# WAYZATA CITY COUNCIL
# MEETING MINUTES
# July 1, 2014

**AGENDA ITEM 1. Call to Order and Roll Call.**

Mayor Willcox called the meeting to order at 7 p.m. Council Members present: Amdal, Anderson, Mullin and Tanner. Also present: City Manager Nelson, City Engineer Kelly, and City Attorney Schelzel.

**AGENDA ITEM 2. Approve Agenda.**

Mr. Tanner requested to pull Item 4c, Consider Resolution No. 18-2014 Hennepin County CDBG Cooperative Agreement, from the consent agenda for discussion.

Mr. Tanner made a motion, seconded by Mr. Amdal, to approve the agenda, as revised. The motion carried 5/0.

**AGENDA ITEM 3. Public Forum – 15 Minutes (3 minutes per person).**

**a. North Klapprich Park and Telecommunications Site**

Lucy Bruntjen, 402 Gardner Street, expressed her concern for the safety of the North Klapprich Park neighborhood because of the encroachment and danger imposed by the industrial telecommunications complex at the City's water tower. She asked the Council to protect the neighborhood's interest and to come up with a long-term solution to protect the neighborhood from the unwanted telecommunications site.

**b. Wayzata Art Experience**

Becky Pierson, President of Wayzata Chamber of Commerce, described the event from the previous weekend as successful with attendance comparable to previous years which had nice weather. An emergency action plan had been prepared due to the extreme weather the previous year and they were able to put that into action when an alert was received at 3 p.m. Saturday for high winds. Ms. Pierson thanked TCF Bank, volunteers, and the City for their help and support.

**AGENDA ITEM 4. Consent Agenda.**

Mr. Tanner made a motion, seconded by Mr. Amdal, to approve the consent agenda, as revised:

a. Approval of Workshop Minutes of June 17, 2014 and Minutes of June 17, 2014

b. Approval of Check Register

~~c. Consider Resolution No. 18-2014 Hennepin County CDBG Cooperative Agreement~~

This item was considered as Item 5d.

d. Approval of Municipal Licenses

e. Municipal licenses which received administrative approval (informational only)

f. Approval of ISD #284 Community Room and Cable Studio Use Agreement

g. Approval of Comparable City Groups for Compensation and Class Study

h. Approval of Resolution No. 20-2014 Approving Absentee Ballot Board Election Judges for the 2014 Elections

The motion carried 5/0.

**AGENDA ITEM 5. New Business.**

**a. Consider Contract for New City Website Design**

Ms. Nelson reviewed that the Council had authorized an RFP for City website redesign. Once RFPs were received, staff and the Communications Board narrowed down the field and interviewed four vendors. Staff then further conducted testing in a 'sandbox' provided by each of the four vendors.

Kristin Classey, Communications Specialist, presented information about how the website would look and operate on a day-to-day basis. Ms. Classey shared information on each of the tools including: agenda center, alert center, calendars by groups, citizen request tracker, content scheduling and news flash, and an image gallery.

Ms. Nelson presented the costs, noting the redesign of the City's website was budgeted in the 2014 general fund budget for $25,000. She stated staff recommends approval of a contract with CivicPlus. It was noted the current annual hosting fee of $550 paid to GovOffice, the City's current website vendor, are reflected in the City's budget on an annual basis. Ms. Nelson explained that an e-agenda software had been included in the 2014 budget; however, that will no longer be necessary as the CivicPlus package includes an e-agenda application. She indicated Attorney Schelzel has reviewed the contract and been involved in the negotiations with CivicPlus to finalize the terms.

Ms. Nelson answered questions from the Council concerning whether or not users would be able to make payments on the website. She stated there was an e-commerce module that would be used for that.

Ms. Nelson answered questions from the Council on the expected life of the website. She explained that with the contract the City would receive a redesign every four years.

Ms. Classey answered questions from the Council concerning the training that would be included in the contract.

Mrs. Anderson made a motion, seconded by Mr. Amdal, to approve a contract with CivicPlus for the redesign of the City's website at a cost of $16,752 with annual fees of $4,144. The motion carried 5/0.

**b. Consider Resolution No. 19-2014 Presbyterian Homes Play Area and Pedestrian Connections**

Mr. Kelly presented the proposed Presbyterian Homes play area and pedestrian connection to Circle A Drive. He asked for questions and/or concerns.

The Council requested the resolution be amended to state that a condition of approval was the play area and understated pedestrian connection be constructed at the developer's expense; as well as, a mutually agreed upon landscaping project to fix the holes in the screening to be implemented at the developer's expense.

Mr. Mullin made a motion, seconded by Mrs. Anderson, to Adopt Resolution No. 19-2014 Approving the Installation of a Play Area within the Presbyterian Homes Development, with revisions. The motion carried 5/0.

