



**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, APRIL 18, 2023**

WORKSHOP TOPICS FOR DISCUSSION:

1. Review of Memorandum of Understanding with the Wayzata Conservancy for Panoway Boardwalk and Docks Maintenance and Operations Reimbursement (5:30-5:50 p.m.)
2. Discussion of Updates to Panoway Naming and Dedication Signage Standards & Draft Proposal/Pledge Agreement for Donation from Carisch Family (5:50-6:30 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: April 18, 2023	WORKSHOP AGENDA ITEM: 1
TITLE: Review of Memorandum of Understanding with the Wayzata Conservancy for Panoway Boardwalk and Docks Maintenance and Operations Reimbursement (5:30-5:50 p.m.)	
PREPARED BY: Jeffrey Dahl, City Manager	
REVIEWED BY: N/A	

DISCUSSION OBJECTIVE:

To review and provide feedback on the Memorandum of Understanding (MOU) for Panoway Phase 2a Maintenance and Operations reimbursement.

BACKGROUND:

Ever since the Conservancy and the City worked together on drafting a detailed funding plan for future phases of Panoway on Wayzata Bay several years ago, maintenance and operations of the Boardwalk, Eco-park, and the Depot Park, for the first 10 years, was intended to be funded by sources outside of the general fund levy. The primary funding source is planned to be philanthropic funds received through the Wayzata Conservancy.

As construction of Phase 2a Boardwalk and Docks commences and a grand opening date gets nearer (early 2024), the City and the Conservancy should now move forward with two actions:

- Update projected maintenance and operations costs based on inflation and updated project scope; and
- Consider approval of a memorandum of understanding for reimbursement of operations costs.

Attached is a draft MOU which has the updated maintenance and operations plan from ETM Associates. The intent of the MOU is to clarify when payments will be made and for how much. This topic was discussed at the recent Panoway Partnership Meeting with consensus to allow installment payments over the course of the next 3 years.

ATTACHMENTS:

1. Panoway Boardwalk and Docks Operations and Maintenance Memorandum of Understanding Between The Wayzata Conservancy and the City of Wayzata - April 202
2. 20210928_Panoway_O+M Report

Panoway Boardwalk and Docks Operations and Maintenance Memorandum of Understanding Between The Wayzata Conservancy and the City of Wayzata

This Memorandum of Understanding is made by and between The Wayzata Conservancy, a 501 (c3) non-profit corporation, (referred to as "The Conservancy") and the City of Wayzata, a (hereinafter referred to as the "City") in order to clarify the dynamic and intricate funding process of the Panoway Boardwalk and Docks Operations and Maintenance.

Background

The City is in the process of permitting, bidding, and constructing the Panoway Boardwalk and Docks (Phase 2A) as part of the "Panoway on Wayzata Bay" project south of Lake Street along the shoreline of Lake Minnetonka. The Conservancy has pledged to fund the operations and maintenance of the Panoway Boardwalk and Docks to improve the lakefront and community space.

Funding and Reimbursement Expectations

To ensure alignment on the funding process, the City and The Conservancy plan to do the following:

1. Funding

The Conservancy will fund the City in advance up to \$303,127.90 for the operations and maintenance of the Boardwalk and Docks as outlined in the proposed cost estimates in Exhibit 1. This amount is the total Maintenance and Operations annual cost of the Boardwalk and Docks for 10 years including a 3% annual increase that starts on January 1, 2024.

Such payment will occur in four installments as outlined on Exhibit 2 with the first installment to be paid prior to construction start on June 15, 2023, per the Wayzata City Council's desire to have operations and maintenance fully funded prior to construction.

The City will communicate within 30 days of anticipated payment date if the date of a milestone has changed.

The Conservancy will disclose within 30 days of anticipated payment if they are unable to provide funding at the anticipated schedule. In the event that the payment made is higher than the costs incurred at the corresponding milestone, the following scheduled payment will be reduced by the balance.

2. Construction

This memo does not obligate the City to construct the Boardwalk and Docks. Approval to construct and to fund construction will require a separate agreement between the City and a General Contractor.

CITY OF WAYZATA

a Minnesota municipal corporation

By: _____ Date: _____

Its City Manager

THE WAYZATA CONSERVANCY

a 501 (c3) non-profit corporation

By: _____ Date: _____

Its Chair

EXHIBIT 1.

COST ESTIMATES

EXHIBIT 2.

INSTALLMENT PLAN---10%, 30%, 30%, 30% with 3% inflator

- June 15, 2023---\$26,442.00
- Jan 1, 2024---\$84,181.47
- Jan 1, 2025---\$91,987.36
- Jan 1, 2026---\$100,517.07

Total Amount---\$303,127.90

WAYZATA PANOWAY

Operations + Maintenance Report

Phase 1 Construction Documentation & Phase 2 Design Development Update September 2021

Prepared for:
Civitas
City of Wayzata

Prepared by:
ETM Associates, LLC



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SECTION 1.0

INTRODUCTION



1.1. INTRODUCTION

The Panoway Signature Project (Panoway) is a lakefront design for Lake Minnetonka in the city of Wayzata, Minnesota. Its main goal is to revitalize the lakefront: making it safer, more ecologically friendly, and improving access to and along the shore for the community. The Panoway project is part of a larger initiative being implemented by the City of Wayzata with oversight from the Wayzata City Council and input from the community. The design for the Panoway is being led by Civitas.

ETM Associates, LLC (ETM) was brought onto the project team to provide a maintenance and operations analysis and cost estimate of the approved scope of the project. This report is a compilation of our work.

The initial O+M Report was based on the revised Schematic Design CAD drawings done by Civitas, received on September 9, 2016, and on conversations with the design team and the City of Wayzata between September 2016 and January 2017. This updated report is based on the 100% Construction Documents for Lake Street and Lake Street Plaza, dated January 17, 2019, the Design Development Phase 2 Improvements Adjacent to Wayzata Bay, dated April 10, 2019, the Phase 1 Lake Street and Lake Street Plaza Bid Form 2019, the Phase 2 Preliminary Cost Estimate, dated November 17, 2020, and on input from the City.

The scope of the report includes all Panoway improvements aside from the redesign of the marina and parking area adjacent to Shaver Park that are included in Phases 1 and 2 of the project (see Figure 1.1).



Figure 1.1 Panoway O+M Scope – Phase 1 (orange) and Phase 2 (yellow) project boundaries

SECTION 2.0

ASSESSMENT OF CURRENT OPERATIONS & MAINTENANCE



2.1. CURRENT MAINTENANCE PRACTICES

The City of Wayzata maintains public spaces and parks in the City through their Public Works and Parks Departments. The Utility Department provides some skilled maintenance services, and contracted services are used as needed. A consulting arborist is also used as needed.

The current maintenance of Shaver Park and the existing beach area by City crews includes:

- Mowing the area on a weekly basis;
- Cleaning the beach daily (removing litter and lake weeds, i.e., milfoil);
- Washing the swim dock as needed;
- Empty trash receptacles;
- Inspect and clean bathrooms; and
- Annual inspection of the irrigation system and marina docks

While these areas are not included in the scope of this project report, these practices were used to inform the basis of our estimates. For instance, currently litter removal and bathroom servicing are done once per day (potentially down to five times per week in winter) in the morning, with the maintenance crew doing a sweep of the site at the end of the day.

Maintenance work is performed by a combination of full-time employees, seasonal employees, and part-time employees. Seasonal employees are six-month employees, while part-time employees are three-month employees. Full time employees receive benefits while seasonal and part-time employees do not.

The City is expected to require additional employees for the maintenance of the Panoway. These additional employees will impact maintenance facilities and equipment; extra lockers, a larger break room, and more equipment may be needed to support the additional staff.

SECTION 3.0

LANDSCAPE MANAGEMENT & MAINTENANCE



3.1. MAINTENANCE PRINCIPLES

The goal of park maintenance is to provide a high quality of service to ensure that Panoway is clean, attractive, and usable for visitors. To achieve the highest levels of service for maintenance, a number of principles should guide maintenance work at Panoway: classifying maintenance standards, having an effective management and maintenance process, and ensuring that those performing maintenance and repair have the needed skills for the tasks.

Experience has shown that organization of maintenance around the seasons is the most effective approach, quite simply because a great many factors that shape the pattern(s) of maintenance work are tied to the seasons. These factors include general level of park use, growing conditions and weather. It is recommended that park management define seasons for Panoway around which to structure park maintenance. Figure 3.1.1 offers an example of seasonal maintenance and use appropriate for the Panoway project. The spring and fall seasons are “shoulder” seasons, and their levels of use will vary from year to year depending on the weather.

Maintenance Seasons for Panoway			
Season	Range	# of Weeks	Level of Use
Winter	mid-November - March	19	Low
Spring	April - May	9	Medium
Summer	June - mid-September	15	High
Fall	mid-September - mid-November	9	Medium

Figure 3.1.1 Maintenance Seasons for Panoway

The City of Wayzata (City) will be responsible for maintenance of the Panoway. Some landscapes and site features are expected to require skills different than those required of a standard park landscape and may be beyond the skill level of existing full time staff. In-house staff should be supplemented with contracted services as needed. Quality maintenance is essential to protecting the long-term capital investment of the park. To the best extent possible, the City should support a strong maintenance initiative and high standards for the Panoway to insure its vitality for years to come.

Low impact maintenance tasks, such as litter removal, may take place throughout the day. When possible, disruptive maintenance tasks, such as power washing, should be performed during early morning or off-hours when there are fewer park visitors. Similarly, maintenance work that will affect the use of, or limit access to park features, such as lawn renovation, should be announced prior to scheduled work whenever possible. Notification may be done through postings on bulletin boards, social media, or temporary signage throughout the park.

The Panoway project features a variety of landscape types and site features with specific maintenance needs. This chapter identifies these maintenance needs, along with any potential maintenance concerns, that should be used to further refine the design and maintenance strategy of the Panoway project.

3.2. HARDSCAPES

3.2.1. Asphalt Paving

Asphalt will be used for the bike path, parking areas, and roadways. Asphalt areas should be kept free of litter, regularly cleared of organic matter, and repaired when necessary. Asphalt surfaces are expected to be cleaned by a street sweeper or with a sweep attachment on a tractor. Regular inspection of surfaces will reveal any need for removal of graffiti or gum. Surface repair of asphalt areas should be prompt, and may include patching, sealing of cracks, and reapplication of thermoplastic color striping. Curbs within the asphalt parking areas should be inspected regularly, and cleaned and maintained as needed.

3.2.2. Concrete Paving

Concrete paving is located throughout the site as trails/paths, sidewalks, ramps, and plaza areas. Select concrete areas will be some form of enhanced concrete, e.g., exposed aggregate concrete and integral color concrete. Concrete has similar maintenance needs to asphalt paving. Litter should be removed frequently and disposed of properly. Concrete surfaces are expected to be cleaned using a backpack blower and power washed as necessary. (Note: for exposed aggregate concrete, a fan-tipped nozzle should be used when power washing to avoid overexposing and deteriorating the aggregate.) To address staining issues, a sealer can be applied; test in an inconspicuous area prior to applying to the larger surface. Regular inspection should be performed in order to ensure that there is not cracking of concrete, heaving, uneven settling or spalling. Any necessary repair or resurfacing should be executed in a timely fashion.

3.2.3. Boardwalk

All new boardwalks are intended to be lpe or a similar hardwood. lpe is a very dense and durable wood, but like other hardwoods, it can be somewhat difficult to work with, especially with hand tools. Because of its density, premium carbide tipped blades and high quality drills are necessary to make smooth cuts. Predrilling is necessary for installing bolts or screws. When cut, lpe has a fine yellow dust that may cause dermatitis in individuals who have skin sensitivities and/or cause allergic reactions in those who breathe



Figure 3.2.1 Photograph of Panoway bike lanes



Figure 3.2.2 Civitas' rendering of boardwalk & net lounge

it in. Wearing dust masks is recommended when cutting, or sanding Ipe. Alternatives to Ipe include Jarrah, Jatoba, Cumaru, and Black Locust.

