

WAYZATA CITY COUNCIL MEETING AGENDA
Wayzata City Hall Community Room, 600 Rice Street
Tuesday, September 2, 2014

4:30 PM - DINNER AVAILABLE FOR WAYZATA CITY COUNCIL

WORKSHOP TOPICS FOR DISCUSSION:

- 1. 240 MINNETONKA CONCEPT (APPROX. 5:00 PM)**
- 2. BUDGET WORKSHOP (APPROX. 5:30 PM)**

7:00 PM - CITY COUNCIL MEETING

ITEM	DESCRIPTION	PRESENTER	TT	JA	KW	AM	BA	VOTE	PAGE #
1	Roll Call								
2	Approve Agenda								
3	Public Forum - 15 Minutes (3 min/person)								
a.	Wayzata High School Football Presentation - Coach Anderson								
b.	JJ Hill Days Presentation - Becky Pierson								
4	Consent Agenda								2
a.	Approval of Minutes of August 19, 2014								
b.	Approval of Check Register								
c.	Approval of Contract for Watermain Crossing Replacement Project								
d.	Approval of Municipal Licenses								
e.	Municipal Licenses Which Received Administrative Approval (Informational Only)								
5	New Business								
a.	Consider 1st Reading of Ordinance No. 746 Zoning Ord Amendment - Micro-brewery and Taproom	Gadow							27
b.	Consider 1st Reading of Ordinance No. 747 Authorizing the Issuance of Licenses for Off-Sale Brewpubs, Off-Sale Micro-Breweries, and On-Sale Taprooms	Gadow							42
c.	Consider Resolution 23-2014 Boatworks PUD Amendment, CUP, and Site Plan	Gadow							52
d.	Consider Parking Structure Request for Proposals	Nelson							75
6	City Manager's Report and Discussion Items								110
a.	Strategic Plan Progress Report Update								
7	Public Forum (as necessary)								
8	Adjournment								

Meeting Rules of Conduct:

Turn in white card for public forum and blue card for agenda item
Give name and address
Indicate if representing a group
Limit remarks to 3 minutes

Upcoming Meetings:

City Council - September 16 & October 7, 2014
Planning Commission - WEDNESDAY, September 3 & Monday, September 15, 2014

Members of the City Council and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.

WAYZATA CITY COUNCIL
DRAFT - MEETING MINUTES
August 19, 2014

AGENDA ITEM 1. Call to Order and Roll Call.

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

AGENDA ITEM 2. Approve Agenda.

Mr. Tanner made a motion, seconded by Mrs. Anderson, to approve the agenda, as presented. The motion carried 3/0.

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

a. Presentation of Chamber Exceptional Service Award

Becky Pierson, Wayzata Chamber of Commerce, recognized Sarah Kaelberer, Vice President of Business & Estate Advisers, for suggesting the Exceptional Service Award program to recognize businesses with strong customer service. Ms. Pierson stated that she was pleased to announce Wayzata Jewelers as the award recipient. Wayzata Jewelers on Wayzata Boulevard is a family owned, full service jeweler. The nomination that stood out was from a local groom who spoke of Wayzata Jewelers' wonderful customer service and superior craftsmanship when he purchased an engagement ring. Ms. Pierson, on behalf of the Wayzata Chamber of Commerce and Business & Estate Advisers, presented the award to John and Pam Gilbert, owners of Wayzata Jewelers.

Mr. Willcox thanked the Gilberts for their exceptional service and stated that good businesses were how Wayzata will continue to grow and flourish.

b. North Klapprich Park and Telecommunications Site

Lucy Bruntjen, 402 Gardner Street, shared that Mr. Willcox and two Council Members visited the park while work was being done on the tower. She stated that the water tower is not a good place for antennas because it is too close to residential areas and too deep into the park for access. Trucks park on the neighborhood's dead end street, at the water treatment plant parking lot, at the tennis courts, and on the easement. There is not any access that does not intrude on the residential areas. Landscaping will not help the intrusion. Ms. Bruntjen asked that the degradation of Wayzata's oldest historic public park and last remaining historic small town neighborhood be stopped.

Ms. Nelson reported that staff would bring answers on some of the technical questions as well as cost estimates from the Telecom Feasibility Study to an upcoming City Council meeting and then a neighborhood meeting would be organized.

AGENDA ITEM 4. Consent Agenda.

Mr. Tanner made a motion, seconded by Mrs. Anderson, to approve the consent agenda:

- a. Approval of Workshop Minutes of August 6, 2014 and Minutes of August 6, 2014
- b. Approval of Check Register
- c. Approval of Municipal Licenses
- d. Municipal licenses which received administrative approval (informational only)
- e. Police Activity Report
- f. Building Activity Report

The motion carried 3/0.

AGENDA ITEM 5. New Business.

a. Consider Bids for Gardner Street Reconstruction

Mr. Kelly reported on the bids received by the Engineering Department on August 12, 2014, for the Gardner Street Reconstruction project. The project involves the reconstruction of Gardner Street on the north end of Benton Avenue. The street is in a very low area, drains poorly, and has deteriorated significantly in the last few years. The engineer's estimate was \$128,610.00 with alternate 1 at \$9,815.00 and alternate 2 at \$4,290.00. The alternates contemplate potential extension of pipe through two existing ditches. The Street CIP currently has \$119,130.00 budgeted for this project. Bids were received from GMH Asphalt, Midwest Asphalt Corporation, and Bituminous Roadways. The lowest bid was over 30% higher than the engineer's estimate. The Engineering Department recommended that the bids be rejected and that the project be included with the Ferndale Road reconstruction in 2015.

Mr. Kelly answered the Council's question regarding construction bids coming in high. He explained that it was the reality of construction. Prices had been low because of a lack of construction projects and now the availability of projects is driving the prices up.

Mrs. Anderson made a motion, seconded by Mr. Tanner, to approve the recommendation of the Engineering Department to reject the bids and include the project with the Ferndale Road Reconstruction in 2015. The motion carried 3/0.

b. Consider Bushaway Wetland Replacement Plan for Hennepin County

Mr. Kelly recommended approval of the Wetland Conservation Act Permit Application for the reconstruction of Hennepin County 101. He explained that this project will replace the seven identified wetlands impacted using the BWSR "Local Government Roads Wetland Replacement Program" and the Montang Wetland Bank. These programs allow the applicant to purchase credits and replace the wetlands in another area when they cannot be replaced in the same area.

Mr. Kelly answered the Council's question concerning mitigation stating that it is two-to-one replacement for any impacted wetlands. The Council asked about tree loss, ongoing maintenance, and whether any of the impacted areas were on private property. Mr. Kelly answered that there were no additional impacts to tree loss. He stated that the wetlands located along the corridor do not require much maintenance and the storm water facilities will be the responsibility of the City. Mr. Kelly shared that all of the impacted areas are on the County right-of-way.

Mrs. Anderson made a motion, seconded by Mr. Tanner, to approve the Wetland Conservation Act Permit Application for the Hennepin County Reconstruction of 101, between Minnetonka Boulevard and Wayzata Boulevard. The motion carried 3/0.

Mrs. Anderson asked about the new Landscape Committee timeline. Mr. Kelly answered that they were looking to start in the fall.

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

a. Water Main Break under Highway 12

Mr. Kelly shared that in May the water main under Highway 12 broke and has been leaking on Ridgeview Drive. The estimate for this project is \$97,190.00 and the budget is \$127,000.00. Staff solicited four contractors and recommended going forward with the low bidder, GF Jedlicki.

Mr. Tanner made a motion, seconded by Mrs. Anderson, to accept the bid to repair the water main under Highway 12 from GF Jedlicki Incorporated in the amount of \$96,475.00. The motion carried 3/0.

b. Announcements

Ms. Nelson shared that the Bushaway Open House had been moved to September 16th. The Big Woods 10 year anniversary event will be held September 25th from 4-7 p.m. A recognition event for John Berryhill will be held at The Big Woods on August 22nd at 10 a.m.

1 **c. Update on James J. Hill Days**

2 Becky Pierson, Wayzata Chamber of Commerce, reported on a few changes to the upcoming
3 James J. Hill Days. Rail and Ales is a ticketed event that will be held on Saturday. There will be
4 a bike block where there will be bike testing, bike helmet giveaways, and a safe place to store
5 bicycles during the event. On Friday night, 20 retailers will remain open until 8 p.m. for Retail
6 Junction where you can earn the chance to win gift cards. The dachshund races have been moved
7 to the Depot. The parade will be shifted back one hour on Sunday to help with the congestion.
8 Billy Currington will perform on Friday night and the Goo Goo Dolls will perform on Saturday
9 night. These are ticketed performances.

10 Ms. Nelson reported on the safety concerns around the railroads during the events. The
11 goal is to keep people from crossing anywhere except for the two main intersections. BNSF and
12 the Wayzata Police Department are working together to keep a presence on the railroads.

13
14 **d. Interim Transient Docks**

15 Ms. Nelson reported that LMCD was presented with an application to add 33 new transient slips
16 on an interim basis. The LMCD reacted positively. The only issue is the relationship with
17 Burlington Northern, but formal documents are being written to work together. The new docks
18 should be implemented in the spring of 2015.

19
20 **e. Update on the Trolley Program**

21 Mrs. Anderson shared that the Trolley is still running on Tuesdays and Thursdays from 10 a.m. to
22 4 p.m. The feedback received was to add one weekend day. Mrs. Anderson communicated that it
23 may be possible for next summer. September 18th is the last day for the Trolley this season.

24
25 **f. Update on Lake Effect Project Consultant**

26 Ms. Nelson shared that staff would be meeting with Mary deLaitre, Groundworks Consulting,
27 during the first week of September to review the project matrix and would schedule a workshop
28 later in September.

29
30 **AGENDA ITEM 7. Public Forum Continued (if necessary).**

31 There were no comments.

32
33 **AGENDA ITEM 8. Adjournment.**

34 Mr. Tanner made a motion, seconded by Mrs. Anderson to adjourn. There being no further
35 business, Mr. Willcox adjourned the meeting at 7:56 p.m.

36
37 Respectfully submitted,

38
39
40
41 Becky Malone
42 Deputy City Clerk

43
44 Drafted by Sarah Peterson
45 TimeSaver Off Site Secretarial, Inc.

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August 2014

			Check Amt	Invoice	Comment
10100 Anchor Bank					
Paid Chk#	096064	8/19/2014	ANDERSON HROMADA PAINTING &		
E 640-47000-401	Repairs/Maint Buildings		\$275.00	8/9/14	MUNI GARAGE DOOR PAINTED & MISC.PAINTING
E 640-48000-401	Repairs/Maint Buildings		\$275.00	8/9/14	MUNI GARAGE DOOR PAINTED & MISC.PAINTING
Total	ANDERSON HROMADA PAINTING &		\$550.00		
Paid Chk#	096065	8/19/2014	ARCTIC GLACIER INC.		
E 640-47000-254	Soft Drinks/Mix For Resale		\$79.80	378422005	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$131.25	378422309	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$80.80	381421311	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$97.95	385422709	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$121.00	387421606	ICE RESALE
Total	ARCTIC GLACIER INC.		\$510.80		
Paid Chk#	096066	8/19/2014	BAGY JO, INC.		
E 640-48000-217	Uniforms		\$285.60	DRV-14091	BAR UNIFORMS
E 640-48000-256	MISC.MDSE.RESALE		\$285.60	DRV-14091	MISC.MDSE.RESALE
Total	BAGY JO, INC.		\$571.20		
Paid Chk#	096067	8/19/2014	BELLBOY BAR SUPPLY CORP.		
E 640-47000-254	Soft Drinks/Mix For Resale		\$62.85	44245800	MISC.BEV.
E 640-47000-259	Freight		\$4.65	44245800	FREIGHT
E 640-47000-251	Liquor For Resale		\$1,276.14	44245900	LIQ
E 640-47000-259	Freight		\$12.40	44245900	FREIGHT
E 640-47000-251	Liquor For Resale		\$3,275.21	44349000	LIQ
E 640-47000-259	Freight		\$29.84	44349000	FREIGHT
E 640-47000-210	Operating Supplies (GENERAL)		\$53.80	90365500	SUPPLIES
E 640-47000-254	Soft Drinks/Mix For Resale		\$57.80	90365500	MISC.MDSE.
E 640-47000-259	Freight		\$4.53	90365500	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$13.00	90596300	MISC.MDSE.
E 640-47000-259	Freight		\$3.19	90596300	FREIGHT
E 640-47000-210	Operating Supplies (GENERAL)		\$26.00	90596300	SUPPLIES
E 640-47000-210	Operating Supplies (GENERAL)		\$98.60	90633400	SUPPLIES
E 640-47000-254	Soft Drinks/Mix For Resale		\$36.64	90633400	MISC.MDSE.
E 640-47000-259	Freight		\$4.64	90633400	FREIGHT
E 640-47000-210	Operating Supplies (GENERAL)		\$71.80	90671900	SUPPLIES
E 640-47000-259	Freight		\$4.77	90671900	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$92.12	90671900	MISC.MDSE.
Total	BELLBOY BAR SUPPLY CORP.		\$5,127.98		
Paid Chk#	096068	8/19/2014	BENSON, JIM		
E 640-48500-210	Operating Supplies (GENERAL)		\$21.45	REIMB.	KITCHEN SUPPLIES
Total	BENSON, JIM		\$21.45		
Paid Chk#	096069	8/19/2014	BERNICK'S WINE		
E 640-47000-254	Soft Drinks/Mix For Resale		\$200.90	151895	MISC.BEV.
E 640-47000-253	Beer For Resale		\$165.55	151896	BEER
E 640-47000-254	Soft Drinks/Mix For Resale		\$340.55	155320	MISC.BEV.
E 640-47000-253	Beer For Resale		\$93.30	155321	BEER
Total	BERNICK'S WINE		\$800.30		
Paid Chk#	096070	8/19/2014	BERRY COFFEE COMPANY		
E 640-48000-254	Soft Drinks/Mix For Resale		\$167.45	1189043	COFFEE SUPPLIES
E 101-42200-499	Miscellaneous		\$90.11	1190933	COFFEE SUPPLIES
Total	BERRY COFFEE COMPANY		\$257.56		
Paid Chk#	096071	8/19/2014	BOURGET IMPORTS		
E 640-47000-252	Wine For Resale		\$120.00	121204	WINE

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August 2014

			Check Amt	Invoice	Comment
E 640-47000-259	Freight		\$1.50	121204	FREIGHT
	Total BOURGET IMPORTS		\$121.50		
Paid Chk# 096072	8/19/2014	CINTAS CORPORATION			
E 640-48500-210	Operating Supplies (GENERAL)		\$63.39	5001740413	FIRST AID SUPPLIES
E 640-48000-540	Equipment		\$383.97	9004680462	EYE WASH STATION
	Total CINTAS CORPORATION		\$447.36		
Paid Chk# 096073	8/19/2014	CITY VIEW PLUMBING & HEATING			
E 640-48500-404	Repairs/Maint - Machin/Equip		\$520.31	41865	KITCHEN REPAIRS
	Total CITY VIEW PLUMBING & HEATING		\$520.31		
Paid Chk# 096074	8/19/2014	COCA-COLA			
E 640-47000-254	Soft Drinks/Mix For Resale		\$148.08	0138129316	MISC.BEV.
E 640-48000-254	Soft Drinks/Mix For Resale		\$625.45	0168058812	MISC.BEV.
	Total COCA-COLA		\$773.53		
Paid Chk# 096075	8/19/2014	COZZINI BROS., INC.			
E 640-48500-415	Other Equipment Rentals		\$71.34	C1118627	KNIFE EXCHANGE
	Total COZZINI BROS., INC.		\$71.34		
Paid Chk# 096076	8/19/2014	DAHLHEIMER DISTRIBUTING CO.			
E 640-47000-253	Beer For Resale		\$433.77	1092778	BEER
E 640-48000-253	Beer For Resale		\$747.00	1092779	BEER
E 640-47000-253	Beer For Resale		\$133.00	95500	BEER
E 640-47000-253	Beer For Resale		\$426.90	95866	BEER
	Total DAHLHEIMER DISTRIBUTING CO.		\$1,740.67		
Paid Chk# 096077	8/19/2014	DAY DISTRIBUTING			
E 640-48000-253	Beer For Resale		\$1,016.00	763557	BEER
E 640-47000-253	Beer For Resale		\$1,074.60	763558	BEER
E 640-48000-253	Beer For Resale		\$437.00	764753	BEER
E 640-47000-253	Beer For Resale		\$1,420.50	764754	BEER
	Total DAY DISTRIBUTING		\$3,948.10		
Paid Chk# 096078	8/19/2014	EXTREME BEVERAGE, LLC			
E 640-47000-254	Soft Drinks/Mix For Resale		\$134.00	264-324	MISC.BEV.
	Total EXTREME BEVERAGE, LLC		\$134.00		
Paid Chk# 096079	8/19/2014	FLAT EARTH BREWING COMPANY			
E 640-47000-253	Beer For Resale		\$28.32	9297	BEER
	Total FLAT EARTH BREWING COMPANY		\$28.32		
Paid Chk# 096080	8/19/2014	FLEISCHHACKER, ALAN			
E 640-48000-130	Employer Paid Ins		\$400.00	APRIL-JULY20	HEALTH INS.REIMB. APRIL - JULY 2014
	Total FLEISCHHACKER, ALAN		\$400.00		
Paid Chk# 096081	8/19/2014	FOREMOST BUSINESS SYSTEMS INC.			
E 640-48000-409	Maint services & Improv		\$257.46	9557	ANNUAL REGISTER SOFTWARE SUPPORT
	otal FOREMOST BUSINESS SYSTEMS INC.		\$257.46		
Paid Chk# 096082	8/19/2014	GRAPE BEGINNINGS, INC.			
E 640-47000-252	Wine For Resale		\$616.00	170009	WINE
E 640-47000-259	Freight		\$13.50	170009	FREIGHT
E 640-47000-252	Wine For Resale		\$576.00	170301	WINE
E 640-47000-259	Freight		\$9.00	170301	FREIGHT
E 640-47000-252	Wine For Resale		\$396.00	170335	WINE
E 640-47000-259	Freight		\$2.25	170335	FREIGHT

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			Check Amt	Invoice	Comment
Total GRAPE BEGINNINGS, INC.			\$1,612.75		
Paid Chk# 096083	8/19/2014	HOHENSTEINS INC.			
E 640-47000-253	Beer For Resale	\$379.00	716249		BEER
Total HOHENSTEINS INC.		\$379.00			
Paid Chk# 096084	8/19/2014	JJ TAYLOR DISTRIBUTING OF MN			
E 640-47000-253	Beer For Resale	\$1,700.40	2251254		BEER
E 640-47000-253	Beer For Resale	\$106.00	2251259		BEER
E 640-47000-253	Beer For Resale	\$1,632.55	2251297		BEER
E 640-48000-253	Beer For Resale	\$721.15	2254479		BEER
E 640-48000-253	Beer For Resale	\$173.40	2254545		BEER
Total JJ TAYLOR DISTRIBUTING OF MN		\$4,333.50			
Paid Chk# 096085	8/19/2014	JOHNSON BROS.-ST.PAUL			
E 640-47000-259	Freight	\$40.88	1911191		FREIGHT
E 640-47000-252	Wine For Resale	\$1,631.75	1911191		WINE
E 640-47000-252	Wine For Resale	\$285.30	1912752		WINE
E 640-47000-259	Freight	\$7.05	1912752		FREIGHT
E 640-47000-251	Liquor For Resale	\$92.25	1912753		LIQ
E 640-47000-259	Freight	\$1.41	1912753		FREIGHT
E 640-47000-259	Freight	\$1.88	1916918		FREIGHT
E 640-47000-251	Liquor For Resale	\$211.25	1916918		LIQ
E 640-47000-252	Wine For Resale	\$348.80	1917185		WINE
E 640-47000-259	Freight	\$9.87	1917185		FREIGHT
E 640-47000-251	Liquor For Resale	\$1,416.97	1917186		LIQ
E 640-47000-259	Freight	\$17.86	1917186		FREIGHT
E 640-47000-252	Wine For Resale	\$2,166.10	1917187		WINE
E 640-47000-259	Freight	\$35.24	1917187		FREIGHT
E 640-47000-252	Wine For Resale	\$764.00	1919782		WINE
E 640-47000-259	Freight	\$12.69	1919782		FREIGHT
E 640-47000-259	Freight	\$2.82	1919783		FREIGHT
E 640-47000-251	Liquor For Resale	\$190.25	1919783		LIQ
E 640-47000-259	Freight	\$11.28	1922616		FREIGHT
E 640-47000-252	Wine For Resale	\$399.35	1922616		WINE
E 640-47000-251	Liquor For Resale	\$1,583.07	1922617		LIQ
E 640-47000-259	Freight	\$16.34	1922617		FREIGHT
E 640-47000-259	Freight	\$15.51	1922618		FREIGHT
E 640-47000-252	Wine For Resale	\$878.50	1922618		WINE
E 640-47000-259	Freight	\$21.15	1924093		FREIGHT
E 640-47000-252	Wine For Resale	\$1,756.00	1924093		WINE
E 640-47000-251	Liquor For Resale	\$144.82	1924094		LIQ
E 640-47000-259	Freight	\$2.12	1924094		FREIGHT
Total JOHNSON BROS.-ST.PAUL		\$12,064.51			
Paid Chk# 096086	8/19/2014	LINNIHAN FOY			
E 640-47000-340	Advertising	\$160.00	2022		WELCOME EMAIL
E 640-47000-340	Advertising	\$320.00	2023		SAVOUR BLAST
E 640-47000-340	Advertising	\$360.00	2024		LAKESHORE WEEKLY AD
E 640-47000-210	Operating Supplies (GENERAL)	\$90.00	2025		SPECTACULAR BUY SHELF TALKERS
Total LINNIHAN FOY		\$930.00			
Paid Chk# 096087	8/19/2014	LUND S			
E 101-41500-331	Mileage & Expense Account	\$43.78	ACCT.2341		SUPPLIES
E 630-40000-210	Operating Supplies (GENERAL)	\$27.24	ACCT.2341		SUPPLIES
E 640-48500-255	FOODIngredients For Resale	\$21.23	ACCT.2341		FOOD RESALE
E 640-47000-341	General Promotions	\$15.55	ACCT.2341		WINE TASTING SUPPLIES
E 101-43100-499	Miscellaneous	\$100.97	ACCT.2341		SUPPLIES

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August 2014

			Check Amt	Invoice	Comment
Total LUND S			\$208.77		
Paid Chk# 096088	8/19/2014	M.AMUNDSON LLP			
E 640-47000-256	MISC.MDSE.RESALE		\$744.30	179261	CIGS.RESALE
E 640-47000-256	MISC.MDSE.RESALE		\$545.80	179576	CIGS.RESALE
Total M.AMUNDSON LLP			\$1,290.10		
Paid Chk# 096089	8/19/2014	MAIN STREET BAKERY			
E 640-48500-255	FOODIngredients For Resale		\$69.34	246562	FOOD
E 640-48500-255	FOODIngredients For Resale		\$74.50	246773	FOOD
E 640-48500-255	FOODIngredients For Resale		\$160.89	246893	FOOD
E 640-48500-255	FOODIngredients For Resale		\$106.63	247029	FOOD
E 640-48500-255	FOODIngredients For Resale		\$106.47	247135	FOOD
E 640-48500-255	FOODIngredients For Resale		\$97.96	247251	FOOD
E 640-48500-255	FOODIngredients For Resale		\$140.52	247335	FOOD
Total MAIN STREET BAKERY			\$756.31		
Paid Chk# 096090	8/19/2014	MILL POND CLAY WORKS LLC			
E 640-48000-210	Operating Supplies (GENERAL)		\$241.91	164	CROCKS
Total MILL POND CLAY WORKS LLC			\$241.91		
Paid Chk# 096091	8/19/2014	NORTHWESTERN FRUIT COMPANY			
E 640-48000-251	Liquor For Resale		\$71.75	789551	LIQ
E 640-48000-253	Beer For Resale		\$4.00	789551	BEER
E 640-48500-255	FOODIngredients For Resale		\$694.25	789551	FOOD
E 640-48000-253	Beer For Resale		\$6.00	789748	BEER
E 640-48000-251	Liquor For Resale		\$14.20	789748	LIQ
E 640-48500-255	FOODIngredients For Resale		\$264.45	789748	FOOD
E 640-48500-255	FOODIngredients For Resale		\$334.20	789935	FOOD
E 640-48000-253	Beer For Resale		\$4.00	790136	BEER
E 640-48000-251	Liquor For Resale		\$67.65	790136	LIQ
E 640-48500-255	FOODIngredients For Resale		\$653.92	790136	FOOD
E 640-48500-255	FOODIngredients For Resale		(\$18.80)	8/2/14	FOOD
Total NORTHWESTERN FRUIT COMPANY			\$2,095.62		
Paid Chk# 096092	8/19/2014	PAUSTIS & SONS			
E 640-47000-252	Wine For Resale		\$3,633.01	8459245	WINE
E 640-47000-259	Freight		\$57.50	8459245	FREIGHT
E 640-48000-252	Wine For Resale		\$229.50	8460092	WINE
E 640-47000-252	Wine For Resale		\$794.67	8460391	WINE
E 640-47000-259	Freight		\$11.25	8460391	FREIGHT
E 640-48000-252	Wine For Resale		\$153.00	8461052	WINE
E 640-47000-252	Wine For Resale		\$1,843.50	8461136	WINE
E 640-47000-259	Freight		\$16.25	8461136	FREIGHT
Total PAUSTIS & SONS			\$6,738.68		
Paid Chk# 096093	8/19/2014	PETERS BILLIARDS			
E 640-48000-210	Operating Supplies (GENERAL)		\$202.74	1-71234-02	GAME SUPPLIES
Total PETERS BILLIARDS			\$202.74		
Paid Chk# 096094	8/19/2014	PHILLIPS WINES & SPIRITS			
E 640-47000-252	Wine For Resale		\$84.00	2643541	WINE
E 640-47000-259	Freight		\$1.41	2643541	FREIGHT
E 640-47000-252	Wine For Resale		\$1,296.70	2643543	WINE
E 640-47000-259	Freight		\$22.09	2643543	FREIGHT
E 640-47000-259	Freight		\$11.98	2647121	FREIGHT
E 640-47000-251	Liquor For Resale		\$961.15	2647121	LIQ
E 640-47000-259	Freight		\$33.12	2647122	FREIGHT

