WAYZATA PARKS AND TRAILS BOARD
Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street
Wednesday, February 15, 2023
6:30 PM

1. **Call to Order and Roll Call**
2. **Approval of Agenda**
3. **Approval of Minutes**
   a. Approve November 16, 2022 Parks and Trails Board Meeting Minutes
4. **Public Comments**
5. **Old Business**
   a. Memorial Tree Program
   b. Maple Tree Tapping
6. **New Business**
   a. Review WSB Proposal for Klapprich Park Design Development and Construction Documents
   b. Wayzata Blvd Corridor Study Participant
   c. Recommend Bell Courts Tennis Courts Reconstruction Option
7. **Other Business**
   a. Communications Recap
   b. Staff Updates
   c. Election of Officers
   d. Code of Conduct
8. **Adjourn**
   a. Next Meeting - March 15

Members of the Parks & Trails Board and some staff may gather at 6Smith immediately after the meeting or a purely social event. All members of the public are welcome.

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 3.a
TITLE: Approve November 16, 2022 Parks and Trails Board Meeting Minutes	
PROPOSED MOTION: Approve the November 16, 2022 Parks and Trails Board Meeting Minutes	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
To Approve the November 16, 2022 Parks and Trails Board Meeting Minutes

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
N/A

ATTACHMENTS:
1. 11-16-2022_P&T Draft Minutes

Parks and Trails Board Meeting Minutes
Wednesday, November 16, 2022

Attendees: Vice Chair Merrily Babcock, Jon Erickson, Sarah Showalter, Sarah Randolph, and Ty Purdy

Staff: Parks Planner, Nick Kieser

Guests: Ilja Gregor

1. **Call to Order and Roll Call:** Meeting was called to order at 6:36 pm.

2. **Approval of Agenda:** Agenda was approved as shown. A motion to accept the agenda by Randolph and seconded by Babcock. Approved 5-0.

3. **Approval of Minutes:** Motion to approve minutes as amended by Randolph and seconded by Erickson. Approved 5-0.

4. **Public Comments:** Ilja Gregor provided a public comment in regards to the proposed plan for the reconstruction of the tennis courts and potential pickleball courts at Bell Courts. Gregor noted that he is support of the reconstruction of the courts and especially in support of incorporating dedicated pickleball courts. When a future plan set is created and reviewed by the Parks and Trails Board, Gregor stated that would like to help to ensure the plans meet the desired requirements for the best potential play.

5. **Old Business.**
   a. **CIP Discussion Update:** Staff gave an update on the Capital Improvement Plan (CIP) with specific changes in response to the City Council workshop discussion. Staff noted that the Middle School tennis courts are planned for reconstruction in 2023. The School District does not want to add dedicated pickleball courts and want to keep four doubles tennis courts. From the discussions with the tennis court consultants, they believe that Bell Courts are in worse condition compared to the Middle School courts so they recommend Bell Courts to be completed first or alongside the Middle School courts. The City has received estimates for both of the tennis court reconstructions, one from Court Surfaces and Repair who resurface the courts and then Bituminous Roadway does the actual re-construction of courts. The updated CIP notes that both the tennis courts reconstructions are to be in 2023 along with the creation of the construction plan set in 2023.

      Babcock asked for a description breakdown of each item that is proposed for the 2023 CIP so we can better understand what each item means.

The next major change to the updated CIP is that the creation of Klapprich Park design development and construction plans are listed in 2023. This would require a consultant to put these plans together based on what is noted in the Parks and Trails Master Plan. A line item is listed in 2024 for construction of the updates and improvements to Klapprich Park. Staff is working to get a proposal from a consulting firm to put together the tennis court plans and the plans for Klapprich Park for the Board to review.

b. **Warming House Enclosure:** Staff stated that an estimate has been received to have a plastic vinyl enclosure around the open-area at the Klapprich Park warming house. The estimate was over $30,000 so this project would be more expensive than originally thought. Staff noted that this project would be beneficial to bring up and incorporate in the design development phase of the overall Klapprich Park updates.

c. **Memorial Tree Program:** Babcock is working on the Memorial Tree Program. There are a couple of different options for the tree program including the possibility of fruit trees.

d. **Discuss Winter Activities:** The Board discussed that they would like to plan Family Skate Day again. The event will be planned for Sunday, January 8th from 1:00pm – 4:00pm. Staff will work to get this event in the December Wayzata Portal to advertise the event. Showalter will check with the mini donut vendor that came to the event last year to see if they can come on that date.

   Staff also noted that they are in discussions with Wayzata Community Ed about their capacity to hold any activities or events this winter. Community Ed stated that they could have the capacity for a few activities or events this year and can have a more detailed discussion about holding more programmed classes during the winter next year. Staff will bring forward any ideas Community Ed comes up with to the Board for review.

   The Board also noted that they would like to have more skate aids at the skate rink. Staff stated they will look into buying more skate aids.

New Business: None.

Other Business.

a. **Budget Update through October 2022** – Discussion of removing the operating budget each month since the Board does not review that aspect of the budget.

b. **Communications Recap** – Babcock will work to get the name of the new contact at Cargill who is in charge of the free tree giveaway program. Babcock also noted that Give to the Max Day is on Thursday, November 18.

c. **Park & Trails Board Work Plan** – Staff included an updated work plan for 2023-2025 based on the updated CIP.

d. **Staff Updates** – The Public Works Department have been working to stay on top of the snow that has been falling. Staff plans to flood the ice rink sometime in

December based on the weather. Babcock noted that the City should look into the work Great River Greening does in the communities and should try to get help to remove buckthorn from Big Woods/Nature Preserve and other maintenance items for those areas.

Adjourn: Next meeting is on Wednesday, December 21th 6:30pm. The meeting was adjourned at 7:46. Motion by Purdy and seconded by Erickson.