All boardwalks will require frequent litter removal and cleaning. Chemicals should not be used when power washing boardwalks over the lake and nearby planted areas. The decking and support structures should be inspected frequently for any damage or vandalism, and maintained and repaired as needed.

Due to the density of very hard woods like Ipe, they can warp or rack more severely than typical hardwoods if unevenly moist. This can be addressed through regular oil/sealing applications that maintain moisture levels throughout the decking members. However, given the proximity to the lake, the potential for VOCs in oil treatments, and how challenging it would be to apply oil to the undersides of the boardwalks where moisture levels will be highest, ETM and Civitas are recommending no sealing treatments.

The boardwalk loop in the EcoPark will also feature net lounges – aluminum tube netting in a cutout of the boardwalk surface. The net lounge will need regular inspections and removal of trapped litter and debris. Tighten connections and make repairs as needed as determined by inspections. If any significant damage occurs, temporary barriers may need to be erected around the net lounges until repairs can be made.

3.2.4. Stabilized Crushed Stone

Stabilized crushed stone surfaces will be located in the Lake Street Plaza and in the EcoPark. They will require frequent litter removal. Though stabilized with Klingstone, it is normal for there to be some loose particles on the surface, which may need to be raked and leveled regularly. Misting can be done to reduce dust during dry weather. Additional material/aggregate may need to be brought in and additional stabilizer applied for spot repairs and replacements, particularly in the spring after snow and ice have melted. Major renovations will be needed every 3 to 10 years depending on level of use and impact from use and weather. Power washing is not recommended as it may remove the stabilizer and dislocate the crushed stone. The edges of the crushed stone areas may need to be redefined and should be re-edged as needed.

3.2.5. Snow and Ice Removal

Snow and ice storms occur in the Wayzata area during the winter season and proactive management will be necessary to maintain clear entry roads and certain paved areas and pathways essential to daily operations and use. The City owns a wide variety of equipment – including rubber tipped plows – and will use what is most appropriate based on the snow amounts and surface to be cleared. For example, trucks and small utility vehicles can be fitted with plows and spreader attachments to clear snow and apply dry or liquid snow/ice melters or sand to entry roads and pathways. Walk behind spreaders and backpack sprayers may also be used to apply melters and sand to paved areas that are inaccessible by vehicle. Snow blowers, snow shovels, and firm bristle brooms may be used in confined paved areas.

Ice melters should not be applied on the boardwalk or on pavers to avoid deteriorating the surface. Any ice melters applied in other areas must be environmentally-friendly due to the site being located at the edge of the lake. More manual removal rather than mechanical will be required for gravel fine surfaces and sand-set pavers. In addition, the clearance of the plow's rubber blades will need to be higher for gravel fines than the clearance used on concrete and asphalt areas to avoid displacing or damaging the surface of the gravel.

3.3. PLANTINGS

3.3.1. Turf

As of the time of this report, turf areas will be located in Lake Street Plaza and in Depot Park. Maintenance tasks for the lawn areas will include weekly mowing and edge trimming from April to October, spring and fall fertilization as determined by soil tests, weed control, and litter removal. High use turf areas may require an annual replacement, i.e., re-sodding. After re-sodding, the lawn should be kept closed for at least six weeks to allow establishment of new growth. Consider additional closing of high-use turf areas for overseeding, aeration, top dressing, and resting between particularly heavy uses (such as events) to extend the life of the turf and minimize the need for frequent resodding.

3.3.2. Mixed planting areas

Mixed planting areas include both planting beds and other planting areas that will feature a mix of shrubs, perennials, and groundcovers, excluding wetland areas, plantings at the lake's edge, and grass-predominant planting areas (prairie and savannas).

Horticultural care of the mixed planting areas will include typical horticultural maintenance from early spring through fall, such as weeding, deadheading, mulching, spot watering, minor cutbacks, and inspection for pests, disease, and invasive species. The use of fertilizers should be determined by a soil test. Weeding is an especially important maintenance task as it helps to eliminate competition between plants.

Horticultural staff must be able to distinguish between ornamental and undesirable plants, particularly in early spring when emergent growth can make identification more difficult. Litter should be removed from planting areas frequently, and leaves should be removed as needed in the fall. Some plants, such as ornamental grasses and perennials, may require an annual cutback in late winter. Spot watering may be needed in non-irrigated areas and during times of drought. Any dead or dying plants should be replaced in spring or fall. Depending on the reason for plant death, the plant may be replaced one for one with the same species or replaced with a similar species that may be better suited to the area's microclimate. In plantings areas with at-grade utilities, maintenance staff should keep plant growth under control so that the utilities do not become overgrown and can be easily found within the planting zone.

The ornamental plant garden outside of the Depot is expected to be more maintenance-intensive than other mixed planting areas. It is assumed to be maintained by the Lake Minnetonka Garden Club. Also note that some areas around the Lake Street Plaza will have annuals planted by the City, which are not included in our report or estimates.



Figure 3.3.1 Lake Street Plaza Grasses

3.3.3. Prairie and Savannas

Prairie and savannas include both mesic and wet planting areas in the Depot Park and EcoPark, and where the Boardwalk has a connection to Lake Street Plaza. Maintenance needs for the two landscapes are similar, though savannas also include trees (whose maintenance is discussed later in this chapter).

Prairies and savannas will need to periodically receive controlled burns, or be cut annually and cleaned up after each cutback. It is the City's intention to perform controlled burns for these planting areas (note that a contractor currently performs controlled burns every few years for the City's existing prairie/savanna areas). If the plantings are to be mowed instead, but are not cut annually, woody plants and undesired species may become established and prevent the grass plants from being mowed normally, potentially requiring specialized equipment and more time for a cutback. If the prairie and savanna are not cut annually or burned regularly, monitor for woody species that can impact mowing and remove as needed. The edge of the prairie and savanna where adjacent to paths and paving areas can be mowed more frequently throughout the year to create a "neat," cared-for appearance and minimize plants growing onto pathways. Perform maintenance when appropriate for nesting birds and other animals. Maintenance of prairies will be particularly important during the first two to three years after planting to ensure successful establishment.

3.3.4. Lake edge, submergent, and wetland plantings

Some new plantings will be added at the lake's edge along the Boardwalk and at the Depot and Eco Parks. Additional floating-leaved aquatic and submergent plantings will be added in areas adjacent to the Boardwalk and EcoPark that are protected by jersey barriers, as well as around the pond in the EcoPark. Existing wetland areas are located within the Eco Park.

Plantings within wetlands and along the lake edge will have similar maintenance needs. After the initial plant installation and for subsequent plant replacement, it is extremely important to protect the new plantings until they are established to avoid over-foraging from waterfowl. Plants in these areas should be allowed to establish before any maintenance (aside from weed control) is performed. Accumulated biomass should be left to stabilize lake edges and the wetlands. One year after planting, debris and invasive plants should be removed; however, an overall cutback should not be performed until the following year.

After the plantings are established, the wetland and lake edge areas will require similar maintenance. The majority of trimming/pruning, cutbacks, and weed control within the lake edge and wetland plantings will need to be performed by hand or with a skimmer net in order to minimize disturbance to the areas. A small watercraft or waders may be necessary for proper maintenance access. A floating bin or basin may be used to collect trash, plant material, and debris. Litter removal can primarily focus on the edges along pathways (the most commonly seen and disturbed areas), but should be done on the interior of the landscape throughout the year as needed. Cutbacks are expected to be limited for submergent and floating-leaved aquatic plantings, but litter and debris removal may be more significant.

The lake edges should be monitored frequently, and especially after storm events, to ensure no erosion is occurring. (Waves caused by wind as well as other lake effects can damage plantings.) Any identified areas of erosion must be quickly assessed and evaluated for repairs and restabilization.

3.3.5. Water Quality Planters

A series of water quality planters will be installed as part of Phase 1 of the project. They are intended to capture and manage stormwater from the parking lot. While rain-garden-like plantings are relatively low-maintenance once established, these areas will still require general horticultural maintenance tasks, such as weeding, mulching, raking, dead-heading, pruning and seasonal cutbacks. During the first two years in particular, they will require frequent weeding and watering during dry periods. Mulching will be an important maintenance practice for the water treatment plantings. It helps to retain soil moisture, reduces erosion, and allows for the infiltration of water. Mulch also soaks up pollutants before they reach the soil and helps reduce weed growth. Due to potential accumulation of pollutants, mulch should be replaced every year in the spring. The water treatment plantings will also require general cleaning tasks such as litter and debris removal, as well as removal of any built up soil, sand, gravel or leaf litter that may block inlets or outlets. It will be important to keep in mind that compacting soil can make drainage more difficult; therefore, foot traffic within the rain garden should be kept to a minimum.

3.3.6. Trees

Maintenance of park trees will be particularly important, especially in ensuring the establishment and healthy growth of new trees.

Trees should be regularly examined for pests and disease infestation, especially during spring, summer and fall. Inspection involves looking for potential abnormalities, examining roots, trunk, branches, and leaves for unusual patterns. Removal is recommended for severely infested plants that are beyond treatment. Keeping abreast of new infestations and control/quarantine measures is important in health of park trees as well as proper disposal of any diseased trees. A professional arborist should be consulted if and when diseases and pests are identified after inspection. Treatments will vary depending on tree species and specific pest or disease. Emerald Ash Borer is an impending threat to the Wayzata area and trees should be regularly monitored for any signs of the pest.

Pruning should be done seasonally while plants are still in their “dormant” state. Additional pruning might be needed throughout the year during special conditions, such as after a storm event, or when vandalism occurs. Pruning should never occur during wet weather. Pruning will be required during the life of the tree to remove dead or diseased parts. Proper and sharp tools are to be used when pruning. Tools should be sterilized with a 10% solution of bleach before the pruning and especially when moving from tree to tree. Proper arboricultural pruning techniques include thinning (crown thinning), dead wooding (crown cleaning), shaping (crown cleaning, crown reduction), and elevating (crown raising). Staff should be properly trained, or a qualified arborist should be brought in to either do the work or supervise staff.

Some hand watering may be needed to supplement scheduled irrigation in order to keep trees healthy. Newly planted trees will have higher water needs than established trees. Park staff should monitor trees and determine if trees need additional watering. Water should be applied slowly so as to penetrate the entire root zone.

Trees in turf areas should be dressed with a 2-inch thick ring of organic mulch, with a minimum 12-inch radius around trunks or stems. Trees in lawn areas should also be inspected for damage from mowers and evidence

of root girdling. Girdling, if not relieved, can restrict tree growth and lead to premature decline.

Trees should be fertilized in the fall (October through December), or spring (February through April), as indicated by soil tests. Follow manufacturer's instruction for mixing and applying of fertilizers.

If and when tree stakes are used, they should be inspected regularly to ensure no damage is done to the trees. Guy wires may need to be tighten if they become loose. Materials such as rubber hoses or plastic flagging might need to be replaced overtime. All stakes should be removed after one year.

Any fruit, seeds, and fallen branches from trees should be cleaned up along pedestrian pathways and in frequently used areas to minimize tripping hazards.

3.3.7. Irrigation

Irrigation will be installed in several planting areas around the Panoway. The irrigation system is expected to include drip irrigation (mixed planting areas) and spray heads (turf). Note that the irrigation system of each phase (Phase 1, Phase 1 Extension, and Phase 2) will operate as separate systems. All irrigation systems will need to be regularly monitored and the components should be frequently inspected. Repairs and maintenance should be performed as needed. Each year, the irrigation system will need to be winterized in the fall and started up in the spring. Maintenance hours are expected to be higher for the first year of operation.

There is a chance for drip irrigation systems to "rise up" or "walk" over time from water pressure and use. Staff should monitor drip irrigation areas and restake, reposition, and remulch as necessary.

