Brewpubs,
24 Off-sale Micro-breweries, and On-sale Taprooms; with the addition of On-sale Micro-distilleries
25 and On-sale Micro-wineries. Micro-brewery Off-sale Malt Liquor License would be granted 4
26 licenses, Micro-brewery Taproom Liquor License would be granted 2 licenses, Brewpub Malt
27 Liquor License would be granted 2 licenses, Micro-distilleries would be granted 2 licenses, and
28 Micro-wineries would be granted 2 licenses. The motion carried 3-2 (Mullin, Tanner).

29
30 **c. Consider Resolution 23-2014 Boatworks PUD Amendment, CUP, and Site Plan**

31 Mr. Gadow explained that Wayzata Brew Works LLC and Boatworks II LLC have submitted an
32 application for approval of an Amendment to an existing Planned Unit Development Conditional
33 Use Permit and site plan for 294 Grove Lane.

34 The Council discussed issues with trash, parking, and security; and decided to require a
35 report quarterly on how these items were working. Mr. Tanner requested a clarification on how
36 many barrels the applicant would be producing. Mr. Gadow answered that the plan for the first
37 year was 1,000 barrels produced 20 at a time. Mr. Gadow added that state statute would limit it
38 to 3,500 barrels per year, because the operation includes a taproom.

39 Mr. Amdal made a motion, seconded by Mrs. Anderson, to Adopt Resolution No. 23-
40 2014 Approving PUD Amendment, CUP, and Site Plan for 294 Grove Lane, with revisions. The
41 motion carried 4-1 (Tanner).

42
43 The meeting was recessed at 8:54 p.m. and reconvened at 8:58 p.m.

44
45 **d. Consider Parking Structure Request for Proposals**

46 Ms. Nelson reported that the City of Wayzata is proposing to construct a parking structure to
47 better serve the downtown public amenities and business district. The City recently updated its
48 downtown parking study in an effort to better understand parking demand in the downtown
49 district. Staff have prepared two drafts of an RFP process for design that include site selection,
50 site planning, and structure design. Ms. Nelson informed Council that staff is looking for
51 feedback on a couple of items. First, for direction on whether it would like to go through a site

1 selection process or go ahead with the Mill Street site as previously discussed. Second, for
2 direction on whether the Council would like to use an Owners Representative approach or go
3 through the RFP process.

4 George Carisch and Stacy Carisch requested to speak to the Council about parking. Mr.
5 Carisch shared that he owns the parking ramp past the 600 block. He spoke of a time 27 years
6 ago when he worked with the City to help fix a parking problem. He asked the Council to
7 consider public and private working together again.

8 The Council asked questions about timeframe and site selection. Ms. Nelson responded
9 that the timeframe for site selection was her best estimate based on information she had compiled.
10 The Council discussed and each gave their opinion on site selection versus going ahead with the
11 Mill Street location. Mrs. Anderson did not support either option, but rather preferred looking for
12 several options and planning for the future.

13 Mr. Tanner made a motion, seconded by Mr. Mullin to select Mill Street as the location
14 for the parking structure, to use an Owners Representative or consultant, and to begin workshops
15 every two weeks with HRA members in attendance. The motion carried 4-1 (Anderson).
16

17 **AGENDA ITEM 6. City Manager's Report and Discussion Items.**

18 **a. Update on Strategic Plan Progress Report**

19 Ms. Nelson reported on the current status of the 2014-2016 Strategic Plan to give the Council an
20 update on current items.
21

22 **b. Update on Bushaway Road**

23 Ms. Nelson shared that Mr. Kelly had attended a meeting earlier in the day with Shafer
24 Contracting Company. Construction is scheduled to begin September 15, 2014. A person can
25 sign up to receive updates about construction on the Hennepin County website.
26

27 **AGENDA ITEM 7. Public Forum Continued (if necessary).**

28 There were no comments.
29

30 **AGENDA ITEM 8. Adjournment.**

31 Mr. Tanner made a motion, seconded by Mr. Amdal to adjourn. There being no further business,
32 Mr. Willcox adjourned the meeting at 10:06 p.m.
33

34 Respectfully submitted,
35
36
37

38 Becky Malone
39 Deputy City Clerk
40

41 Drafted by Sarah Peterson
42 *TimeSaver Off Site Secretarial, Inc.*
43