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 5.a
TITLE: Memorial Tree Program	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
N/A

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
The Parks and Trails Board noted their interest in creating a Memorial Tree Program where community members may donate money that would go towards planting a tree on City property (i.e. a park or right-of-way). Staff has researched other similar programs that municipalities/organizations have and the websites for those programs are listed below. An additional brochure from the City of Hartford is also attached to the packet to show another example of this type of program.

https://www.fcgov.com/forestry/tribute
https://www.threeriversparks.org/page/forests-forever
https://www.minneapolisparks.org/volunteer-and-give/memorials__tributes/

Essentially, this type of program could be incorporated. Items that would need to be discussed are:

- How much staff time will this involve? What staff will administer this program?
- Would there be a plaque, medallion, etc. to commemorate the tree?
    - The programs above all do it differently, but staff would propose not incorporating a dedication plaque next to a tree.
- Where would the trees realistically be planted? How would the applicant and staff determine the location of the tree?
- What should the price be to dedicate a tree?

Board Member Babcock can give an update on this initiative.

ATTACHMENTS:
None

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 5.b
TITLE: Maple Tree Tapping	
PROPOSED MOTION:	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

FINANCIAL OR BUDGET CONSIDERATION:

BACKGROUND:
Board Member Babcock can give an update on the Maple Tree Tapping Program in the Big Woods this year. The sign-up has been advertised in the Wayzata Portal, Wayzata Weekly, and in the Sun Sailor.

ATTACHMENTS:
None

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 6.a
TITLE: Review WSB Proposal for Klapprich Park Design Development and Construction Documents	
PROPOSED MOTION: To accept the proposal to move forward on the Klapprich Park project.	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
To review and recommend approval or denial of the attached proposal.

FINANCIAL OR BUDGET CONSIDERATION:
To work through the design development and construction documents of the Klapprich Park projects are listed in the Parks and Trails CIP.

BACKGROUND:
Staff has elicited the help of the consulting firm, WSB, to create a proposal for the Klapprich Park project design development and construction documents.

The Parks and Trails Board can review the proposal. The Board should confirm the scope of services and then make a recommendation to forward the proposal and Professional Services Agreement to the City Council for their consideration.

ATTACHMENTS:
1. Letter Proposal 2023 Klapprich Park Improvements - Design with attachments

November 23, 2022

Mr. Michael Kelly
Director of Public Works/City Engineer
City of Wayzata
600 Rice Street East
Wayzata, MN 55391

Re: 2023 Klapprich Park Improvement Project
City of Wayzata, MN

Dear Mr. Kelly:

Attached for your review and approval is our proposed scope of services, fee, and schedule for providing professional engineering services to complete the final design, specifications, and cost estimating/ SEQ for the 2023 Klapprich Park Improvements Project.

We look forward to working with you on this project. If you agree with this proposal, please sign where indicated and return one copy to our office. The necessary contract documents will then be provided. WSB will start work upon receipt of a signed contract. Please do not hesitate to contact me at 612.214.7053 with any questions.

Sincerely,

WSB

Brad Reifsteck, PE
Sr. Project Manager

Attachment

ACCEPTED BY:

City of Wayzata, MN

Name _____

Title _____

Date _____

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

SCOPE OF ENGINEERING SERVICES
FOR
2023 KLAPPRICH PARK IMPROVEMENT PLAN PREPARATION
CITY OF WAYZATA, MN

Task 1 – Project Management ($3,809)

Project management will be performed throughout the course of the project. The following subtasks are included as part of Project Management:

1.1 Attend project update meetings with City staff. This will include developing the agenda, preparing handouts and graphics as necessary, and attending the meetings.

1.2 Attend and lead an open house meeting with City staff and neighborhood residents and prepare exhibits and meeting documents. This will include Landscape Architecture support such as developing graphics of plans, typical sections, and specifications.

1.3 Work with project team to coordinate project deliverables, schedule, and budget.

Deliverables: *Two (2) meetings with City to coordinate and discuss options, Open House meeting and graphics.*

Task 2 – Klapprich Park - Design, Bidding, & Construction Services ($30,183)

Task 2 includes improvements to Klapprich Park such as installing a new trail and grading for ball fields, future playground areas, and a future parking lot expansion. This project will also include investigating local drainage issues, replacing existing drain tile, and minor storm sewer work.

2.1 This task consists of developing construction plans, specifications, and bidding documents for all recommended grading work, trail installation, and storm improvements.

2.2 Landscape Architecture support including developing plans and associated details for proposed park improvements. Attend up to two meetings during construction along with review of shop drawings provided by the contractor.

2.3 Provide construction staking and, if needed, construction administration.

Deliverables: *Draft Plans, Final Plans, Specifications, Bid Documents, Bidding Support, and Construction Staking.*

Plans for the project are anticipated to include a cover sheet, SEQ, details, trail and storm sewer plans, grading plans, landscape plans, and cross sections. In addition, a cost estimate will be developed to verify consistency between the proposed improvements and the City's budget.

TOTAL ESTIMATED ENGINEERING FEE

The scope of services outlined in this proposal will be billed hourly, based on our current hourly rates. We are proposing to complete the tasks outlined above for the 2023 Klapprich Park Improvement Project for a not-to-exceed fee of $33,992.00.

TIME SCHEDULE

Based on current project schedule understanding, WSB proposes to prepare a draft construction plan set, specification and updated cost estimate for the city and agency review by mid-February of 2023. A

complete set of bid documents will be completed by the end of March 2023 in preparation for bidding in April 2023.