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E 640-47000-252	Wine For Resale		\$2,541.95	2647122	WINE
E 640-47000-251	Liquor For Resale		\$523.08	2650583	LIQ
E 640-47000-259	Freight		\$7.29	2650583	FREIGHT
E 640-47000-252	Wine For Resale		\$1,119.95	2650584	WINE
E 640-47000-259	Freight		\$14.56	2650584	FREIGHT
E 640-47000-259	Freight		\$2.82	2651592	FREIGHT
E 640-47000-251	Liquor For Resale		\$539.30	2651592	LIQ
Total PHILLIPS WINES & SPIRITS			\$7,159.40		
Paid Chk# 096095	8/19/2014	PLUNKETT S PEST CONTROL			
E 640-48000-409	Maint services & Improv		\$120.41	3704628	SERVICE
Total PLUNKETT S PEST CONTROL			\$120.41		
Paid Chk# 096096	8/19/2014	RUSSELL LABEL & PACKAGING			
E 640-48000-210	Operating Supplies (GENERAL)		\$175.92	47486	SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$4.34	FC9667	SUPPLIES
Total RUSSELL LABEL & PACKAGING			\$180.26		
Paid Chk# 096097	8/19/2014	SECURITY PRODUCTS COMPANY			
E 640-47000-404	Repairs/Maint - Machin/Equip		\$244.00	1099316	SECURITY CAMERAS REPAIRED
E 640-48000-404	Repairs/Maint - Machin/Equip		\$244.00	1099316	SECURITY CAMERAS REPAIRED
Total SECURITY PRODUCTS COMPANY			\$488.00		
Paid Chk# 096098	8/19/2014	SOUTHERN WINE & SPIRITS OF MN			
E 640-47000-251	Liquor For Resale		\$3,576.06	1185283	LIQ
E 640-47000-259	Freight		\$35.60	1185283	FREIGHT
E 640-47000-253	Beer For Resale		\$435.00	1185285	BEER
E 640-47000-259	Freight		\$18.75	1185285	FREIGHT
E 640-47000-252	Wine For Resale		\$1,514.90	1187765	WINE
E 640-47000-259	Freight		\$12.98	1187765	FREIGHT
E 640-47000-259	Freight		\$46.00	1187766	FREIGHT
E 640-47000-251	Liquor For Resale		\$5,387.99	1187766	LIQ
E 640-47000-259	Freight		\$2.50	1187767	FREIGHT
E 640-47000-252	Wine For Resale		\$1,892.55	1187768	WINE
E 640-47000-259	Freight		\$25.21	1187768	FREIGHT
E 640-47000-252	Wine For Resale		\$511.50	1187769	WINE
E 640-47000-259	Freight		\$3.96	1187769	FREIGHT
E 640-47000-259	Freight		\$11.25	1190273	FREIGHT
E 640-47000-252	Wine For Resale		\$616.00	1190273	WINE
E 640-47000-259	Freight		\$1.25	1192636	FREIGHT
E 640-47000-252	Wine For Resale		\$548.00	1192636	WINE
E 640-47000-259	Freight		\$35.72	1192637	FREIGHT
E 640-47000-251	Liquor For Resale		\$5,627.86	1192637	LIQ
E 640-47000-252	Wine For Resale		\$1,116.00	1192638	WINE
E 640-47000-259	Freight		\$18.75	1192638	FREIGHT
E 640-47000-252	Wine For Resale		\$2,329.63	1192639	WINE
E 640-47000-259	Freight		\$9.90	1192639	FREIGHT
E 640-47000-259	Freight		\$1.25	1192640	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$24.00	1192640	MISC.BEV.
Total SOUTHERN WINE & SPIRITS OF MN			\$23,802.61		
Paid Chk# 096099	8/19/2014	STRATEGIC EQUIPMENT AND			
E 640-48000-210	Operating Supplies (GENERAL)		(\$101.55)	136886	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$232.01	2246211	KITCHEN SUPPLIES
E 640-49100-540	Equipment		\$2,794.42	2253669	WINE COOLER
E 640-48000-210	Operating Supplies (GENERAL)		\$232.94	2259566	COOLER
E 640-48000-210	Operating Supplies (GENERAL)		\$81.70	2259567	WINE GLASSES
E 640-48500-210	Operating Supplies (GENERAL)		\$37.35	2261981	KITCHEN SUPPLIES

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E 640-48500-210	Operating Supplies (GENERAL)		\$28.07	2261983	KITCHEN SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$163.40	2261984	WINE GLASSES
E 640-48500-210	Operating Supplies (GENERAL)		\$309.38	2261986	KITCHEN SUPPLIES
E 640-48000-341	General Promotions		\$62.64	2261986	PROMO SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$56.11	2261986	BAR SUPPLIES
Total	STRATEGIC EQUIPMENT AND		\$3,896.47		
Paid Chk#	096100	8/19/2014	SUNBURST CHEMICALS, INC.		
E 640-48500-210	Operating Supplies (GENERAL)		\$157.00	0328305	SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$226.81	0328310	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$642.16	0328310	SUPPLIES
Total	SUNBURST CHEMICALS, INC.		\$1,025.97		
Paid Chk#	096101	8/19/2014	SYSCO MINNESOTA		
E 640-48000-342	Promotions - Food/Drinks		\$56.05	408011499	PROMO FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$196.09	408011499	KIT.SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$4,214.55	408011499	FOOD
E 640-48000-210	Operating Supplies (GENERAL)		\$47.74	408022192	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$41.22	408040766	KIT.SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$3,110.76	408040766	FOOD
E 640-48000-341	General Promotions		\$44.70	408040766	PROMO SUPPLIES
E 640-48000-342	Promotions - Food/Drinks		\$56.05	408040766	PROMO FOOD
E 640-48000-251	Liquor For Resale		\$11.97	408061194	LIQ
E 640-48500-210	Operating Supplies (GENERAL)		\$149.17	408061194	KIT.SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$4,191.17	408061194	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$28.17	408061194	PROMO FOOD
E 640-48500-255	FOODIngredients For Resale		\$608.96	408070088	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$72.59	408081408	PROMO FOOD
E 640-48000-251	Liquor For Resale		\$85.10	408081408	LIQ
E 640-48000-210	Operating Supplies (GENERAL)		\$299.21	408081408	SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$6,033.45	408081408	FOOD
Total	SYSCO MINNESOTA		\$19,246.95		
Paid Chk#	096102	8/19/2014	T.D. ANDERSON INC.		
E 640-48000-409	Maint services & Improv		\$115.00	944174	BEER LINES CLEANED
Total	T.D. ANDERSON INC.		\$115.00		
Paid Chk#	096103	8/19/2014	THORPE DISTRIBUTING CO.		
E 640-47000-253	Beer For Resale		\$3,012.52	838766	BEER
E 640-47000-253	Beer For Resale		\$37.10	838767	BEER
E 640-47000-253	Beer For Resale		\$1,280.35	840325	BEER
E 640-47000-253	Beer For Resale		\$18.55	840326	BEER
E 640-48000-253	Beer For Resale		\$71.65	840335	BEER
E 640-48000-253	Beer For Resale		\$775.00	840336	BEER
E 640-48000-253	Beer For Resale		\$104.00	841708	BEER
E 640-48000-253	Beer For Resale		\$49.00	841709	BEER
E 640-48000-253	Beer For Resale		\$214.95	841710	BEER
E 640-47000-253	Beer For Resale		\$1,631.90	841711	BEER
E 640-47000-253	Beer For Resale		\$92.75	841712	BEER
Total	THORPE DISTRIBUTING CO.		\$7,287.77		
Paid Chk#	096104	8/19/2014	TOLL GAS & WELDING SUPPLY		
E 640-48000-210	Operating Supplies (GENERAL)		\$102.72	10036945	SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$46.50	40012290	SUPPLIES
Total	TOLL GAS & WELDING SUPPLY		\$149.22		
Paid Chk#	096105	8/19/2014	TRADITION WINE & SPIRITS		
E 640-47000-259	Freight		\$8.00	3002	FREIGHT

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E 640-47000-252	Wine For Resale		\$1,256.00	3002	WINE
Total TRADITION WINE & SPIRITS			\$1,264.00		
Paid Chk# 096106	8/19/2014	UPS STORE			
E 640-48000-210	Operating Supplies (GENERAL)		\$236.01		SUPPLIES
Total UPS STORE			\$236.01		
Paid Chk# 096107	8/19/2014	VINOCOPIA			
E 640-47000-252	Wine For Resale		\$104.00	0104189	WINE
E 640-47000-259	Freight		\$2.50	0104189	FREIGHT
E 640-47000-251	Liquor For Resale		\$175.25	0104190	LIQ
E 640-47000-259	Freight		\$7.50	0104190	FREIGHT
Total VINOCOPIA			\$289.25		
Paid Chk# 096108	8/19/2014	WINE COMPANY			
E 640-47000-252	Wine For Resale		\$16.00	366802	WINE
Total WINE COMPANY			\$16.00		
Paid Chk# 096109	8/19/2014	WINE MERCHANT			
E 640-47000-259	Freight		\$11.28	513235	FREIGHT
E 640-47000-252	Wine For Resale		\$1,502.30	513235	WINE
E 640-47000-259	Freight		\$2.93	514370	FREIGHT
E 640-47000-252	Wine For Resale		\$480.00	514370	WINE
E 640-47000-259	Freight		\$14.10	514371	FREIGHT
E 640-47000-252	Wine For Resale		\$1,444.00	514371	WINE
E 640-47000-252	Wine For Resale		\$3,323.41	514879	WINE
E 640-47000-259	Freight		\$23.97	514879	FREIGHT
E 640-47000-259	Freight		\$1.41	515135	FREIGHT
E 640-47000-252	Wine For Resale		\$560.00	515135	WINE
Total WINE MERCHANT			\$7,363.40		
Paid Chk# 096110	8/19/2014	WIRTZ BEVERAGE MN BEER			
E 640-48000-253	Beer For Resale		\$168.00	1090264055	BEER
E 640-47000-253	Beer For Resale		\$2,571.30	1090264114	BEER
E 640-48000-253	Beer For Resale		\$404.00	1090267808	BEER
E 640-47000-253	Beer For Resale		\$123.00	1090267948	BEER
E 640-47000-253	Beer For Resale		\$2,667.60	1090267949	BEER
E 640-47000-253	Beer For Resale		\$115.50	1090271403	BEER
E 640-47000-253	Beer For Resale		\$38.30	1090271404	BEER
E 640-47000-253	Beer For Resale		\$2,586.10	1090271405	BEER
E 640-48000-253	Beer For Resale		\$694.00	1090271457	BEER
Total WIRTZ BEVERAGE MN BEER			\$9,367.80		
Paid Chk# 096111	8/19/2014	WIRTZ BEVERAGE MN WINE & SPIRI			
E 640-47000-259	Freight		\$43.98	1080212289	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$170.94	1080212289	MISC.BEV.
E 640-47000-252	Wine For Resale		\$72.00	1080212289	WINE
E 640-47000-251	Liquor For Resale		\$3,223.69	1080212289	LIQ
E 640-47000-251	Liquor For Resale		\$90.00	1080212290	LIQ
E 640-47000-252	Wine For Resale		\$752.00	1080212290	WINE
E 640-47000-259	Freight		\$13.05	1080212290	FREIGHT
E 640-47000-259	Freight		\$17.39	1080214837	FREIGHT
E 640-47000-251	Liquor For Resale		\$1,776.84	1080214837	LIQ
E 640-47000-252	Wine For Resale		\$72.00	1080214838	WINE
E 640-47000-259	Freight		\$1.45	1080214838	FREIGHT
E 640-47000-259	Freight		\$21.75	1080214839	FREIGHT
E 640-47000-252	Wine For Resale		\$2,614.00	1080214839	WINE
E 640-48000-251	Liquor For Resale		\$380.55	1080215256	LIQ

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E 640-47000-252	Wine For Resale		(\$18.41)	2080051748	WINE
Total	WIRTZ BEVERAGE MN WINE & SPIRI		\$9,231.23		
Paid Chk# 096112	8/25/2014	AMARA			
E 640-47000-252	Wine For Resale		\$701.76	1721	WINE
E 640-47000-259	Freight		\$10.50	1721	FREIGHT
	Total	AMARA	\$712.26		
Paid Chk# 096113	8/25/2014	AUSTIN, ANDY			
E 640-48000-341	General Promotions		\$200.00	9/4/14	BAR MUSIC 9/4/14
	Total	AUSTIN, ANDY	\$200.00		
Paid Chk# 096114	8/25/2014	BETH, GERALD O			
E 640-48000-341	General Promotions		\$175.00	9/2/14	BAR MUSIC 9/2/14
	Total	BETH, GERALD O	\$175.00		
Paid Chk# 096115	8/25/2014	BETH, GERALD O			
E 640-48000-341	General Promotions		\$175.00	9/9/14	BAR MUSIC 9/9/14
	Total	BETH, GERALD O	\$175.00		
Paid Chk# 096116	8/25/2014	BETH, GERALD O			
E 640-48000-341	General Promotions		\$175.00	9/16/14	BAR MUSIC 9/16/14
	Total	BETH, GERALD O	\$175.00		
Paid Chk# 096117	8/25/2014	BETH, GERALD O			
E 640-48000-341	General Promotions		\$175.00	9/24/14	BAR MUSIC 9/24/14
	Total	BETH, GERALD O	\$175.00		
Paid Chk# 096118	8/25/2014	BETH, GERALD O			
E 640-48000-341	General Promotions		\$175.00	9/30/14	BAR MUSIC 9/30/14
	Total	BETH, GERALD O	\$175.00		
Paid Chk# 096119	8/25/2014	BLOOMQUIST, RICK			
E 640-48000-341	General Promotions		\$400.00	9/27/14	BAR MUSIC 9/27/14
	Total	BLOOMQUIST, RICK	\$400.00		
Paid Chk# 096120	8/25/2014	CUSTOM WATER WORKS			
E 640-47000-254	Soft Drinks/Mix For Resale		\$360.00	93443	MISC.BEV.RESALE
	Total	CUSTOM WATER WORKS	\$360.00		
Paid Chk# 096121	8/25/2014	GRAPE BEGINNINGS, INC.			
E 640-47000-259	Freight		\$27.00	170704	FREIGHT
E 640-47000-252	Wine For Resale		\$1,548.00	170704	WINE
	Total	GRAPE BEGINNINGS, INC.	\$1,575.00		
Paid Chk# 096122	8/25/2014	ISRAEL, DAN			
E 640-48000-341	General Promotions		\$200.00	9/6/14	BAR MUSIC 9/6/14
	Total	ISRAEL, DAN	\$200.00		
Paid Chk# 096123	8/25/2014	M.AMUNDSON LLP			
E 640-47000-256	MISC.MDSE.RESALE		\$890.48	180112	CIGS.RESALE
	Total	M.AMUNDSON LLP	\$890.48		
Paid Chk# 096124	8/25/2014	NETWORK BUSINESS SUPPLIES			
E 640-47000-200	Office Supplies (GENERAL)		\$193.43	95831	SUPPLIES
	Total	NETWORK BUSINESS SUPPLIES	\$193.43		
Paid Chk# 096125	8/25/2014	REYCRAFT, TOM			
E 640-48000-341	General Promotions		\$200.00	9/11/14	BAR MUSIC 9/11/14

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Total REYCRAFT, TOM			\$200.00		
Paid Chk# 096126	8/25/2014	SMITH, COLLIN			
E 640-48000-341	General Promotions		\$200.00	9/18/14	BAR MUSIC 9/18/14
Total SMITH, COLLIN			\$200.00		
Paid Chk# 096127	8/25/2014	SPENCER JANITORIAL			
E 640-48000-409	Maint services & Improv		\$2,205.31	10248	MAY SERVICE
E 640-48000-409	Maint services & Improv		\$2,248.22	10265	JULY SERVICE
Total SPENCER JANITORIAL			\$4,453.53		
Paid Chk# 096128	8/25/2014	STARY, MARK			
E 640-48000-341	General Promotions		\$300.00	9/25/14	BAR MUSIC 9/25/14
Total STARY, MARK			\$300.00		
Paid Chk# 096129	8/25/2014	SYSCO MINNESOTA			
E 640-48000-251	Liquor For Resale		(\$85.10)	408092561	LIQ
E 640-48000-254	Soft Drinks/Mix For Resale		\$137.37	408110757	MISC.BEV.
E 640-48000-342	Promotions - Food/Drinks		\$27.88	408110757	PROMO FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$86.84	408110757	KITCHEN SUPPLIES
E 640-48000-253	Beer For Resale		\$10.03	408110757	BEER
E 640-48500-255	FOODIngredients For Resale		\$3,217.85	408110757	FOOD
E 640-48000-251	Liquor For Resale		\$97.07	408110757	LIQ
E 640-48500-255	FOODIngredients For Resale		\$98.36	408121366	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$28.17	408131099	PROMO FOOD
E 640-48500-255	FOODIngredients For Resale		\$4,474.17	408131099	FPPD
E 640-48500-210	Operating Supplies (GENERAL)		\$78.82	408131099	KITCHEN SUPPLIES
E 640-48000-251	Liquor For Resale		\$46.91	408131099	LIQ
E 640-48500-210	Operating Supplies (GENERAL)		\$51.24	408151502	KITCHEN SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)		\$88.14	408151502	SUPPLIES
E 640-48000-342	Promotions - Food/Drinks		\$56.05	408151502	PROMO FOOD
E 640-48000-251	Liquor For Resale		\$73.39	408151502	LIQ
E 640-48500-255	FOODIngredients For Resale		\$3,634.53	408151502	FOOD
E 640-48500-255	FOODIngredients For Resale		\$85.11	408161858	FOOD
E 640-48500-255	FOODIngredients For Resale		\$4,791.10	408180769	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$28.17	408180769	PROMO FOOD
E 640-48000-341	General Promotions		\$96.00	408180769	PROMO SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$185.53	408180769	KITCHEN SUPPLIES
E 640-48000-251	Liquor For Resale		\$28.50	408180769	LIQ
Total SYSCO MINNESOTA			\$17,336.13		
Paid Chk# 096130	8/25/2014	WOODFORD, RICHARD			
E 640-47000-130	Employer Paid Ins		\$300.00	AUG.2014	HEALTH INS.REIMB.AUG.2014
Total WOODFORD, RICHARD			\$300.00		
Paid Chk# 096131	8/25/2014	ZAHLER, TONY			
E 640-48000-341	General Promotions		\$400.00	9/20/14	BAR MUSIC 9/20/14
Total ZAHLER, TONY			\$400.00		
Paid Chk# 096132	8/26/2014	ADVANCED IMAGING SOLUTIONS			
E 101-45200-200	Office Supplies (GENERAL)		\$7.59	INV53647	PW SUPPLIES
E 101-43100-200	Office Supplies (GENERAL)		\$7.60	INV53647	PW SUPPLIES
E 620-40000-200	Office Supplies (GENERAL)		\$3.80	INV53647	PW SUPPLIES
E 610-40000-200	Office Supplies (GENERAL)		\$3.80	INV53647	PW SUPPLIES
Total ADVANCED IMAGING SOLUTIONS			\$22.79		
Paid Chk# 096133	8/26/2014	AFSCME COUNCIL			
G 101-21709	PW Union dues		\$312.32	AUGUST 2014	PW DUES AUGUST 2014

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Total AFSCME COUNCIL		\$312.32		
Paid Chk# 096134	8/26/2014	ALLIED BLACKTOP COMPANY		
E 430-40000-408	Sealcoating	\$27,000.00	19479	2014 CRACK SEAL PROGRAM
Total	ALLIED BLACKTOP COMPANY	\$27,000.00		
Paid Chk# 096135	8/26/2014	ANCHOR BANK-CARDMEMBER SERV.		
E 640-49100-540	Equipment	(\$70.19)		BAR EQUIPMENT RETURNED
E 640-48000-210	Operating Supplies (GENERAL)	\$79.99		BAR SUPPLIES
E 670-40000-210	Operating Supplies (GENERAL)	\$650.00		SAND BAGS
E 101-41500-331	Mileage & Expense Account	\$129.97		MTG.MEALS
E 233-40000-499	Miscellaneous	\$1,640.20		LAKEFRONT CHAIRS
E 101-41100-331	Mileage & Expense Account	\$109.15		COUNCIL MTG.MEALS
E 640-49100-540	Equipment	(\$138.38)		BAR EQUIPMENT RETURNED
E 640-48000-499	Miscellaneous	\$76.02		BAR EMPLOYMENT ADS
E 610-40000-331	Mileage & Expense Account	\$35.75		MEALS
E 101-42100-540	Equipment	\$107.26		PD CHAIR
E 101-43100-499	Miscellaneous	\$298.27		RETIREMENT PARTY LUNCHEON
E 620-40000-331	Mileage & Expense Account	\$161.17		DAVE D CONF.EXP.
E 610-40000-331	Mileage & Expense Account	\$161.17		DAVE D CONF.EXP.
E 101-45200-331	Mileage & Expense Account	\$161.18		DAVE D CONF.EXP.
E 101-43100-331	Mileage & Expense Account	\$161.18		DAVE D CONF.EXP.
E 101-42400-433	Dues, Licensing & Seminars	\$100.00		BLDG.DEPT.DUES
E 101-42100-540	Equipment	\$313.55		PD PRINTER
E 640-47000-210	Operating Supplies (GENERAL)	\$154.90		STORE SUPPLIES
E 101-41500-331	Mileage & Expense Account	\$80.90		MTG.MEALS
Total	ANCHOR BANK-CARDMEMBER SERV.	\$4,212.09		
Paid Chk# 096136	8/26/2014	BACHMAN S		
E 101-45200-227	Plantings	\$291.81	534881	PLANTINGS
E 404-40000-309	Contractual Services	\$121.71	534882	PLANTINGS
Total	BACHMAN S	\$413.52		
Paid Chk# 096137	8/26/2014	BANK OF AMERICA		
E 101-42200-433	Dues, Licensing & Seminars	\$55.00		FD DUES
E 101-42200-212	Motor Fuels	\$20.01		FD FUEL
E 101-42200-240	Small Tools and Minor Equip	\$129.30		FD TOOLS
E 101-42200-499	Miscellaneous	\$32.43		FD MISC.
E 101-42200-404	Repairs/Maint - Machin/Equip	\$68.70		FD REPAIRS
E 101-42200-404	Repairs/Maint - Machin/Equip	\$46.00		FD REPAIRS
Total	BANK OF AMERICA	\$351.44		
Paid Chk# 096138	8/26/2014	BARCO MUNICIPAL PRODUCTS		
E 610-40000-210	Operating Supplies (GENERAL)	\$166.84	212158	UTILITY MARKING PAINT
E 620-40000-210	Operating Supplies (GENERAL)	\$166.84	212158	UTILITY MARKING PAINT
Total	BARCO MUNICIPAL PRODUCTS	\$333.68		
Paid Chk# 096139	8/26/2014	BUDGET PRINTING & AWARDS		
E 101-45200-499	Miscellaneous	\$268.19	5717	JOHN BERRYHILL PLAQUES
Total	BUDGET PRINTING & AWARDS	\$268.19		
Paid Chk# 096140	8/26/2014	CENTRAL LANDSCAPING, INC.		
E 430-46113-309	Contractual Services	\$612.50	1431	HOLDRIDGE REPAIRS
Total	CENTRAL LANDSCAPING, INC.	\$612.50		
Paid Chk# 096141	8/26/2014	CITY VIEW PLUMBING & HEATING		
E 101-41940-401	Repairs/Maint Buildings	\$400.00	41882	BEACH BATHHOUSE REPAIRS
Total	CITY VIEW PLUMBING & HEATING	\$400.00		

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			Check Amt	Invoice	Comment
Paid Chk# 096142	8/26/2014	CLASSIC CLEANING COMPANY			
E 101-41940-409	Maint services & Improv		\$1,697.00	21130	MONTHLY CLEANING
E 101-41940-409	Maint services & Improv		\$923.00	21131	PW MONTHLY CLEANING
Total	CLASSIC CLEANING COMPANY		\$2,620.00		
Paid Chk# 096143	8/26/2014	COMMERCIAL ASPHALT CO.			
E 430-40000-309	Contractual Services		\$2,373.13	WA950	ASPHALT
Total	COMMERCIAL ASPHALT CO.		\$2,373.13		
Paid Chk# 096144	8/26/2014	CRABTREE COMPANIES			
E 101-41500-200	Office Supplies (GENERAL)		\$116.00	126473	SUPPLIES
Total	CRABTREE COMPANIES		\$116.00		
Paid Chk# 096145	8/26/2014	DAYSPRING WINDOW CLEANING			
E 101-41940-409	Maint services & Improv		\$387.44	8-106553-14	OUTSIDE WINDOWS CLEANED
Total	DAYSPRING WINDOW CLEANING		\$387.44		
Paid Chk# 096146	8/26/2014	DELTA DENTAL OF MINNESOTA			
G 101-21717	Dental Insurance		\$565.10	5649113	DENTAL INSURANCE
Total	DELTA DENTAL OF MINNESOTA		\$565.10		
Paid Chk# 096147	8/26/2014	E.J. MAYERS INC.			
E 233-40000-309	Contractual Services		\$4,500.00	8114	UPGRADE TO 3 PHASE ELECTRICAL AT BEACH
E 408-40000-309	Contractual Services		\$4,500.00	8114	UPGRADE TO 3 PHASE ELECTRICAL AT BEACH
Total	E.J. MAYERS INC.		\$9,000.00		
Paid Chk# 096148	8/26/2014	ECM PUBLISHERS, INC.			
E 101-41500-350	Printing & Publishing		\$191.52	132577	LEGAL NOTICES
E 101-41500-350	Printing & Publishing		\$42.56	134475	LEGAL NOTICES
E 101-41500-350	Printing & Publishing		\$53.20	134476	LEGAL NOTICES
E 101-41500-350	Printing & Publishing		\$42.56	134477	LEGAL NOTICES
Total	ECM PUBLISHERS, INC.		\$329.84		
Paid Chk# 096149	8/26/2014	EHLERS			
E 401-40000-309	Contractual Services		\$102.50	65521	253-259 LAKE STREET
E 401-40000-309	Contractual Services		\$615.00	65522	ED DEV.STRATEGIES
E 316-40000-304	Legal Fees		\$1,575.00	65523	BAY CENTER TIF
E 401-40000-309	Contractual Services		\$205.00	65524	BUS.SUBSIDY REVIEW
E 314-40000-304	Legal Fees		\$102.50	65525	TIF REPORTS
Total	EHLERS		\$2,600.00		
Paid Chk# 096150	8/26/2014	ESS BROTHERS & SONS INC.			
E 620-40000-225	Repair & Maint - System		\$472.00	TT4698	PARTS
E 620-40000-225	Repair & Maint - System		\$70.00	TT4733	PARTS
E 620-40000-225	Repair & Maint - System		\$132.00	TT4891	PARTS
Total	ESS BROTHERS & SONS INC.		\$674.00		
Paid Chk# 096151	8/26/2014	EXCEL DOCUMENT MGMT.			
E 101-41500-200	Office Supplies (GENERAL)		\$83.62	40154	SUPPLIES
Total	EXCEL DOCUMENT MGMT.		\$83.62		
Paid Chk# 096152	8/26/2014	FERNANDEZ, NICHOLE			
E 101-42100-499	Miscellaneous		\$33.07	REIMB.	POSTAGE/MAILING EXP.REIMB.
Total	FERNANDEZ, NICHOLE		\$33.07		
Paid Chk# 096153	8/26/2014	HAWKINS, INC			
E 610-40000-216	Chemicals and Chem Products		\$2,518.97	3634788	CHEMICALS
Total	HAWKINS, INC		\$2,518.97		

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August 2014

			Check Amt	Invoice	Comment
Paid Chk# 096154	8/26/2014	HENN.CNTY.INFO.TECH.DEPT.			
E 101-43100-323	Radio Units		\$150.00	1000048256	RADIO CONNECTION
E 101-45200-323	Radio Units		\$150.00	1000048256	RADIO CONNECTION
E 610-40000-323	Radio Units		\$80.55	1000048256	RADIO CONNECTION
E 620-40000-323	Radio Units		\$80.55	1000048256	RADIO CONNECTION
Total	HENN.CNTY.INFO.TECH.DEPT.		\$461.10		
Paid Chk# 096155	8/26/2014	JANSSEN PAINTING			
E 408-40000-520	Buildings and Structures		\$1,000.00	300	PD GARAGE DOORS PAINTED
Total	JANSSEN PAINTING		\$1,000.00		
Paid Chk# 096156	8/26/2014	JOHN DEERE LANDSCAPES			
E 101-45203-220	Repair/Maint Supply (GENERAL)		\$18.43	69130010	PARTS
E 101-45200-216	Chemicals and Chem Products		\$156.00	69130010	CHEMICALS
E 101-45203-220	Repair/Maint Supply (GENERAL)		\$292.60	69224008	PARTS
Total	JOHN DEERE LANDSCAPES		\$467.03		
Paid Chk# 096157	8/26/2014	KAMIDA			
E 408-40000-402	Sidewalk Replacement		\$1,000.00	001406	SIDEWALK & CURB REPLACEMENT GROVE/BARRY
Total	KAMIDA		\$1,000.00		
Paid Chk# 096158	8/26/2014	KELLY, MICHAEL JR.			
E 101-41940-321	Telephone		\$64.18	REIMB.	PW PHONE CASES
Total	KELLY, MICHAEL JR.		\$64.18		
Paid Chk# 096159	8/26/2014	KENNETH N. POTTS, PA			
E 101-42120-304	Legal Fees		\$570.00	13-004583	LEGAL SERVICES
Total	KENNETH N. POTTS, PA		\$570.00		
Paid Chk# 096160	8/26/2014	LAMBERT, JEFFREY W.			
E 101-42120-304	Legal Fees		\$2,648.25	ACCT.928	LEGAL SERVICES
Total	LAMBERT, JEFFREY W.		\$2,648.25		
Paid Chk# 096161	8/26/2014	LAW ENFORCEMENT LABOR SERVICES			
G 101-21707	Police union dues		\$405.00	AUG.2014	PD DUES - AUG.2014
Total	LAW ENFORCEMENT LABOR SERVICES		\$405.00		
Paid Chk# 096162	8/26/2014	LHB, INC.			
E 430-40000-302	Consultants		\$958.00	130445.00-6	EASTMAN LANE LANDSCAPING
Total	LHB, INC.		\$958.00		
Paid Chk# 096163	8/26/2014	LOFFLER COMPANIES, INC.			
E 101-41500-311	Data Processing		\$2,911.76	1798927	NETWORK SUPPORT
Total	LOFFLER COMPANIES, INC.		\$2,911.76		
Paid Chk# 096164	8/26/2014	MANSFIELD OIL COMPANY			
E 101-49200-212	Motor Fuels		\$2,396.81	812675	FUEL
Total	MANSFIELD OIL COMPANY		\$2,396.81		
Paid Chk# 096165	8/26/2014	MEDIACOM			
E 101-41940-321	Telephone		\$309.95		SERVICE
Total	MEDIACOM		\$309.95		
Paid Chk# 096166	8/26/2014	METERING & TECHNOLOGY SOLUTION			
G 610-14100	Inventory of Material/Supply		\$160.70	1588	WATER METERS
G 620-14100	Inventory of Material/Supply		\$160.70	1588	WATER METERS
Total	METERING & TECHNOLOGY SOLUTION		\$321.40		
Paid Chk# 096167	8/26/2014	METRO ELEVATOR, INC.			