**c. Consider Lake Minnetonka 360 Pilot Trolley Program**

Ms. Nelson reported that a local group is considering bringing back the trolley as a pilot program for Wayzata. The pilot program would run July 8th through September 18th on Tuesdays and Thursdays from 9 a.m. to 4 p.m. utilizing a modified version of the previous trolley route with approximately 15 stops. The goal would be to see how it operated and who utilized the services. The future goal would be funding from private contributions with Wayzata Historical Society acting as the fiscal agent.

Mr. Willcox asked Council Members Amdal and Anderson to share about the history of the trolley and why it went away.

Mr. Amdal shared that the previous trolley was operated by the Wayzata Chamber of Commerce from 2000 through 2010. The vehicles were used and needed maintenance. Insurance and drug testing of the drivers became a burden. The vision for the new trolley is to utilize an outside vendor for driving, insurance, and drug testing. The hope is to have people enjoying the trolley again in the community. They are looking for the City to do the final endorsement that would make this a go.

Mrs. Anderson added this would be something that would connect the Lake Minnetonka communities and there is a lot of excitement about the trolley.

Ms. Nelson stated that because the City would be making a contribution, they would need to make sure the insurance was sufficient. She asked where the Council would like the contribution to come from. Her recommendation is either a one-time allocation from contingency funds in the general fund budget or to tie to the lake front fund and use those unrestricted dollars.

Mr. Willcox made a motion, seconded by Mrs. Anderson, to provide a one-time contribution of $8,000 to the fiscal agent for the pilot trolley program, Wayzata Historical Society, based upon the following conditions:

1. The City will not be the contracting agency for the trolley operations; and
2. The trolley operations will be handled by a private vendor, Renee's Royal Valet, and would not be operated or owned by the City; and
3. That the insurance requirements of the City would be met by the vendor, Renee's Royal Valet, providing the City as an additional insured.

The motion carried 5/0.

Mr. Willcox thanked Council Members Amdal and Anderson as well as volunteers for leading this project.

**d. Consider Resolution No. 18-2014 Hennepin County CDBG Cooperative Agreement**

Ms. Nelson shared information on the Community Development Block Grant program. It addresses the funds that flow from the federal level through the program for communities under 50,000 people. The community development activities that could be funded include affordable housing, neighborhood revitalization, and improved public services.

The Council asked questions concerning how competitive the program is and suggested that someone from Hennepin County share about the program at the Council's July 15th meeting.

Mr. Tanner made a motion, seconded by Mr. Amdal, to table consideration of Resolution No. 18-2014 Hennepin County CDBG Cooperative Agreement until July 15th City Council meeting. The motion carried 5/0.

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

**Update on Next Steps Lake Effect – Docks**

Ms. Nelson stated the Council and staff met with Mary deLaittre, Groundwork's Consulting, to discuss next steps Lake Effect. At that Workshop, they discussed what the Stewardship Committee would entail, how to structure the Committee and how to organize the fundraising side. They also discussed the prioritization of projects including which projects are the most feasible and have the ability to be funded. The Committee will bring a proposal to the July 15th City Council meeting.

**Interim Transient Docks**

Ms. Nelson stated staff is proceeding with an application to the Lake Minnetonka Conservation District (LMCD) for additional interim transient docks at the lakefront. It is anticipated this item will be considered by the LMCD on August 13, 2014.

The Council asked about the reality of leasing something during this summer season considering there is not much of a boating season. Ms. Nelson stated they were monitoring the situation and would make that call, if necessary.

**Beach Concessions**

Ms. Nelson reported that staff solicited additional bids for improvements to the Beach House and is proceeding with the upgrade to the electrical service to the building. She also reported the hotdog cart opened at the Beach, but the Lake is fully into the parking lot, which is presenting issues.

**East Lake Street / Eastman Corridor Landscape Plan**

Ms. Nelson noted the Council met in Workshop on June 17, 2014, to discuss landscaping concepts for the east corridor and directed staff to refine the plans for prioritization and bid later this summer.

The Council asked if they were looking at cost saving elements to lower long-term cost and maintenance. Ms. Nelson stated they have looked into it and have used some solar power options already.

**Future Calendar Items**

Ms. Nelson announced the following upcoming dates: July 15th, Budget workshop and August 6th, first City Council meeting of August shifts to Wednesday.

**Announcements**

Ms. Nelson shared that the City is pleased to announce the addition of Don Uram to the staff, hired as Administrative Services Director. He will be starting on August 4th.

Mrs. Anderson thanked the Parks and Trails Board for the addition of the Adirondack chairs along the Depot and announced the first ever Parks and Trails maps.

The Council asked about dates for voting and absentee voting. Ms. Nelson indicated the information is available on the City website link on the front page.

The Council shared there is an article in the current issue of *Twin City Business* magazine called "The Battle for Wayzata" about the local restaurants.

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

There were no comments.

**AGENDA ITEM 8. Adjournment.**

Mr. Tanner made a motion, seconded by Mr. Amdal to adjourn. There being no further business, Mr. Willcox adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Becky Malone

Becky Malone
Deputy City Clerk

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