3.4. SITE FEATURES & AMENITIES

A number of site furnishings and amenities will be installed at the Panoway to accommodate visitor needs. Proposed site furnishings and amenities include trash cans, benches, picnic tables, tables and chairs, tree grates, bike racks, fire features, and bollards. (Note that our report excludes maintenance of the existing Keystone Wall City Model.)

3.4.1. Walls and Curbs

Walls and curbs will require regular cleaning, i.e., power washing, from April to October, and may require spot cleaning from November to March. To address staining issues, a sealer can be applied; test in an inconspicuous area prior to applying to the larger surface. Any other maintenance and repairs should be performed as needed.

2.4.2. Trash & Recycling Receptacles

Trash cans and recycling bins will need to be emptied regularly. The frequency of emptying will be determined by location and level of use. It is possible for trash to exceed the holding capacity of the receptacles and for overflow to occur; therefore, cleaning of the immediate area may be required from time to time. Cleaning of the interior will be required on an as needed basis. The cleaning frequency of the exterior of the trash cans will be based on the location and amount of use, and may range from several times monthly to yearly.

2.4.3. General Site Furnishings

Site furnishings should be cleaned frequently during peak season and regularly during the off-season. They should be inspected frequently for any damage, wear-and-tear, loose connections, vandalism, or graffiti. Furnishings should be repaired as needed. Any bollards should be regularly inspected for damage, and cleaned and oiled twice per year.

Movable tables and chairs will be located at several places around Panoway. Some movable tables and chairs may be moved to unwanted locations and will need to be relocated as needed. The City currently experiences limited vandalism and theft of movable furnishings, and are not expecting to secure movable furnishings items part of Panoway. Fewer tables and chairs may be put out during the winter (less busy) season; those tables and chairs not placed out should be stored away until higher periods of use.



Figure 3.4.1 Lake Street Plaza Furnishing Items

2.4.4. Railings, Fencing, and Gates

Railings are located along the boardwalks and stairs, while fencing is located along the railroad tracks. The fencing along the railroad is assumed to be the City's maintenance responsibility where the Panoway project borders the railroad. Fencing and railings typically require limited regular maintenance. Fencing and railings should be inspected for any damage and vandalism and cleaned regularly. Any breaks should be repaired immediately. Wood components of railings may require an annual sealing or oiling (see Section 3.2.3). Gates at railroad crossings should be inspected frequently to ensure there is no damage or vandalism and that they are working properly. Maintenance and repairs should be performed as needed.

3.4.5. Signage

Signs should be kept clean, free of graffiti/stickers and scratches, and be structurally sound. A mild detergent solution and rag may be used for cleaning, and graffiti should be removed promptly. Touch-up paint should be supplied after installation for repair of scratches and paint failures. Regularly performed inspections will reveal any issues that must be addressed.

3.4.6. Fire Features

Propane fire features are proposed for Lake Street Plaza and the Depot Park. The fire features should be regularly inspected when in use to ensure the burner porting and air openings are always free of obstructions. Remove debris caught in the fire features as needed. Vacuum or brush the burner and pilot area at least twice per year. Turn off the gas before servicing the fire pits. Cover the fire pits when not in use to prolong their life. It is recommended that a qualified service technician perform checkups at the beginning of each fire pit season.

3.4.7. Lighting

All lighting fixtures will require routine inspection for maintenance needs. Lights should be disconnected and allowed to cool before being cleaned or performing maintenance. The majority of lighting is expected to be LED and should not require frequent replacement. Repair and replacement of luminaires or lumen boards of some lighting types, particularly any pole lights, should be done with a contracted service provider or qualified City employee due to their height and electronics. Other maintenance and repair of lighting elements may best be done by outside contractors, especially if specialized equipment or skills are needed.

The catenary lighting above Lake Street Plaza is expected to require little maintenance. The lights should be cleaned regularly and replaced as needed. Care should be taken in the design stages to ensure that there is sufficient access for future maintenance of the lighting, as well as for any seasonal and themed decorations and lighting adjustments.

3.4.8. Water Feature

A splash pad water feature will be included as part of Lake Street Plaza. Though not as intensive as standing water features, splash areas will still require significant resources to properly clean, maintain, and operate. Operation and maintenance of the water feature elements should be guided by general good practice standards and, for water features with public interactivity, local health code requirements.

It is expected that the water feature contractor will submit a maintenance manual and train staff as part of the system turnover. Maintenance is expected to include daily, weekly, monthly, and seasonal tasks.

Daily maintenance may include cleaning, removing debris, ensuring jet streams and drains are clear, and inspecting control panels for proper function and to see if there are any warning signals. Do more thorough cleaning weekly. Perform more thorough inspections and testing monthly, keeping an eye out for signs of leaks and clogs as well as for any moisture trapped in the surface lighting.

At the end of the operating season (typically early November), winterize the splash pad. The splash pad will need to be started up again in the spring (typically late March/early April). Prior to spring start-up, the surface should be power washed to remove any biological growth or accumulated dirt and debris. During the spring start-up, check and clean system components and verify operation of panel controls. Perform any required repairs. Note that repairs of the control panel will require the involvement of a panel builder and/or engineer.

2.5. STRUCTURES & FACILITIES

Several new structures and facilities are being constructed for Panoway to provide amenities and services to visitors. All structures and facilities should be well-maintained for a high-quality visitor experience.

3.5.1. Restrooms

One set of restrooms will be located at Lake Street Plaza, and another will be located at Depot Park. The restrooms are expected to receive steady use throughout the year, with an increase in use during the peak summer months. The restrooms should be kept clean and well-maintained. Cleaning and maintenance tasks will include:

- Sweeping and washing of walls, floors, door handles, etc.
- Cleaning of all restroom amenities including: toilets, sinks, soap and tower dispensers, etc.
- Restocking of toiletries
- Lighting maintenance and replacement of light bulbs
- Graffiti/scratchiti/gum removal
- Maintenance and repair of mechanical/electrical/HVAC systems (as needed)
- Maintenance and repair of interior surfaces walls, floors, and ceilings

The restroom structures will also require maintenance, including regular spot cleaning and a twice annual power washing of the full structure. Some minor time will also be needed to keep the storage/janitor area cleaned, stocked, and organized. The applied vinyl graphic on the Lake Street Plaza restroom should also be regularly inspected for any peeling, discoloration, or other damage. Repair or replace as needed.

Both restrooms feature drinking fountains / water coolers on their exterior. Ensure water/drinking fountain drains are clear daily when in operation. Winterize in the late fall and start up again in the spring.

3.5.2. Shade Structures

A shade structure will be installed over a seating area in Lake Street Plaza. As of the time of this report, it will be a series of metal panels. They will require regular cleaning to remove any trapped litter or debris. They should receive a thorough cleaning once to twice annually as needed.

3.5.3. Section Foreman House

The Section Foreman House is a historical railroad building located in the Eco Park. As of the time of this report, the House will be restored and repurposed as a community education and game center. The interior will require regular cleaning throughout the year; frequency is to be determined by level of use of the House. The exterior of the building will require regular spot cleaning throughout the year, and a once to twice annual cleaning and power washing. Maintenance should be performed as needed, such as material replacement, repainting, and roof repair.

3.5.4. Jersey Barrier Wave Breaks

A series of jersey barriers will be placed in the lake along some of the north edges of the boardwalk and near the boardwalk loop at the EcoPark. The barriers are not expected to require consistent annual maintenance, but the City should consider establishing a regular inspection cycle for the barriers, particularly for after winter ice flows. Inspection may be done via an underwater camera. Any damage or issues found during the inspection should be addressed as needed.

3.6. GRAFFITI REMOVAL

Graffiti is one of the most common forms of vandalism occurring in any park. Common forms of modern graffiti include spray paint, indelible marker, solid surface etching ("scratchiti"), and other common pigments or stains. All graffiti should be removed as quickly as possible, because most types of graffiti become more difficult to remove as time elapses, and a lingering presence of graffiti will often encourage more defacing of park components. Use of proper cleaning agents will be dependent on materials and their susceptibility to chemicals and other cleaning agents.

3.7. SUMMARY OF AREAS NEEDING OVERSIGHT

Based on the drawings used for this report as noted in the introduction, ETM has identified two primary maintenance areas that will require regular oversight:

1. Maintenance access along the boardwalk

The Lake Walk boardwalk is assumed to be pedestrian only. Since it will not support any vehicles, any maintenance equipment will need to be carried by hand. Larger equipment and materials needed for more intense maintenance may need to be transported by boat.

2. New lake edge plantings

New plantings along the lake edge will need frequent monitoring during the early years to ensure that they are not being overtaken by invasives, and that they are establishing successfully. They should also be monitored for over-foraging by waterfowl. Lake effect, e.g. waves from wind, can also make establishing plants a challenge. As of the most recent design, wave action is expected to be minimized by the underwater reef and sheet pilings off the shores of the lake. Still, the edges of the lake should be monitored for any erosion from lake effect or stormwater, especially after storm events.

SECTION 4.0

MAINTENANCE ESTIMATES



4.1. STANDARDS OF CARE

The standards of care for maintenance of any public space directly affect the annual maintenance budget and also influence perceptions of safety and use. For example, a maintenance plan in which all tasks are carried out at or above recommended best maintenance practices may create a pristine landscape but may ultimately prove to be unsustainable due to cost. Alternatively, a maintenance plan in which tasks and repairs are carried out at minimal levels may reduce annual budgets, but will likely result in high capital costs required for replacement or repairs that could have been prevented with regular care. Low standards of care can also create an unsafe environment for users.

Intensity of use is another factor that influences the maintenance budget. In general, the greater number of visitors a public space receives, the greater the maintenance load. Similarly, areas with intensive use and higher concentrations of visitors, such as play areas and lawns, typically require greater maintenance.

Directly related to this is the fact that the level of maintenance impacts park use. Simply stated, a well-maintained park attracts visitors, whereas a poorly maintained site discourages positive park visitorship and often invites misuse and vandalism. Given this relationship between maintenance and use and the aforementioned standards of care, it is important to develop a maintenance plan that balances fiscal considerations with maintenance needs in order to provide a sustainable, high-quality visitor experience.

General standards of care are based on the Operational Guidelines for Grounds Management, 2001, published by APPA, National Recreation and Park Association, and Professional Grounds Management Society, and adapted to the specific needs of the Panoway project.

ETM will continue to work with Civitas and the City of Wayzata throughout the design process to continue to refine the standards of care to meet their goals for a high quality, durable, and well-maintained yet financially sustainable site.

4.1.1. Special Events – Maintenance Impacts

Special events are an important component of a park's activity schedule, as they have the potential to attract a great number of visitors and generate revenue. Precisely because these types of events draw substantial users, it is essential that they are carefully planned, scheduled and operated. Even with excellent planning, special events can cause significant damage to a park's landscape, and this damage must be addressed quickly in order to maintain park standards.

For the purposes of this report, special events are defined as:

- One-time or annual events whose primary purpose is to entertain
- Events that primarily use the park as a venue
- Events that typically have little or no connection to the park beyond the use of it as a venue
- Events that can significantly impact the park landscape

For most parks, the primary impact of special events is damage to lawn areas due to overuse and inadequate resting time between events. Due to the limited amount of lawn areas around the lake, this is not expected to be a maintenance concern with special events at Panoway. Regardless, special events that are not managed

properly or are too large for the park to adequately accommodate can still significantly contribute to increased maintenance costs. For example, if path systems leading to the event area do not have the capacity to handle the influx of event crowds, pedestrians may spill over onto adjacent landscape areas and trample plant material and compact soil. (Compacted soil prevents the absorption of rainwater, deprives roots of oxygen, and limits root growth.) Damage to the landscape also often occurs during the set-up, break-down and clean-up of special events. The use of large vehicles, such as vans, trucks and trailers on site for such tasks as set-up and removal of stages, sound systems, barricades, vendor tents and general deliveries often entails driving on lawn or planted areas, which further compacts soil and damages plantings. Additional damage can occur when events are scheduled back-to-back, not giving lawns time to rest and recuperate between events.