2023 Klapprich Park Improvement Project
City of Wayzata, MN

Task	*Description*	Estimated Hours: Brad Reifsteck Sr Project Manager	Paul Kyle Project Engineer	Robert Slipka Landscape Architect	Zach Houborg LA Support	Kelsey Gelhar Project Engineer	Survey Crew	Sue Buckley Admin Assistant	Total Hours	Cost
1	**Project Management**									
	A. Management	4				1			5	$ 917.00
	B. Staff Meetings	2		2	2	2			8	$ 1,194.00
	C. QA/QC	2	4	4					10	$ 1,698.00
	Subtotal Task 1	**8**	**4**	**6**	**2**	**3**			**23**	**$ 3,809.00**
2	**Preliminary Design**									
	A. Park Topographic Survey						4		4	$ 884.00
	B. Trail Centerline/Profile	2		1	2	2			7	$ 1,029.00
	C. Trail Corridor/Grading Limits			2	2	2			6	$ 804.00
	D. Site Base			1	4				5	$ 565.00
	E. Removals			1	4				5	$ 565.00
	G. Storm Sewer				4	2			6	$ 674.00
	H. Quantities	2		1	6	2			11	$ 1,429.00
	I. Private Utility coordination				4	2			6	$ 674.00
	Subtotal	**4**		**6**	**26**	**10**	**4**		**50**	**$ 6,624.00**
2.1	**Final Design/Plan Preparation**									
	A. Plan Preparation									
	i. Title sheet & Construction Details			2	2				4	$ 530.00
	ii. SEQ			1	4	2			7	$ 839.00
	iii. Removals			1	8	2			11	$ 1,239.00
	iv. Construction Plan/Profile			1	24	6			31	$ 3,387.00
	v. Storm Sewer Plan				8	2			10	$ 1,074.00
	vi. Restoration/turf establishment plan			1	12	2			15	$ 1,639.00
	vii. Cross Sections			3	12	2			17	$ 1,969.00
										$ -
	B. Quantity Takeoff	2		1	8	4			15	$ 1,903.00
	Subtotal	**2**		**10**	**78**	**20**			**110**	**$ 12,580.00**
2.2	**Project Manual**	**2**		**6**	**4**	**8**		**4**	**24**	**$ 3,292.00**
2.3	**Bidding Services**	**2**		**1**		**2**		**2**	**7**	**$ 1,037.00**
2.4	**Construction Services**									
	A. Construction Administration/Meetings	4		4	2				**10**	$ 1,640.00
	B. Survey Staking						12		12	$ 2,652.00
	C. Record Drawings				12	2	4		**18**	$ 2,358.00
	Subtotal	**4**		**4**	**14**	**2**	**16**		**40**	**$ 6,650.00**
	Subtotal Task 2 - Design/Bidding/Construction Services	**14**		**27**	**122**	**42**	**20**	**6**	**231**	**$ 30,183.00**
Total Hours		**22**	**4**	**33**	**124**	**45**	**20**	**6**	**254**	
Hourly Rates		195.00	162.00	165.00	100.00	137.00	221.00	104.00		
Total Direct Labor Costs		**$4,290.00**	**$648.00**	**$5,445.00**	**$12,400.00**	**$6,165.00**	**$4,420.00**	**$624.00**		**$33,992.00**
TOTAL PROPOSED FEE										**$33,992.00**

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 6.b
TITLE: Wayzata Blvd Corridor Study Participant	
PROPOSED MOTION: Recommend a Board Member to participate in the Wayzata Blvd Corridor Study.	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
Select a Board Member to participate in the Wayzata Blvd Corridor Study.

FINANCIAL OR BUDGET CONSIDERATION:

BACKGROUND:
During the City Council and Parks and Trails Board joint workshop on February 7, there was a consensus that it would be beneficial to have a Parks and Trails Board Member on the Wayzata Blvd Corridor Study Committee. The Committee is currently led by staff and the consulting firm, SRF, and the members consist of Council Members, Planning Commission, and Housing and Redevelopment Authority Members.

The next major Committee meeting that is scheduled is a transportation-focused meeting on February 23 from 7:30 am - 9:30 am. In addition, a Community Open House will be held on Tuesday, March 14 from 4:00 pm - 6:00 pm. Additional dates will be scheduled to review the deliverables by SRF.

Overall, the purpose of the Committee is to explore opportunities to transform Wayzata Boulevard into an even more welcoming, safe, and active commerce center for the community. The Wayzata Boulevard Corridor Study will create a detailed and implementable plan that identifies development, transportation, and streetscape opportunities that respond to community-centered needs. The planning process will utilize community and stakeholder engagement to inform the planning process and drive a vision for Wayzata Boulevard. The Corridor Study Committee will be a driving force behind the planning process, ensuring that the technical planning process responds to the community's needs and desires.

The Board can determine which Board Member would be a good fit to serve on the Committee.

ATTACHMENTS:
1. Wayzata Blvd Round 1 Engagement Summary Final

WAYZATA BOULEVARD CORRIDOR STUDY
ENGAGEMENT SUMMARY - AUGUST - OCTOBER 2022

PROJECT DESCRIPTION

The City of Wayzata is leading the Wayzata Boulevard Corridor Study and looking to transform the area into an even more welcoming, safe and connected corridor for the Wayzata community. The corridor study will establish a vision that extends beyond the curb line and provides a cohesive framework for land use, development regulation, future roadway and sidewalk infrastructure and streetscape improvements, as well as near-term and long-term safety improvements for pedestrians and motorists.

WHAT ENGAGEMENT OCCURRED?

Pop up Event

September 11, James J. Hill Days

Business and Organization Stakeholders Meeting

October 17, Wayzata Community Room

Community Survey

August 29 - October 14

217 Responses

WHAT WE HEARD

The Wayzata Boulevard Corridor Study conducted an initial round of community engagement to identify potential corridor opportunities and confirm existing issues along the corridor. The study team engaged with residents, business owners, and visitors to the area in multiple ways from September through October 2022, including a pop-up event, online community survey, door knocking to businesses and organizations along the corridor, yard signs and broad promotion, as well as a stakeholder meeting at the Wayzata Community Room.

WHAT SHOULD WE PRIORITIZE ABOUT WAYZATA BOULEVARD?