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			Check Amt	Invoice	Comment
E 101-41940-404	Repairs/Maint - Machin/Equip		\$315.00	40261	MAINT.
Total METRO ELEVATOR, INC.			\$315.00		
Paid Chk# 096168	8/26/2014	METRO SALES INC.			
E 101-45200-200	Office Supplies (GENERAL)		\$70.00	INV34912	SUPPLIES
E 101-43100-200	Office Supplies (GENERAL)		\$70.00	INV34912	SUPPLIES
E 610-40000-200	Office Supplies (GENERAL)		\$35.00	INV34912	SUPPLIES
E 620-40000-200	Office Supplies (GENERAL)		\$35.00	INV34912	SUPPLIES
Total METRO SALES INC.			\$210.00		
Paid Chk# 096169	8/26/2014	MILLER, FRED			
E 235-40000-302	Consultants		\$1,525.00	75	WCTV
Total MILLER, FRED			\$1,525.00		
Paid Chk# 096170	8/26/2014	MN CHILD SUPPORT PAYMENT CENTE			
G 101-21710	County WH		\$227.50	0015104841	WITHHOLDING ORDER
Total MN CHILD SUPPORT PAYMENT CENTE			\$227.50		
Paid Chk# 096171	8/26/2014	MN NCPERS LIFE INSURANCE			
G 101-21715	PERA Term Life		\$48.00	9/2014	LIFE INS.
Total MN NCPERS LIFE INSURANCE			\$48.00		
Paid Chk# 096172	8/26/2014	MULCH STORE			
E 101-45200-229	Dirt, Sand and gravel		\$48.00	15969	GARDEN SOIL
Total MULCH STORE			\$48.00		
Paid Chk# 096173	8/26/2014	NAPA AUTO PARTS-WATERTOWN			
E 610-40000-210	Operating Supplies (GENERAL)		\$109.85	422359	PARTS
E 620-40000-210	Operating Supplies (GENERAL)		\$109.85	422359	PARTS
E 101-43100-210	Operating Supplies (GENERAL)		\$16.14	422379	PARTS
E 101-43100-210	Operating Supplies (GENERAL)		\$5.82	422720	PARTS
E 101-43100-210	Operating Supplies (GENERAL)		\$4.44	422756	PARTS
Total NAPA AUTO PARTS-WATERTOWN			\$246.10		
Paid Chk# 096174	8/26/2014	NEWMAN TRAFFIC SIGNS			
E 101-43100-226	Sign Repair Materials		\$219.52	TI-0276702	STREET SIGNS
Total NEWMAN TRAFFIC SIGNS			\$219.52		
Paid Chk# 096175	8/26/2014	OFFICE DEPOT			
E 640-48000-200	Office Supplies (GENERAL)		\$101.03	705425829001	SUPPLIES
E 640-47000-200	Office Supplies (GENERAL)		\$22.00	709593467001	SUPPLIES
E 101-41500-200	Office Supplies (GENERAL)		\$60.85	709593467001	SUPPLIES
Total OFFICE DEPOT			\$183.88		
Paid Chk# 096176	8/26/2014	OTTEN BROTHERS			
E 101-43100-210	Operating Supplies (GENERAL)		\$39.00	1-1376771	SOD
Total OTTEN BROTHERS			\$39.00		
Paid Chk# 096177	8/26/2014	PAKOR INC.			
E 630-40000-210	Operating Supplies (GENERAL)		\$47.19	917028	PASSPORT SUPPLIES
Total PAKOR INC.			\$47.19		
Paid Chk# 096178	8/26/2014	POPP TELECOM			
E 640-47000-321	Telephone		\$100.00		SERVICE
E 640-48000-321	Telephone		\$100.00		SERVICE
E 101-41940-321	Telephone		\$353.13		SERVICE
E 610-40000-323	Radio Units		\$89.28		SERVICE
E 620-40000-323	Radio Units		\$32.58		SERVICE

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			Check Amt	Invoice	Comment
Total POPP TELECOM			\$674.99		
Paid Chk# 096179	8/26/2014	RANDY S SANITATION			
E 650-47500-384	Refuse/Garbage Disposal		\$1,353.88		KARTS
E 650-47500-384	Refuse/Garbage Disposal		\$8,438.76		LABOR
E 650-47500-384	Refuse/Garbage Disposal		\$999.60		DRIVE UP
E 650-47500-386	Other Utilities		\$3,558.38		DISPOSAL
E 101-41940-386	Other Utilities		\$595.43		CH & PW SERVICE
E 650-47600-309	Contractual Services		\$3,804.00		RECYCLING
E 650-47800-384	Refuse/Garbage Disposal		\$6,340.00		ORGANICS
E 650-47800-386	Other Utilities		\$46.05		ORGANICS DISPOSAL
E 640-47000-384	Refuse/Garbage Disposal		\$147.57		STORE
E 640-48000-384	Refuse/Garbage Disposal		\$300.00		BAR
G 650-20300	Deposits Payable		(\$312.50)		STICKERS
E 650-47500-384	Refuse/Garbage Disposal		\$129.35		STICKERS
Total RANDY S SANITATION			\$25,400.52		
Paid Chk# 096180	8/26/2014	ROBERTS, DALE			
R 610-00000-37110	W/S/Storm Sales		\$208.80	REFUND	OVERPAYMENT ON FINAL UTILITY BILL
Total ROBERTS, DALE			\$208.80		
Paid Chk# 096181	8/26/2014	SHORT ELLIOTT HENDRICKSON INC.			
E 404-40000-303	Engineering Fees		\$1,276.40	284910	TELECOM STUDY
E 101-41500-304	Legal Fees		\$822.34	285458	NEXTELL DECOMMISSIONING
Total SHORT ELLIOTT HENDRICKSON INC.			\$2,098.74		
Paid Chk# 096182	8/26/2014	SRF CONSULTING GROUP, INC.			
E 430-40000-302	Consultants		\$120.32	07991.00-15	EASTMAN LANE
E 430-40000-302	Consultants		\$229.35	08445.00-5	WAYZ.BLVD./SUPERIOR
Total SRF CONSULTING GROUP, INC.			\$349.67		
Paid Chk# 096183	8/26/2014	ST.PAUL, CITY OF			
E 430-40000-309	Contractual Services		\$262.04	2903	ASPHALT MIX
Total ST.PAUL, CITY OF			\$262.04		
Paid Chk# 096184	8/26/2014	SWANSON FLO			
E 620-40000-225	Repair & Maint - System		\$200.46	1130705	LIFTSTATION PARTS
Total SWANSON FLO			\$200.46		
Paid Chk# 096185	8/26/2014	TIME SAVER			
E 101-41100-302	Consultants		\$352.00	M20726	MTG.MINUTES
Total TIME SAVER			\$352.00		
Paid Chk# 096186	8/26/2014	TRI-K SERVICES			
E 101-43100-229	Dirt, Sand and gravel		\$19.31	8/15/14	DIRT
Total TRI-K SERVICES			\$19.31		
Paid Chk# 096187	8/26/2014	VAN PAPER COMPANY			
E 101-45200-200	Office Supplies (GENERAL)		\$116.05	320386-00	SUPPLIES
E 101-43100-200	Office Supplies (GENERAL)		\$116.05	320386-00	SUPPLIES
E 610-40000-200	Office Supplies (GENERAL)		\$58.04	320386-00	SUPPLIES
E 620-40000-200	Office Supplies (GENERAL)		\$58.03	320386-00	SUPPLIES
E 101-41500-200	Office Supplies (GENERAL)		\$202.93	321638-00	SUPPLIES
Total VAN PAPER COMPANY			\$551.10		
Paid Chk# 096188	8/26/2014	WARNING LITES			
E 101-43100-415	Other Equipment Rentals		\$620.00	139349	ROAD SIGNS
Total WARNING LITES			\$620.00		

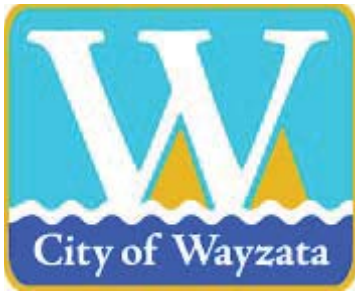
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Paid Chk# 096189	8/26/2014	WBC HOLDINGS, INC.			
E 610-40000-499	Miscellaneous		\$7.51	11445	VEHICLE MAINT.
	Total	WBC HOLDINGS, INC.	\$7.51		
Paid Chk# 096190	8/26/2014	WEST SIDE REDI MIX, INC.			
E 101-41940-401	Repairs/Maint Buildings		\$230.00	64397	CONCRETE
	Total	WEST SIDE REDI MIX, INC.	\$230.00		
Paid Chk# 096191	8/26/2014	WESTSIDE WHOLESALE TIRE			
E 101-42400-404	Repairs/Maint - Machin/Equip		\$367.64	728563	INSPECTION CAR MAINT.
	Total	WESTSIDE WHOLESALE TIRE	\$367.64		
	10100	Anchor Bank	\$270,164.50		

Fund Summary**10100 Anchor Bank**

101 GENERAL FUND	\$22,462.47
233 LAKFRONT IMPROVE	\$6,140.20
235 CABLE TV	\$1,525.00
314 WIDSTEN	\$102.50
316 BAY CENTER	\$1,575.00
401 PERM IMPROVEMENT	\$922.50
404 PARK AND TRAIL CIP	\$1,398.11
408 GENERAL FUND CIF	\$6,500.00
430 STREET CIP	\$31,555.34
610 WATER FUND	\$3,636.26
620 SEWER FUND	\$1,682.98
630 MOTOR VEHICLE	\$74.43
640 LIQUOR	\$167,582.19
650 SOLID WASTE	\$24,357.52
670 STORMWATER	\$650.00
	\$270,164.50



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: City Council
From: Mike Kelly, City Engineer
Date: 8/28/2014
Re: Watermain Crossing Contract

The low quote of \$ 96,475.00 by G.F. Jedlicki, Inc. was received by the City of Wayzata for the Watermain Crossing Replacement project. This low quote was approved at the August 19, 2014 Wayzata City Council meeting.

A copy of the attached contract has been forwarded to G.F. Jedlicki, Inc. for execution. The City of Wayzata has also requested a Labor and Material Payment Bond, a Performance Bond, and a Certificate of Insurance.

The Engineering Department recommends approval of the contract for the Watermain Crossing Replacement project.

FORM OF CONTRACT

THIS AGREEMENT, made and executed this _____ day of August, 2014, by and between CITY OF WAYZATA, hereinafter referred to as the OWNER, and G.F. Jedlicki, Inc. hereinafter referred to as the CONTRACTOR..

WITNESSETH:

OWNER and CONTRACTOR, for the consideration hereinafter stated, agree as follows:

I. CONTRACTOR hereby covenants and agrees to perform and execute all the provisions of the PLANS and SPECIFICATIONS prepared by THE CITY OF WAYZATA, "ENGINEER", referred to in Paragraph IV, as provided by the OWNER for:

WATERMAIN CROSSING REPLACEMENT

CONTRACTOR further agrees to do everything required by this AGREEMENT and the CONTRACT DOCUMENTS.

II. OWNER agrees to pay the CONTRACTOR and the CONTRACTOR agrees to receive and accept said payment in accordance with the prices BID for the UNIT or LUMP SUM items as set forth in the Proposal Form attached hereto. The SUM of such prices is Ninety Six Thousand Four Hundred Seventy Five DOLLARS (\$96,475.00).

III. Payment to the CONTRACTOR by the OWNER shall be made as provided in the CONTRACT DOCUMENTS.

IV. The CONTRACT DOCUMENTS consist of the following component parts:

- (1) LEGAL AND PROCEDURAL DOCUMENTS
 - a. INFORMATION TO BIDDERS
 - b. ACCEPTED PROPOSAL
 - c. CONTRACT AGREEMENT
 - d. CONTRACTOR'S PERFORMANCE BOND
- (2) SPECIAL PROVISIONS
- (3) GENERAL CONDITIONS
- (4) DETAIL SPECIFICATIONS
- (5) PLANS
- (6) ADDENDA and Supplemental Agreements

The CONTRACT DOCUMENTS are hereby incorporated with this Agreement and are as much a part of this Agreement as if fully set forth herein. This Agreement and the CONTRACT DOCUMENTS are the CONTRACT.

V. CONTRACTOR agrees to fully and satisfactorily complete the WORK contemplated by this Agreement within the scheduled time period listed below. WORK shall be completed by October 31, 2014.

VI. This Agreement shall be executed in three (3) copies.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands and seals as of the date first above written.

In the Presence of: Owner: _____

Name: _____ Signature _____

Title: _____

(Seal) Title Date

Name: _____ Signature _____

Title _____

(Seal) Title Date

In the Presence of Contractor: _____

Name; _____ Signature _____

Title _____

(Seal) Title Date

2014 MUNICIPAL LICENSES FOR CITY COUNCIL APPROVAL ON 9/2/2014

(Recommended for approval, pending staff review for completeness of application materials.)

Permit for a ONE (1) Day Temporary Consumption and Display Permit at Unitarian Universalist Church of Minnetonka on October 4, 2014	
Unitarian Universalist Church of Minnetonka	605 Rice Street



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
444 Cedar Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TEMPORARY CONSUMPTION AND DISPLAY PERMIT**
(City or county may not issue more than 10 permits in any one year)

RECEIVED

AUG 14 2014

CITY OF WAYZATA

Name of organization <u>Unitarian Universalist Church of mtka</u>		Date organized <u>1960</u>	Tax exempt number <u>23688</u>
Address <u>605 Rice Street</u>	City <u>Wayzata</u>	State <u>Minnesota</u>	Zip Code <u>55391</u>
Name of person making application <u>William Tregaskis / Judy Regan</u>		Business phone <u>952-473-5900</u>	Home phone <u></u>
Date(s) of event <u>Sat, Oct 4th 2014</u>	Time(s) of event <u>7:00 pm - 10:00 pm</u>	Type of organization ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit	
Organization officer's name <u>Rev. Kent Hemmen Saleska, Minister</u>		City <u>Wayzata</u>	State <u>Minnesota</u>
X		Zip <u>55391</u>	

NAME OF PERSON IN CHARGE AT EVENT: William Tregaskis

TELEPHONE NUMBER OF PERSON IN CHARGE AT EVENT:

DESCRIPTION OF EVENT: Performance - Concert (Tim Cheesebrow)

WHAT DO YOU PLAN TO CONSUME: wine and beer
(BEER, WINE, OR INTOXICATING LIQUOR)

DO YOU PLAN TO PROVIDE THE LIQUOR? ☒ NO, GUESTS WILL PROVIDE THEIR OWN LIQUOR
☐ YES

A CERTIFICATE OF LIQUOR LIABILITY INSURANCE COVERAGE MUST BE ATTACHED. COVERAGE FOR THE ACTUAL EVENT LOCATION AND EXACT DATES OF THE EVENT MUST BE SHOWN. IS IT ATTACHED? ☒ YES

LOCATION LICENSE WILL BE USED. IF AN OUTDOOR AREA, DESCRIBE:

605 Rice Street, Wayzata

SIGNATURE OF APPLICANT: Judy Regan DATE: 8/1/2014

CITY FEE AMOUNT: 25.00 DATE FEE PAID: 08-18-2014

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Wayzata / Hennepin County, MN

City/County

Date Approved

\$25.00

Receipt

City Fee Amount

Entered

8-18-2014 #28704

Date Fee Paid

Permit Date

Police Signature

Date Signed

Approved Director Alcohol and Gambling Enforcement

Signature City Clerk or County Official

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used for the permit for the event.

COMMERCIAL LIABILITY CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS USED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.
THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

NAME AND ADDRESS OF AGENCY Helland Agency, Inc. 17113 Minnetonka Blvd. Minnetonka, MN. 55345	
NAME AND ADDRESS OF FIRST NAMED INSURED Unitarian Universalist Church 605 Rice Street East Wayzata, MN. 55391	This Certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage or any provision of Policy No. <u>1296-430</u> issued by <u>GuideOne Specialty Ins. Co.</u>

This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time.

TYPE OF INSURANCE	COMPANY AFFORDING COVERAGE AND POLICY NUMBER	POLICY EXPIRATION DATE	Limits of Liability	
			OCCURRENCE/AGGREGATE	OCCURRENCE/AGGREGATE
☒ COMMERCIAL GENERAL LIABILITY (OCCURRENCE FORM) ☐ _____ ☐ _____	☐ GuideOne Mutual ☐ GuideOne Elite ☒ GuideOne Specialty Mutual ☐ GuideOne America ☐ GuideOne Lloyds Policy # _____	04/01/15	☐ \$ 300,000/\$ 600,000 ☐ 500,000/ 1,000,000 ☐ 1,000,000/ 2,000,000 ☐ _____/_____	☐ \$ 300,000/\$1,000,000 ☐ 500,000/ 1,500,000 ☒ 1,000,000/ 3,000,000
AUTOMOBILE LIABILITY SYMBOL ☐ ANY AUTO 1 ☐ ALL OWNED AUTOS 2 ☐ SCHEDULED AUTOS 7 ☒ HIRED AUTOS 8 ☒ NON-OWNED AUTOS 9	☐ GuideOne Mutual ☐ GuideOne Specialty Mutual Policy # <u>Same</u>		BODILY INJURY AND PROPERTY DAMAGE COMBINED \$1,000,000	CITY OF WAYZATA AUG 14 2014
EXCESS LIABILITY ☒ UMBRELLA FORM	☒ GuideOne Mutual ☐ GuideOne Elite ☐ GuideOne Specialty Mutual ☐ GuideOne America ☐ GuideOne Lloyds Policy # _____	04/01/15	OCCURRENCE/AGGREGATE \$1,000,000 \$1,000,000	
WORKERS' COMPENSATION and EMPLOYERS' LIABILITY	☒ GuideOne Mutual ☐ GuideOne Elite ☐ GuideOne Specialty Mutual ☐ GuideOne America ☐ GuideOne Lloyds Policy # _____	04/01/15	STATUTORY Included EACH ACCIDENT \$100,000 DISEASE — POLICY LIMITS \$500,000 DISEASE — EACH EMPLOYEE \$100,000	
Property Ins. OTHER	GuideOne Spec.	04/01/15	Per Schedule	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES

Church And Related Activities, On And Off Church Premises.

CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days* (unless otherwise indicated below) written notice to the below-named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

*Optional number of days written notice applicable in lieu of above only if indicated: N/A

NAME AND ADDRESS OF CERTIFICATE HOLDER:

Information

(FIRM AND ADDRESS)

THIS CERTIFICATE IS FOR INFORMATION ONLY; IT IS NOT A CONTRACT OF INSURANCE BUT ATTESTS THAT A POLICY AS NUMBERED HEREIN, AND AS IT STANDS AT THE DATE OF THIS CERTIFICATE, HAS BEEN ISSUED BY THE INSURER.

DATE ISSUED: 3/18/2014

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading, information concerning any material fact therein, commits a fraudulent insurance act which is a crime. (This statement is required by the laws of New York and Ohio when this application is used in those states. The laws of other states may be different.)


Greg Helland

AUTHORIZED REPRESENTATIVE

RECEIVED

9/2/2014
THE FOLLOWING MUNICIPAL LICENSES
WERE APPROVED ADMINISTRATIVELY

Special Event/Itinerant Food - JJ Hill Days 9/5/14 through 9/7/14	
Cranston Family Concessions	River Falls, WI
Falafel King	Minneapolis, MN
Firehouse Foods	Mound, MN
House of Hunger	Minneapolis, MN
Jakes City Grille Plymouth	Plymouth, MN
Ma Jo's Foods	Nashwauk, MN
Meridian Manor	Wayzata, MN
Pharoh's Gyros	Burnsville, MN
RB Productions	Wayzata, MN
Red River Kitchen	Elk River, MN
Rusty Taco	Minneapolis, MN
Sassy Spoon	St. Paul, MN
Wild Earth Woodfired Mobile Pizza Bakery	Minneapolis, MN
2014 Gas Fitters License	
Walter Mechanical	Burnsville, MN
2014 Tree License	
Kraft Tree Service	Minnetonka, MN

CITY OF WAYZATA



PLANNING DEPARTMENT

MEMORANDUM

To: City Council
From: Bryan Gadow, City Planner
Date: August 27, 2014
Re: Discussion Items for Wayzata Brew Works/Boatworks PUD Request

Background

On August 6th, the City Council began their review of a request from Wayzata Brew Works LLC and Boatworks II LLC (collectively, the “Applicant”) for approval a multi-part application to allow the operation of a brewery and taproom facility at the existing Boatworks building at 294 Grove Lane (the “Property”). The application includes the following requests (collectively, the “Application”):

- Amendment to existing PUD under Section 801.33.9 to allow a micro-brewery and taproom facility at 294 Grove Lane (the “PUD Amendment”)
- Site Plan approval under Section 801.22 (the “Site Plan”)
- Amendment to the City’s Zoning Ordinance to allow micro-brewery and taproom operations (the “Proposed Zoning Ordinance Amendments”) (addressed as a separate ordinance for review).
- Amendment to the City’s General City Code pertaining to liquor licensing requirements and procedures (the “Proposed Liquor Ordinance Amendment”) (addressed as a separate ordinance for review).

The City Council discussed the Application, and voted 2-2 on the draft Proposed Zoning Ordinance Amendments (included as Versions 1 and 2 of draft Ordinance 746). The Council was split on whether or not the ordinance should allow only microbreweries and associated taprooms, or to allow micro-breweries, micro-distilleries, and micro-wineries (collectively, “Micro-production Facilities”) as allowed uses via a CUP process. The Council voted unanimously to reconsider the Application and associated draft ordinances at their next available meeting.

Below is a summary of items raised during the Council’s August 6th discussion that need resolution prior to voting on the Application.

1. Micro-brewery vs Micro-production Facility Use (Draft Ordinance 746)

As noted above, the Council was split on whether to draft the Proposed Zoning Ordinance Amendments to allow only micro-breweries or to allow the full complement

of Micro-production Facilities. If the Council wishes to proceed with the Application, the Council will need to review and adopt either Version 1 or Version 2 of draft Ordinance 746, which are summarized below:

- Version 1: Allows Micro-production Facilities (micro-breweries, micro-distilleries, and micro-wineries) via a CUP process.
- Version 2: Allows **only micro-breweries** and associated taprooms via a CUP process.

Depending on which version of draft Ordinance 746 the Council approves, Staff will make any necessary modifications to draft Ordinance 747 and draft Resolution 23-2014 to be consistent with the Council's guidance.

2. ***Liquor Ordinance Amendment (Draft Ordinance 747)***

On August 6th, the Council also discussed the associated liquor ordinance amendments, and what number of licenses for each use they would be comfortable issuing on an annual basis. Some Council members were comfortable with only issuing one (1) license for each category, so that the City could become familiar with an operation before deciding to allow licenses for additional ones in the community. Other Council members were open to granting more than one (1) license for each category to allow for competition.

In follow up to that discussion, Staff developed two (2) versions of draft Ordinance 747, which are summarized below:

- Version 1: Only allows issuance of two (2) licenses for Micro-brewery Off-sale (i.e. "Growler sales"), one (1) license for Micro-brewery Taproom, and one (1) license for Brewpub.
- Version 2: Allow issuance of four (4) Micro-brewery Off-sale (Growler sales), two (2) licenses for Micro-brewery Taprooms, and two (2) licenses for Brewpubs.

Note: If the Council decides to allow Micro-production Facilities (with Ordinance 746), Staff will modify Ordinance 747 to reflect the desired number of licenses allowed for those uses.