A secondary impact of special events is on site furnishings, restroom facilities and hardscape areas. Site furnishings can be damaged through overuse. Restroom capacities and supplies can quickly be overwhelmed by large influxes of event goers, and these facilities may need to be supplemented with portable options. Hardscape areas are commonly stained with litter, food residue and other waste, and additional trash/recycling collection will be necessary. Pedestrian areas must be inspected, cleaned and repaired promptly after special events in order to prevent undue deterioration to park amenities.

At this time, the extent of special events and other programmed activities within Panoway is still be decided upon by the City, Conservancy, and the Chamber of Commerce. For the purposes of this report, ETM assumed that there would be few large events, and that the majority of programming will be smaller, community-focused events and activities.

4.2. METHODOLOGY

The first critical step in defining a maintenance plan is to create a framework tailored specifically to the project design and intent. At the request of the client, ETM divided the Panoway project into several maintenance zones based on the different areas of the design, as the different zones of the project will be constructed at varying times. ETM's maintenance areas are shown in Figure 4.2.1. For the purposes of our estimates, Lake Street, Lake Street Plaza, and the Dakota Regional Trail Extension were combined into one "Phase 1" area.

For each zone, ETM quantified the landscape types (e.g., paving, turf) and site features of that area. A maintenance task list was developed for each zone to estimate the number of hours required for the annual maintenance of that area. The estimates for each zone were then added together to determine the total estimated hours required for annual maintenance of the Panoway.



Figure 4.2.1 ETM Maintenance Zones for Panoway. Phase 1 zones in orange; Phase 2 zones in yellow.

4.3. MAINTENANCE ASSUMPTIONS

In addition to the assumptions described in Section 3.0 for each of the landscape types and site features, several general assumptions were made in developing the estimated task hours for Panoway:

- Peak season for visitors will be from May-October (approximately 6 months), while off-season will be from November-April;
- Irrigation, drinking fountains, and the splash pad will be winterized in October and started up by May;
- Restrooms are intended to be open year-round;
- Plantings between the railroad and the lake edge are the responsibility of the railroad, unless otherwise indicated/specified; however, as the railroad's standard of care is different than the City's, the City may perform some maintenance to better align care of these plantings to the rest of the Panoway;
- The City will be responsible for the maintenance of the fence along the railroad as well as the railroad crossing gates and signage;
- The City is assumed to be responsible for the maintenance of the restrooms and shade structures;
- The Lake Walk boardwalk is assumed to be pedestrian only; it will not support any vehicles, so any maintenance equipment will need to be carried by hand. Larger equipment needed for more intense maintenance may need to be transported by boat;
- Areas of Panoway that will be maintained by others include:
 - The model trains at the Depot Park;
 - The expanded garden in the Depot Park (expected to be maintained by the Lake Minnetonka Garden Club, who currently maintain the gardens there).

4.4. ESTIMATED HOURS FOR MAINTENANCE

Based on the quantities included in the Phase 1 Lake Street and Lake Street Plaza Bid Form 2019 and the Phase 2 Preliminary Cost Estimate, dated November 17, 2020 from Civitas, and based on conversations with Civitas and the City between September 2016 and January 2017, ETM estimates that 5,726 hours will be needed for the maintenance of the Panoway project within our scope.

Within these hours, 4,583 hours will be needed for “core” or routine tasks, while 1,143 hours will be needed for “non-core” or non-routine maintenance tasks. Core maintenance tasks represent those maintenance tasks that will always need to be done each year, such as cleaning and horticulture care. Non-core tasks are those that may not always need to be performed each year, such as pavement and structure repairs, or the replacement of LED lights. It also includes snow removal services, as these can drastically vary from year to year depending on the amount of snowfall.

The breakdown of the hours estimated for the maintenance of the different project zones is shown in Figure 4.4.1, along with the total estimated for the project site. Detailed task hours for each of the maintenance zones can be found in the Appendix.

Figure 4.4.1 Panoway Task Hour Summary Table

	PHASE 1			PHASE 2					
	Lake Street	Lake St. Plaza	Dakota Trail Extension	Depot Park	Boardwalk	Community Docks	Section Foreman House	EcoPark	Total
Core Tasks	2,511			1,072	206	33	133	626	4,583
Hardscapes	478			93	71	25	10	54	731
Plantings	670			241	92	0	0	363	1,366
Site Furnishings & Amenities	914			407	41	8	1	208	1,580
Structures	450			331	2	0	122	2	906
Non-Core Tasks	726			165	97	24	41	91	1,143
Totals	3,238			1,237	303	57	174	717	5,726

4.5. MAINTENANCE FACILITY NEEDS

Minimal new equipment is expected to be needed in order for the City to effectively manage Panoway. Storage space will be needed for attic stock for the project, as well as for the tables, chairs, and other moveable furniture throughout the site. The City should also consider storing a small utility cart and frequently used equipment on-site. Approximately 60 sf of storage/janitor space is incorporated into the restroom structure at Lake Street Plaza and approximately 35 sf of space is incorporated into the Depot Park restroom. An additional 210 to 410 sf of storage space could be incorporated into other structures on or adjacent to the site to help fulfill maintenance space needs.

SECTION 5.0

STAFFING & ORGANIZATION



5.1. IN-HOUSE VERSUS CONTRACTED WORK

Maintenance work for Panoway will be performed by a combination of in-house City staff and contracted staff:

- Basic cleaning and groundskeeping will be performed by City staff.
- City staff will also perform horticultural care for the lawns and planting beds, as well as some general tree care such as regular inspections/monitoring and spot watering. A consulting arborist will be contracted for additional tree care services. Horticultural care for the plantings along the lake edge and the wetland plantings will be contracted out.
- Some utility and irrigation work will be done by City staff; contracted services will be used as needed.
- Maintenance and repairs will be done by a combination of City and contracted staff.

Volunteers may be used to help with basic cleaning/groundskeeping and some horticulture tasks, such as weeding. Volunteers will need to be supervised, and may need to be trained, which will involve additional staff time. Potential volunteer tasks include:

- Litter removal
- Debris removal
- Invasive species control
- Silt removal (for water quality planters)
- Seasonal prep and cleanup of planting areas
- Plant replacement (replanting and seeding), including tree replacement

5.2. STAFFING NEEDS

Based on our conversations with the Directors of the Public Works and Parks Departments, the City is anticipating using a combination of full-time, seasonal, and part-time employees to maintain Panoway. It will be critical to have at least one full-time staff to provide a consistent presence and knowledge/familiarity of the site. The full-time employee(s) will act as a “supervisor” to seasonal and part-time employees who will work at Panoway and may not be the same staff from year to year. Supervisory and administrative tasks associated with a full-time employee will mean that not all of his/her time can be used towards performing maintenance work.

As much of the maintenance work for Panoway will be concentrated in the warmer months, seasonal employees are an ideal fit. Seasonal employees work for the City for six months, from the end of the April to the beginning of November, which enables them to perform the higher levels of maintenance needed from approximately May through October. Seasonal employees can also do spring clean-up and winter preparation at the beginning and ends of their employment period, respectively. Part-time employees can be hired for additional maintenance needs during the busy summer season.

Based on the estimated number of hours required for the annual maintenance of Panoway, the City will need one full-time staff, to be supplemented by two to three seasonal employees and one to two part-time employees (the combination of seasonal and part-time staff will need to perform approximately 2,800 hours of maintenance).

Staffing needs will evolve over time as the site sees more visitors. The staffing structure for Panoway should be evaluated every two to four years. The amount and type of staff should be adjusted as needed. This may include: utilizing more full-time staff and less seasonal and part-time staff to address increased user impacts and/or provide more expedient snow removal: staggering staffing shifts to cover a second check of restrooms and litter receptacles later in the day; or contracting out janitorial services.

5.3. MANAGEMENT & ORGANIZATION

The City and the Wayzata Conservancy (Conservancy) have entered into a public-private partnership to maintain and operate the Panoway project. Both the City and the Conservancy share the responsibility of building public awareness for the project, communicating about the project, and supporting each other in the realization of the project.

Under the agreement, the City will own the Panoway property, and will be responsible for the construction and ongoing maintenance, programming, and management of Panoway. The Wayzata City Council will be responsible for decisions regarding the project. The City will pursue public funding, and will collaborate with the Conservancy on private and philanthropic pursuits, such as in-kind contributions and local financial matches. The City will also provide a brand and marketing presence for the Conservancy.

The Conservancy is a nonprofit corporation whose mission is to support the Panoway project. They will raise private and philanthropic funds for the project and advocate for the support, realization, and long-term success of the project. The Conservancy will collaborate with the City on all aspects of the project that require City approval or involvement.

A Panoway Team will be established to provide input on key issues, and will meet at least once yearly to review progress with the project and prepare a fundraising plan for the upcoming year. The team will consist of five members: two representatives of the Conservancy, two representatives of the City appointed by the City Council, and the Mayor.

SECTION 6.o

BUDGET



6.1. BUDGET ASSUMPTIONS

The following are several assumptions made by ETM in developing the estimated maintenance budget:

- The City of Wayzata will be in charge of maintenance for Panoway;
- General cleaning and maintenance, as well as lawn care and care for planting beds, will be performed by in-house/City staff;
- Additional horticultural care and arbor care will be performed by contracted staff;
- Maintenance and repairs for Panoway will be split 60-40 between in-house/City staff and contracted staff;
- Contracted staff will bring all necessary equipment and supplies;
- Hourly rates for City staff are based on information provided by the City on current rates and adjusted to 2021 dollars based on a 3% inflation factor. Full-time rates incorporate benefits, while seasonal and part-time do not;
- Other hourly rates are based on the prevailing wage rates for Hennepin County in Minnesota, and incorporate an hourly benefit rate. They have also been adjusted to 2021 dollars based on a 3% inflation factor;
- Additional hours were incorporated into the budget to account for supervisory and administrative tasks associated with a full-time employee;
- Volunteers will provide some cleaning and horticulture services;
- The City will need some minimal additional equipment for the maintenance of Panoway, which may require annual maintenance and/or replacement;
- Existing equipment and vehicles owned by the City that will be used in the maintenance of Panoway will require additional maintenance and fueling compared to current levels;
- Utility needs for irrigation and lighting will change as the design continues to be developed. A placeholder estimate for electrical and water utilities has been included in the budget based on the current drawings, but may change as final lighting and water features are selected;
- The City will need to pay annual insurance for the splash pad.

6.2. ANNUAL MAINTENANCE BUDGET

The estimated annual maintenance budget for Panoway has been calculated by totaling personnel costs and anticipated maintenance expenses for the site according to the assumptions outlined in Section 6.1. The budget does not include costs associated with programming, security, and administration. The estimated budget will continue to change as the design for Phase 2 is finalized.

At this time, the updated 2021 budget is estimated at \$303,910 for the annual maintenance of Panoway in 2021 dollars. This budget represents the cost of performing all anticipated maintenance services, both “core” tasks and “non-core” tasks. If non-core tasks are excluded, i.e., if no repairs, replacements, snow removals, etc. are performed, the total base maintenance cost for Panoway is \$240,224. The costs for base routine (core) maintenance services are expected to remain constant from year to year, as these services (e.g., cleaning and horticulture care) will always be needed. On the other hand, the costs for non-core maintenance services are expected to fluctuate from year to year, since the amount of repairs, replacements, and snow will be different each year.

For the ongoing maintenance and repair of Panoway and its amenities and site features, both annual maintenance replacement costs and capital replacement costs should be considered. Annual maintenance replacement includes costs for items that need to be regularly replaced due to vandalism or use. Costs for these items - such as lightbulbs, plants, and mulch - are included in the annual operating budget.

Capital replacement costs are those costs associated with replacement or repair of park features due to life-cycle replacement of such features and amenities, such as movable seating and pavement. These costs should be minimal during the first several years, as park elements will be newly constructed and installed. However, ETM recommends that approximately 2% of total initial park construction costs and approximately 2-3% of the annual operating budget be budgeted towards future capital replacement costs. This portion of the budget may be set aside as a sinking fund, and is therefore listed separately from other estimated annual operating budget expenses.