- **Better pedestrian connections**
- **Traffic safety**
- **Roadway design and appearance**

The two biggest concerns:

- **Access management** (pulling in and out of driveways and business entrances)
- **Safety** for all modes, including motorist, pedestrians and bicyclists.

PEOPLE WANT TO SEE MORE

Parks

Dining and Entertainment

Everyday Shopping

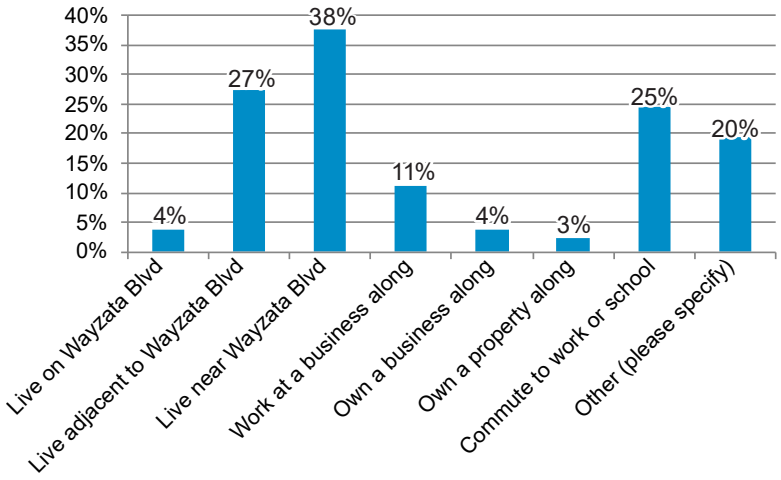
Personal Services

Arts and Cultural Opportunities

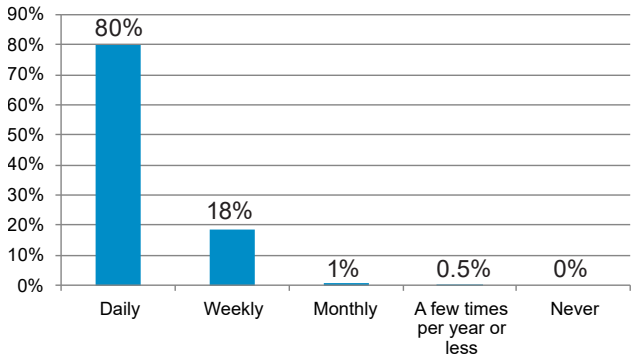
SURVEY RESULTS

An online survey was available from August 29 - October 14. The survey asked the public what was important to them about Wayzata Boulevard, what issues should be prioritized, and what they would like to see more of on Wayzata Boulevard. See survey results below.

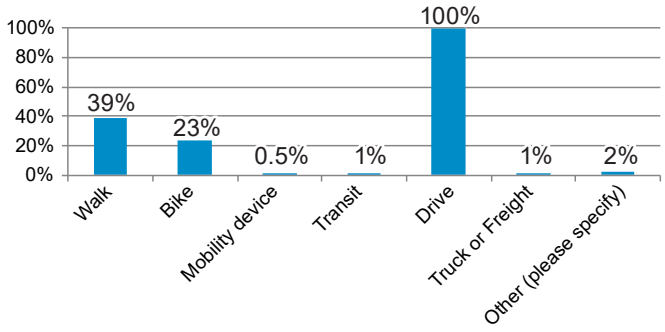
1) Where do respondents live?



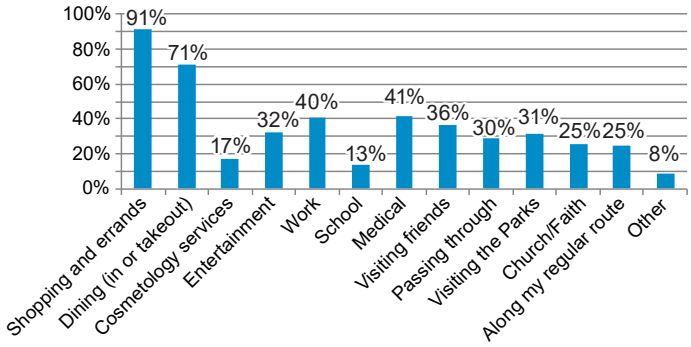
2) How often do respondents travel on Wayzata Blvd?



3) How do respondents travel on Wayzata Blvd or Central Ave N?

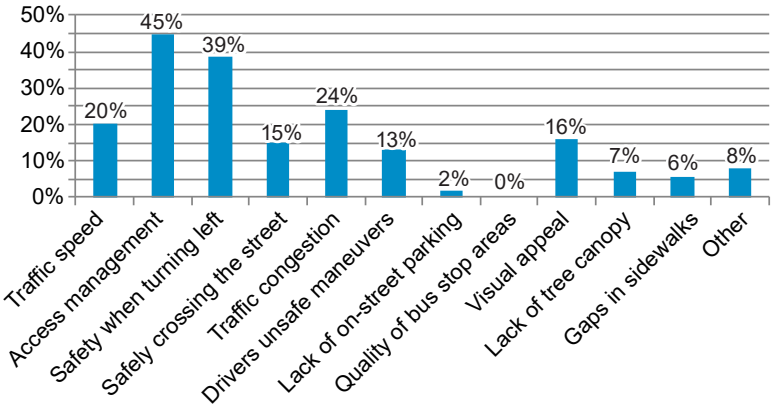


4) What are the primary purposes for travel on Wayzata Blvd or Central Ave N?



SURVEY RESULTS

5) What are the top concerns about the Wayzata Blvd?



6-7) How should we prioritize transportation modes for each section?