3. ***Parking Requirement for Taprooms***

Another discussion item during the Council's August 6th meeting was the appropriate amount of parking that should be required for a taproom use. The initial draft of Ordinance 746 included a requirement of one (1) parking space per fifty (50) SF of taproom space. The Council discussed whether this was a sufficient parking requirement or if the requirement should be increased to one (1) space per forty (40) SF. The Council asked Staff to provide them with additional examples of other similarly situated communities with taprooms in commercial areas. Staff provides the following examples for City Council consideration:

City of Excelsior

Microbrewery, micro-distillery and micro-winery. Parking space requirements shall be based upon the types of uses on the premises. The retail portion of the business would fit under the retail requirement (Sec. 19-7.(b)(17)); the restaurant or tasting portion under the restaurants, cafes, bars, taverns and night club requirement (Sec. 19-7.(b)(18)); and the production portion under the warehouse, storage and handling of bulk goods requirement (Sec. 19-7.(b)(22)).

The Excelsior Code requirements breakdown as follows:

Use	Number of Spaces Required
Retail Component	1 per 1,000 SF
Restaurant (with Liquor)	a) 1 per 4 seats based on capacity design b) 1 per 42 SF where no design layout
Restaurant (without Liquor)	a) 1 per 8 seats based on capacity design b) 1 per 84 SF where no design layout
Warehouse/Production	1 per each 2 employees on max shift or 1 per 2,000 SF, whichever is greater.

City of Buffalo

The City of Buffalo does not have a specific category for Micro-brewery/taproom uses. However, its restaurant and bar related uses have a parking requirement of one (1) space per forty (40) SF of dining space and one (1) space per eighty (80) SF of kitchen area. This is the same as Wayzata's parking requirement for restaurant uses.

Given the information available on other similar situations, Staff recommends that a parking requirement of one (1) space per forty (40) SF of taproom space be incorporated into draft Ordinance 746. This would keep the taproom parking requirement consist with the City's requirement for restaurant dining areas, which would have a similar parking demand. Both Versions 1 and 2 of draft Ordinance 746 have been updated to include this modification.

Attachments

- City Council Minutes, August 6, 2014
- Draft Ordinance 746 (Version 1)
- Draft Ordinance 746 (Version 2)
- Draft Ordinance 747 (Version 1)
- Draft Ordinance 747 (Version 2)
- Draft Resolution 23-2014

Mr. Tanner made a motion, seconded by Mr. Amdal, to approve On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating Liquor License for Sushi Fix LLC DBA "Sushi Fix" at 862 Lake Street East. The motion carried 4/0.

AGENDA ITEM 6. New Business.

a. Consider 1st Reading of Ordinance No. 746 Zoning Ordinance Amendment - Micro-brewery and Taproom

Mr. Gadow reported that Boatworks II LLC and Wayzata Brew Works LLC have submitted an application for approval of an Amendment to an existing Planned Unit Development (PUD) Conditional Use Permit (PUD) to allow the operation of a microbrewery and taproom facility at 294 Grove Lane. As a separate action, the City would also need to amend its existing Liquor Ordinance to allow micro-production facilities, like a micro-brewery in the community. Two versions of this ordinance were written: Version 1 includes verbiage for micro-production facilities and Version 2 includes verbiage to only allow micro-breweries, tap rooms, and brew pubs. Mr. Gadow noted that the Planning Commission reviewed the application and recommended approval of Version 1 with seven conditions.

The Council discussed the differences between the two versions and each shared their opinions on which version to adopt. Caution was expressed relating to adoption of an ordinance allowing micro-production facilities due to the resulting negative impact to the City's image as becoming too liquor focused. Discussion was also held on the parking requirement. The Council supported the suggestion of Mr. Gadow for language indicating '1 per 40 square feet,' which is similar to a restaurant dining area. Mr. Schelzel answered the Council's question relating to availability of liquor licenses. Mr. Gadow asked whether the licensing category should be amended to allow off-sale growlers just for brew pubs. Mayor Willcox conducted a straw poll relating to which version the Council supported and whether the licensing category should be amended to allow off-sale growlers just for brew pubs. Rather, the Council supported an amendment to the number of licenses for off-sale malt liquor to be more than one (i.e., two) to have an off-sale growler license.

Mr. Amdal made a motion to Approve the First Reading of Ordinance #746, an Ordinance Amending Wayzata's Zoning Ordinance to Allow Micro-Production Facilities and Taprooms/Tasting Rooms as Conditional Uses. The motion died for lack of a second.

Mr. Tanner made a motion, seconded by Mr. Willcox, to Approve the First Reading of Ordinance No. 746, an Ordinance Amending Wayzata's Zoning Ordinance to Allow Micro-Breweries and Taprooms as Conditional Uses. The motion failed 2-2 (Amdal, Mullin).

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

Mr. Gadow explained that Ordinance No. 747 did not need to be considered until a motion had been passed on Ordinance No. 746.

c. Consider Resolution 23-2014 Boatworks PUD Amendment

Mr. Gadow reviewed Resolution 23-2014 and stated that the biggest issue with this consideration was parking.

Terry Schneider, Project Developers, Inc. representing the applicant, discussed their desire to find appropriate solutions for trash, sewer, and parking. Bill Cavanaugh and Robert Klick, the applicants, stated their desire for micro-distillery as complementary to the micro-brewery. Mr. Klick indicated they were looking for approval from the City so they could begin the long process of gaining approval from the Federal government. He indicated that a micro-distillery operation would not allow any on-site sales. Rick Born, owner of the Boatworks building, commented on the importance of succeeding and that they were all working together to

1 make this a success. He thanked Mr. Cooper at TCF Bank for allowing them to use their parking
2 lot after hours.

3 Mr. Mullin made a motion, seconded by Mr. Amdal, to table consideration of the First
4 Reading of Ordinance No. 746, an Ordinance Amending Wayzata's Zoning Ordinance to Allow
5 Micro-Breweries and Taprooms as Conditional Uses; the First Reading of Ordinance No. 747, an
6 Ordinance Authorizing the Issuance of Licenses for Off-Sale Brewpubs, Off-Sale Micro-
7 Breweries, and On-Sale Taprooms; and Resolution No. 23-2014, a Resolution Approving PUD
8 Amendment and Site Plan for 294 Grove Lane. The motion carried 4/0.

9 The Council asked Mr. Gadow to write a second version of Ordinance No. 747 to allow
10 for all micro-production facilities and agreed that Agenda Items 6a, 6b, and 6c will be
11 reconsidered and voted on at an upcoming City Council meeting.

12
13 The Council agreed with the suggestion of Mr. Mullin to consider item 6e prior to item 6d.

14
15 **e. Consider Design Application 301-324 Bushaway Road**

16 Mr. Gadow reported that on March 6, 2012, the City Council voted to approve a five-lot
17 subdivision at 310 and 324 Bushaway Road. One of the conditions of approval was that the
18 applicant should submit plans for review and approval by the Planning Commission and City
19 Council. Charles Cudd Company is working on behalf of the owner to construct the last two
20 homes that are part of the five-lot development on Lots 1 and 5. The applicant has submitted the
21 proposed building plans for review. The designs for Lots 2, 3, and 4 were previously reviewed
22 and approved in 2013. Lots 1 and 5 would be the fourth and fifth houses of the approved five lots
23 to start construction. Mr. Gadow then reviewed floor plans, architectural plans, sketches, and
24 building materials of the two homes.

25 John Sonnek, Charles Cudd Company, described which trees needed to be removed.

26 Mr. Tanner made a motion, seconded by Mr. Amdal, to Approve the 310 and 324
27 Bushaway Road Residential House Design File No. PR 2014-9. The motion carried 4/0.

28
29 **d. Consider Award of Sealcoat Bid**

30 Mr. Dudinsky reported that Public Works had accepted bids for the seal coating of certain streets
31 in Wayzata on July 31, 2014. The project estimate was \$144,983. There were bids from:
32 Pearson Brothers Incorporated for \$142,130.59 and Allied Blacktop Company for \$155,822.55.
33 Staff recommends award to the low bidder: Pearson Brothers Incorporated. It was noted the
34 contractor will have until August 29, 2014, to complete the work.

35 Mr. Amdal made a motion, seconded by Mr. Mullin, to Award the Contract for the Seal
36 Coating of Certain Streets in Wayzata to Pearson Brothers Incorporated in the amount of
37 \$142,130.59. The motion carried 4/0.

38
39 **e. Consider Design Application 301-324 Bushaway Road**

40 This item was considered prior to item 6d.

41
42 **f. Consider Grant Application to MN Association for Volunteer Administration for
43 Enhancing a City Volunteer Program**

44 Ms. Nelson explained that the Minnesota Association for Volunteer Administration (MAVA) is
45 requesting proposals from Minnesota cities to receive a \$2,000 grant for starting or enhancing a
46 City volunteer program. After reviewing the RFP with the Volunteer Coordinator, staff would
47 like to submit a proposal to use the grant for two projects: a volunteer recruitment video and an
48 Emerald Ash Borer Tree Identifier Volunteer Ambassador Program.

49 The Council asked about the requirement of sending reports back to MAVA and if this
50 would cause more work than the amount of the grant. Ms. Nelson responded that Staff had
51 reviewed the requirements and were satisfied that the grant was worth the work.

**CITY OF WAYZATA
HENNEPIN COUNTY, MINNESOTA**

DRAFT ORDINANCE NO. 746

**AN ORDINANCE AMENDING WAYZATA'S ZONING ORDINANCE TO ALLOW
MICRO-PRODUCTION FACILITIES AND TAPROOMS/TASTING ROOMS AS
CONDITIONAL USES**

THE CITY OF WAYZATA ORDAINS:

- 1.1 In accordance with the Report and Recommendation of the Wayzata Planning Commission dated July 21, 2014, the City Council of the City of Wayzata, hereby amends Chapter 801 of the City Code as follows:

- A. Section 801.02.2 (Definitions), is amended to include the following new definitions:

Micro-production Facility: A facility in which beer, wine, or other alcoholic beverages are brewed, fermented, or distilled for distribution and consumption. Micro-production facilities include breweries, brewpubs, wineries, and distilleries.

Taproom (Brewery): An area for the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery. A taproom may also include sale for off-premises consumption of malt liquor produced at the brewery location or adjacent taproom and owned by the brewery for off-premises consumption, packaged subject to Minnesota Statute 240A.301, subdivision 7(b), or its successor.

Tasting Room (Winery/Distillery): An area for the on-sale consumption of distilled spirits or wine produced on the premises of one winery or one distillery and in common ownership to the producer of the wine or distilled spirits.

Growler: A specially designed sixty four (64) ounce beer container for exclusive off-sale of micro-production facility beer. A growler shall have the following packaging requirements:

- i. Growlers shall bear a twist-type closure, cork, stopper or plug.
- ii. At the time of sale, paper or plastic adhesive band, strip, or sleeve shall be applied to the container and extended over the top of the closure, forming a seal.

- iii. The growler and/or band, strip or sleeve shall bear the name and address of the brewer, and the container shall be identified as malt liquor, contain the name of the malt liquor, and shall be considered intoxicating liquor unless labeled otherwise.

Malt Liquor: Any beverage made from malt by fermentation and containing not less than one-half of one percent alcohol by volume.

Distillery: A facility that produces Ethyl Alcohol, hydrated oxide of ethyl, spirits of wine, rum, brandy, gin, or other distilled spirits, including all dilutions and mixtures thereof, for non-industrial use. A distillery may include a tasting room.

Winery: A facility operated by the owner of a Minnesota farm and producing table, sparkling, or fortified wines from grapes, grape juice, other fruit bases, or honey with a majority of the ingredients grown or produced in Minnesota. A winery may include a tasting room.

Brewery: A facility that produces for sale beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume. A brewery may include a taproom.

Brewpub: A Brewery that operates a restaurant on the same premises as the Brewery, whose malt liquor production per calendar year may be limited by Minnesota State Statute.

- B. Section 801.20.15. (Off-Street Parking and Loading), is amended to include the following off-street parking and loading requirements:

- GG. Micro-production Facility: One (1) space for each 1,000 sq. ft. of floor area.

- HH. Taproom/Tasting Room: One (1) space for each ~~fifty (50)~~forty (40) sq. ft. of floor area.

- II. Brewpub: One (1) space for each 1,000 sq. ft. of Micro-brewery production floor area; one (1) space for each forty (40) sq. ft. of floor area of dining and bar area; and one (1) space for each eighty (80) sq. ft. of kitchen area.

- C. Section 801.76.5. (C-2 Shopping Center Business District); Section 801.77.5. (C-3 Service Commercial District); Section 801.78.5. (C-4 Central Business District); Section 801.79.5. (C-4A Limited Central Business District); and Section 801.80.5. (C-4B Central Business District) are amended to include the following conditional use:

Micro-production facility, provided that:

1. Licensing. The owner of the micro-production facility qualifies for and receives all federal, state and city licenses necessary for the operation of the micro-production facility, including a brewer license and a malt liquor wholesale license (if wholesale of malt liquor is an intended activity); winery license; and/or a distiller's license from the State of Minnesota, according to Minnesota Statutes Section 340A.
2. Taproom/Tasting Room License. An accessory taproom or tasting room for the on-sale of beer, wine, or spirits produced on-site shall require a taproom/tasting room license from the City of Wayzata, according to City Code Section 524.02.
3. Off-sale. On-site sale of beer in the form of growlers shall require a Brewery License for Off-Sale of Malt Liquor, according to City Code Section 524.02. On-site sale of wine or spirits, other than samples as governed under Minnesota State Statutes, shall be prohibited.
4. Production of Beer. Total production of malt liquor shall not exceed 5,000 barrels annually. Micro-production Facilities with a taproom license shall not exceed 3,500 barrels annually, and only 500 barrels may be sold off-sale as growlers. Any micro-production facility operating as a brewery shall annually submit production reports to the City with the request to renew a brewery taproom or off-sale malt liquor license.
5. Production of Wine. Total production of wine shall not exceed 50,000 gallons annually. Any micro-production facility operating as a winery shall annually submit production reports to the City with the request to renew a tasting room or winery license.
6. Production of Spirits. Total production of spirits shall not exceed 40,000 proof gallons annually. Any micro-production facility operating as a distillery shall annually submit production reports to the City with the request to renew a tasting room or distillery license.
7. Off-street Loading. The micro-production facility shall provide adequate space for off-street loading and unloading of all trucks greater than twenty two (22) feet in length. In the absence of off-street loading, the City may impose limits on deliveries or shipments using the public rights of ways, including regulating the number of trucks per day and the hours that deliveries are permitted.

8. Outdoor Storage. No outdoor storage is permitted on the site, with the exception that waste handling (refuse and/or recycling) may occur in an enclosure that is fully screened from adjoining streets and residentially zoned properties.
9. Odors. No odors from the micro-production facility shall be perceptible beyond the property line. The micro-production facility operator shall take appropriate measures to reduce or mitigate any odors generated from the operation and be in compliance with any applicable Minnesota Pollution Control Standards.
10. Waste. Waste products shall be disposed of in a timely manner and in such a way to reduce odors.
11. Exterior Lighting. All exterior lighting shall be designed in such a way as to have no direction source of light visible from adjacent property, and shall comply with the requirements of Section 801.16.6 of the Wayzata Zoning Ordinance.
12. Parking. Parking supply shall be provided on-site or through off-site arrangement, to avoid street parking on residential streets. Off-site or reduced parking supply shall require separate approval per the requirements of Section 801.20 of the Wayzata Zoning Ordinance, as applicable.
13. Hours of Operation. Micro-production facility operation hours shall be limited to the hours specified in Minnesota Statutes Chapter 340A for off-sale intoxicating liquor unless further limited the City Council as part of a Conditional Use Permit.
14. Other Provisions. The provisions of Section 801.04.2.F of the Wayzata Zoning Ordinance, pertaining to Conditional Use Permit criteria, are considered and satisfactorily met. A micro-production facility shall meet all other applicable performance standards and design requirements in the Wayzata Zoning Ordinance.

1.2 This Ordinance shall become effective upon its passage and publication.

Adopted this ____ day of _____, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

First Reading:
Second Reading:
Publication:

DRAFT

**CITY OF WAYZATA
HENNEPIN COUNTY, MINNESOTA**

DRAFT ORDINANCE NO. 746

**AN ORDINANCE AMENDING WAYZATA’S ZONING ORDINANCE TO ALLOW
~~MICRO-PRODUCTION FACILITIES~~MICRO-BREWERIES AND
TAPROOMS/~~TASTING~~ ROOMS AS CONDITIONAL USES**

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Micro-brewery: A facility that produces for sale, distribution, and consumption beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume, and which possesses the appropriate Federal, State of Minnesota, and Municipal licenses. Taprooms for the consumption of on-site produced beer may be permitted on the premises.

Brewpub: A Micro-brewery that operates a restaurant on the same premises as the Micro-brewery, whose malt liquor production per calendar year may be limited by Minnesota State Statute.

Taproom (Brewery): An area for the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery. A taproom may also include sale for off-premises consumption of malt liquor produced at the brewery location or adjacent taproom and owned by the brewery for off-premises consumption, packaged subject to Minnesota Statute 240A.301, subdivision 7(b), or its successor.

~~Tasting Room (Winery/Distillery): An area for the on-sale consumption of distilled spirits or wine produced on the premises of one winery or one distillery and in common ownership to the producer of the wine or distilled spirits.~~

Growler: A specially designed sixty four (64) ounce beer container for exclusive off-sale of micro-production facility beer. A growler shall have the following packaging requirements:

- i. Growlers shall bear a twist-type closure, cork, stopper or plug.
- ii. At the time of sale, paper or plastic adhesive band, strip, or sleeve shall be applied to the container and extended over the top of the closure, forming a seal.
- iii. The growler and/or band, strip or sleeve shall bear the name and address of the brewer, and the container shall be identified as malt liquor, contain the name of the malt liquor, and shall be considered intoxicating liquor unless labeled otherwise.

Malt Liquor: Any beverage made from malt by fermentation and containing not less than one-half of one percent alcohol by volume.

Brewer: A person who manufactures malt liquor for sale.

~~Distillery: A facility that produces Ethyl Alcohol, hydrated oxide of ethyl, spirits of wine, rum, brandy, gin, or other distilled spirits, including all dilutions and mixtures thereof, for non-industrial use. A distillery may include a tasting room.~~

~~Winery: A facility operated by the owner of a Minnesota farm and producing table, sparkling, or fortified wines from grapes, grape juice, other fruit bases, or honey with a majority of the ingredients grown or produced in Minnesota. A winery may include a tasting room.~~

~~Brewery: A facility that produces for sale beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one half of one percent alcohol by volume. A brewery may include a taproom.~~

- B. Section 801.20.15. (Off-Street Parking and Loading), is amended to include the following off-street parking and loading requirements:

GG. ~~Micro-production Facility~~Micro-brewery: One (1) space for each 1,000 sq. ft. of floor area.

HH. Taproom/~~Tasting Room~~: One (1) space for each ~~fifty (50)~~forty (40) sq. ft. of floor area.

II. Brewpub: One (1) space for each 1,000 sq. ft. of Micro-brewery production floor area; one (1) space for each forty (40) sq. ft. of

floor area of dining and bar area; and one (1) space for each eighty (80) sq. ft. of kitchen area.

- C. Section 801.76.5. (C-2 Shopping Center Business District); Section 801.77.5. (C-3 Service Commercial District); Section 801.78.5. (C-4 Central Business District); Section 801.79.5. (C-4A Limited Central Business District); and Section 801.80.5. (C-4B Central Business District) are amended to include the following conditional use:

~~Micro-production facility~~Micro-brewery, provided that:

1. Licensing. The owner of the ~~micro-production facility~~Micro-brewery qualifies for and receives all federal, state and city licenses necessary for the operation of the ~~micro-production facility~~Micro-brewery, including a brewer license and a malt liquor wholesale license (if wholesale of malt liquor is an intended activity); ~~winery license; and/or a distiller's license from the State of Minnesota~~, according to Minnesota Statutes Section 340A.
2. Micro-brewery Taproom/Tasting Room Liquor License. An accessory taproom ~~or tasting room~~ for the on-sale of beer, ~~wine, or spirits~~ produced on-site shall require a taproom/~~tasting room~~ license from the City of Wayzata, according to City Code Section ~~_____~~.524.02.
3. ~~Off-sale~~. On-site sale of beer in the form of growlers shall require a Brewery License for Off-Sale of Malt Liquor~~Micro-brewery Off-sale Malt Liquor License~~, according to City Code Section ~~_____~~.524.02. ~~On-site sale of wine or spirits, other than samples as governed under Minnesota State Statutes, shall be prohibited.~~
- 4.3. Production of Beer. Total production of malt liquor shall not exceed 5,000 barrels annually. ~~Micro-production Facilities~~Micro-breweries with a taproom license shall not exceed 3,500 barrels annually, and only 500 barrels may be sold off-sale as growlers. ~~Any micro-production facility~~Micro-breweries operating as a brewery shall annually submit production reports to the City with the request to renew a ~~brewery taproom~~Micro-brewery Taproom Liquor License or ~~off-sale malt liquor license~~Micro-brewery Off-sale Malt Liquor License.
5. ~~Production of Wine~~. Total production of wine shall not exceed 50,000 gallons annually. ~~Any micro-production facility operating as a winery shall annually submit production reports to the City with the request to renew a tasting room or winery license.~~

~~6. Production of Spirits. Total production of spirits shall not exceed 40,000 proof gallons annually. Any micro-production facility operating as a distillery shall annually submit production reports to the City with the request to renew a tasting room or distillery license.~~

~~7.4. Off-street Loading. The ~~micro-production facility~~Micro-brewery shall provide adequate space for off-street loading and unloading of all trucks greater than twenty two (22) feet in length. In the absence of off-street loading, the City may impose limits on deliveries or shipments using the public rights of ways, including regulating the number of trucks per day and the hours that deliveries are permitted.~~

~~8.5. Outdoor Storage. No outdoor storage is permitted on the site, with the exception that waste handling (refuse and/or recycling) may occur in an enclosure that is fully screened from adjoining streets and residentially zoned properties.~~

~~9.6. Odors. No odors from the ~~micro-production facility~~Micro-brewery shall be perceptible beyond the property line. The ~~micro-production facility~~Micro-brewery operator shall take appropriate measures to reduce or mitigate any odors generated from the operation and be in compliance with any applicable Minnesota Pollution Control Standards.~~

~~10.7. Waste. Waste products shall be disposed of in a timely manner and in such a way to reduce odors.~~

~~11.8. Exterior Lighting. All exterior lighting shall be designed in such a way as to have no direction source of light visible from adjacent property, and shall comply with the requirements of Section 801.16.6 of the Wayzata Zoning Ordinance.~~

~~12.9. Parking. Parking supply shall be provided on-site or through off-site arrangement, to avoid street parking on residential streets. Off-site or reduced parking supply shall require separate approval per the requirements of Section 801.20 of the Wayzata Zoning Ordinance, as applicable.~~

~~13.10. Hours of Operation. ~~Micro-production facility~~Micro-brewery operation hours shall be limited to the hours specified in Minnesota Statutes Chapter 340A for off-sale intoxicating liquor unless further limited the City Council as part of a Conditional Use Permit.~~

14.11. Other Provisions. The provisions of Section 801.04.2.F of the Wayzata Zoning Ordinance, pertaining to Conditional Use Permit criteria, are considered and satisfactorily met. A ~~micro-production facility~~ Micro-brewery shall meet all other applicable performance standards and design requirements in the Wayzata Zoning Ordinance.

1.2 This Ordinance shall become effective upon its passage and publication.

Adopted this ____ day of _____, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

First Reading:
Second Reading:
Publication:

**CITY OF WAYZATA
HENNEPIN COUNTY, MINNESOTA**

DRAFT ORDINANCE NO. 747

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF LICENSES FOR OFF-SALE
BREW PUBS, OFF-SALE MICRO-BREWERIES, AND ON-SALE TAPROOMS**

THE CITY OF WAYZATA ORDAINS:

Section 1. Amendment. The City Council of the City of Wayzata, hereby adopts the following new ordinance to be codified as Chapter 524 of the City Code:

CHAPTER 524

**OFF-SALE BREW PUBS, OFF-SALE MICRO-BREWERIES AND
ON-SALE TAPROOMS**

524.01. Definitions. In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following terms are defined for purposes of this Chapter:

1. Micro-brewery: A facility that produces for sale, distribution, and consumption beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume, and which possesses the appropriate Federal, State of Minnesota, and Municipal licenses. Taprooms for the consumption of on-site produced beer may be permitted on the premises.
2. Taproom: An area for the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery. A taproom may also include sale for off-premises consumption of malt liquor produced at the brewery location or adjacent taproom and owned by the brewery for off-premises consumption, packaged subject to Minnesota Statute 340A.301, subdivision 7(b), or its successor.
3. Growler: A specially designed sixty four (64) ounce beer container for exclusive off-sale of Micro-production Facility beer. A growler shall have the following packaging requirements:

- a. Growlers shall bear a twist-type closure, cork, stopper or plug.
 - b. At the time of sale, paper or plastic adhesive band, strip, or sleeve shall be applied to the container and extended over the top of the closure, forming a seal.
 - c. The growler and/or band, strip or sleeve shall bear the name and address of the brewer, and the container shall be identified as malt liquor, contain the name of the malt liquor, and shall be considered intoxicating liquor unless labeled otherwise.
4. Malt liquor: Any beverage made from malt by fermentation and containing not less than one-half of one percent alcohol by volume.
 5. Brewer: A person who manufactures malt liquor for sale.

524.02. License Required. No Micro-brewery or Taproom shall directly or indirectly make, sell or keep for sale within the City any beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume for on-sale or off sale purposes without first having been issued an appropriate license to do so as provided in this Chapter. Each such license shall be issued for a period of one year and shall expire on April 30th of each year.

524.03. License Types.

1. Micro-brewery Taproom Liquor License (“Taproom License”). A Micro-brewery Taproom Liquor License may be issued only to the holder of a brewer’s license issued by the state under Minnesota Statute 340A.301. The license authorizes the on-sale of malt liquor produced by the brewer for consumption on the premises of one brewery location owned or rented by the brewer, subject to the requirements of this section, Section 502 of the Wayzata City Code, and Minnesota Statute 304A.301, subd. 6. Total production of malt liquor shall not exceed 3,500 barrels annually. All provisions of this section and Section 502 of the Wayzata City Code that apply to an on-sale intoxicating liquor license apply to a Micro-brewery On-sale Malt Liquor License unless the provision is explicitly inconsistent with Minnesota Statute 340A.301, subd. 6b.
2. Micro-brewery Off-sale Malt Liquor License (“Growler Sales”). A Micro-brewery Off-sale Malt Liquor License may be issued only to a brewer who holds a brewer license issued by the Minnesota Commissioner of Public Safety pursuant to Minnesota Statute 340A.301, subd. 6, clause (c), (i), or (j). The license authorizes the brewer to sell, at off-sale, malt liquor that has been produced and packaged by the brewer at its licensed

premises in sixty four (64) ounce containers commonly know as “Growlers”. The total production of malt liquor for off-sale shall not exceed 500 barrels annually, and the total production of on-sale and off-sale by the Micro-brewery Off-sale Malt Liquor License cannot exceed 3,500 barrels per year. The license is subject to the requirements of this section, Section 502 of the Wayzata City Code, and Minnesota Statute 340A.301, subd. 6d.

