

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.

47

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.

48

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 Ambrose moved to accelerate discussions in and around the parking that is taking place
12 on the east end. The body is concerned that timing is critical, to move as quickly as
13 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.*