Wayzata Blvd to Highway 12

1) Car/Vehicle
2) Walk
3) Mobility Device
4) Transit
5) Bike

Superior Blvd to Highway 12

1) Car/Vehicle
2) Walk
3) Mobility Device
4) Transit
5) Bike

Minnetonka Ave to Superior Blvd

1) Car/Vehicle
2) Walk
3) Mobility Device
4) Transit
5) Bike

Highway 12 to Minnetonka Ave

1) Car/Vehicle
2) Walk
3) Mobility Device
4) Transit
5) Bike

SURVEY RESULTS

8-9) What comes to mind for each section of Wayzata Blvd? What should be changed or improved for each section of Wayzata Blvd?

Wayzata Blvd to Highway 12

Frequently mentioned

- Congestion
- Traffic
- Bad turns
- Dangerous
- Accidents

Changes or improvements

- Turn lanes
- Landscaping
- Traffic management
- Pedestrian friendly options

Superior Blvd to Highway 12

Frequently mentioned

- Congestion
- Dangerous
- Busy
- Businesses
- Unsafe

Changes or improvements

- Safer turns
- More pedestrian facilities
- Ease of business access

Minnetonka Ave to Superior Blvd

Frequently mentioned

- Too many cars
- Residential
- Nice trees

Changes or improvements

- Preserve current feel
- Safer for walkers

Highway 12 to Minnetonka Ave

Frequently mentioned

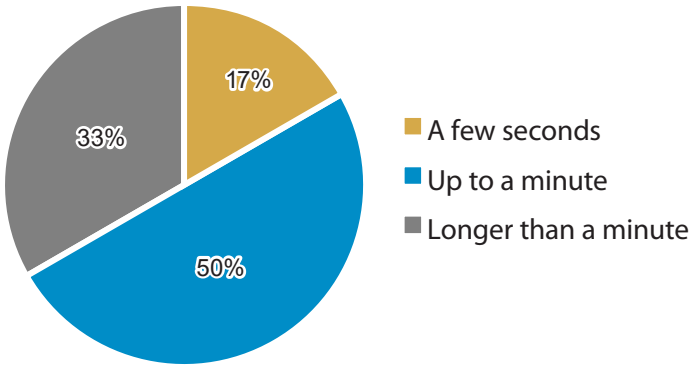
- Good flow
- Less traffic

Changes or improvements

- More landscaping
- Emphasize walkers and bikers
- Lower speed limit

SURVEY RESULTS

12) How long do you typically have to wait to cross Wayzata Blvd or Central Ave?



13) Why do you visit Wayzata Blvd?

Most important reasons people visit the corridor.

1. Everyday shopping
2. Dining and entertainment
3. Parks
4. Banking
5. Health care services
6. Consumer goods
7. Specialty shops
8. Personal services
9. Government services
10. Employment
11. Church, faith communities
12. Arts & cultural opportunities
13. Sports facilities & events
14. Accounting and legal services

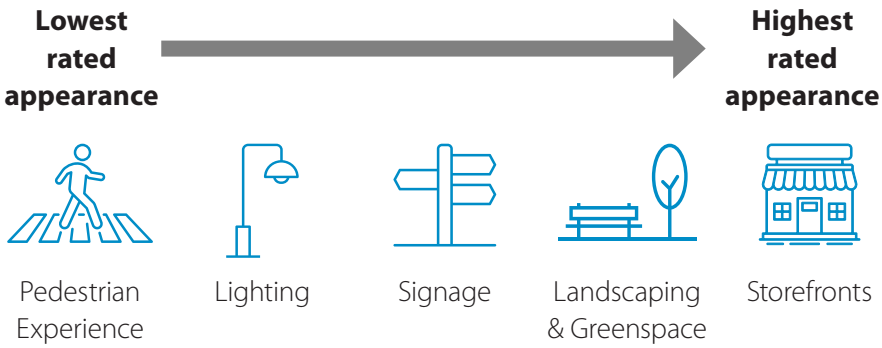
14) What do you want to see more of on and around Wayzata Blvd?

Top priorities identified.

1. Dining and entertainment (tie)
1. Parks (tie)
3. Everyday shopping
4. Specialty shops
5. Arts & cultural opportunities
6. Health care services
7. Personal services
8. Consumer goods
9. Employment
10. Banking
11. Government services
12. Church, faith communities
13. Sports facilities & events
14. Accounting and legal services

SURVEY RESULTS

15) Please rate (1 low - 5 high) the current appearance of different items along Wayzata Blvd



16) What issues or opportunities should be prioritized along Wayzata Blvd and Central Ave N?

Top priorities identified

1. Better pedestrian experience
2. Roadway design and appearance
3. Traffic safety
4. Better bicycle options
5. Accessibility improvements for seniors and disabled people
6. More dining options
7. More opportunities to socialize and interact
8. Public Art/Gateways
9. Improved parking
10. Changes to the mix of businesses
11. Different housing choices

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 6.c
TITLE: Recommend Bell Courts Tennis Courts Reconstruction Option	
PROPOSED MOTION: Recommend Approval of a Bell Courts Tennis Court Reconstruction with Dedicated Pickleball Option	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
Consider approval of one of the options shown that will incorporate dedicated pickleball at Bell Courts.

FINANCIAL OR BUDGET CONSIDERATION:
The total budgeted cost for this project listed in the CIP is $235,400.

BACKGROUND:
On February 7, 2023, the City Council approved a proposal by WSB to work on the design development, construction documents, and bidding process for Bell Courts reconstruction. The first phase of the project is to recommend approval of a specific option that incorporates dedicated pickleball so WSB can move forward with design development.

Staff has noted to WSB to provide conceptual options to incorporate dedicated pickleball to Bell Courts by the date of the P&T Board meeting so there will be options for review at the time of the meeting.

ATTACHMENTS:
None

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 7.a
TITLE: Communications Recap	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
N/A

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
The Board can discuss anything that needs to be passed through City channels in the near future.