3. Brewpub Malt Liquor License (“Brewpub”). A Brewpub Malt Liquor License may be issued only to a brewer who holds a brewer license issued by the Minnesota Commissioner of Public Safety pursuant to Minnesota Statute 340A.301 and a City-issued on-sale intoxicating liquor license for a restaurant operation. All provisions of this section and Section 502 of the Wayzata City Code that apply to an on-sale intoxicating liquor license apply to a Micro-brewery On-sale Malt Liquor License unless the provision is explicitly inconsistent with Minnesota Statute 340A.301.

524.04. Number of Licenses. The following number of licenses may be issued by the City, although there is no obligation on the City to issue any prescribed minimum amount:

	Number of Licenses
Micro-brewery Off-sale Malt Liquor License	Two (2)
Micro-brewery Taproom Liquor License	One (1)
Brewpub Malt Liquor License	One (1)

524.05. License Fees. The annual license fees for licenses issued under this Chapter shall be in an amount to be determined from time to time by Resolution of the City Council. At the time of each original application or renewal for any of the licenses issued under this Chapter the total annual license fee therefore shall be paid in full by the applicant. Upon rejection or withdrawal of an application the license fee(s) submitted therefor (but not the fees for applicant’s background investigation) shall be refunded in full to the applicant, except when rejection or withdrawal is based upon a willful misstatement of fact by the applicant. No part of any fee for an issued license shall be refunded, except as authorized by State Statute.

524.06. Application Procedure. The application and licensing procedures established in Chapter 502 of the Wayzata City Code apply to brewers apply for the license categories established in this Chapter.

- 524.07. **License Restrictions.** Each license issued under this Chapter shall be subject to the provisions of Section 10 of Chapter 502 (Intoxicating Liquors), to all laws, ordinances and restrictions applicable thereto, which shall act as continuous restrictions upon any such license.
- 524.08. **Insurance.** Every applicant and license holder under this Chapter must comply with the insurance requirements of Section 13 of Chapter 502 (Intoxicating Liquors).
- 524.09. **Suspension or Revocation.** The City Council may suspend or revoke any license issued hereunder in accordance with the provisions of Section 501.09 of this Code.
- 524.10. **Duration and Renewal of License.** All licenses issued under this Chapter shall expire on April 30th of each year. If an application is made during a license year, such a license may be issued for the remainder of the license year for a prorated fee, with any unexpired fraction of a month being counted as one month. Application for renewal of an existing license shall be made at least forty-five (45) days prior to expiration of the license, and it shall be made in such a form as provided by the City Manager, which shall contain some or all of the information listed in Section 502.07 that the City Manager deems relevant to evaluating the renewal request. The licensee also shall submit the appropriate license fee(s) and an investigation fee as established by resolution, which shall be for investigation and verification of all information contained in the application form. The decision whether or not to renew a license rests within the discretion of the City Council. No licensee has a right to have the license renewed.
- 524.11. **Adoption of State Law by Reference.** The provisions of Minn. Stat. Ch. 340A as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the manufacture, retail sale, distribution, and consumption of alcoholic beverages are hereby adopted by reference and are made a part of this Chapter as if set out in full. Whenever there is an inconsistency between the provisions of Minn. Stat. Ch. 340A and the provisions of this chapter, the more restrictive governs unless state expressly controls.

Section 2. This Ordinance shall become effective upon its passage and publication.

Adopted this _____ day of _____, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

First Reading:
Second Reading:
Publication:

DRAFT

**CITY OF WAYZATA
HENNEPIN COUNTY, MINNESOTA**

DRAFT ORDINANCE NO. 747

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF LICENSES FOR OFF-SALE
BREW PUBS, OFF-SALE MICRO-BREWERIES, AND ON-SALE TAPROOMS**

THE CITY OF WAYZATA ORDAINS:

Section 1. Amendment. The City Council of the City of Wayzata, hereby adopts the following new ordinance to be codified as Chapter 524 of the City Code:

CHAPTER 524

**OFF-SALE BREW PUBS, OFF-SALE MICRO-BREWERIES AND
ON-SALE TAPROOMS**

524.01. Definitions. In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following terms are defined for purposes of this Chapter:

1. Micro-brewery: A facility that produces for sale, distribution, and consumption beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume, and which possesses the appropriate Federal, State of Minnesota, and Municipal licenses. Taprooms for the consumption of on-site produced beer may be permitted on the premises.
2. Taproom: An area for the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of a brewery. A taproom may also included sale for off-premises consumption of malt liquor produced at the brewery location or adjacent taproom and owned by the brewery for off-premises consumption, packaged subject to Minnesota Statute 340A.301, subdivision 7(b), or its successor.
3. Growler: A specially designed sixty four (64) ounce beer container for exclusive off-sale of Micro-production Facility beer. A growler shall have the following packaging requirements:

- a. Growlers shall bear a twist-type closure, cork, stopper or plug.
 - b. At the time of sale, paper or plastic adhesive band, strip, or sleeve shall be applied to the container and extended over the top of the closure, forming a seal.
 - c. The growler and/or band, strip or sleeve shall bear the name and address of the brewer, and the container shall be identified as malt liquor, contain the name of the malt liquor, and shall be considered intoxicating liquor unless labeled otherwise.
4. Malt liquor: Any beverage made from malt by fermentation and containing not less than one-half of one percent alcohol by volume.
 5. Brewer: A person who manufactures malt liquor for sale.

524.02. License Required. No Micro-brewery or Taproom shall directly or indirectly make, sell or keep for sale within the City any beer, ale, malt liquor, or other beverages made from malt by fermentation and containing not less than one-half of one percent alcohol by volume for on-sale or off sale purposes without first having been issued an appropriate license to do so as provided in this Chapter. Each such license shall be issued for a period of one year and shall expire on April 30th of each year.

524.03. License Types.

1. Micro-brewery Taproom Liquor License (“Taproom License”). A Micro-brewery Taproom Liquor License may be issued only to the holder of a brewer’s license issued by the state under Minnesota Statute 340A.301. The license authorizes the on-sale of malt liquor produced by the brewer for consumption on the premises of one brewery location owned or rented by the brewer, subject to the requirements of this section, Section 502 of the Wayzata City Code, and Minnesota Statute 304A.301, subd. 6. Total production of malt liquor shall not exceed 3,500 barrels annually. All provisions of this section and Section 502 of the Wayzata City Code that apply to an on-sale intoxicating liquor license apply to a Micro-brewery On-sale Malt Liquor License unless the provision is explicitly inconsistent with Minnesota Statute 340A.301, subd. 6b.
2. Micro-brewery Off-sale Malt Liquor License (“Growler Sales”). A Micro-brewery Off-sale Malt Liquor License may be issued only to a brewer who holds a brewer license issued by the Minnesota Commissioner of Public Safety pursuant to Minnesota Statute 340A.301, subd. 6, clause (c), (i), or (j). The license authorizes the brewer to sell, at off-sale, malt liquor that has been produced and packaged by the brewer at its licensed

premises in sixty four (64) ounce containers commonly know as “Growlers”. The total production of malt liquor for off-sale shall not exceed 500 barrels annually, and the total production of on-sale and off-sale by the Micro-brewery Off-sale Malt Liquor License cannot exceed 3,500 barrels per year. The license is subject to the requirements of this section, Section 502 of the Wayzata City Code, and Minnesota Statute 340A.301, subd. 6d.

3. Brewpub Malt Liquor License (“Brewpub”). A Brewpub Malt Liquor License may be issued only to a brewer who holds a brewer license issued by the Minnesota Commissioner of Public Safety pursuant to Minnesota Statute 340A.301 and a City-issued on-sale intoxicating liquor license for a restaurant operation. All provisions of this section and Section 502 of the Wayzata City Code that apply to an on-sale intoxicating liquor license apply to a Micro-brewery On-sale Malt Liquor License unless the provision is explicitly inconsistent with Minnesota Statute 340A.301.

524.04. Number of Licenses. The following number of licenses may be issued by the City, although there is no obligation on the City to issue any prescribed minimum amount:

	Number of Licenses
Micro-brewery Off-sale Malt Liquor License	One (1) <u>Four (4)</u>
Micro-brewery Taproom Liquor License	One (1) <u>Two (2)</u>
Brewpub Malt Liquor License	One (1) <u>Two (2)</u>

524.05. License Fees. The annual license fees for licenses issued under this Chapter shall be in an amount to be determined from time to time by Resolution of the City Council. At the time of each original application or renewal for any of the licenses issued under this Chapter the total annual license fee therefore shall be paid in full by the applicant. Upon rejection or withdrawal of an application the license fee(s) submitted therefor (but not the fees for applicant’s background investigation) shall be refunded in full to the applicant, except when rejection or withdrawal is based upon a willful misstatement of fact by the applicant. No part of any fee for an issued license shall be refunded, except as authorized by State Statute.

524.06. Application Procedure. The application and licensing procedures established in Chapter 502 of the Wayzata City Code apply to brewers apply for the license categories established in this Chapter.

- 524.07. **License Restrictions.** Each license issued under this Chapter shall be subject to the provisions of Section 10 of Chapter 502 (Intoxicating Liquors), to all laws, ordinances and restrictions applicable thereto, which shall act as continuous restrictions upon any such license.
- 524.08. **Insurance.** Every applicant and license holder under this Chapter must comply with the insurance requirements of Section 13 of Chapter 502 (Intoxicating Liquors).
- 524.09. **Suspension or Revocation.** The City Council may suspend or revoke any license issued hereunder in accordance with the provisions of Section 501.09 of this Code.
- 524.10. **Duration and Renewal of License.** All licenses issued under this Chapter shall expire on April 30th of each year. If an application is made during a license year, such a license may be issued for the remainder of the license year for a prorated fee, with any unexpired fraction of a month being counted as one month. Application for renewal of an existing license shall be made at least forty-five (45) days prior to expiration of the license, and it shall be made in such a form as provided by the City Manager, which shall contain some or all of the information listed in Section 502.07 that the City Manager deems relevant to evaluating the renewal request. The licensee also shall submit the appropriate license fee(s) and an investigation fee as established by resolution, which shall be for investigation and verification of all information contained in the application form. The decision whether or not to renew a license rests within the discretion of the City Council. No licensee has a right to have the license renewed.
- 524.11. **Adoption of State Law by Reference.** The provisions of Minn. Stat. Ch. 340A as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the manufacture, retail sale, distribution, and consumption of alcoholic beverages are hereby adopted by reference and are made a part of this Chapter as if set out in full. Whenever there is an inconsistency between the provisions of Minn. Stat. Ch. 340A and the provisions of this chapter, the more restrictive governs unless state expressly controls.

Section 2. This Ordinance shall become effective upon its passage and publication.

Adopted this _____ day of _____, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

First Reading:
Second Reading:
Publication:

DRAFT

DRAFT RESOLUTION NO. 23-2014

**RESOLUTION APPROVING PUD AMENDMENT, CUP, AND SITE PLAN FOR
294 GROVE LANE**

BE IT RESOLVED by the City Council of Wayzata, Minnesota as follows:

Section 1. BACKGROUND

- 1.1 Project. Boatworks II LLC and Wayzata Brew Works LLC (collectively, the “Applicant”) have submitted an application (the “Application”) for approval of a Amendment to an existing Planned Unit Development (PUD) Conditional Use Permit (CUP) (the “PUD Amendment”) at 294 Grove Lane (the “Property”) to allow the operation of a microbrewery and taproom facility (collectively, the “Brewery” or the “Project”) as depicted on Attachment A attached hereto.

The Brewery would utilize approximately 5,080 SF of the east wing of the Boatworks building, with 2,810 SF of brewing space, storage and support space, and 2,270 SF of taproom/bar space. In addition, the Brewery would also modify an existing lake side patio. The Brewery proposal would replace 3,183 SF of general office space within the building.

- 1.2 Application Requests. As part of the Application, the Applicant is requesting approval of the following items:

- A. Amendment to existing PUD under Section 801.33.9 to allow a micro-brewery and taproom facility at 294 Grove Lane (the “PUD Amendment”)
- B. Site Plan approval under Section 801.22 (the “Site Plan”)
- C. Amendment to the City’s Zoning Ordinance to allow the micro-brewery and taproom operations (the “Proposed Zoning Ordinance Amendments”)
- D. Amendment to the City’s General City Code pertaining to liquor licensing requirements and procedures (the “Proposed Liquor Ordinance Amendment”)

- 1.3 Legal Description. The address, property identification number and owners of the property included in the Application (collectively, the “Property”) are:

294 Grove Lane East	06-117-22-32-0023	Boatworks II LLC
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- 1.4 Land Use. The land use designations for the Property are:

	Boatworks Building Parcel
Zoning:	C-3 Service District with Planned Unit Development

	(PUD)/Conditional Use Permit
Comp Plan:	Central Business District
Total lot size:	134,361 square feet (SF) or 3.08 acres

- 1.5 PUD Agreement. The Property is encumbered by a PUD Development Agreement that was entered into in 1997 between a previous owner of the Property and the City (Attachment B), which requires an amendment to allow the proposed expansion Project. The 1997 PUD Development Agreement was subsequently amended in 2002 and 2005.
- 1.6 Notice. Notice of a public hearing on the Application at the July 7, 2014 Planning Commission Meeting was published in the *Sun Sailor* on June 26, 2014. A copy of the notice was mailed to all property owners located within 350 feet of the Property on June 26, 2014.
- 1.7 Planning Commission Action. A Public Hearing on the Application was held at the Planning Commission's July 7, 2014 meeting at which one (1) individual spoke in favor of the Project during the hearing and the Planning Commission directed staff to prepare a Planning Commission Report and Recommendation recommending approval of the Application for consideration at the next Planning Commission meeting. On July 21, 2014, the Planning Commission reviewed and adopted a Planning Commission Report and Recommendation recommending approval of the Proposed Zoning Ordinance Amendments, the PUD Amendment and the Site Plan on a vote of seven (7) in favor and zero (0) opposed.

Section 2. STANDARDS

2.1 PUD Amendment.

- A. Application Procedures. Any deviation or modification from the terms or conditions of an approved PUD permit or any alteration in a project for which a PUD permit has been approved shall require an amendment of the original permit. An application for amendment of the original PUD permit specifying the proposed variance or alteration shall be submitted to the City, together with a fee established by City Council resolution and such information as is required by the City or as the applicant deems necessary to fully explain his application. The same application and hearing procedure for an amendment of a PUD permit shall be followed as was followed with respect to the applicant's Concept Plan, as outlined in Section 801.33.5.

- B. Action by the Planning Commission and City Council. The same review procedure by the Planning Commission and City Council shall be followed for an amendment of a PUD permit as was followed with respect to the applicant's Concept Plan, outlined in Section 801.33.5 and 801.33.6 of the Zoning Ordinance. The affirmative majority vote (3 of 5) of the City Council shall be required for approval of an amendment of a PUD permit.
- C. Council Discretion. If the Council determines that the proposed PUD project will not be detrimental to the health, safety and welfare of residents of the community and the surrounding area and that the project does conform with the overall intent and purpose of Section 33 of the Zoning Ordinance, it may approve the PUD, although it shall not be required to do so. Section 801.33.2.A.
- D. Intent and Purpose of PUDs. The PUD process, outlined in Section 801.33 of the Zoning Ordinance, allows deviation from the strict provisions of the Zoning Ordinance related to setbacks, lot area, width and depth, yards, etc., for the purpose of encouraging:
1. Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments.
 2. Higher standards of site and building design through the use of trained and experienced land planners, architects, landscape architects, and engineers.
 3. More convenience in location and design of development and service facilities.
 4. The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion.
 5. A creative use of land and related physical development which allows a phased and orderly development and use pattern.
 6. An efficient use of land resulting in smaller networks of utilities and streets thereby lower development costs and public investments.

7. A development pattern in harmony with the objectives of the Wayzata Comprehensive Plan. (PUD is not intended as a means to vary applicable planning and zoning principles.)
8. A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.

E. General Standards. Section 801.33.2.A of the Zoning Ordinance sets forth the general standards for review of any PUD application. These are:

1. Health Safety and Welfare; Intent and Purpose of PUDs. In reviewing the PUD application, the Council shall consider comments on the application of those persons appearing before the Council, the report and recommendations of the Planning Commission, the recommendations on design and any staff report on the application. The Council also shall evaluate the effects of the proposed project upon the health, safety and welfare of residents of the community and the surrounding area and shall evaluate the project's conformance with the overall intent and purpose of Section 33 of the PUD Ordinance.
2. Ownership. Applicant/s must own all of the property to be included in the PUD.
3. Comprehensive Plan Consistency. The PUD project must be consistent with the City's Comprehensive Plan.
4. Sanitary Sewer Plan Consistency. The PUD project must be consistent with the City's Sanitary Sewer Plan.
5. Common Open Space. The PUD project must provide common private or public open space and facilities at least sufficient enough to meet the minimum requirements established in the Comprehensive Plan, and contain provisions to assure the continued operation and maintenance of such.
6. Operating and Maintenance Requirements. Whenever common private or public open space or service facilities are provided within a PUD, the PUD plan must contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard. Common private or

public open space and service facilities within a PUD must be placed under the ownership of one of the following, as approved by the City Council: (i) dedicated to the public, where a community-wide use is anticipated, (ii) Landlord control, where only tenant use is anticipated, or (iii) Property Owners Association, provided the conditions of 801.33.2.A.6.c are met.

7. Staging of Public and Common Open Space. When a PUD provides for common private or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.
8. Density. The PUD project must meet the density standards agreed upon by the applicant and City, which must be consistent with the Comprehensive Plan.
9. Utilities. All utilities associated with the PUD must be installed underground and meet the utility connection requirements of Section 801.33.2.A.10.
10. Utility Connections. All utilities associated with proposed PUD must meet the utility connection requirements of Section 801.33.2.A.10.
11. Roadways. All roadways associated with the PUD must conform to the Design Standards and Wayzata Subdivision Regulations, unless otherwise approved by City Council.
12. Landscaping. All landscaping associated with the PUD must be according to a detailed plan approved by the City Council. In assessing the plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structure and the overall scheme of the PUD plan.
13. Setbacks. The front, rear and side yard restrictions on the periphery of the Planned Unit Development site at a minimum shall be the same as imposed in the underlying districts, if a PUD conditional use permit, or the previous zoning district, if a PUD District. No building shall be located less than fifteen (15) feet from the back of the curb line along

those roadways which are part of the internal street pattern. No building within the PUD project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings. In PUD Districts for parcels that were zoned commercial prior to PUD and which exceed 13 acres, the allowable setbacks shall be as negotiated and agreed upon between the applicant and the City.

14. Height. The maximum building height to be considered within a PUD District shall be thirty five (35) feet and three (3) stories, whichever is lesser. There shall be no deviation from the height standards applied within the applicable zoning districts for PUD conditional use permits. In PUD Districts for parcels that were zoned commercial prior to PUD and which exceed 13 acres, the maximum allowable height and number of floors shall be as negotiated and agreed upon between the applicant and the City.

- F. PUD Agreement. A 1997 PUD Development Agreement (subsequently amended in 2002 and 2005) encumbers the Property. The City Council would need to approve an amendment to this PUD Agreement in order for the Project to be constructed.

2.2 Conditional Use for Microproduction Facilities. Under the Proposed Zoning Ordinance Amendments, Micro-production facilities would be permitted in the C-3 Service Commercial District provided that:

- A. Licensing. The owner of the micro-production facility qualifies for and receives all federal, state and city licenses necessary for the operation of the micro-production facility, including a brewer license and a malt liquor wholesale license (if wholesale of malt liquor is an intended activity); winery license; and/or a distiller's license from the State of Minnesota, according to Minnesota Statutes Section 340A.
- B. Taproom/Tasting Room License. An accessory taproom or tasting room for the on-sale of beer, wine, or spirits produced on-site shall require a taproom/tasting room license from the City of Wayzata, according to City Code Section 524.02.
- C. Off-sale. On-site sale of beer in the form of growlers shall require a Brewery License for Off-Sale of Malt Liquor, according to City Code Section 524.02. On-site sale of wine or spirits, other than samples as governed under Minnesota State Statutes, shall be prohibited.

- D. Production of Beer. Total production of malt liquor shall not exceed 5,000 barrels annually. Micro-production Facilities with a taproom license shall not exceed 3,500 barrels annually, and only 500 barrels may be sold off-sale as growlers. Any micro-production facility operating as a brewery shall annually submit production reports to the City with the request to renew a brewery taproom or off-sale malt liquor license.
- E. Production of Wine. Total production of wine shall not exceed 50,000 gallons annually. Any micro-production facility operating as a winery shall annually submit production reports to the City with the request to renew a tasting room or winery license.
- F. Production of Spirits. Total production of spirits shall not exceed 40,000 proof gallons annually. Any micro-production facility operating as a distillery shall annually submit production reports to the City with the request to renew a tasting room or distillery license.
- G. Off-street Loading. The micro-production facility shall provide adequate space for off-street loading and unloading of all trucks greater than twenty two (22) feet in length. In the absence of off-street loading, the City may impose limits on deliveries or shipments using the public rights of ways, including regulating the number of trucks per day and the hours that deliveries are permitted.
- H. Outdoor Storage. No outdoor storage is permitted on the site, with the exception that waste handling (refuse and/or recycling) may occur in an enclosure that is fully screened from adjoining streets and residentially zoned properties.
- I. Odors. No odors from the micro-production facility shall be perceptible beyond the property line. The micro-production facility operator shall take appropriate measures to reduce or mitigate any odors generated from the operation and be in compliance with any applicable Minnesota Pollution Control Standards.
- J. Waste. Waste products shall be disposed of in a timely manner and in such a way to reduce odors.
- K. Exterior Lighting. All exterior lighting shall be designed in such a way as to have no direction source of light visible from adjacent property, and shall comply with the requirements of Section 801.16.6 of the Wayzata Zoning Ordinance.

- L. Parking. Parking supply shall be provided on-site or through off-site arrangement, to avoid street parking on residential streets. Off-site or reduced parking supply shall require separate approval per the requirements of Section 801.20 of the Wayzata Zoning Ordinance, as applicable.
- M. Hours of Operation. Micro-production facility operation hours shall be limited to the hours specified in Minnesota Statutes Chapter 340A for off-sale intoxicating liquor unless further limited by the City Council as part of a Conditional Use Permit.
- N. Other Provisions. The provisions of Section 801.04.2.F of the Wayzata Zoning Ordinance, pertaining to Conditional Use Permit criteria, are considered and satisfactorily met. A micro-production facility shall meet all other applicable performance standards and design requirements in the Wayzata Zoning Ordinance.

2.3 Site Plan.

Site and construction plans must be submitted to and approved by the Building Official prior to the issuance of any building permit. Except in the case of individual single family uses and minor projects, additions or alterations as determined by the Zoning Administrator and all building and site plans as specified by Section 801.09 of this Ordinance shall be subject to review by the Planning Commission and approval by the City Council. All site and construction plans officially submitted to the City shall be treated as a formal agreement between the building contractor and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard or specifications without prior submission of a plan modification request to the Building Official for his review and approval. City Code Section 801.22.2-4.

Section 3. FINDINGS

The City Council of the City of Wayzata hereby confirms and memorializes that the PUD Amendment and Site Plan depicted in the Application and subsequent submittals by the Applicant, if approved with the conditions set forth in this approval resolution, would meet the applicable requirements of Wayzata's Zoning Ordinance, based upon the following findings of fact made on the record (as well as all Application materials, staff reports, public comment presented at the hearing, and the Recommendation of the Planning Commission):

3.1 PUD Amendment.

- A. Health, Safety and Welfare; Intent and Purpose of PUDs. The PUD Amendment (resulting in the "Amended PUD") conforms with the

overall intent and purpose of a PUD as outlined in Section 33 of the Zoning Ordinance. One (1) individual spoke in favor of the Project at the Public Hearing. The Planning Commission was generally supportive of the Project, given that it is an innovative use that would add commercial activity to the west end of Lake Street. The main concerns of the Planning Commission with the Amended PUD centered on traffic impacts and public utility systems being appropriately sized to handle the Project. The conditions recommended for approval are intended to address these concerns.

B. General Standards. The Amended PUD, as presented, satisfies all of the fourteen (14) general standards listed in Section 801.33.2.A and in Section 2.1 of this Resolution. The following standards are met:

1. Application Complete. The Application contains all of the information and materials required by or requested pursuant to Section 801.33.5.C.
2. Ownership. All of the property to be included in the Amended PUD is owned by Applicant.
3. Comprehensive Plan. The proposed Amended PUD conforms with the applicable guidance of, and is consistent with the goals of the Comprehensive Plan.
4. Common Space. The Amended PUD would provide sufficient common private or public open space and facilities.
5. Landscaping. Landscaping in the Amended PUD would be according to a detailed plan approved by the City Council.
6. Health, Safety, and Welfare. Provided the recommended conditions of approval are met, the Amended PUD would not have a negative effect on the welfare of residents of the community and the surrounding area.

3.2 Conditional Use for Microproduction Facilities. The use proposed in the Application conforms with the applicable requirements of the Wayzata Zoning Ordinance for a Microproduction CUP.

A. Licensing. The Applicant has qualified for and received, or, as a condition of approval, shall qualify for and receive, all federal, state and city licenses necessary for the operation of the micro-production facility according to Minnesota Statutes Section 340A.

- B. Taproom License. The Applicant, as a condition of approval, shall qualify for and receive a taproom room license from the City of Wayzata, according to City Code Section 524.02.
- C. Off-sale. The Applicant, as a condition of approval, shall qualify for and receive a Brewery License for Off-Sale of Malt Liquor, according to City Code Section 524.02.
- D. Production of Beer. As a condition of approval, total production of malt liquor shall not exceed 3,500 barrels annually, and only 500 barrels may be sold off-sale as growlers. The Applicant, as a condition of approval, shall annually submit production reports to the City with the request to renew a brewery taproom or off-sale malt liquor license.
- E. Off-street Loading. The Project provides for adequate space for off-street loading and unloading of all trucks greater than twenty two (22) feet in length.
- F. Outdoor Storage. The Project provides for no outdoor storage on the site, with the exception that waste handling (refuse and/or recycling) may occur in an enclosure that is fully screened from adjoining streets and residentially zoned properties.
- G. Odors. As a condition of approval, no odors from the micro-production facility shall be perceptible beyond the property line, and the micro-production facility operator shall take appropriate measures to reduce or mitigate any odors generated from the operation and be in compliance with any applicable Minnesota Pollution Control Standards.
- H. Waste. As a condition of approval, waste products shall be disposed of in a timely manner and in such a way to reduce odors.
- I. Exterior Lighting. All exterior lighting for the Project has been designed in such a way as to have no direction source of light visible from adjacent property, and the lighting complies with the requirements of Section 801.16.6 of the Wayzata Zoning Ordinance.
- J. Parking. Parking supply for the Project shall be provided on-site and through off-site arrangement, to avoid street parking on residential streets.
- K. Hours of Operation. The Projects micro-production facility operation hours shall be limited to the hours specified in Minnesota

Statutes Chapter 340A for off-sale intoxicating liquor unless further limited the City Council as part of a Conditional Use Permit.

L. Other Provisions. The provisions of Section 801.04.2.F of the Wayzata Zoning Ordinance, pertaining to Conditional Use Permit criteria, are have been considered and satisfactorily met by the Applicant.