Plants and many park furnishings and features are generally covered by contractor or manufacturer warranties during the first year. Material costs associated with repair or replacement of such items should be included in the annual budget after the first year. It is assumed that there will be some loss of plant material during all periods, first due to failed plant establishment, and then later simply due to consistent use of the park areas.

The following pages contain the estimated budget for the Panoway project as a whole, followed by an estimated budget for Phase 1, and then estimate budgets for Phase 2 broken down into three areas – the Depot Park; the Boardwalk and Community Docks; and the Eco Park with the Section Foreman House.

Figure 6.2.1 Panoway Estimated Annual Maintenance Budget

Wayzata Panoway - Estimated Annual Maintenance Budget (2021 dollars)				
	Hrs	\$/Hr	Cost	Comments
Core Personnel Costs				
City Staff				
Full-time groundskeeping (semi-skilled maintenance)	1,464	\$42	\$61,492	General cleaning and maintenance, supervision of seasonal & part-time staff; fully-loaded hourly rate
Seasonal groundskeeping	2,253	\$17.50	\$39,421	Done by seasonal staff (6-month employees)
Part-time groundskeeping	563	\$13.50	\$7,603	Done by part-time staff (3-month employees)
Seasonal & Part-time benefits			\$2,821	6% of seasonal & part-time cost
Trades (skilled maintenance)	135	\$46	\$6,201	Skilled maintenance work (Utility Dept.); fully-loaded
Volunteers	200		\$0	Assumes volunteers will contribute some cleaning and horticulture services annually
Contracted Staff				
Horticulture service	312	\$44	\$13,732	Horticultural care and maintenance
Arborist	138	\$75	\$10,369	Tree care and maintenance (arborist + helper)
Trades	102	\$116	\$11,786	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Subtotal Core Personnel Costs			\$153,424	
Non-Core Personnel Costs				
City Staff				
Groundskeeping (semi-skilled maintenance)	596	\$42	\$25,028	General cleaning and maintenance; snow removal from pathways/non-road areas
Trades (skilled maintenance)	294	\$46	\$13,509	Skilled maintenance work
Department of Public Works	58	\$42	\$2,439	Snow removal from roads & parking areas
Contracted Staff				
Trades	196	\$116	\$22,710	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Subtotal Non-Core Personnel Costs			\$63,686	
Maintenance Expenses				
Materials and Supplies			\$19,000	Small tools, equipment (hoses, paint, etc.), parts, lighting, trash bags, crushed stone, stabilizer, mulch, fertilizer, etc. Includes \$9k for toiletries (Allowance)
Replacement sod			\$10,000	Allowance for annual sod replacement for high use turf areas
Structure Maintenance/Repair Materials			\$11,000	Plumbing, Roof, Exterior, Etc. (Allowance)
Splash Pad Maintenance/Repair			\$3,000	Replacement parts, chemicals, etc.
Equipment/Vehicle Replacement			\$3,100	Utility vehicles, power washers, trimmers, backpack blowers, small equipment etc. (Allowance)
Equipment Vehicle Fuel & Repair			\$3,200	Parts, repair and fuel (Allowance)
Equipment Rental			\$7,500	Rental of trucks, hi-boy, scissor lift, etc. (Allowance)
Plant Replacement			\$10,000	Replacement for diseased or dead plants
Utilities (water & electric)			\$12,000	Estimated allowance
Insurance			\$8,000	Placeholder; estimated allowance for splashpad
Subtotal Maintenance Expenses			\$86,800	
Total Base Annual Maintenance Costs			\$240,224	Minimum annual maintenance cost; excludes Non-core Personnel costs; 2021 dollars
Total Potential Annual Maintenance Costs			\$303,910	Total possible maintenance costs; includes Non-core Personnel Costs; total in 2021 dollars
Construction Capital Replacement Allowance			\$360,000	Approximately 2% of Construction budget
Annual Capital Replacement Budget			\$9,117	3% of Annual Maintenance Costs

Figure 6.2.2 Panoway Phase 1 Estimated Annual Maintenance Budget

Wayzata Panoway - Estimated Annual Maintenance Budget (2021 dollars) - Phase 1				
	Hrs	\$/Hr	Cost	Comments
Core Personnel Costs				
City Staff				
Full-time groundskeeping (semi-skilled maintenance)	764	\$42	\$32,088	General cleaning and maintenance, supervision of seasonal & part-time staff; fully-loaded hourly rate
Seasonal groundskeeping	1,371	\$17.50	\$23,989	Done by seasonal staff (6-month employees)
Part-time groundskeeping	343	\$13.50	\$4,627	Done by part-time staff (3-month employees)
Seasonal & Part-time benefits			\$1,717	6% of seasonal & part-time cost
Trades (skilled maintenance)	87	\$46	\$4,002	Skilled maintenance work (Utility Dept.); fully-loaded
Volunteers	90		\$0	Assumes volunteers will contribute some cleaning and horticulture services annually
Contracted Staff				
Horticulture service	0	\$44	\$0	Horticultural care and maintenance
Arborist	93	\$75	\$6,938	Tree care and maintenance (arborist + helper)
Trades	64	\$116	\$7,470	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Phase 1 Subtotal Core Personnel Costs			\$80,831	
Non-Core Personnel Costs				
City Staff				
Groundskeeping (semi-skilled maintenance)	428	\$42	\$17,957	General cleaning and maintenance; snow removal from pathways/non-road areas
Trades (skilled maintenance)	154	\$46	\$7,080	Skilled maintenance work
Department of Public Works	42	\$42	\$1,777	Snow removal from roads & parking areas
Contracted Staff				
Trades	103	\$116	\$11,903	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Phase 1 Subtotal Non-Core Personnel Costs			\$38,717	
Maintenance Expenses				
Materials and Supplies			\$9,500	Small tools, equipment (hoses, paint, etc.), parts, lighting, trash bags, crushed stone, stabilizer, mulch, fertilizer, etc. Includes \$5k for toiletries (Allowance)
Replacement sod			\$7,000	Allowance for annual sod replacement for high use turf areas
Structure Maintenance/Repair Materials			\$4,000	Plumbing, Roof, Exterior, Etc. (Allowance)
Splash Pad Maintenance/Repair			\$3,000	Replacement parts, chemicals, etc.
Equipment/Vehicle Replacement			\$1,800	Utility vehicles, power washers, trimmers, backpack blowers, small equipment etc. (Allowance)
Equipment Vehicle Fuel & Repair			\$1,800	Parts, repair and fuel (Allowance)
Equipment Rental			\$4,500	Rental of trucks, hi-boy, scissor lift, etc. (Allowance)
Plant Replacement			\$3,000	Replacement for diseased or dead plants
Utilities (water & electric)			\$8,000	Estimated allowance
Insurance			\$8,000	Placeholder; estimated allowance for splashpad
Phase 1 Subtotal Maintenance Expenses			\$50,600	
Phase 1 Base Annual Maintenance Costs			\$131,431	Minimum annual maintenance cost; excludes Non-core Personnel costs; 2021 dollars
Phase 1 Potential Annual Maintenance Costs			\$170,148	Total possible maintenance costs; includes Non-core Personnel Costs; total in 2021 dollars

Figure 6.2.3 Panoway Phase 2 - Depot Park - Estimated Annual Maintenance Budget

Wayzata Panoway - Estimated Annual Maintenance Budget (2021 dollars) - Phase 2: Depot Park				
	Hrs	\$/Hr	Cost	Comments
Core Personnel Costs				
City Staff				
Full-time groundskeeping (semi-skilled maintenance)	300	\$42	\$12,600	General cleaning and maintenance, supervision of seasonal & part-time staff; fully-loaded hourly rate
Seasonal groundskeeping	579	\$17.50	\$10,134	Done by seasonal staff (6-month employees)
Part-time groundskeeping	145	\$13.50	\$1,954	Done by part-time staff (3-month employees)
Seasonal & Part-time benefits			\$725	6% of seasonal & part-time cost
Trades (skilled maintenance)	31	\$46	\$1,435	Skilled maintenance work (Utility Dept.); fully-loaded
Volunteers	50		\$0	Assumes volunteers will contribute some cleaning and horticulture services annually
Contracted Staff				
Horticulture service	38	\$44	\$1,662	Horticultural care and maintenance
Arborist	19	\$75	\$1,388	Tree care and maintenance (arborist + helper)
Trades	25	\$116	\$2,877	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Depot Park Subtotal Core Personnel Costs			\$32,774	
Non-Core Personnel Costs				
City Staff				
Groundskeeping (semi-skilled maintenance)	50	\$42	\$2,091	General cleaning and maintenance; snow removal from pathways/non-road areas
Trades (skilled maintenance)	60	\$46	\$2,742	Skilled maintenance work
Department of Public Works	16	\$42	\$662	Snow removal from roads & parking areas
Contracted Staff				
Trades	40	\$116	\$4,611	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Depot Park Subtotal Non-Core Personnel Costs			\$10,106	
Maintenance Expenses				
Depot Park Subtotal Maintenance Expenses			\$17,600	Includes Materials and Supplies (including toiletries); Replacement Sod; Structure Maintenance/Repair Materials; Equipment/Vehicle Replacement; Equipment Vehicle Fuel & Repairs; Equipment Rental; Plant Replacement; and Utilities (water & electric)
Depot Park Base Annual Maintenance Costs			\$50,374	Minimum annual maintenance cost; excludes Non-core Personnel costs; 2021 dollars
Depot Park Potential Annual Maintenance Costs			\$60,481	Total possible maintenance costs; includes Non-core Personnel Costs; total in 2021 dollars

Figure 6.2.4 Panoway Phase 2 - Boardwalk & Community Docks - Estimated Annual Maintenance Budget

Wayzata Panoway - Estimated Annual Maintenance Budget (2021 dollars) - Phase 2: Boardwalk & Community Docks				
	Hrs	\$/Hr	Cost	Comments
Core Personnel Costs				
City Staff				
Full-time groundskeeping (semi-skilled maintenance)	150	\$42	\$6,300	General cleaning and maintenance, supervision of seasonal & part-time staff; fully-loaded hourly rate
Seasonal groundskeeping	44	\$17.50	\$771	Done by seasonal staff (6-month employees)
Part-time groundskeeping	11	\$13.50	\$149	Done by part-time staff (3-month employees)
Seasonal & Part-time benefits			\$55	6% of seasonal & part-time cost
Trades (skilled maintenance)	2	\$46	\$83	Skilled maintenance work (Utility Dept.); fully-loaded
Volunteers	20		\$0	Assumes volunteers will contribute some cleaning and horticulture services annually
Contracted Staff				
Horticulture service	48	\$44	\$2,095	Horticultural care and maintenance
Arborist	7	\$75	\$544	Tree care and maintenance (arborist + helper)
Trades	3	\$116	\$371	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Boardwalk & Docks Subtotal Core Personnel Costs			\$10,367	
Non-Core Personnel Costs				
City Staff				
Groundskeeping (semi-skilled maintenance)	71	\$42	\$2,999	General cleaning and maintenance; snow removal from pathways/non-road areas
Trades (skilled maintenance)	29	\$46	\$1,345	Skilled maintenance work
Department of Public Works	0	\$42	\$0	Snow removal from roads & parking areas
Contracted Staff				
Trades	19	\$116	\$2,262	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Boardwalk & Docks Subtotal Non-Core Personnel Costs			\$6,606	
Maintenance Expenses				
Boardwalk & Community Docks Subtotal Maintenance Expenses			\$4,900	Includes Materials and Supplies; Equipment/Vehicle Replacement; Equipment Vehicle Fuel & Repairs; Equipment Rental; Plant Replacement; and Utilities (water & electric)
Boardwalk & Community Docks Base Annual Maintenance Costs			\$15,267	Minimum annual maintenance cost; excludes Non-core Personnel costs; 2021 dollars
Boardwalk & Community Docks Potential Annual Maintenance Costs			\$21,874	Total possible maintenance costs; includes Non-core Personnel Costs; total in 2021 dollars