ATTACHMENTS:
None

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 7.b
TITLE: Staff Updates	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
N/A

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:

ATTACHMENTS:
None

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 7.c
TITLE: Election of Officers	
PROPOSED MOTION: Consider the Approval of a Chair and Vice-Chair.	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
Nominate and vote on a Chair and Vice-Chair of the Parks and Trails Board.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Every calendar year, in accordance with Committee bylaws, an election of officers is held. Committee Members are asked to make nominations for the Chair and Vice Chair positions. Descriptions of each position are attached. The Board can also vote on the minute taking schedule to determine which Board Member is responsible for taking minutes at each meeting.

At the meeting, staff will ask for any other nominations. Any Committee Member may then make a motion to elect a Chair and Vice Chair.

ATTACHMENTS:
1. P&T Bylaws
2. 2023 P&T Minute Taker Schedule

CITY OF WAYZATA
PARKS AND TRAILS BOARD
AMENDED AND RESTATED BYLAWS
(Adopted December 16, 2021)

ARTICLE I – AUTHORITY AND MISSION

1.1 The Wayzata Parks and Trails Board (the "Board") was created as an advisory commission by action of the Wayzata City Council on July 7, 2012, pursuant to Resolution No. 34-2012 and the Council authority under Section 18 of the City Charter to appoint such permanent or temporary commissions as it so desires with advisory powers to investigate any subject of interest to the municipality.

1.2 These Bylaws set forth the mission of the Board, and provide the guidelines for the meetings, internal management, and organization of the Board.

1.3 The mission of the Board shall be to provide recommendations to the City Council for the preservation, protection, enhancement and promotion of a healthy parks and trails system in the City of Wayzata, for the benefit and enjoyment of all community members and visitors, in accordance with the City's Parks and Trails Master Plan.

ARTICLE II – CARRYING OUT THE MISSION OF THE BOARD

2.1 In carrying out the mission of the Board, the Board shall pursue the following goals in accordance with the Parks and Trails Master Plan that has been approved by City Council:

a. Develop a variety of active and passive parks and programs that are accessible to all Wayzata residents.
b. Ensure each park is well connected, bikeable and pedestrian friendly.
c. Support resident's desire and ability to stay healthy, active, and engaged in the community.
d. Create enticing parks with activities and programming for all seasons.
e. Foster environmental and economic sustainability that protects Wayzata's water and natural resources.
   Create a multi-generational park system that builds community, attracts young families and supports aging in place.

2.2 The Board may conduct studies and hold public informational meetings on matters related to the mission and goals of the Board, and as directed by the City Council. The Board shall periodically make recommendations to the Council on the goals of the Board.

ARTICLE III – MEETINGS

3.1 Regular Meetings. Regular meetings of the Board will be held in the Wayzata City Council Chambers at City Hall located at 600 East Rice Street at 6:30 p.m. on the third (3rd) Wednesday of

each month, or at such other time and place designated by the Board. Meetings are intended to end no later than 9:30 p.m. All meetings will be open to the public unless otherwise provided by law.

3.2 Special Meetings. Special meetings may be called by the City Council or by the Chair of Board after consultation with City staff and other members of the Board.

3.3 Notice of Meetings. Written notice of all regular and special meetings, setting forth the time, place and agenda of such meeting, will be provided in advance to members of the Board and the general public in accordance with City practices and Minnesota law.

3.4 Agendas and Meeting Materials. An agenda for each meeting, along with supporting information and materials, will be prepared by City staff and will be delivered to all members of the Board a minimum of three (3) days in advance of each meeting.

3.5 Minutes. Minutes of each meeting that have been approved by the Board will be forwarded by the Secretary to the City Clerk for publication to the City's website within 30 days of approval by the Board.

3.6 Workshops. Workshop meetings may be scheduled when necessary or as directed by City Council or the staff liaison to provide information and updates to the Board. The workshops will be held at 5:00 P.M. preceding a regular monthly meeting of the Board, or at another time as may be designated by the Chair and duly noticed. Workshops will be open to the public unless otherwise provided by law, and shall be properly noticed one week prior to the scheduled meeting date.

ARTICLE IV – MEMBERS

4.1 Membership. Members of the Board shall be appointed by the City Council. The Board will consist of seven (7) members, six (6) of whom must be residing within the corporate limits of the City of Wayzata. One member of the Board may be an eligible voter and non-resident of Wayzata who has an interest in the parks and/or trails improvements in the City.

4.2 Terms. Members shall be appointed for a term of three (3) years. Any vacancy on the Board will be filled as soon as practical by an appointment of the City Council, and such appointment will be for the unexpired term of the vacating member.

4.3 Absenteeism. If any Board member fails to attend three (3) regular meetings during a calendar year, City staff will so advise the City Council with a recommendation for action, which may include the removal of the member from the Board by the City Council. Members must notify the Chair and staff liaison when an absence is anticipated.

4.4 Expenses. Members will serve without compensation except that direct expenses for City approved-training will be paid for by the City.

4.5 Training. The Chair, Mayor, and/or City staff will meet with each new Board member following appointment to explain Board procedures and to answer questions. City staff will provide new members with information and materials that pertain to Board duties, recent actions, and current issues being addressed by the Board.

4.6 Resignation. A member who wishes to resign must submit a written resignation to the Chair and staff liaison, who in turn will forward it to the City Council. Such resignation shall be effective upon acceptance by the City Council or such other date as specified in the resignation.

ARTICLE V – OFFICERS

5.1 Officers. The officers of the Board shall consist of a Chair, Vice Chair and Secretary. All officers must be members of the Board.

5.2 Duties of the Chair. The Chair will preside at all meetings, appoint members to committees, liaise with the Council, appoint non-voting representatives or liaisons to assist the Board, rule on procedural questions (subject to reversal by a two-thirds vote of those members in attendance), meet with all newly appointed members, exercise the same voting rights as other members and carry out such other duties as are assigned by the Board or by the City Council. If the chair is absent, the Vice Chair shall assume the duties of the Chair or such other designee of the Chair. If the Chair and Vice Chair are absent for a meeting and no other member is designated, the Board can assign duties of the Chair for that meeting to any Board member.