1. The Project does not contravene the policies and provisions of the Comprehensive Plan.
2. The Project is compatible with the present and future uses of the area.
3. The Project conforms with all required performance standards in the Ordinance.
4. The Project would not have a negative impact on the area.
5. The Project would not have an impact on adjacent property values.
6. The Project would not have a significant negative impact on traffic. The Applicant has provided a traffic study reviewing the anticipated parking impacts and a plan for addressing overflow parking needs.
7. The Project would not impact public services. The Applicant will be required to coordinate any upgrades to the existing Lift Station #5 with the Utility Superintendent.

3.3 Site Plan. The current Site Plan conforms with the applicable requirements of the Wayzata Zoning Ordinance.

Section 4. CITY COUNCIL ACTION

Based on the Findings of this Resolution, the City Council takes the following action:

4.1 PUD Amendment. The request for approval of the PUD Amendment, as set forth in the Application, is **APPROVED**, subject to the following conditions (failure to comply with any one of the conditions of approval shall result in the revocation of the approval conditioned thereby):

- A. The Applicant agree to an amendment to the existing development agreement, as amended, for the Property and PUD, ("Development Agreement Amendment") binding it and all future owners of the Property, addressing matters related to the Project, in form and content acceptable to City Staff and the City Attorney, as directed by the City Council, setting forth the approvals granted herein and all applicable conditions.
- B. The Applicant provide a flow analysis report for the existing Lift Station adjacent to the Property for appropriate City Staff to review and approve.

The Applicant shall provide and maintain at its sole expense any infrastructure improvements that City Staff determines are necessary to ensure that the stormwater sewer system for the Property has the capacity to support the Project.

- C. The Applicant submit written verification to City Staff that the patio area is designed to be and is subsequently installed in alignment with the adjacent patio area at 6 Smith restaurant, and landscaped in a similar fashion.
 - D. The Applicant records the Development Agreement Amendment with the appropriate officials at Hennepin County and provides the City with a recorded copy thereof.
 - E. The Applicant constructs the Project in accordance with the submitted plan set, as described in Attachment A.
 - F. All expenses of the City of Wayzata related to the review of the Application and Project, including consultant, expert, legal, and planning fees incurred, be fully reimbursed by the Applicant.
 - G. The Proposed Zoning Ordinance Amendments and Proposed Liquor Ordinance Amendment are approved by the City Council and become part of the City Code according to law, and that the Applicant shall abide by all conditions and requirements established by those Amendments.
- 4.2 Micro-production Facility CUP. The request for a conditional use permit for a Micro-production facility, as set forth in the Application, is hereby **APPROVED** subject to the following conditions (failure to comply with any one of the conditions of approval shall result in the revocation of the approval conditioned thereby):
- A. The PUD Amendment being approved and effective.
 - B. The Proposed Zoning Ordinance Amendments and Proposed Liquor Ordinance Amendment being approved by the City Council and becoming part of the City Code according to law, and the Applicant abiding by all conditions and requirements established by those Amendments, as well as the conditions that are set forth in this Resolution for all aspects of the Project.
- 4.3 Site Plan. The request for approval of the Site Plan, as set forth in the Application, is hereby **APPROVED** subject to the following conditions (failure to comply with any one of the conditions of approval shall result in the revocation of the approval conditioned thereby):
- A. The PUD Amendment being approved and effective.

- B. That prior to the issuance of any building permits for the Property, the approved Site Plan must be reviewed by City Staff to ensure conformance with the approved PUD Plan.

Adopted by the Wayzata City Council this _____ day of September, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

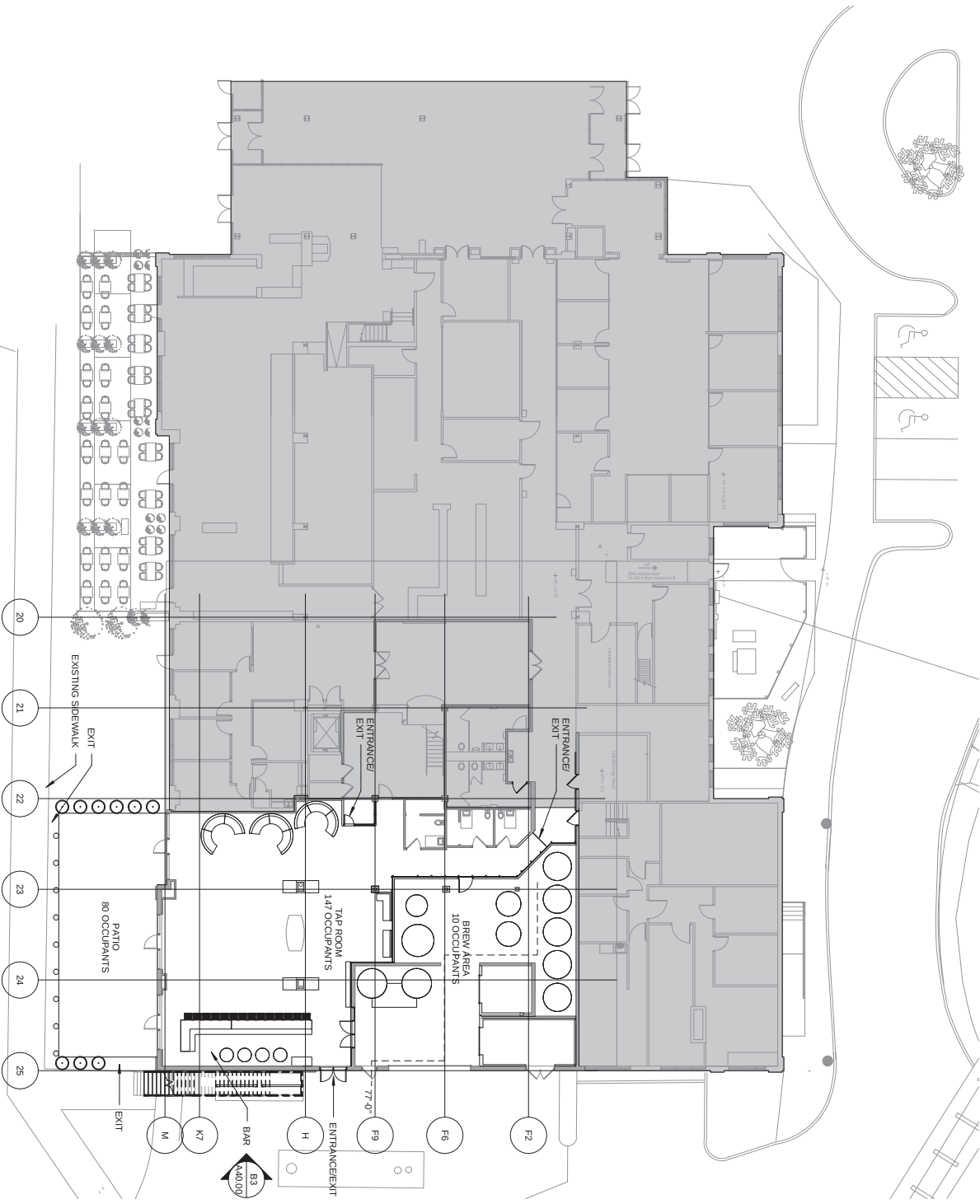
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on _____, 2014.

Becky Malone, Deputy City Clerk
SEAL

Attachment A
Applicant Submittals

LIFE SAFETY PLAN



**NOT FOR
CONSTRUCTION**

1	CITY DESIGN REVIEW	DATE
NO	ISSUE	DATE

Sheet Information

Date	14.10.10.0424
Job Number	14.10.10.0424
Drawn	Author
Checked	Checker
Approved	Approver
Title	

LIFE SAFETY PLAN

Sheet

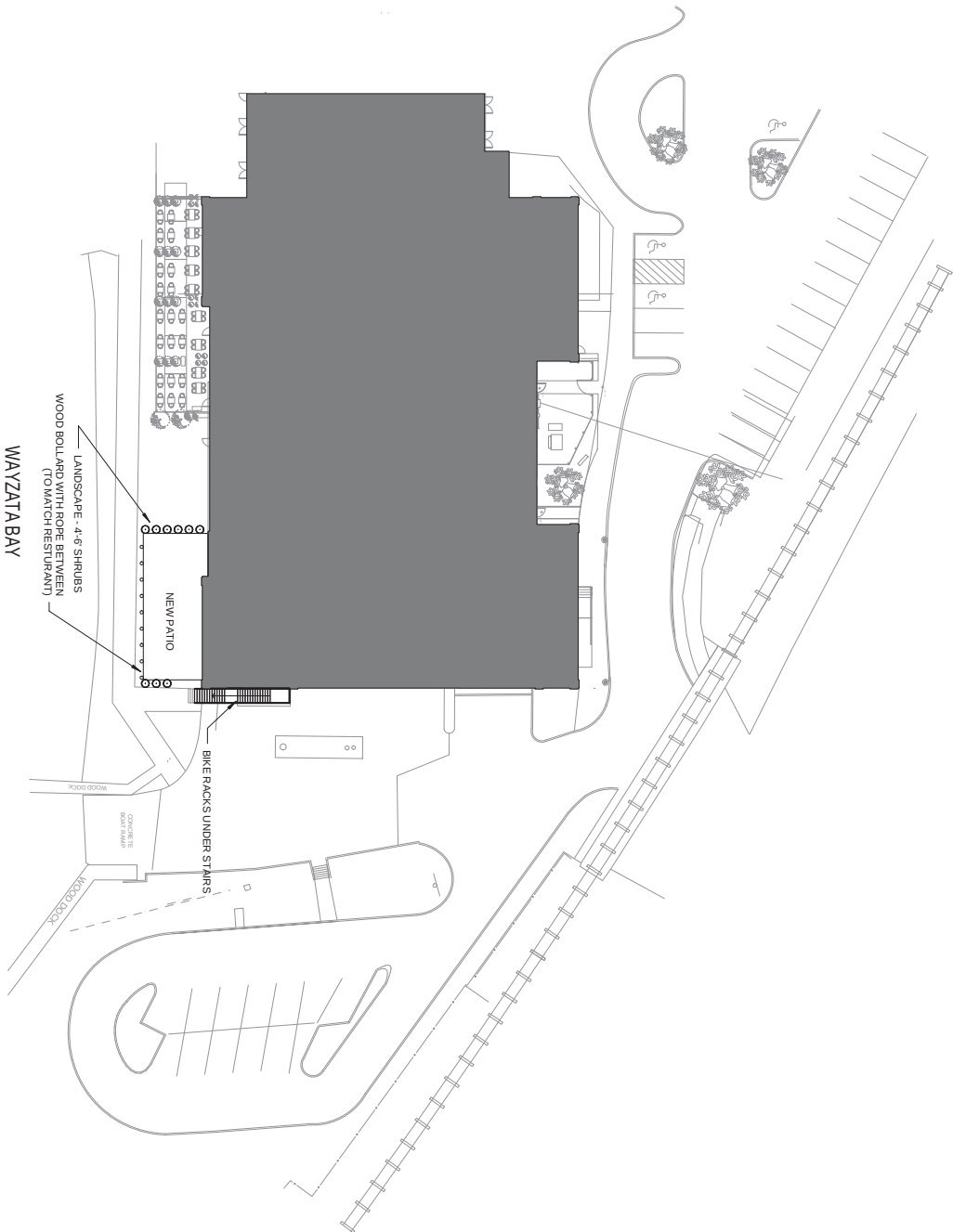
A10.00



**WAYZATA
BREW
WORKS**

284 Grove Lane E., Ste 150
Wayzata, MN 55391

A3 SITE PLAN
1" = 30'-0"



**WAYZATA
BREW
WORKS**
284 Grove Lane E., Ste 150
Wayzata, MN 55391

**NOT FOR
CONSTRUCTION**

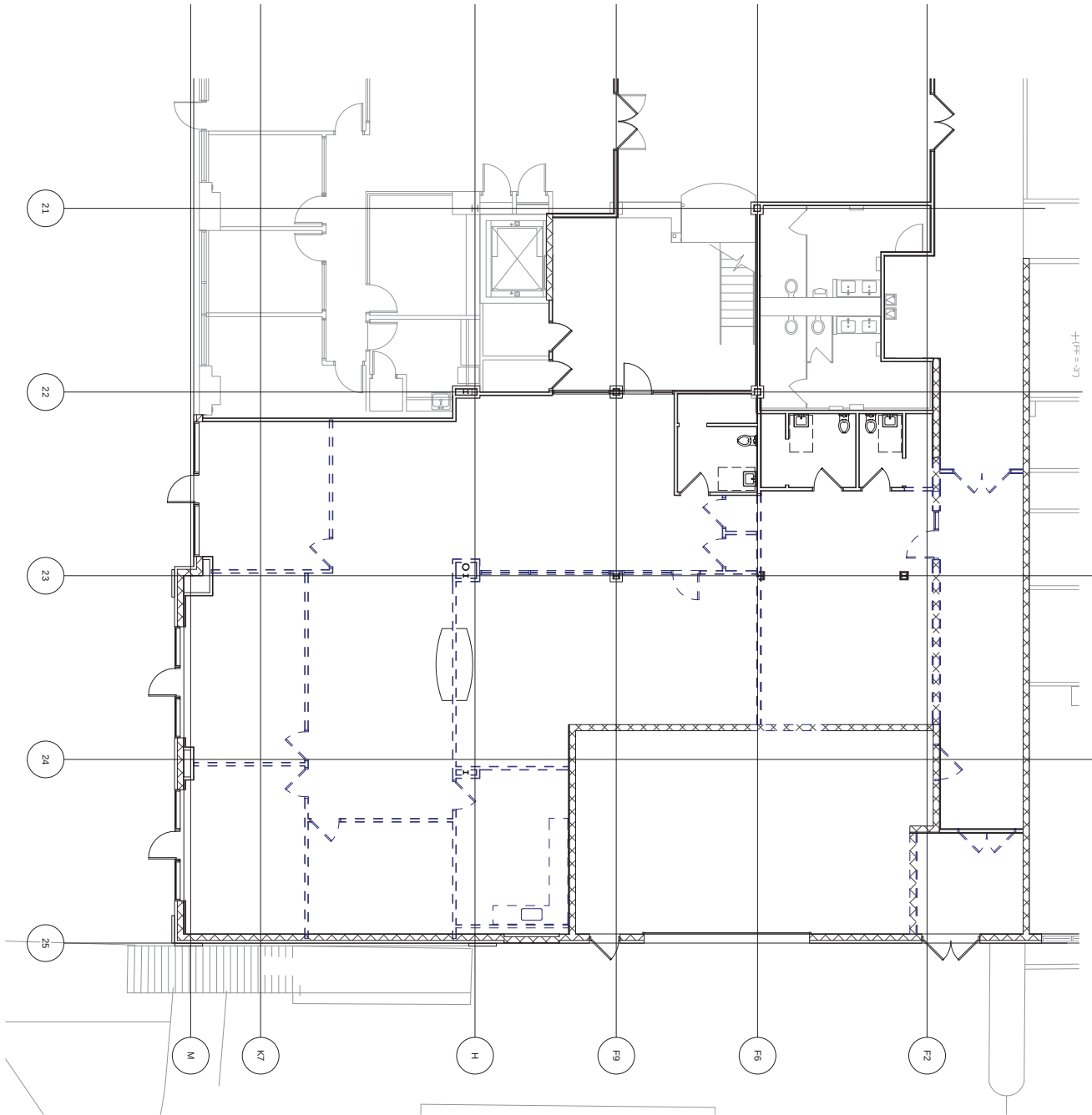
CITY DESIGN REVIEW		DATE
1.	NO	06/02/14
SHEET INFORMATION		DATE

Job Number	14.010.0424
Drawn	Author
Checked	Checker
Approved	Approver

SITE PLAN

Sheet
A20.00

FIRST FLOOR DEMOLITION PLAN
1/8" = 1'-0"



NOT FOR
CONSTRUCTION

CITY DESIGN REVIEW	
1. NO.	DATE
ISSUE	DATE

Sheet Information

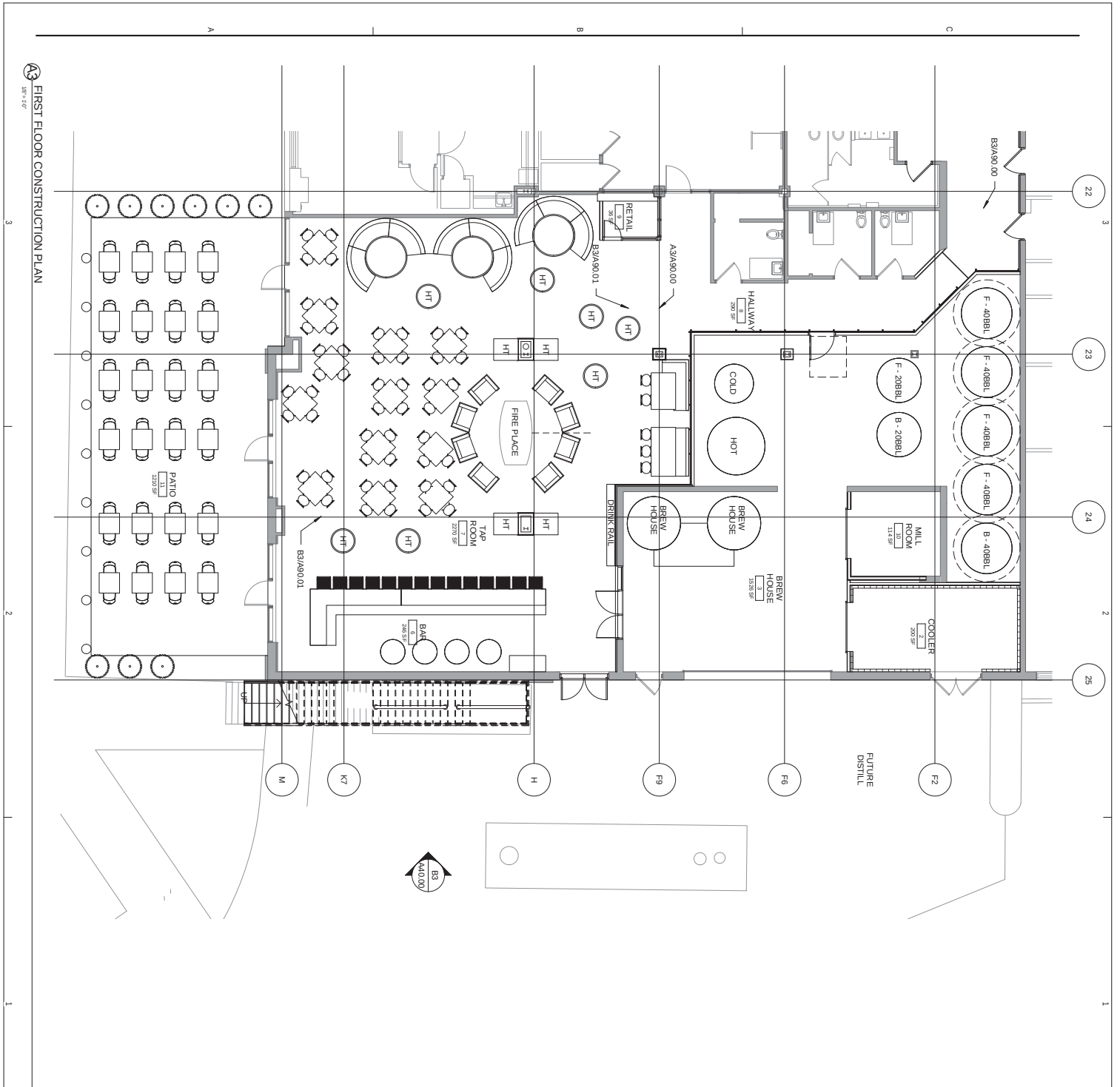
Date	14.010.0424
Job Number	14.010.0424
Drawn	Author
Checked	Checker
Approved	Approver

FIRST FLOOR
DEMOLITION
PLAN

Sheet
AD30.00



WAYZATA
BREW
WORKS
284 Grove Lane E., Ste. 150
Wayzata, MN 55391



**NOT FOR
CONSTRUCTION**

1	CITY DESIGN REVIEW	06/02/14
NO	ISSUE	DATE

Sheet Information

Job Number	14.010.042
Drawn	Author
Checked	Checker
Approved	Approver

FIRST FLOOR CONSTRUCTION PLAN

Sheet
A30.00

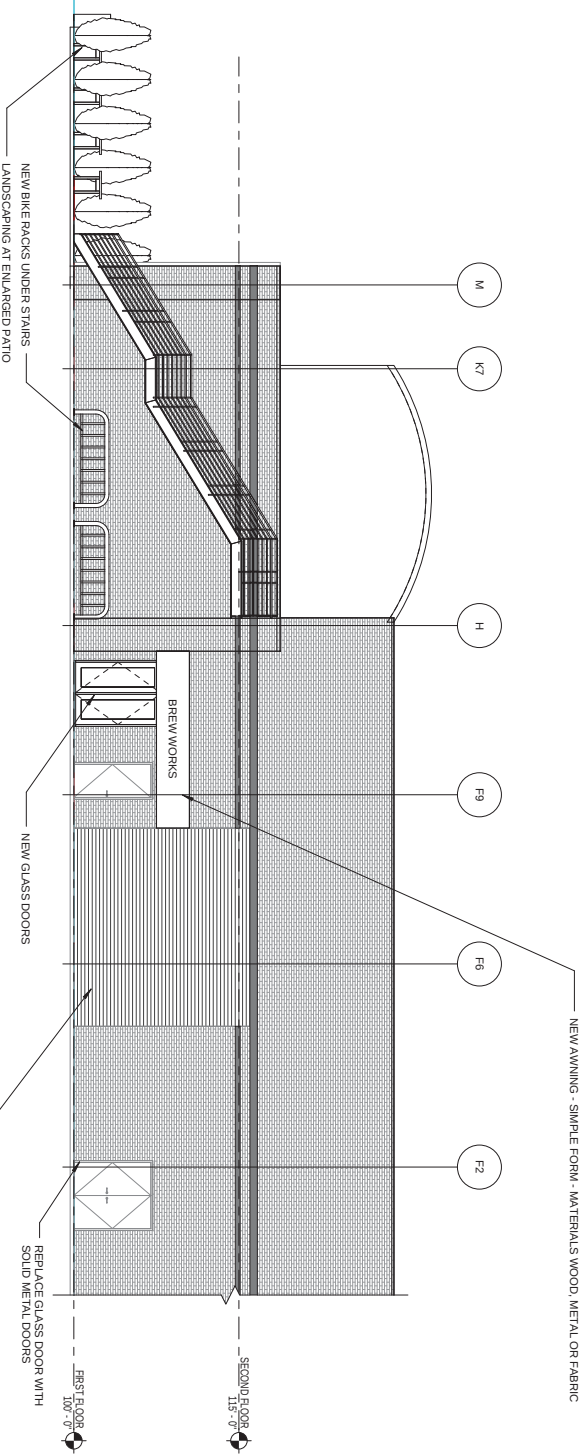
hW² design

3904 39th Ave South
Minneapolis, MN 55406
1.612.532.4147

**WAYZATA
BREW
WORKS**

284 Grove Lane E, Ste 150
Wayzata, MN 55391

63 EAST ELEVATION
20' x 12'



NOT FOR
CONSTRUCTION

1	CITY DESIGN REVIEW	DATE
NO	ISSUE	DATE

Sheet Information

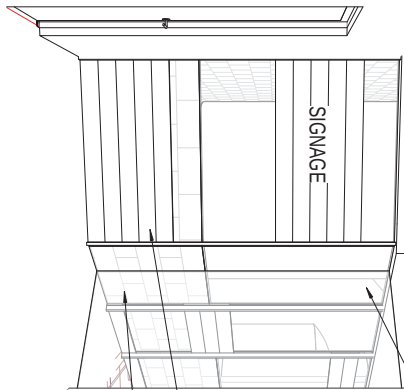
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Drawn	Author
Checked	Checker
Approved	Approver
Title	

ELEVATIONS

Sheet
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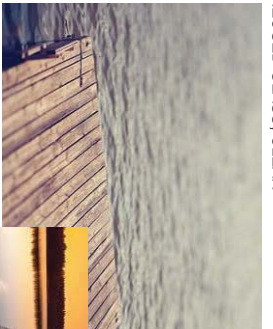


WAYZATA
BREW
WORKS
284 Grove Lane E., Ste 150
Wayzata, MN 55391



① PERSPECTIVE 1

REUSED GLASS, CLEAR

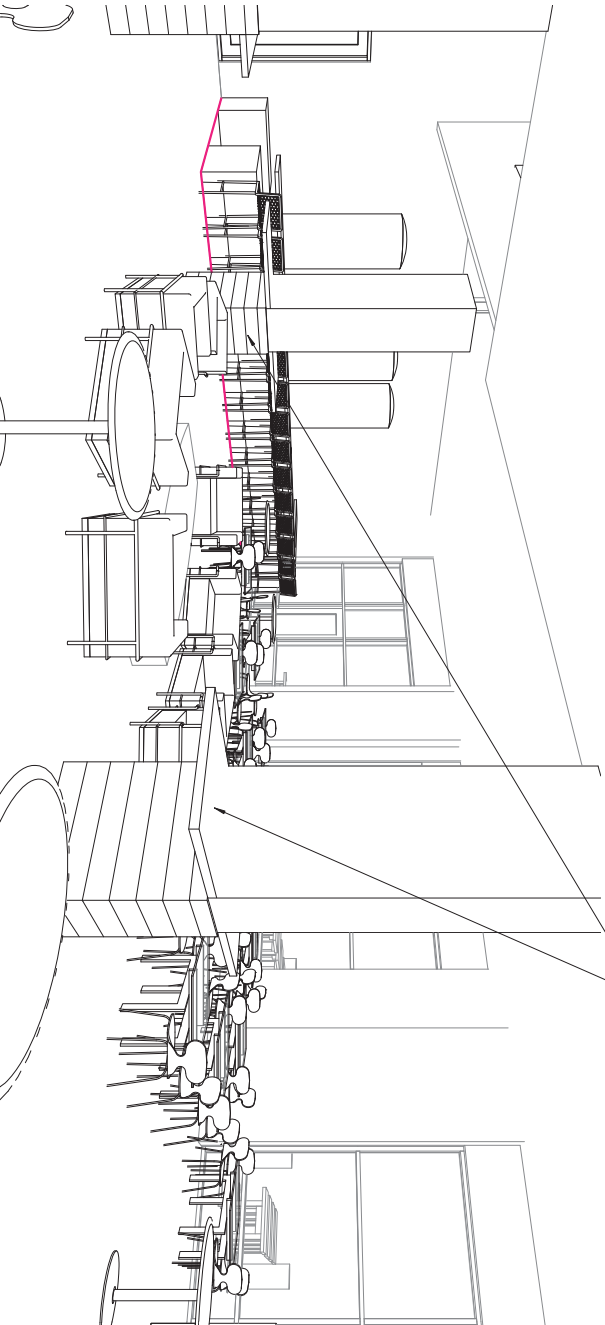


WEATHERED WOOD
"DOCK WALL"