Figure 6.2.5 Panoway Phase 2 - Eco Park with Section Foreman House - Estimated Annual Maintenance Budget

Wayzata Panoway - Estimated Annual Maintenance Budget (2021 dollars) - Phase 2: Eco Park + Section Foreman House				
	Hrs	\$/Hr	Cost	Comments
Core Personnel Costs				
City Staff				
Full-time groundskeeping (semi-skilled maintenance)	250	\$42	\$10,500	General cleaning and maintenance, supervision of seasonal & part-time staff; fully-loaded hourly rate
Seasonal groundskeeping	259	\$17.50	\$4,528	Done by seasonal staff (6-month employees)
Part-time groundskeeping	65	\$13.50	\$873	Done by part-time staff (3-month employees)
Seasonal & Part-time benefits			\$324	6% of seasonal & part-time cost
Trades (skilled maintenance)	15	\$46	\$681	Skilled maintenance work (Utility Dept.); fully-loaded
Volunteers	40		\$0	Assumes volunteers will contribute some cleaning and horticulture services annually
Contracted Staff				
Horticulture service	227	\$44	\$9,976	Horticultural care and maintenance
Arborist	20	\$75	\$1,500	Tree care and maintenance (arborist + helper)
Trades	9	\$116	\$1,067	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Eco Park + SFH Subtotal Core Personnel Costs			\$29,449	
Non-Core Personnel Costs				
City Staff				
Groundskeeping (semi-skilled maintenance)	47	\$42	\$1,982	General cleaning and maintenance; snow removal from pathways/non-road areas
Trades (skilled maintenance)	51	\$46	\$2,340	Skilled maintenance work
Department of Public Works	0	\$42	\$0	Snow removal from roads & parking areas
Contracted Staff				
Trades	34	\$116	\$3,934	Specialized maintenance and repairs including irrigation, facilities, etc. (tradesperson + helper)
Eco Park + SFH Subtotal Non-Core Personnel Costs			\$8,256	
Maintenance Expenses				
Eco Park + SFH Subtotal Maintenance Expenses			\$13,700	Includes Materials and Supplies; Structure Maintenance/Repair Materials; Equipment/Vehicle Replacement; Equipment Vehicle Fuel & Repairs; Equipment Rental; Plant Replacement; and Utilities (water & electric)
Eco Park + SFH Base Annual Maintenance Costs			\$43,149	Minimum annual maintenance cost; excludes Non-core Personnel costs; 2021 dollars
Eco Park + SFH Potential Annual Maintenance Costs			\$51,406	Total possible maintenance costs; includes Non-core Personnel Costs; total in 2021 dollars

6.3. FINANCIAL CONSIDERATIONS

Operating, programing, and maintaining the park will require additional funds compared to what the City currently contributes toward park O+M costs. Generating added revenue will be important along with ensuring the additional revenue that is generated can be used directly to offset annual operating costs. Other sources of revenue that can be considered for funding O+M include public contributions, value capture (e.g., through the creation of a Park Improvement District), private income (philanthropic contributions, park “membership,” etc.), sponsorships/named features, and earned revenue.

Earned revenue generators at Panoway may include:

- Fee-based programming
- Boat slips
- Rentals
- Leases for retail
- Equipment rentals
- Temporary ice rink (TBD)

Revenue generated at Panoway can go to the Conservancy to be used to offset annual operating costs. The Conservancy may wish to hold the additional revenue generated from the site in a restricted account to help meet annual operating costs or to serve as a reserve.

SECTION 7.0

APPENDICES



7.1. A. TASK HOURS & MAINTENANCE ESTIMATES BY ZONE

Below is a summary of the methodology behind determining the necessary task hours to annually maintain each zone of Panoway, as defined in the body of the report (see Section 4.2). The task hour charts (Figures 7.1.2 - 10) on the following pages include the following terms and abbreviations:

- **TASK** – The specific maintenance task
- **QTY** – The estimated quantity over which a task is performed (Many of the tasks are estimated as a percentage of the total quantity.)
- **UNIT** – A unit is a commonly accepted unit of measurement for each landscape type and its associated tasks. The unit abbreviations used throughout this project include:
 - ACRE - 43,560 Square Feet
 - MSF - 1,000 Square Feet
 - CSF - 100 Square Feet
 - CLF - 100 Linear Feet
 - XSF - 10 Square Feet
 - XLF - 10 LF
 - Each or EA - 1 of a particular item
 - Allow – Allowance of time for a particular task
- **UNIT (MIN)** – Time standard necessary to complete 1 UNIT of a task in minutes (These time standards are based on the “Park Maintenance Standards” published by the National Recreation and Park Association (NRPA) and adjusted for the individual project’s location and management goals.)
- **ONCE (MIN)** – The quantity of the task multiplied by the time standard and shown in minutes
- **ONCE (HOURS)** – The time in minutes converted into hours
- **ANNUAL FREQUENCY** – Number of times the task is performed annually
- **TOTAL HOURS** – The annual frequency multiplied by the time in hours for performing the task once

$$\text{QTY} \times \text{UNIT} = \text{ONCE (MIN)} / \text{ONCE (HOURS)} \times \text{ANNUAL FREQUENCY} = \text{TOTAL HOURS/UNIT/YEAR}$$

As an example of how to read the task hours, the sample line item below is for mowing turf (open area). The task’s units are 1,000 sf (msf). The quantity for each time the task is performed is **28,000 square feet** (28 x 1,000 sf), which is approximately **65%** of an acre (see comments). It is estimated that doing this task once for 1,000 sf would be **three minutes**, so doing the task once for 28,000 sf would take 84 minutes (or approximately 1.4 hours). If the task would be done **28 times per year**, it would require about **39 hours per year**.

Figure 7.1.1 Sample Task Hour Line Item

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Mow turf (open area)	28	msf	3	84	1.4	28	39	65% of an acre with ride-on mower; 1x/week during growing season

Figure 7.1.2a Panoway Estimated Maintenance Task Hours - Phase 1 Areas

Lake Street, Lake Street Plaza, and Dakota Regional Trail Extension

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							2511	
Hardscape							478	
Litter removal	12	msf	3	37	1	312	191	12% of total paved surfaces & boardwalks, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	41	msf	5	205	3	36	123	40% of paved surfaces & boardwalks excluding Lake St. roadway, 1x/week, May-October, 1x/month November-April
Power wash/clean paved areas	20	msf	15	298	5	15	75	20% of paved surfaces & boardwalks excluding Lake Street roadway, 2x/month May-October, 1x/month November, March-April, using a fan-tipped nozzle and no chemicals on the
Clean roads	16	msf	5	81	1	3	4	100% of roads, done with a street sweeper, 3x/year
Debris removal from drain inlets		allow					32	Done biweekly to remove debris and sediment
Concrete sealing		allow					10	Done to prevent staining
Crushed stone misting	1	msf	10	14	0.2	8	2	50% crushed stone areas, to prevent dusting during dry seasons
Crushed stone minor repair/maintenance	1	msf	20	14	0.2	18	4	25% of crushed stone areas; occasional raking and spot leveling
Power wash/clean curbs	15	clf	5	74	1.2	7	9	25% of curbs, 1x/month, April-October
Gum & graffiti removal		allow					28	As needed
Planting							670	
Turf							211	
Remove litter	2	msf	3	6	0.1	312	33	10% of turf area; 7x/week May-October, 5x/week November-April
Blow debris w/backpack blower	2	msf	5	10	0.2	52	9	10% of areas; 1x/week
Mow turf (open area)	15	msf	3	44	0.7	38	28	70% of area with ride-on mower; 1x/week during growing season
Mow (walking) & trim	6	msf	9	56	0.9	36	34	30% of turf area with small mower and lawn edges with string trimmer
Top dress soil and/or	10	msf	30	313	5.2	1	5	50% of turf area
Soil Test/Evaluation		allow					1	Done prior to fertilization
Turf fertilization	10	msf	10	104	1.7	2	3	50% of area
Weed control	21	msf	15	313	5.2	14	73	100% of turf, 2x/month during heavy growing season, 1x/month during remainder of growing season
Fall leaf removal	5	msf	15	78	1.3	6	8	25% of turf area
Seasonal turf	21	msf	45	938	15.6	1	16	100% of turf areas; dethatch, aerate, seed
Temporary fencing	2	mlf	10	20	0.3	4	1	Install/maintain temporary fencing, assumes 2,000 lf
Mixed planting areas							222	
Litter removal	2	msf	5	12	0.2	182	36	15% of planting areas, 5x/week May-October, 2x/week November-April
Weeding	4	msf	15	59	1	30	30	25% of planting areas, 1x/week, April-October
Seasonal prep	12	msf	100	1189	20	2	40	75% of area, spring clean-up and winter prep
Planting areas maintenance	5	msf	75	357	6	14	83	30% of planting areas, 2x/month, April-October; deadheading, trimming, minor cutbacks, pruning, inspection for invasive species, fertilizing, etc.
Spot watering	3	msf	30	95	2	8	13	20% of planting areas, 1x/month spring through fall to supplement irrigation
Leaf removal	5	msf	15	71	1	5	6	30% of planting areas
Pest control	2	msf	30	48	1	4	3	10% of planting areas
Plant replacement	2.4	msf	90	214	4	1	4	15% of planting areas, spring or fall
Establishment tasks		allow					8	Tasks for the first 4 years of establishment, including spot watering, temporary fencing, plant replacement, and weed control

Figure 7.1.2b Panoway Estimated Maintenance Task Hours - Phase 1 Areas

Lake Street, Lake Street Plaza, and Dakota Regional Trail Extension

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Trees							219	
Tree maintenance	23	each	45	1013	17	4	68	25% of trees on site; prune, restake/remove stakes, fertilize, mulch, spray for pests as
Monitoring	90	each	6	540	9	8	72	Monitoring for pests, disease, damage, etc.
Spot watering	27	each	5	135	2	24	54	30% of tree pits, weekly spring through fall and during drought
Establishment tasks		allow					25	Tasks for the first 4 years of establishment of new trees, including spot watering, weed control, adjusting tree stakes/protection, plant replacement, and pruning
Irrigation							19	
Irrigation - monitoring		allow					11	Weekly inspection of components and monitoring system every two weeks
Irrigation - system maintenance		allow					8	System repair and clean out, winterization, spring startup
Furnishings & Amenities							914	
Power wash/clean walls & seating walls	3	clf	15	47	1	12	9	25% of concrete walls, 1x/month
Concrete wall sealing		allow					2	Done to prevent staining
Empty trashcans and recycling bins	10	each	4	40	1	312	208	7x/week May-October, 5x/week November-April
Clean trashcans and recycling bins	10	each	10	100	2	18	30	2x/month May-October, 1x/month Nov-April
Clean - site furnishings	43	each	10	435	7	38	275	50% weekly May - Oct., 2x/month Nov. - April; includes bike racks, picnic tables, benches, and other site furnishings not otherwise listed
Relocate tables & chairs	14	each	1	14	0.2	360	84	20% of movable furnishing, daily
Inspect & clean fire features	2	each	15	30	0.5	25	13	Inspect before and after use, clean after use (includes area around the fire pit); assumes 25 uses per year
Fire feature seasonal cleaning	2	each	30	60	1	2	2	Thorough seasonal cleaning, 2x/year
Bollards	18	each	10	180	3	2	6	Inspection, cleaning & oiling (2x annually)
Signage - cleaning & inspection		allow					25	Inspection with other maintenance tasks, cleaning every two months or as needed, i.e.
Light fixture cleaning & inspection		allow					35	As needed; includes catenary lights
Drinking fountain cleaning	2	each	4	8	0.1	225	30	Daily spot cleaning during operation (approx. Apr-Oct), ensuring drains are clear
Drinking fountain maintenance		allow					24	Regular inspection and repairs; additional time allocated for emergency repairs
Drinking fountain seasonal prep		allow					14	Spring startup & winterization
Clean and inspect fencing & railing	4	clf	4	16	0.3	52	14	10% weekly
Splash pad litter removal		allow				allow	20	Regular surface debris/litter removal
Splash pad regular surfacing cleaning	1	feature	45	45	0.8	12	9	Scrubbing and power washing of visible surfaces
Splash pad annual deep cleaning		allow					8	Prior to spring start up
Splash pad regular maintenance		allow					70	Daily visual check and monitoring to ensure proper operation April to Oct., weekly clearing, etc.
Splash pad seasonal maintenance		allow				allow	18	Spring startup and winterization
Gum & graffiti removal		allow					18	As needed