5.3 Duties of the Vice Chair. The Vice Chair will act in the absence or inability to act of the Chair and in such instances the Vice Chair will have the powers and functions of the Chair.

5.4 Duties of the Secretary. The Secretary will be responsible for the taking of and preparing minutes of each meeting of the Board. The Secretary for each meeting will be assigned by the Staff Liaison at the first meeting of each year.

5.5 Staff Liaison. A member of City staff shall be designated by the City Manager as the Staff Liaison to the Board. The Staff Liaison shall be responsible for:

A. Securing, supervising and directing any personnel required for work to be accomplished by the Board;

B. Maintaining any appropriate files as deemed necessary by the Board, including files of minutes, publication or meetings, and meeting agendas;

C. Managing and reporting on funds associated with Wayzata parks and trails;

D. Coordinating documents among Board members in accordance with Minnesota Open Meeting laws and requirements;

E. Implementing Parks and Trails initiatives (e.g., park and trail development and maintenance), and

F. Any other responsibilities assigned by the Chair or Board.

5.6 Terms. The officers of the Board shall be elected by the members by open ballot at the first regular meeting of the Board in January or as soon as practical after that date. The terms of office for the Chair and Vice Chair will be for one (1) year. The Board's officers will serve until the expiration of their term, or their earlier resignation or removal.

5.7 Date of Office. Newly elected officers will take office at the first regular meeting after being elected.

5.8 Vacancies. Vacancies occurring in the offices of the Board will be filled as soon as practical.

ARTICLE VI – MEETING PROCEDURES

6.1 Quorum. A quorum shall be required to conduct a meeting of the Parks and Trails Board. A majority of four (4) or more of the members of the Board will constitute a quorum for the purpose of conducting a meeting and acting on agenda items.

6.2 Conflict of Interest. Whenever a member has a contractual and/or financial interest in matter before the Board, that member must declare the nature of such interest, abstain from all discussion related to the application or matter, and not vote on the application or matter, as provided in Article IX.

6.3 Agenda. The order of business at regular meetings shall generally be as follows:

A. Call to Order
B. Roll Call of Members
C. Approval of the Agenda
D. Approval of the Minutes of the Previous Meeting
E. Public Comments
F. Old/New Business
G. Other Business
    1. Committee Reports
    2. Future Agenda Items
H. Adjournment

ARTICLE VII – CODE OF ETHICS AND STANDARDS OF CONDUCT

7.1 Purpose. All members of the Board must adhere to the highest ethical standards, and the following standards of conduct in carrying out their duties.

7.2 Standards of Conduct.

A. Members must not use the official position to secure special privileges or exemptions for themselves or others.

B. Except as permitted by law, members must disclose a known potential conflict of interest for the public record and refrain from participating in the discussion and vote, when a matter comes before the Board that: 1) affects the member's financial interests or those of a business with which the member is associated, unless the effect on the member or business is no greater than on other members of the same business classification, profession or occupation, or 2) affects the financial interests of an organization in which the member participates as a member of the governing body, unless the member serves in that capacity as the City's representative.

C. Members may not act as an agent or attorney for another before the Wayzata City Council or a Wayzata Board or Commission in a matter where a conflict of interest exists or may exist.

D. Members may not knowingly accept or solicit, directly or indirectly, a gift or loan if state law prohibits this.

E. Members may accept expense reimbursement from the City for any City-approved training-related sessions or project reimbursement costs.

ARTICLE VIII – COMMITTEES

8.1 Standing Committees. There will be no standing committees of the Board.

8.2 Ad Hoc Committees. The Board may create ad hoc committees for a specific purpose and duration. The Board may request that the City Council appoint other members of the community to such committee, though at least one (1) member of the Board must be appointed to each committee.

ARTICLE IX – RECORDS

9.1 Minutes. The Secretary will prepare summary minutes of Board meetings. The City Clerk will be responsible for keeping a copy of the minutes with the records of the City.

9.2 Open Meetings. All meetings of the Parks and Trails Board shall be open/available to the public and a matter of public record, except such meetings that must or may be closed under State law.

ARTICLE X – AMENDMENTS

10.1 Amendments. These Bylaws may be amended at any time by City Council upon recommendation of the Board or the Council's own initiative. The Board will review these Bylaws and any Parks and Trails policies and plans periodically, and will recommend amendments or alterations to City Council.

Wayzata Parks and Trails Board

2023 Schedule for Taking Meeting Minutes

Date	Committee Member
January 18	Staff
February 15	Gonzales
March 15	Schalkle
April 19	Erickson
May 17	Showalter
June 21	Randolph
July 19	Babcock
August 16	Gonzales
September 20	Schalkle
October 18	Erickson
November 15	Showalter
December 20	Randolph

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 7.d
TITLE: Code of Conduct	
PROPOSED MOTION: To Discuss the Code of Conduct with Charter Commission Members and Ask Each Member to Acknowledge, and Sign the Code of Conduct Policy	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:
Discuss and Sign the Code of Conduct Policy.

FINANCIAL OR BUDGET CONSIDERATION:
N/A

BACKGROUND:
Earlier this year, the Council discussed general security and conduct measures to be taken during public meetings in order to ensure that in the future all public meetings are safe, welcoming, and conducted in a professional manner that will allow robust public discourse and policy making.

As a part of that discussion, the Council directed staff to update its Code of Conduct for public meetings so the expectations of behavior are clear to both the public, staff, and the Council.

The last component of that discussion was to have some baseline behavioral guidelines for the Council and all of the appointed officials on the various boards, commissions, authorities, and committees to ensure everyone understands what their role and responsibilities are as well as the minimum expectation of behavior among each other, other City officials, staff, and the public.