REUSED GLASS, WITH
FILM AT BASE



WOOD DRINK TOP AND BASE



② PERSPECTIVE 2



SIGNAGE/LOGO



WAYZATA
BREW
WORKS

284 Grove Lane E., Ste 150
Wayzata, MN 55391

NOT FOR
CONSTRUCTION

1.	CITY DESIGN REVIEW	DATE
NO	ISSUE	DATE

Sheet Information

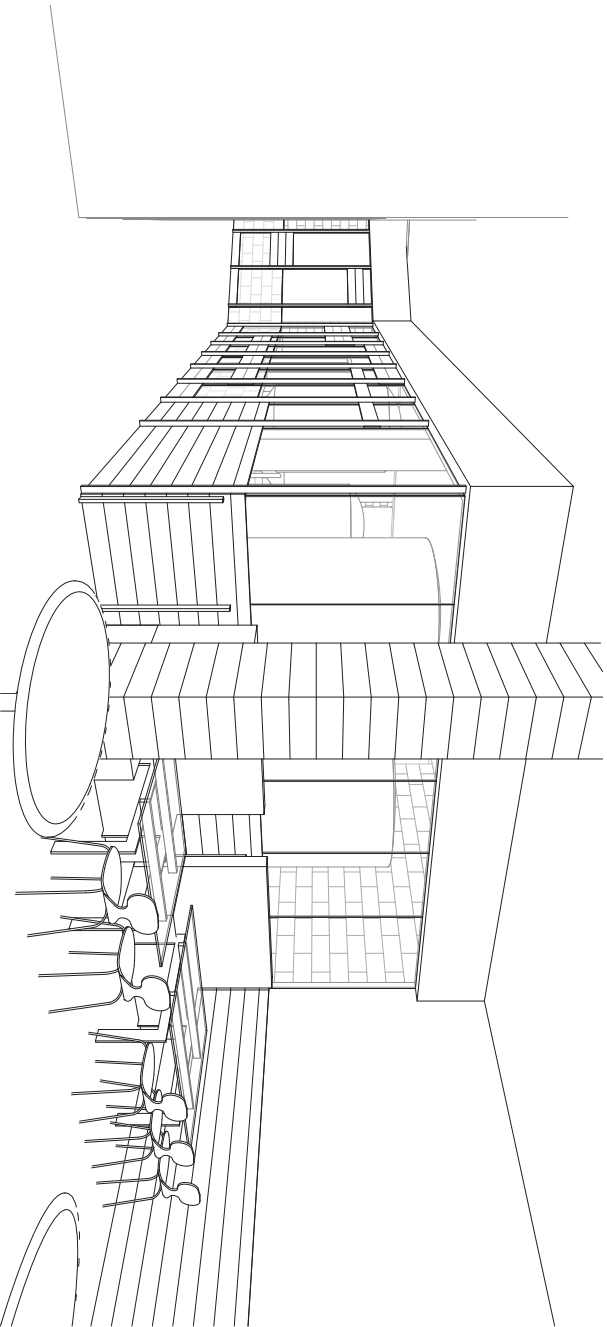
Date	14.010.0424
Job Number	14.010.0424
Drawn	Author
Checked	Checker
Approved	Approver

INTERIOR
PERSPECTIVES

Sheet
A90.00



PERSPECTIVE 3



PERSPECTIVE 4



**WAYZATA
BREW
WORKS**
284 Grove Lane E., Ste 150
Wayzata, MN 55391

**NOT FOR
CONSTRUCTION**

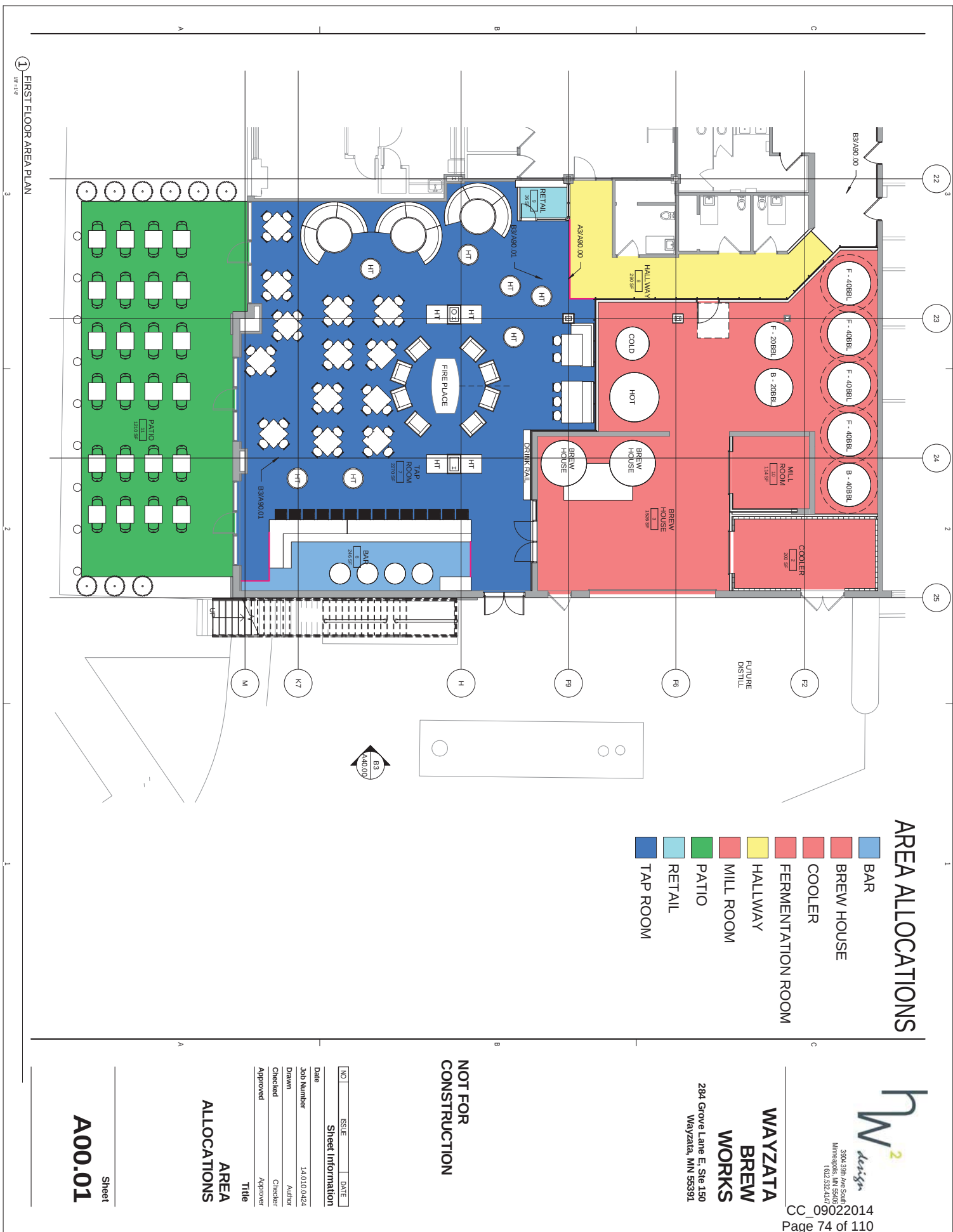
1.	CITY DESIGN REVIEW	06/02/14
NO.	ISSUE	DATE

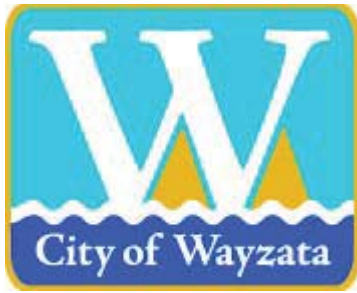
Sheet Information

Date	
Job Number	14.010.0424
Drawn	Author
Checked	Checker
Approved	Approver

**INTERIOR
PERSPECTIVES**

Sheet
A90.01





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: Mayor Willcox and Councilmembers

FROM: Heidi A. Nelson, City Manager

DATE: August 27, 2014

RE: Discussion of Parking Structure Request for Proposals (RFP)

At the June 3rd regular meeting of the City Council, a report was provided regarding the status of downtown parking and a summary was provided of the April 24th HRA (Housing and Redevelopment Authority) discussion regarding downtown parking. The HRA further discussed downtown parking at their August 8th meeting. The minutes from the June 3rd City Council meeting, and April 24th and August 8th HRA meetings are attached for reference.

At the June 3rd city council meeting, staff was directed to move forward with preparing an RFP/RFQ process for design that would include addressing issues of site selection, site planning, and structure design. Two drafts have been prepared that reflect different paths for a process. Option one begins with a site selection process, then proceeds with design and engineering for the construction of a parking structure. Option two provides for site planning, design and engineering for the Mill Street location. If Council wishes to consider other sites than Mill Street, an alternative to the RFP process may be to consider an "Owners Representative" approach, as the scope of the RFP that includes site selection becomes quite broad with a number of variables. An Owners Representative process could provide consulting services to address site selection, programming for the structure, and pre-design, before proceeding with architectural and engineering services.

Staff is seeking feedback from the Council with regard the site selection process, design considerations and process outlined in the RFP or Owners Representative services. Staff's intent would be to receive feedback from the Council and bring the desired option back for consideration at the September 16th meeting.

Other parallel efforts are being made on the issue of downtown parking, including meeting with property owners in the 600 and 700 blocks of Lake Street, review of existing parking agreements, research of financing options for a structure, and mitigation of current parking demand issues.

1 Ms. Nelson stated staff is reviewing the Bushaway Construction Cooperative Agreement
2 and bids will be accepted on July 8, 2014. She stated an update will be provided at the next
3 Council meeting.

4 5 **Downtown Parking Study**

6 Ms. Nelson stated the HRA, at its April meeting, reviewed the Downtown Parking Study and
7 considered financing options for a parking ramp in the Mill Street area. She requested Council
8 direction for addressing downtown parking needs including a process for determining the site,
9 developing and RFP/RFQ for the design process, and further defining the financing and parking
10 agreements with surrounding properties.

11 Mr. Mullin stated it is a foregone conclusion that there is a parking issue in Wayzata that
12 will only get more severe. He offered the following next steps: 1. Restripe the Mill Street
13 parking lot, remove the unneeded lift station to create more stalls, reconsider motorcycle parking,
14 and remove the collection bin to create more stalls; 2. Implement a shuttle service that is
15 partnered with schools and marketed to restaurant and others during high season demand; 3.
16 Explore renegotiating with Presbyterian Homes and Marquee Place to improve public parking
17 capacity and quality; 4. Build a parking ramp on Mill Street; and, 5. Build a parking ramp to the
18 west in the next 10-20 years.

19 Mrs. Anderson requested numbers on constructing an underground parking ramp and
20 indicated she thinks there are locations other than Mill Street. She noted there would be an
21 incredible loss of tax revenue in that area because there could be more retail, office suites, and
22 condos in this prime area of Wayzata. Mrs. Anderson stated a previous speaker had discussed
23 why parking ramps should not be constructed in a desirable location that is close to the water and
24 has large crowds. Rather, parking should be out of a congested area, such as the west end of
25 Wayzata. Mrs. Anderson asked the Council to consider this differently to assure the creation of a
26 walkable community and not create a large eyesore.

27 The Council acknowledged that parking was an immediate need and that a parking ramp
28 could be constructed underground.

29 The Council agreed that Lake Street and that sidewalk also needed to be addressed to
30 create a space that is adequate to accommodate pedestrians and also support sidewalk café uses.
31 The Council asked staff to post the Power Point presentation made by Gil Penalosa to the City's
32 website.

33 Mr. Willcox suggested creating a small task force to research existing parking
34 agreements and covenants and provide a recommendation on how each can be addressed. Mr.
35 Amdal felt it was the Council's responsibility to address existing parking agreements and
36 covenants, create a spreadsheet detailing those agreements, and the HRA can assist with
37 financing options. He suggested this topic be a regularly scheduled Workshop agenda item so it
38 can be moved forward. The majority of the Council supported the suggestion of Mr. Amdal and
39 asked staff to develop a Workshop schedule to address existing parking agreements and
40 covenants, and create a spreadsheet, with the HRA assisting on financing options.

41 Ms. Nelson stated staff will develop an RFP/RFQ in terms of design that would include
42 commercial aspect components, engineering (underground option), other locations such as the
43 west end, and potential partnership with Presbyterian Homes and Marquee Place. In addition, as
44 a first step, staff will meet with property owners to gain an understanding of existing agreements.
45 Ms. Nelson noted it had always been envisioned that the corner of Lake and Superior Streets
46 would become something else that would fund a parking ramp. That piece will also have to be
47 taken into consideration.

48 Mrs. Anderson asked that the discussion start with understanding everyone's definitions,
49 the number of parking spaces needed, and expectations as a City given the Lake Effect.

50 The Council indicated a willingness to consider Mr. Mullin's suggested first steps to
51 restripe the Mill Street parking lot, remove the unneeded lift station to create more stalls,

1 reconsider motorcycle parking, and remove the collection bin to create more stalls. The Council
2 agreed with the need to address summer peak parking solutions for employees of businesses (i.e.,
3 shuttle busses, off-site parking) and consider a ramp location that does not impact views from the
4 bluff district or storefronts.

5 To address the parking issue in the marina area given County's construction projects,
6 staff was asked to reach out to Three Rivers Park District to determine whether they are willing to
7 find a temporary location or redirect trail users to a location other than the trailhead. Ms. Nelson
8 stated staff has been in discussion with Mr. Born and Three Rivers Park District about how to off-
9 load parking.

10
11 **Bus Rapid Transit Study by Met Council**

12 Mr. Gadow stated he reviewed the Bus Rapid Transit (BRT) Study that the Met Council
13 considered as part of its 2030 Comprehensive Plan. He explained that Study identified corridors
14 that included I-394 but indicated that additional study was required to determine feasibility.

15
16 **Comment on Pull Tab Operation**

17 Mr. Mullin read a constituent's statement about pull tabs. Mr. Mullin suggested the City
18 maximize its pull tab opportunity and promote how it benefits local charities.

19
20 **AGENDA ITEM 8. Public Forum Continued (if necessary).**

21 There were no comments.

22
23 **AGENDA ITEM 9. Adjournment.**

24 Mr. Tanner made a motion, seconded by Mr. Amdal to adjourn. There being no further business,
25 Mr. Willcox adjourned the meeting at 9:20 p.m.

26
27 Respectfully submitted,

28
29 

30
31 Becky Malone
32 Deputy City Clerk

33
34 Drafted by Carla Wirth
35 *TimeSaver Off Site Secretarial, Inc.*

36

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, Bryan Gadow
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 7:35 am.
9

10 APPROVAL OF AGENDA

11 McGill motioned to approve the April 24, 2014, meeting agenda as presented, seconded
12 by Ambrose. The motion passed 5/0 by voice vote.
13

14 APPROVAL OF MINUTES – MINUTES OF January 23, 2014

15 Wothe motioned to approve the January 23, 2014, minutes as presented, seconded by
16 McGill. The motion passed 5/0 by voice vote.
17

18 NEW BUSINESS
19

20 a. Review Parking Study and Financing Background Information

21 Gadow reviewed the Parking Study prepared in 2012 by SRF Consultants. This study
22 includes the use of traffic models and on site evaluations in October and July. At this
23 time the City has an overall surplus of parking spaces in the downtown area even
24 though some areas may have a deficit. Depending on what could happen with the
25 redevelopment of Zone 10, this could trigger a significant deficit in parking. Now that
26 the study has been completed, the City needs to look at what financing solutions may
27 be available and designs and capacity.
28

29 Shaver stated the study did not provide the same level of detail for both the east and the
30 west side.
31

32 Gadow stated SRF did a scan of the whole community in October but the City felt there
33 were key pieces missing including the bike travel in the western part of town. The City
34 asked SRF to look at the western end more closely during July to get a better picture of
35 peak usage in that area and also to look at different redevelopment scenarios
36 specifically in Zone 10.
37

38 McGill stated the middle paragraph on page 9 of 28 indicates the City has assisted
39 other communities in funding their public parking ramps. He asked if this was a matter
40 of using the bonding capacity.
41

42 Stacie Kvilvang stated Ehlers & Associates has worked with other communities that also
43 have public parking facilities in their downtown areas. She stated this is a public
44 financing method and there is typically two (2) ways to do this. One is tax abatement
45 bonds and the other is statutory authorities that are specific for public owned parking.
46 The City will need to look at what financing options they want to do including special
47 assessments, use cash to buy down some of the debt or other sources such as the
48 Presbyterian Homes development tax increment. The City could also consider

1 assessing the benefiting properties in the area. There are some policy discussions the
2 Council will need to have regarding charging for parking as well.

3
4 Shaver asked if the \$1.3 million adjustment for the City owned lot was an appraised
5 value.

6
7 Nelson clarified the amount is not an appraisal amount. It was more a market rate
8 based on other sales in the area and the value used for establishing the TIF for
9 Presbyterian Homes. There have been other entities interested in this lot but
10 Presbyterian Homes has first right to the property. At this time they are interested in the
11 property but not immediately.

12
13 Wothe asked what they would use the property for.

14
15 Nelson stated Presbyterian Homes has the first option until 2016. It could be used as
16 small office/retail space to compliment the businesses across the street.

17
18 Shaver stated using the proceeds from the City owned property and a draw down on a
19 portion of the City's funds on the TIF for the Presbyterian Homes project but 5% of this
20 TIF was to be used for services that would support the density. He asked if there had
21 been any study on what value the City could get from this TIF project to allow the City to
22 continue to administer the burden and what is available.

23
24 Kvilvang stated the tax increment that is generated from this cannot be utilized for basic
25 City services. They have to be reinvested for redevelopment purposes within the
26 community. If the City wanted to use that 5%, the City would have to send it back to the
27 County for redistribution and the City would only get their set percentage back to the
28 general fund.

29
30 Shaver clarified it would be more beneficial to maximize these proceeds and use them
31 for redevelopment opportunities.

32
33 Nelson stated the TIF projections have been updated based on the first year of
34 assessments. Once this has been evaluated it will be brought back to the HRA for
35 further discussions.

36
37 Shaver stated one of the big questions that needs to be looked at is if this will be a pay
38 for parking facility because this will have an impact of funding. He asked what the time
39 frame is for the Council to resolve this issue.

40
41 Nelson stated there have been discussions with the Council. There are models
42 throughout the Metro area regarding these types of facilities. She stated the
43 expectations are that you do not pay for parking in the suburbs. The option of permitted
44 spaces for employees is also being looked at.

45
46 Shaver stated the financing portion of this project will depend on the decision regarding
47 free parking or paid parking. He stated the timing of this decision could have significant
48 impact.

1
2 Petit stated there are a lot of pieces being presented but not a clear overall picture of
3 the plan for the area. He asked if the Council had a big picture view of the project area
4 so the HRA could provide more focused discussions and recommendations. He stated
5 this is a critical junction in providing direction for the City. He stated the City needs to
6 determine if they want to increase density in this area or not.
7

8 Ambrose stated in the past the City has always told businesses that they need to
9 provide their own parking but if the larger community vision involves increasing the
10 attraction to the City with the lake effect then there is more responsibility for the City to
11 provide a place for these people once they come.
12

13 Petit asked what the Committee should be considering at this time.
14

15 Nelson stated for the Presbyterian Homes project, many of the improvements that are
16 being constructed around that project were part of studies to analyze the traffic impacts
17 and parking demand. One of the components of the Lake Effect project is a parking
18 structure to add capacity to downtown. At this time it is difficult to know what will
19 happen out of the Lake Effect Plan.
20

21 Petit asked if changes are the best solutions or if they are the best the City can do given
22 what they have. He expressed concerns about the getting to the destination because
23 the City will find a way to fund it. There are areas in town that used to be easy to get
24 around but have gotten increasingly difficult due to traffic.
25

26 Gadow clarified Petit's concerns were regarding the street pattern getting from the north
27 side of town to the lake front.
28

29 Petit clarified that this is a large piece of his concerns.
30

31 Shaver stated with a large project the City does require a traffic study. If the City
32 continues to develop and grow it will take more time to get places, but the questions is
33 what is considered an acceptable time. The City is gearing up for more densification of
34 the lake front. When Presbyterian Homes was planned, the traffic study at that time
35 showed steps the City has already taken. He stated Petit's concerns lie in the Lake
36 Effect study and the overall grand plan, what is the vision for the City and how are we
37 going to do this. He stated the overall question would be "What do we want Wayzata to
38 be?"
39

40 Nelson stated the City is looking at how to move forward and what implementation
41 would look like. She stated there would be a design process that would include what
42 the City wants it to look like and what the traffic and parking impacts would be. It is hard
43 to know what the streets should be without knowing what the project will be for the area.
44

45 McGill stated at some point the City will need to figure out how to get people from Hwy
46 394 to the downtown area as well as getting around downtown.
47

1 Gadow stated this is preliminary at this time. The Lake Effect project would not be
2 successful without letting people know about the project and getting people to the area.
3 The final destinations need to be designed before the Infrastructure can be determined.
4

5 Shaver stated according to the study the City does not have a parking issue at this time
6 but long term there is an issue. He asked the Commission if this was something they
7 wanted to continue to bring forward.
8

9 Petit asked if the City was going to have an aggressive parking idea, how much does
10 the City really need, how much will fit in this area, and how to finance it. The size of the
11 parking lot would affect the saturation of traffic in the area.
12

13 Shaver asked Staff what feedback they have received from the municipality.
14

15 Nelson stated the comments and questions brought up will be taken to the Council for
16 consideration as they look at the next steps. There are significant impacts to the Muni
17 operation because they have people there every day watching traffic and parking
18 patterns. There will be a significant impact to the liquor store because people will not
19 walk a significant distance to get these products. The City will have to make sure that
20 this stays viable given the pressure of parking down there. The new restaurant opening
21 will also put additional pressure on the parking. There are people from Presbyterian
22 Homes not familiar with the on-site parking there so they are parking in front of the
23 Muni. She stated as people become more familiar with this the parking will get better.
24

25 Shaver stated if the City ever sold the corner piece then something would have to be
26 done otherwise nothing will work.
27

28 Petit clarified that the size of the parking ramp takes into account that this corner will be
29 redeveloped.
30

31 Shaver clarified that it did.
32

33 Wothe asked if a City could have too much parking. If the City provides enough parking
34 it will precipitate change because a developer would have their parking concerns
35 addressed.
36

37 Petit restated that his concern is not the parking itself but rather the getting to the
38 destination.
39

40 McGill stated there are people who think of solutions to problems before they are even
41 identified so there would be solutions to Petit's concerns as well.
42
43

44 b. Discuss Policy for Public Assistance for Redevelopment Projects

45 Nelson stated this policy was to establish priorities so Staff can have good discussions
46 with developers about what the City might consider participating in and what they are
47 not interested in participating in. This would also keep the City in line with State law
48 regarding what they should and should not be doing. She pointed out the memo

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.

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

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

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

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

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

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

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

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

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

Nelson there needs to be an idea of what the building would do in order to build a parking quotient around it.

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

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

Shaver stated the City needs to rely on the SRF study. He asked if there was guidance 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.

REQUEST FOR PROPOSALS

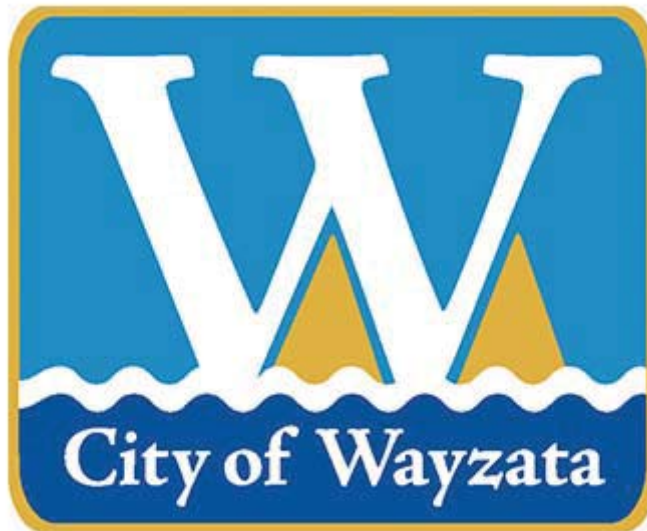
for

Professional Site Planning, Architectural and Engineering Services

Downtown Wayzata Parking Structure

- PHASE ONE: Site selection and site planning for the parking structure and surrounding area
- PHASE TWO: Design development and engineering for a new parking structure
- PHASE THREE: Preparation of final plans, specifications and bidding for the construction of the new parking structure.

Issued by:



September 22, 2014

Downtown Wayzata Parking Ramp

Request for Proposals

City of Wayzata

INTRODUCTION

The City of Wayzata is proposing to construct a parking structure to serve the downtown Wayzata public amenities and business district. 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 A). The City is seeking professional services to be accomplished in three phases:

- 1) Providing site selection and planning for the parking structure and surrounding area
- 2) Design development and engineering for a new parking structure
- 3) Preparing final plans, specifications and bidding for the construction of the new parking structure.

This Request for Proposals (RFP) has been prepared to elicit information from consultants to perform professional site planning, architectural, and engineering services. This information will provide a basis for contracting professional services for site selection and planning for the parking structure and surrounding area, design development, engineering for a new parking structure and final construction plans and specifications for the construction of the new parking structure as well as construction administration services.

PROJECT OVERVIEW

The City of Wayzata is seeking proposals from consultants with experience in the area of site planning and parking structure design. The selected firm will work with the assistance of and direction of the City of Wayzata staff. In phase one, the consultant will conduct a site selection process and site planning for each site for up to three (3) sites in the downtown district. The proposed sites include the Mill Street parking lot, a below-grade ramp on the civic campus, and the _____. In phase two, the consultant will perform design development and engineering work to produce no less than three (3) concept plans for a new parking structure and associated site plans for the selected site and project area. In phase three, the consultant will perform all required technical/engineering/architectural work and prepare detailed construction plans, specifications and bidding for construction of a new downtown Wayzata parking structure. All parking structure design work must be designed/reviewed by a design team including the following; a professional engineer with current registration as a structural engineer in the State of Minnesota, a professional architect with current registration in the State of Minnesota and an experienced Parking Consultant. Plans and specifications shall meet the current International Building Code (IBC) and all applicable federal, state and local statutes, regulations, guidelines and standards.

Site selection considerations include the following and will need to be addressed within the phase one scope of work:

- Review of proposed sites for a parking structure in the downtown district. The proposed sites include the Mill Street parking lot, a below-grade ramp on the civic campus, and the _____.
- Conduct preliminary site feasibility and site planning for each site.

Site planning considerations include the following and will need to be addressed within the phase two scope of work:

- Traffic flow and surface parking configuration for areas in and around the new parking structure on selected site
- Potential commercial uses as a part of the parking structure design
- 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
- 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
- Coordination with privately owned, public ramp in the 600 Block of Lake Street
- Consideration of existing residential in the downtown district
- 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 D)

Design development considerations include the following and will need to be addressed within the phase two scope of work:

- Architectural relevance to downtown district buildings and character
- Conformance with city zoning code with regard to building heights
- Connections to pedestrian ways and public spaces and consideration of public restrooms within the facility
- Specific attention to safety concerns of structured parking, including lighting and circulation within the ramp
- 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

The design process should include public input in the scope of work for phase one (site selection) to include up to two (2) meetings and phase two (site planning and design development), to include up to three (3) meetings to address the issues 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.