Figure 7.1.2c Panoway Estimated Maintenance Task Hours - Phase 1 Areas

Lake Street, Lake Street Plaza, and Dakota Regional Trail Extension

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Structures							450	
Shade pavilion regular cleaning	1	each	30	30	1	50	25	Spot clean 1x/week or as needed; powerwash, remove litter, etc.
Shade pavilion major cleaning		allow					10	Twice annual cleaning/powerwashing of roof and structure
Clean & restock restroom - Peak	2	each	20	40	1	364	243	Twice a day; May - October; includes interior cleaning, trash removal, restocking of toiletries
Clean & restock restroom - Shoulder/ Off Season	2	each	20	40	1	182	121	Daily; November-April (26 weeks)
Regular cleaning - restroom structure	1	each	30	30	1	50	25	Spot clean 1x/week or as needed
Major cleaning - restroom structure		allow					10	Twice annual cleaning of roof and structure
Graffiti removal & vandalism repair		allow					16	As needed

Figure 7.1.2d Panoway Estimated Maintenance Task Hours - Phase 1 Areas

Lake Street, Lake Street Plaza, and Dakota Regional Trail Extension

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
NON-CORE TASKS							726	
Snow Removal							470	
Snow removal by plow	16	msf	10	163	3	12	33	Paved surfaces (roadways) accessible by plow
Snow disposal	5	msf	20	98	2	6	10	30% of roadway area; collecting snow from medium/large snow events
Snow/ice removal by snow blower	89	msf	15	1342	22	12	268	Paved surfaces accessible by blower; assumes 90% of area
Snow/ice removal by hand	10	msf	80	795	13	12	159	Surfaces inaccessible by blower; assumes 10% of area
Maintenance & Repairs							257	
Concrete & asphalt surface repairs		allow					40	Minor repairs and resurfacing as needed; includes patching of potholes and reapplying thermoplastic color striping, etc. for asphalt
Crushed stone major renovation	0.4	msf	90	38	0.6	1	1	15% of crushed stone areas, filling, leveling, restabilizing, and renovation in spring (after snow & ice have melted); may require bringing in new material or more stabilizer
Wood Oiling	0	msf	40	0	0	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					3	Repair and maintain wood decking and support structure
Curb maintenance & repair	3	clf	60	178	3.0	2	6	5% of curbs, as needed
Irrigation - spray head and valve repair/maintenance		allow					10	As needed
Concrete walls maintenance		allow					2	Repairs as needed
Site furnishing maintenance		allow					15	General inspection, check for nuts and bolts connection; other maintenance includes slats replacement, wood sealing/oiling, etc.
Fire feature maintenance	2	each	60	120	2	1	2	Assumes 50%, maintenance as needed
Light fixture repair & maintenance		allow					40	Routine maintenance as needed due to operations, vandalism, etc.; includes lumen board replacement
Tree grate maintenance		allow					20	Adjustments, repairs, as needed
Fencing maintenance and repair	2	xlif	45	89	1.5	2	3	3% of fencing, includes repair and touch-up
Railroad gate maintenance & repair		allow					25	Inspection with other maintenance tasks, repair and maintenance as needed
Signage maintenance & repair		allow					5	Assumes major repair or replacement of 1 large or 2 small signs per year
Splash pad misc. repair & maintenance		allow					40	Other maintenance as needed
Pavilion maintenance		allow					5	Includes material replacement, roof repair, etc.
Restroom maintenance		allow					25	Assumes 2 hours of maintenance/repair per month; includes material replacement, amenity repairs and replacement, etc.
Restroom structure maintenance		allow					15	Includes material replacement, roof repair, etc.
Total Annual Maintenance Hours							3,238	

Note: Task hours related to site furnishings and amenities will ultimately be determined by what features and amenities will be the responsibility of the City versus which ones will be the responsibility of the businesses, etc. along Lake Street

Figure 7.1.3a Panoway Estimated Maintenance Task Hours - Depot Park

Depot Park

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							1072	
Hardscape							93	
Litter removal	2	msf	3	6	0	312	30	10% of total paved surface and boardwalk, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	8	msf	5	39	1	36	23	40% of paved surface and boardwalk, 1x/week, May-October, 1x/month November-April
Power wash/clean paved areas	3	msf	15	50	1	15	12	20% of paved surfaces, 2x/month May-October, 1x/month November, March-April, using a fan-tipped nozzle; does not include lake edge steps
Debris removal from drain inlets		allow					5	As needed to remove debris and sediment
Boardwalk power washing	1	msf	30	22	0	12	4	25% of boardwalk, 1x/month, using a fan-tipped nozzle and no chemicals
Concrete sealing		allow					2	Done to prevent staining
Power wash/clean curbs	2	clf	5	8	0.1	7	1	25% of curbs, 1x/month, April-October
Gum & graffiti removal		allow					15	As needed
Planting							241	
Turf							91	
Remove litter	0.9	msf	3	3	0.0	312	13	10% of turf area; 7x/week May-October, 5x/week November-April
Blow debris w/backpack blower	0.9	msf	5	4	0.1	52	4	10% of areas; 1x/week
Mow turf (open area)	5	msf	3	15	0.3	38	10	60% of an acre with ride-on mower; 1x/week during growing season
Mow (walking) & trim	3	msf	9	31	0.5	36	19	40% of turf area with small mower and lawn edges with string trimmer
Top dress soil and/or Soil Test/Evaluation	4	msf	30	129	2.1	1	2	50% of turf area
Turf fertilization	4	msf	10	43	0.7	2	1	Done prior to fertilization
Weed control	9	msf	15	129	2.1	14	30	50% of area
Fall leaf removal	2	msf	15	32	0.5	6	3	100% of turf, 2x/month during heavy growing season, 1x/month during remainder of growing season
Seasonal turf	9	msf	45	386	6.4	1	6	25% of turf area
Temporary fencing	2	mlf	10	20	0.3	4	1	100% of other turf areas; dethatch, aerate, seed
Prairie & Savannas							60	Install/maintain temporary fencing, assumes 2,000 lf
Litter removal	2	msf	5	8	0.1	104	14	10% of planting areas, 2x/week
Controlled burns or annual cutback with cleanup/dethatch		allow					11	Assumes controlled burns with annual cutbacks as an alternative; collect and remove debris after annual cutback if performed
Mowing (Edge)	0	msf	16	5	0	20	2	2% of area; small ride-on mower and string trimmer; done every 2 weeks during growing
Plant maintenance	2	msf	45	73	1	8	10	10% of area; inspection & invasive control monthly; pest control, deadheading, etc. as
Reseeding and replanting	2	msf	20	32	1	2	1	10% of area, spring and fall with plugs and seeds
Temporary fencing		acre				allow	2	Install & maintain temporary fencing, primarily used for renovation
Shrub maintenance		allow					8	Pruning, trimming, deadheading, etc.
Establishment tasks		allow					12	Tasks for the first 4 years of establishment, including spot watering, temporary fencing, plant replacement, and weed control

Figure 7.1.3b Panoway Estimated Maintenance Task Hours - Depot Park

Depot Park

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Lake Edge, Submergent & Wetland Plantings							38	
Litter removal	1	msf	10	11	0.2	45	8	20% of planting areas, weekly to twice per month with skimmer net or by hand
Invasive species control	1	msf	45	50	1	6	5	20% of planting area, hand removal only
Annual cutback (by hand)	1	msf	120	134	2	2	4	20% of planting area, includes cleanup and removal
Pest control		allow					4	Monitoring with other maintenance tasks, control as needed
Plant replacement	1	msf	90	50	1	1	1	10% of planting areas, spring or fall
Establishment tasks		allow					10	Tasks for the first 4 years of establishment, including inspection/monitoring, erosion control, temporary fencing, and weed control
Debris removal & sediment control		allow					5	Inspection during other maintenance tasks; removal of large debris and built-up sediment as needed
Trees							38	
Tree maintenance	5	each	45	203	3	4	14	25% of trees on site; prune, restake/remove stakes, fertilize, mulch, spray for pests as needed
Monitoring	18	each	6	108	2	8	14	Monitoring for pests, disease, damage, etc.
Spot watering	5	each	5	27	0	12	5	30% of trees, as needed spring through fall and during drought to supplement irrigation
Establishment tasks		allow					5	Tasks for the first 4 years of establishment of new trees, including spot watering, weed control, adjusting tree stakes/protection, plant replacement, and pruning
Irrigation							12	
Irrigation - monitoring		allow					7	Weekly inspection of components and monitoring system every two weeks
Irrigation - system maintenance		allow					5	System repair and clean out, winterization, spring startup
Submergent planting inspection		allow					2	Twice annual inspection with camera
Furnishings & Amenities							407	
Power wash/clean walls & seating walls	2	clf	15	25	0	12	5	25% of concrete walls, 1x/month, without chemicals by the water
Concrete wall sealing		allow					1	Done to prevent staining
Empty trashcans and recycling bins	6	each	4	24	0	312	125	7x/week May-October, 5x/week November-April
Clean trashcans and recycling bins	6	each	10	60	1	18	18	2x/month May-October, 1x/month Nov-April
Clean - site furnishings	21	each	10	214	4	38	136	40% weekly May - Sept., 2x/month Oct. - April; includes bike racks, picnic tables, benches, and other site furnishings not otherwise listed
Relocate tables & chairs		allow					15	Relocate movable chairs to their proper location as needed
Inspect & clean fire features	1	each	15	15	0.25	25	6.25	Inspect before and after use, clean after use (includes area around the fire pit); assumes 25 uses per year
Fire feature seasonal clean	1	each	30	30	0.5	2	1	Thorough seasonal cleaning, 2x/year
Drinking fountain cleaning	2	each	4	8	0.1	225	30	Daily spot cleaning during operation (approx. Apr-Oct), ensuring drains are clear
Drinking fountain maintenance		allow					24	Regular inspection and repairs; additional time allocated for emergency repairs
Drinking fountain seasonal prep		allow					14	Spring startup & winterization
Clean and inspect railings & fencing	2	clf	4	9	0.2	52	8	10% weekly
Light fixture cleaning & inspection		allow					10	As needed
Graffiti removal		allow					15	As needed