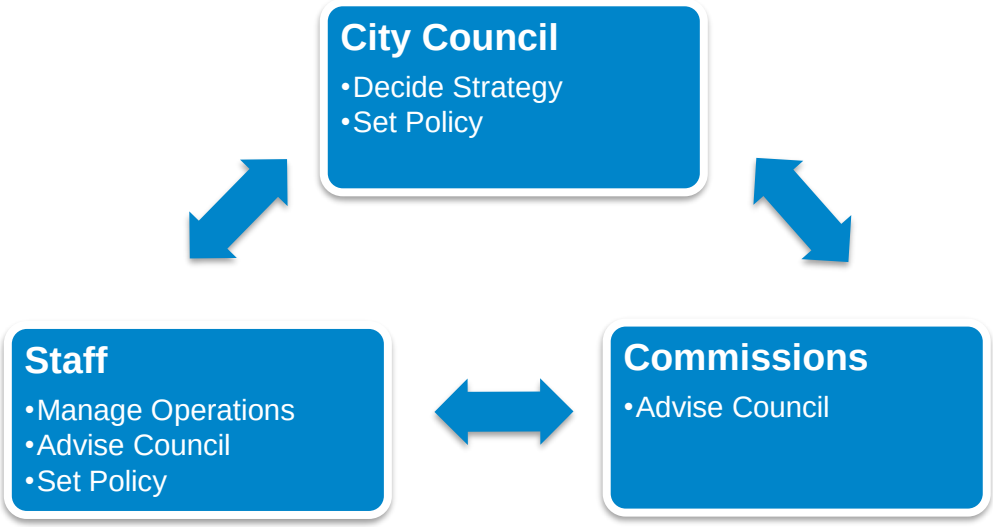
The intent of these codes of conduct are to inform and to assist in guiding behavior of public officials. All members of the Council and appointed officials will be asked to read, acknowledge, and sign off as a part of the on-boarding process. All three of the documents were reviewed by the City's leadership team and City Attorney.

ATTACHMENTS:
1. Code of Conduct Policy For Boards and Commissions

Code of Conduct for Boards and Commissions

(Adopted August 5, 2022)

This Code of Conduct policy has been adopted by the City Council to both (i) highlight the roles and responsibilities of Council members, City staff, and Boards and Commissions, and (ii) establish respectful behavior guidelines for working with each other, staff, and boards and commissions.



City Council	City Manager & Staff	Boards and Commissions

• Adopts City policies
• Makes policy-level decisions
• Hires & supervise City Manager
• Reviews and Approves
  ○ City Budget, CIPs, and related work plans
  ○ Ordinances
  ○ Developments and Land Use applications
  ○ City's Strategic Plan
  ○ Other requests/proposals under City Code
• Appoints members of advisory boards and commissions
	• Carries out Council policies and decisions
	• Manages City operations and staff
	• Provides advice to Council
	• Proposes budget and policies
	• Delivers City services
	• Enforces City codes & policies
		• Advises Council on areas within their purview as established in City Code, Council directive, or Work Plan
		• Helps gather and provide community perspective
		• Propose Work Plan items and recommended Council action
		• Hold hearings as directed by Council and required by City Code

Working with Each Other and the Public

Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, members of the public, visitors, and City staff.

Members Should Strive To...	**Members Should Avoid...**
• Treat people with respect, courtesy, and kindness • Adhere to "Rules of Order" for all Meetings • Respect and support the Chair's role in leading meetings and Staff's supportive and advisory role • Encourage others to express their opinions and ideas and actively listen to what others have to say • Consider the ideas of others to improve decisions and outcomes • Recognize and respect differences • Prepare in advance for meetings and the items on the agenda • Focus on the business of the Board and Commission and the items on the agenda • Consider only factual, impartial, and relevant factors in decisions • Accept decisions of the majority once made while also respecting the opinions of the minority • Identifying your role as a Board member if presenting at a public meeting	• Speaking over or cutting off another person • Insulting, disparaging ideas, or putting down Staff, other Board members, Applicants, or members of the public • Belittling, demeaning, or patronizing comments or body language • Questioning motivations of others • Speaking for writing for other Board members, the Board as a whole, or the City unless specifically authorized to do so • Take on topics that are outside of the scope of the board • Making promises to applicants or community members • Violence or the threat of violence

Working with Staff

Board and Commission Members pledge to City Staff that they will:

- Respect staff as professionals and valued resources and members of the City's team and not direct their work
- Support a positive and constructive workplace environment for City employees where staff are encouraged to work to their full potential
- When possible, notify the staff liaison in advance of a Board Meeting of any new information related to an agenda item, as well as anticipated questions and requests to pull agenda items from the consent agenda, so the appropriate staff can compile the information needed
- Acknowledge and understand their role as public officials, and the need for transparency and openness in conducting the City's business and in communication with each other and with staff

Acknowledgement and Agreement

I have reviewed and understand this Code of Conduct policy. I agree to follow it to the best of my ability.

Name (Please Print)

Signature

Date

City of Wayzata
Parks and Trail Board
Agenda Report

MEETING DATE: February 15, 2023	**AGENDA ITEM:** 8.a
TITLE: Next Meeting - March 15	
PROPOSED MOTION:	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

FINANCIAL OR BUDGET CONSIDERATION:

BACKGROUND:

The next Parks and Trails Board Meeting is scheduled for March 15. The 2023 City Calendar is attached to review the Parks and Trails meeting dates in 2023.

ATTACHMENTS:

1. Wayzata Calendar 2023

City of Wayzata
2023 Meeting Calendar

January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

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23	24	25	26	27	28	29
30						

May 2023

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28	29	30	31			

June 2023

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

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23	24	25	26	27	28	29
30	31					

August 2023

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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Revised
9/21/2022

- Energy & Environment 5:00 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Wayzata School Board
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 5:00 PM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:30 PM
- Charter Commission - 9:00 AM
- Elections (see below)
- Night to Unite

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

Holiday Observed
City Offices Closed