This Request for Proposals 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.

RELEVANT PREVIOUS STUDIES/PROJECT DOCUMENTATION

- | | |
|---------------|--|
| Attachment A: | Updated Downtown Parking Study |
| Attachment B: | Map of downtown district with proposed sites identified |
| Attachment C: | Lake Effect Development Framework (full report can be reviewed at www.wayzatalakeeffect.com) |
| Attachment D: | City of Wayzata design standards for the relevant zoning district and landscape requirements |

SCOPE OF SERVICES

The overall scope of services includes three phases of work:

Site selection considerations include the following and will need to be addressed within the phase one scope of work:

- Review of proposed sites for a parking structure in the downtown district. The proposed sites include the Mill Street parking lot, a below-grade ramp on the civic campus, and the _____.
- Conduct preliminary site feasibility and site planning for each site.

Site planning considerations include the following and will need to be addressed within the phase two scope of work:

- Traffic flow and surface parking configuration for areas in and around the new parking structure on selected site
- Potential commercial uses as a part of the parking structure design
- 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
- 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
- Coordination with privately owned, public ramp in the 600 Block of Lake Street
- Consideration of existing residential in the downtown district
- 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 D)

Design development considerations include the following and will need to be addressed within the phase two scope of work:

- Perform site planning, design development and engineering work to produce no less than three (3) concept plans for a new parking structure and associated site plans
- Architectural relevance to downtown district buildings and character
- Conformance with city zoning code with regard to building heights, exploration of geotechnical to consider below grade design
- Connections to pedestrian ways and public spaces, consideration of public restrooms within the structure
- Specific attention to safety concerns of structured parking, including lighting and circulation within the ramp
- 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
- Recommendation regarding the delivery method for construction

The design process should include public input in the scope of work for phase one (site selection) to include up to two meetings and phase two (site planning and design development), to include up to three meetings to address the issues 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.

Phase three includes preparation of all required construction plans, specifications and bidding for the construction of a multiple level parking structure in accordance with current City of Wayzata standards, all applicable building, life safety and electrical codes, and American Disability Act (ADA) compliance. The plans and specifications will be based upon work completed in Phase I.

The design team shall provide the design and construction of the best functional and structurally sound parking structure that addresses the following: long-term durability, reduced cost of maintenance, a minimum 50-year life span, internal navigation or wayfinding system, internal vehicle and pedestrian traffic circulation, self-parking, effective and energy efficient lighting system (e.g. LED), and patron safety and security (e.g. License Plate Recognition). The design shall include a life cycle cost analysis to incorporate low management and operational costs into the final design. The selected firm shall coordinate the construction process, from preparing bidding documents, to administering and overseeing construction, to observing and testing for quality.

The services may include, but are not limited to:

- Perform topographic survey and geotechnical work. Collection of supplemental topographic survey data, if any, necessary for completion of required tasks.
- Development of required environmental documentation in accordance the National Environmental Policy Act (NEPA).
- Coordination of all utilities adjacent to project limits and/or impacted by the project.
- Ensure all necessary soils information required to develop the most cost-effective design of the project elements has been provided. Collection of supplemental geotechnical data, if any, necessary for completion of required tasks.
- Submit permit applications warranted by the proposed work. The City of Wayzata will address any required permit fees.
- Depending on site selected, city either controls the land or will acquire control. If additional right of way or construction easement needs are identified, the consultant shall prepare legal descriptions and sketches for each impacted parcel. The City will perform the right of way acquisition on the project.
- Design of drainage/storm sewer improvements associated with the Downtown Wayzata Parking Structure project.
- Parking stall capacity to be determined based upon the documentation in the parking study (date) and the outcome of the Phase One scope of work. Aesthetics of the parking structure shall meet the design standards for the City of Wayzata for the relevant zoning district and landscape requirements (Attachment E).
- Design of lighting and security/surveillance system.

- Ensure adequate staff resources to provide the full range of professional services required to complete all tasks and objectives inherent to the work identified. The consultant will be required to attend no more than three public meetings during the phase two design process; public meetings will be coordinated and facilitated by city staff. The City may consider a subcommittee of the Council to assist in facilitating the phase two design process.
- Preliminary design layout.
- Coordinate review of the preliminary design layout through the City's design review process, as specified in Wayzata City Code Section 801.09.
- City approved final construction plans and specifications. A complete set of the plans and specs should be provided to the City electronically in AutoCAD and pdf format.
- A comprehensive operations and maintenance (O&M) manual including: manufacturer and local distributor information for all products utilized on the ramp; snow removal plan; and, recommended maintenance schedule and estimated annual operations/maintenance costs for life-cycle of parking structure.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

SCHEDULE

RFP period is September 22, 2014 – October 10, 2014. Proposals must be submitted to the City of Wayzata no later than 11:00 a.m. October 10th, 2014. Consultant interviews may be conducted with the City Council on October 21st or November 5th, 2014. Phase one site selection work will begin early December 2014. Site Planning and design work up to and including submittal of final plans to the City (phases 2 & 3), must be complete by August 31, 2015, to allow for potential commencement of construction in the fall of 2015.

PROPOSAL CONTENTS

Proposal text should be limited to fifteen (15) single-sided pages. Additional information such as supporting tables, graphs, staff resumes, technical references, company literature, etc. may be included in the submittal but should be provided as a supplemental attachment to the proposal, not as part of the proposal text. All proposals should include the following information and must be submitted in the order listed:

1. Title Page/Cover Letter- Introduce the consultant 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 proposal. Indicate other office locations, if any, where project work may be completed.
2. Table of Contents- Identify the proposal material by section and page number.

3. Project Overview- Restate RFP objectives and products to demonstrate the consultant's understanding of the project.
4. Deliverables- A description and/or listing of the deliverables to be provided by the consultant.
5. Experience and Qualifications- Identify the general background, structure and organization, and available resources in personnel/experience/information systems of the participating firm or firms. List at least five client references (include address and phone number) with a brief statement of services rendered. Additional information should be included to demonstrate competence and performance ability in similar parking structure projects. The project manager and other members of the project team should be identified. The respondent should identify personnel, along with a description of which project tasks each will be responsible for, and relevant detail of their training, experience and availability for this project. The consultant project manager must be available in a local office (Twin Cities metropolitan area) during the entire project period.
6. Proposed Work Plan and Approach- Discuss specific project elements with a brief outline of the recommended approach(es) to be taken. The scope of consultant work necessary to achieve desired results should be identified. Specific techniques and methodologies should be included in this section.
7. City Participation- Identify of the level of the City staff's participation in the contract, as well as any other services to be provided by the City, and details of cost allowances for this participation.
8. Project Timeline- Clearly identify anticipated time frames for each major project task/element.
9. Estimated Fee- Identify the estimated fee to provide all services identified in the RFP.

Proposals should be complete and concise. Examples of parking structure products completed for similar project and proposed procedures and methodologies are desirable.

EVALUATION

The consultant for this project will be selected using Bidder Qualifications criteria. Bidder Qualifications is a selection process where the qualifications of the project team and the quality of the technical proposal are evaluated. This process solicits a written technical proposal from all prospective responders containing the information identified in the previous section entitled, "Proposal Contents." Cost is a consideration in the selection, but is equal in weight to the other listed factors.

All responses received by the deadline will be evaluated by the City Manager and representatives of the Wayzata Public Works and Planning/Building Departments' staff. An interview with the City Council may be part of the evaluation process.

A 100-point scale will be used to create the final ranking. The factors and weighting on which proposals will be judged are:

- | | |
|--|-----|
| 1. Work plan including project schedule | 20% |
| 2. Qualifications/experience of personnel working on the project | 20% |
| 3. Expressed understanding of project objectives | 20% |
| 4. Qualifications/experience of the company | 20% |
| 5. Cost | 20% |

Firms will be ranked by the selection committee. The City will award a contract to the respondent evaluated by the selection committee to be the best qualified to perform the work, with the consideration of compatibility and other performance factors. It is anticipated that the project will begin as soon as a consultant is selected and the contract is executed.

Solicitations for an RFP are being sent to parking structure consultants accustomed to designing and building similar structures, published in the City's legal newspaper (Sun Sailor), and posted on the City's website (www.wayzata.org).

PROJECT TIMELINE

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

- RFP Published: Monday, September 22, 2014
- Proposals Due: Friday, October 10th, 2014 no later than 11:00a.m.
- Possible Oral Interviews: October 21st or November 5th, 2014
- Contract Award: November 18th or December 2nd, 2014
- Final Plan Submittal to City - No later than August 31, 2015
- Construction Contract Award: Fall 2015

PROPOSAL SUBMITTAL

All proposals must be sent to:

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

All proposals must be sent no later than 11:00 a.m., Central Time, Friday, October 10th, 2014 as indicated by the time posted on the original e-mail. Late proposals will not be considered. Submit one (1) electronic copy (.pdf format) of the proposal. Proposals are to be e-mailed from the responder's e-mail address. Proposer may use dropbox or other delivery method. Each proposal must be electronically signed by an authorized member of the firm.

PROPOSAL QUESTIONS

Prospective responders who have any questions regarding this RFP must submit questions by e-mail only to:

Heidi Nelson, City Manager
hnelson@wayzata.org

All questions received and responses provided will be e-mailed to the contact person at each firm solicited for proposals. The deadline to submit questions regarding this RFP will be Wednesday, October 1st, 2014 at 4:40 p.m. CDT. The City of Wayzata anticipates providing responses to such questions by Monday, October 6th, 2014 not later than 4:30 p.m. CDT.

DRAFT

ATTACHMENT:

ADVERTISEMENT FOR PROPOSALS

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NOTICE IS HEREBY GIVEN that the City of Wayzata is seeking proposals from consultants with experience in the area of site selection, site planning and parking structure design. Consultant will perform all required site planning, architectural, and technical/engineering work for design development and engineering for a new parking structure and prepare detailed construction plans, specifications and bidding for construction of the Downtown Wayzata Parking Ramp. All parking structure design work must be designed/reviewed by a design team including the following; a professional engineer with current registration as a structural engineer in the State of Minnesota, a professional architect with current registration in the State of Minnesota and an experienced Parking Consultant.

An electronic copy of the Request for Proposal is available by contacting Heidi Nelson at hnelson@wayzata.org or by phone at 952-404-5309.

Details concerning submission requirements are included in the Request for Proposal. This notice does not obligate the City of Wayzata to complete the project and the City reserves the right to cancel this solicitation.

Deadline for submission of the RFP Response is no later than 11:00 a.m., Friday, October 10th, 2014.

Becky Malone, Deputy Clerk, City of Wayzata

REQUEST FOR PROPOSALS

for

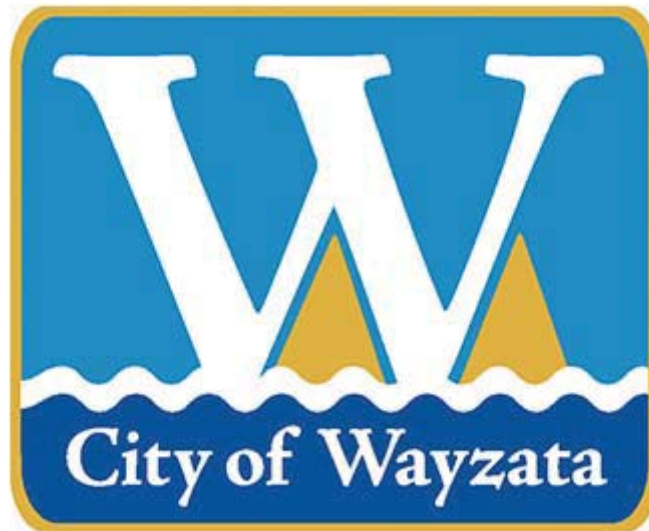
Professional Site Planning, Architectural and Engineering Services

Downtown Wayzata Parking Structure

PHASE ONE: Site planning for the project area, design development and engineering for a new parking structure.

PHASE TWO: preparation of final plans and specifications, and bidding for the construction of the new parking structure.

Issued by:



September 22, 2014

Downtown Wayzata Parking Ramp

Request for Proposals

The City of Wayzata

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. In recent years, several concept plans have been developed for a parking structure in the Mill Street area of downtown, they are attached for reference purposes only and not intended to guide the site planning or design of the new parking structure (Attachment A). 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 services to be accomplished in two phases:

Phase I includes site planning for the project area as defined in Attachment C, design development and engineering for a new parking structure.

Phase II includes preparation of final construction plans and specifications based on the work completed in phase one for the construction of the new parking structure as well as construction administration services.

This Request for Proposals (RFP) has been prepared to elicit information from consultants to perform professional site planning, architectural, and engineering services. This information will provide a basis for contracting professional services for site planning for the project area, design development, engineering for a new parking structure (phase one) and final construction plans and specifications for the construction of the new parking structure as well as construction administration services.

PROJECT OVERVIEW

The City of Wayzata is seeking proposals from consultants with experience in the area of site planning and parking structure design. The selected firm will work with the assistance of and direction of the City of Wayzata staff. In phase one, the consultant will perform site planning, design development and engineering work to produce no less than three (3) concept plans for a new parking structure and associated site plans for the project area. In phase two, the consultant will perform all required technical/engineering/architectural work and prepare detailed construction plans and specifications for construction of a new downtown Wayzata parking structure. All parking structure design work must be designed/reviewed by a design team including the following; a professional engineer with current registration as a structural engineer in the State of Minnesota, a professional architect with current registration in the State of Minnesota and an experienced Parking Consultant. Plans and specifications shall meet the current International Building Code (IBC) and all applicable federal, state and local statutes, regulations, guidelines and standards.

This request for proposals addresses the construction of a parking structure and associated access points between Superior Boulevard and Broadway Avenue along Mill Street. Generally, the project limits are between Broadway Avenue on the west and Superior Boulevard on the east, north of and including the Mill Street right of way. The City owns the property and all adjacent right of way. The City will be responsible for any additional right of way permits that may be required, although little is anticipated.

Site planning considerations include the following and will need to be addressed within the phase one scope

- Traffic flow and surface parking configuration for areas in and around the new parking structure
- 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 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
- 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
- Coordination with privately owned, public ramp in the 600 Block of Lake Street
- Consideration of existing residential on the bluff above the project area
- 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 D)

Design development considerations include the following and will need to be addressed within the phase one scope of work:

- Architectural relevance to downtown district buildings and character
- Conformance with city zoning code with regard to building heights
- Connections to pedestrian ways and public spaces, consideration of public restrooms within the facility
- Specific attention to safety concerns of structured parking, including lighting and circulation within the ramp
- 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

The design process should include public input in the scope of work (site planning and design development), to include up to three meetings to address the issues 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.

This Request for Proposals 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.

RELEVANT PREVIOUS STUDIES/PROJECT DOCUMENTATION

- Attachment A: Recent concept plans for a parking structure in the Mill Street area of downtown
- Attachment B: Updated Downtown Parking Study
- Attachment C: Map of Project Area
- Attachment D: Lake Effect Development Framework (full report can be reviewed at www.wayzatalakeeffect.com)
- Attachment E: City of Wayzata design standards for the relevant zoning district and landscape requirements

SCOPE OF SERVICES

The overall scope of services includes two phases of work:

PHASE I: Site planning for the project area as defined in Attachment C, design development and engineering for a new parking structure.

Site planning considerations include the following and will need to be addressed within the phase one scope of work:

- Traffic flow and surface parking configuration for areas in and around the new parking structure
- 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 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
- Development of the city owned lot at the northwest corner of Lake Street and Superior Boulevard
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- 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 D)

Design development considerations include the following and will need to be addressed within the phase one scope of work:

- Perform site planning, design development and engineering work to produce no less than three (3) concept plans for a new parking structure and associated site plans
- Review of previous concept plans to understand history and
- Architectural relevance to downtown district buildings and character
- Conformance with city zoning code with regard to building heights, exploration of geotechnical to consider below grade first level
- Connections to pedestrian ways and public spaces, consideration of public restrooms within the structure
- Specific attention to safety concerns of structured parking, including lighting and circulation within the ramp
- 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
- Recommendation regarding the delivery method for construction (i.e. DB, CM, GC)

The design process should include public input in the scope of work (site planning and design development), to include up to three meetings to address the issues 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.

PHASE II includes preparation of all required construction plans, specifications and bidding for the construction of a parking structure in accordance with current City of Wayzata standards, all applicable building, life safety and electrical codes, and American Disability Act (ADA) compliance. The plans and specifications will be based upon work completed in Phase I and II.

The design team shall provide the design and construction of the best functional and structurally sound parking structure that addresses the following: long-term durability, reduced cost of maintenance, a minimum 50-year life span, internal navigation or wayfinding system, internal vehicle and pedestrian traffic circulation, self-parking, effective and energy efficient lighting system (e.g. LED), and patron safety and security (e.g. License Plate Recognition). The design shall include a life cycle cost analysis to incorporate low management and operational costs into the final design. The selected firm shall coordinate the construction process, from preparing bidding documents, to administering and overseeing construction, to observing and testing for quality.

The services may include, but are not limited to:

- Perform topographic survey and geotechnical work. Collection of supplemental topographic survey data, if any, necessary for completion of required tasks.
- Development of required environmental documentation in accordance the National Environmental Policy Act (NEPA).
- Coordination of all utilities adjacent to project limits and/or impacted by the project.
- Ensure all necessary soils information required to develop the most cost-effective design of the project elements has been provided. Collection of supplemental geotechnical data, if any, necessary for completion of required tasks.
- Submit permit applications warranted by the proposed work. The City of Wayzata will address any required permit fees.
- As previously stated, the City owns the site and manages the right of way adjacent to this project. If additional right of way or construction easement needs are identified, the consultant shall prepare legal descriptions and sketches for each impacted parcel. The City will perform the right of way acquisition on the project.
- Design of drainage/storm sewer improvements associated with the Downtown Wayzata Parking Structure project.

- Parking stall capacity to be determined based upon the documentation in the parking study (date) and the outcome of the Phase One scope of work. Aesthetics of the parking structure shall meet the design standards for the City of Wayzata for the relevant zoning district and landscape requirements (Attachment E).
- Design of lighting and security/surveillance system.
- Ensure adequate staff resources to provide the full range of professional services required to complete all tasks and objectives inherent to the work identified. The consultant will be required to attend no more than three public meetings during the phase two design process; public meetings will be coordinated and facilitated by city staff. The City may consider a subcommittee of the Council to assist in facilitating the phase two design process.
- Preliminary design layout.
- Coordinate review of the preliminary design layout through the City's design review process, as specified in Wayzata City Code Section 801.09.
- City approved final construction plans and specifications. A complete set of the plans and specs should be provided to the City electronically in AutoCAD and PDF format.
- A comprehensive operations and maintenance (O&M) manual including: manufacturer and local distributor information for all products utilized on the ramp; snow removal plan; and, recommended maintenance schedule and estimated annual operations/maintenance costs for life-cycle of parking structure.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project. These items should be separated from the required items on the cost proposal.

SCHEDULE

RFP period is September 22, 2014 – October 10, 2014. Proposals must be submitted to the City of Wayzata no later than 11:00 a.m. October 10th, 2014. Consultant interviews may be conducted with the City Council on October 21st or November 5th, 2014. Phase One Site Planning and Design work will begin early December 2014. Site Planning and design work up to and including submittal of final plans to the City, must be complete by July 31, 2015, to allow for commencement of construction in the fall of 2015.

PROPOSAL CONTENTS

Proposal text should be limited to fifteen (15) single-sided pages. Additional information such as supporting tables, graphs, staff resumes, technical references, company literature, etc. may be included in the submittal but should be provided as a supplemental attachment to the proposal, not as part of the proposal text. All proposals should include the following information and must be submitted in the order listed:

1. Title Page/Cover Letter- Introduce the consultant 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 proposal. Indicate other office locations, if any, where project work may be completed.
2. Table of Contents- Identify the proposal material by section and page number.
3. Project Overview- Restate RFP objectives and products to demonstrate the consultant's understanding of the project.
4. Deliverables- A description and/or listing of the deliverables to be provided by the consultant.
5. Experience and Qualifications- Identify the general background, structure and organization, and available resources in personnel/experience/information systems of the participating firm or firms. List at least five client references (include address and phone number) with a brief statement of services rendered. Additional information should be included to demonstrate competence and performance ability in similar parking structure projects. The project manager and other members of the project team should be identified. The respondent should identify personnel, along with a description of which project tasks each will be responsible for, and relevant detail of their training, experience and availability for this project. The consultant project manager must be available in a local office (Twin Cities metropolitan area) during the entire project period.
6. Proposed Work Plan and Approach- Discuss specific project elements with a brief outline of the recommended approach(es) to be taken. The scope of consultant work necessary to achieve desired results should be identified. Specific techniques and methodologies should be included in this section.
7. City Participation- Identify of the level of the City staff's participation in the contract, as well as any other services to be provided by the City, and details of cost allowances for this participation.
8. Project Timeline- Clearly identify anticipated time frames for each major project task/element.
9. Estimated Fee- Identify the estimated fee to provide all services identified in the RFP.

Proposals should be complete and concise. Examples of parking structure products completed for similar project and proposed procedures and methodologies are desirable.

EVALUATION

The consultant for this project will be selected using Bidder Qualifications criteria. Bidder Qualifications is a selection process where the qualifications of the project team and the quality of the technical proposal are evaluated. This process solicits a written technical proposal from all prospective responders containing the information identified in the previous section entitled, "Proposal Contents." Cost is a consideration in the selection, but is equal in weight to the other listed factors.

All responses received by the deadline will be evaluated by the City Manager and representatives of the Wayzata Public Works and Planning/Building Departments' staff. An interview with the City Council may be part of the evaluation process.

A 100-point scale will be used to create the final ranking. The factors and weighting on which proposals will be judged are:

- | | |
|--|-----|
| 1. Work plan including project schedule | 20% |
| 2. Qualifications/experience of personnel working on the project | 20% |
| 3. Expressed understanding of project objectives | 20% |
| 4. Qualifications/experience of the company | 20% |
| 5. Cost | 20% |

Firms will be ranked by the selection committee. The City will award a contract to the respondent evaluated by the selection committee to be the best qualified to perform the work, with the consideration of compatibility and other performance factors. It is anticipated that the project will begin as soon as a consultant is selected and the contract is executed.

Solicitations for an RFP are being sent to parking structure consultants accustomed to designing and building similar structures, published in the City's legal newspaper (Sun Sailor), and posted on the City's website (www.wayzata.org).

PROJECT TIMELINE

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

- RFP Published: Monday, September 22, 2014
- Proposals Due: Friday, October 10th, 2014 no later than 11:00a.m.
- Possible Oral Interviews: October 21st or November 5th, 2014
- Contract Award: November 18th or December 2nd, 2014
- Final Plan Submittal to City - No later than July 31, 2015
- Construction Contract Award: Fall 2015

PROPOSAL SUBMITTAL

All proposals must be sent to:

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

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Becky Malone, Deputy Clerk, City of Wayzata

Strategic Priority	Key Outcome Indicator (KOI)	Measure	Target	Strategic Initiatives	Status
Financial Strength FINANCE	Capital maint. Fund	Long Term costs	Funding for highest priority needs	a) 10 yr. maint plan b) Capital Mntc. Funding Strategy	a) Review of CIP for identification of maintenance obligations to be complete by 2 nd QTR 2015 for 2016 budget process b) Funding strategy identified as part of 2016 budget process
	Audit	Mgmt. comments	0	c) Evaluate contracting and documentation processes	Processes documented, policy research and recommendations by end of 2 nd QTR 2015
	Fiscal strength	Bond rating	AAA	d) Organizational Analysis e) Update Muni Business Plan	d) Analysis complete and in implementation phase (complete by Dec 14) e) Muni Business Plan Update to be complete by new Administrative Services Director by 2 nd QTR 2015
Focused Community Engagement CUSTOMER	Citizen Academy	Attendance	By 12/31/15, 20 participants	a) Create a citizen's academy program	Exploration of concept/review of model programs being conducted
	Boards & Commissions	Qualified applicants	2 per opening	b) Develop outreach/recruiting program for Boards and Commissions	New recruitment program/materials being developed for Fall 2014 recruitment process
	Web site	Visits	25% increase	c) Re-vise and upgrade city website d) Incorporate paperless technology into website	New website under development, e-agenda is a component of the new website. Go-live of new site anticipated in December 2014.
Operational Effectiveness OPERATIONS	Business and permits	Online forms availability	80% by 12/31/14	a) Online business evaluation b) Program funding and implementation	Online forms, permits and e-commerce to be incorporated with new website development – new website rollout anticipated by Dec 2014
	Staff time	Utility bill processing	20% reduction 1/1/14 – 12/31/14	c) Document current staffing metrics d) Establish improvement program	In progress, new website tools are being explored to provide e-commerce, to be implemented by 2 nd QTR 2015
Organizational Sustainability WORKFORCE	Institutional Knowledge	Documentation/ SOP's	All depts by 7/1/15	a) Documentation project- all depts. b) Succession plan- all depts	Review of policies and SOP's underway. To be completed by 2 nd QTR 2015
	Organizational structure	Industry-span of control	By 7/1/14	c) Org analysis d) Implement org structure chngs	Analysis complete and in implementation phase (complete by Dec 14)
	Shared services	Executed agreement	Long Lake PW 12/1/14	e) Develop options for shared services d) Implement LL initiative	Monitoring opportunity for continued partnership with Long Lake
Proactive Development and Redevelopment GROWTH	Bay Center	Retail leases	75% of available By 12/31/15	a) Collaborate with Pres homes sales/mkt strategy	Joint meeting with Chamber held, Whyzata piece developed. Communication with developer and broker for opportunities to assist continues
	Parking downtown	Parking spaces	20% increase in spaces by 12/31/17	b) Carisch ramp consideration c) Analysis- Mill St. ramp	b) Ongoing meetings with Carisch Family to determine future plans/opportunities c) Draft RFP for process for site and design of ramp considered in 09/14
	Meyers Dairy bldg.			d) Meyers bldg. strategy	Developer's Roundtable complete, redevelopment feasibility complete, ongoing connection with property owner
	Multi-housing reinvestment	Condition	Three complexes improved by	e) mktg campaign multi-fam inv. Prog f) improve rental insp coordination with reinvestment g) increase/implement rental housing inspection standards h) promote development of diversity of housing stock	Research of other comparable communities' rehabilitation/reinvestment programs in progress
Maintain and Enhance Community Amenities MAINTENANCE	Projects	Lake Effect prioritized list	80% implemented on schedule	a) Lake Effect framework adoption b) Lake Effect funding strategy c) Adoption of PTB list d) PTB projects funding strategy e) scenic byway	a) Framework adopted March 2014 b) Stewardship, funding and project priorities to be established by 12/14 c) PTB capital improvement items included in CIP d) Parks CIP funding reviewed, augmented at end of 2013 e) Scenic Byway community meetings held, concept shifted to joint marketing/communications effort
	Park usage	Visitors/users	20% increase in website hits on parks page btwn 1/14 -12/16	f) Park user information g) Park use strategy	f) park and trail map/brochure complete and will be incorporated in new website g) parks and trails page in new website and new signage for parks to be implemented in 2015