Figure 7.1.3c Panoway Estimated Maintenance Task Hours - Depot Park

Depot Park

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Structures							331	
Clean & restock restroom - Peak	1	each	30	30	1	364	182	Twice a day; May - October; includes interior cleaning, trash removal, restocking of toiletries
Clean & restock restroom - Shoulder/ Off Season	1	each	30	30	1	182	91	Daily; November-April (26 weeks)
Regular cleaning - restroom structure	1	each	45	45	1	50	38	Spot clean 1x/week or as needed; power wash restroom exterior, remove trapped litter, etc.
Major cleaning - restroom structure		allow					10	Twice annual cleaning/powerwashing of roof and structure
Graffiti removal & vandalism repair		allow					10	As needed
NON-CORE TASKS							165	
Snow Removal							66	
Snow removal by plow	8	msf	10	79	1	12	16	Paved surfaces accessible by plow (roadways)
Snow/ice removal by snow blower	10	msf	15	156	3	12	31	Surfaces accessible by blower; assumes 90% of paved areas
Snow/ice removal by hand	1	msf	80	93	2	12	19	Surfaces inaccessible by blower; assumes 10% of paved areas
Maintenance & Repairs							99	
Concrete surface repairs		allow					10	Minor repairs and resurfacing as needed
Wood Oiling	0	msf	40	0	0	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					6	Repair and maintain wood decking and support structure
Curb maintenance & repair	0.3	clf	60	19	0.3	2	1	5% of curbs, as needed
Concrete walls & ramp maintenance		allow					5	Repairs as needed
Irrigation - spray head and valve repair/maintenance		allow					10	As needed
Site furnishing maintenance		allow					15	General inspection, check for nuts and bolts connection; other maintenance includes slats replacement, wood sealing/oiling, etc.
Fire feature maintenance	1	each	60	60	1	1	1	Assumes 50%, maintenance as needed
Railing & fencing maintenance and repair	1	clf	45	52	0.9	2	2	3% of railings & fencing, includes repair and touch-up
Light fixture repair & maintenance		allow					8	Routine maintenance as needed due to operations, vandalism, etc.; includes lumen board replacement
Tree grate maintenance		allow					2	Adjustments, repairs, as needed
Restroom maintenance		allow					25	Assumes 2 hours of maintenance/repair per month; includes material replacement, amenity repairs and replacement, etc.
Restroom structure maintenance		allow					15	Includes material replacement, roof repair, etc.
Total Annual Maintenance Hours							1,237	

Figure 7.1.4a Panoway Estimated Maintenance Task Hours - Boardwalk

Boardwalk

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							206	
Hardscape							71	
Litter removal	1	msf	3	4	0	312	22	15% of total paved surface and boardwalk, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	6	msf	5	28	0	36	17	40% of paved surface and boardwalk, 1x/week, May-October, 1x/month November-April
Power wash/clean metal grating	0.8	msf	25	20	0	15	5	100% of grating, 2x/month, May-October, 1x/month November, March-April, power washing using a fan-tipped nozzle and scrubbing if needed to remove dirt, algae, etc.
Boardwalk power washing	3	msf	30	98	2	12	20	25% of boardwalk, 1x/month, using a fan-tipped nozzle and no chemicals
Gum & graffiti removal		allow					8	As needed
Planting							92	
Prairie & Savannas							26	
Litter removal	1	msf	5	3	0.1	104	6	10% of planting areas, 2x/week
Controlled burns or annual cutback with cleanup/dethatch		allow					5	Assumes controlled burns with annual cutbacks as an alternative; collect and remove debris after annual cutback if performed
Mowing (Edge)	0	msf	16	2	0	20	1	2% of area; small ride-on mower and string trimmer; done every 2 weeks during growing
Plant maintenance	1	msf	45	29	0	8	4	10% of area; inspection & invasive control monthly; pest control, deadheading, etc. as
Reseeding and replanting	1	msf	20	13	0	2	0	10% of area, spring and fall with plugs and seeds
Temporary fencing		acre				allow	1	Install & maintain temporary fencing, primarily used for renovation
Shrub maintenance		allow					4	Pruning, trimming, deadheading, etc.
Establishment tasks		allow					6	Tasks for the first 4 years of establishment, including spot watering, temporary fencing, plant replacement, and weed control
Lake Edge, Submergent & Wetland Plantings							48	
Litter removal	2	msf	10	18	0.3	45	13	20% of planting areas, weekly to twice per month with skimmer net or by hand
Invasive species control	2	msf	45	80	1	6	8	20% of planting area, hand removal only
Annual cutback (by hand)	2	msf	120	212	4	2	7	20% of planting area, includes cleanup and removal
Pest control		allow					3	Monitoring with other maintenance tasks, control as needed
Plant replacement	1	msf	90	80	1	1	1	10% of planting areas, spring or fall
Establishment tasks		allow					10	Tasks for the first 4 years of establishment, including inspection/monitoring, erosion control, temporary fencing, and weed control
Debris removal & sediment control		allow					5	Inspection during other maintenance tasks; removal of large debris and built-up sediment as needed in the wetland
Trees							15	
Tree maintenance	2	each	45	79	1	4	5	25% of trees on site; prune, restake/remove stakes, fertilize, mulch, spray for pests as
Monitoring	7	each	6	42	1	8	6	Monitoring for pests, disease, damage, etc.
Spot watering		allow					2	New trees, weekly spring through fall and during drought
Establishment tasks		allow					2	Tasks for the first 4 years of establishment of new trees, including spot watering, weed control, adjusting tree stakes/protection, plant replacement, and pruning
Submergent planting inspection		allow					3	Twice annual inspection with camera

Figure 7.1.4b Panoway Estimated Maintenance Task Hours - Boardwalk

Boardwalk

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Furnishings & Amenities							41	
Clean and inspect railings	3	clf	4	13	0.2	52	11	10% weekly
Light fixture cleaning		allow					22	As needed
Graffiti removal		allow					8	As needed
Structures							2	
Jersey barrier inspection		allow					2	Done via underwater camera after ice flows
NON-CORE TASKS							97	
Snow Removal							60	
Snow/ice removal by snow blower	13	msf	15	188	3	12	38	Surfaces accessible by blower; assumes 90% of area
Snow/ice removal by hand	1	msf	80	111	2	12	22	Surfaces inaccessible by blower; assumes 10% of area
Maintenance & Repairs							37	
Wood Oiling	0	msf	40	0	0	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					10	Repair and maintain wood decking and support structure
Railing maintenance and repair	10	xlif	45	442	7.4	2	15	3% of fencing, includes repair and touch-up
Light fixture repair & maintenance		allow					12	Routine maintenance as needed due to operations, vandalism, etc.; includes lumen
Total Annual Maintenance Hours							303	

Figure 7.1.5 Panoway Estimated Maintenance Task Hours - Community Docks

Community Docks

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							33	
Hardscape							25	
Litter removal	1	msf	3	2	0	312	9	15% of total wood boardwalk, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	2	msf	5	8	0	36	5	40% of wood boardwalk, 1x/week, May-October, 1x/month November-April
Boardwalk power washing	1	msf	30	30	1	12	6	25% of boardwalk, 1x/month, using a fan-tipped nozzle and no chemicals
Gum & graffiti removal		allow					5	As needed
Planting							0	
n/a								
Furnishings & Amenities							8	
Light fixture cleaning		allow					6	As needed
Graffiti removal		allow					2	As needed
Structures							0	
n/a								
NON-CORE TASKS							24	
Snow Removal							12	
Snow/ice removal by snow blower	4	msf	15	54	1	8	7	Surfaces accessible by blower; assumes 90% of area
Snow/ice removal by hand	0	msf	80	32	1	8	4	Surfaces inaccessible by blower; assumes 10% of area
Maintenance & Repairs							12	
Wood Oiling	0	msf	40	0	0	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					8	Repair and maintain wood decking and support structure
Light fixture repair & maintenance		allow					4	Routine maintenance as needed due to operations, vandalism, etc.; includes lumen board replacement
Total Annual Maintenance Hours							57	

Figure 7.1.6 Panoway Estimated Maintenance Task Hours - Section Foreman House

Section Foreman House

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							133	
Hardscape							10	
Litter removal	0.3	msf	3	1	0	312	4	15% of total paved surface and boardwalk, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	1	msf	5	4	0	36	2	40% of paved surface and boardwalk, 1x/week, May-October, 1x/month November-April
Boardwalk power washing	0	msf	30	3	0	12	1	25% of boardwalk, 1x/month, using a fan-tipped nozzle and no chemicals
Concrete sealing		allow					1	Done to prevent staining
Gum & graffiti removal		allow					2	As needed
Planting							0	
n/a								
Furnishings & Amenities							1	
Clean and inspect railings	0.1	clf	4	0	0.0	52	0	10% weekly
Graffiti removal		allow					1	As needed
Structures							122	
Regular cleaning - Section Foreman House interior	1	each	60	60	1	50	50	Clean 1x/week or as needed; dusting, sweeping, collecting games, etc.
Regular cleaning - Section Foreman House exterior	1	each	45	45	1	50	38	Spot clean 1x/week or as needed; powerwash, remove litter, etc.
Major cleaning - Section Foreman House exterior		allow					24	Twice annual cleaning/powerwashing
Graffiti removal & vandalism repair		allow					10	As needed
NON-CORE TASKS							41	
Snow Removal							8	
Snow/ice removal by snow blower	2	msf	15	25	0	12	5	Surfaces accessible by blower; assumes 90% of area
Snow/ice removal by hand	0	msf	80	15	0	12	3	Surfaces inaccessible by blower; assumes 10% of area
Maintenance & Repairs							33	
Concrete surface repairs		allow					2	Minor repairs and resurfacing as needed
Wood Sealing	4	msf	40	152	3	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					1	Repair and maintain wood decking and support structure
Railing maintenance and repair	0.2	clf	45	9	0.2	2	0	3% of railing, includes repair and touch-up
Section Foreman House maintenance		allow					30	Includes material replacement, repainting, roof repair, etc.
Total Annual Maintenance Hours							174	

Figure 7.1.7a Panoway Estimated Maintenance Task Hours - Eco Park

Eco Park

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
CORE TASKS							626	
Hardscape							54	
Litter removal	1	msf	3	4	0	312	21	15% of total paved surface and boardwalk, 7x/wk May-October, 5x/week November-April
Blow debris w/backpack blower	4	msf	5	18	0	36	11	40% of paved surface and boardwalk, 1x/week, May-October, 1x/month November-April
Boardwalk power washing	1	msf	30	29	0	12	6	25% of boardwalk, 1x/month, using a fan-tipped nozzle and no chemicals
Crushed stone misting	3	msf	10	27	0.4	8	4	50% crushed stone areas, to prevent dusting during dry seasons
Crushed stone minor repair/maintenance	1	msf	20	27	0.4	18	8	25% of crushed stone areas; occasional raking and spot leveling
Gum & graffiti removal		allow					4	As needed
Planting							363	
Prairie & Savannas							110	
Litter removal	4	msf	5	19	0.3	104	33	10% of planting areas, 2x/week
Controlled burns or annual cutback with cleanup/dethatch		allow					23	Assumes controlled burns with annual cutbacks as an alternative; collect and remove debris after annual cutback if performed
Plant maintenance	4	msf	45	171	3	8	23	10% of area; inspection & invasive control monthly; pest control, deadheading, etc. as
Reseeding & replanting	4	msf	20	76	1	2	3	10% of area, spring and fall with plugs and seeds
Temporary fencing		acre				allow	3	Install & maintain temporary fencing, primarily used for renovation
Shrub maintenance		allow					10	Pruning, trimming, deadheading, etc.
Establishment tasks		allow					16	Tasks for the first 4 years of establishment, including spot watering, temporary fencing, plant replacement, and weed control
Lake Edge, Submergent & Wetland Plantings							204	
Litter removal	9	msf	10	93	1.5	45	70	20% of planting areas, weekly to twice per month with skimmer net or by hand
Invasive species control	9	msf	45	418	7	6	42	20% of planting area, hand removal only
Annual cutback (by hand)	9	msf	120	1115	19	2	37	20% of planting area, includes cleanup and removal
Pest control		allow					8	Monitoring with other maintenance tasks, control as needed
Plant replacement	5	msf	90	418	7	1	7	10% of planting areas, spring or fall
Establishment tasks		allow					30	Tasks for the first 4 years of establishment, including inspection/monitoring, erosion control, temporary fencing, and weed control
Debris removal & sediment control		allow					10	Inspection during other maintenance tasks; removal of large debris and built-up sediment as needed in the wetland
Trees							41	
Tree maintenance	5	each	45	225	4	4	15	25% of trees on site; prune, restake/remove stakes, fertilize, mulch, spray for pests as
Monitoring	20	each	6	120	2	8	16	Monitoring for pests, disease, damage, etc.
Spot watering		allow					5	New trees, weekly spring through fall and during drought
Establishment tasks		allow					5	Tasks for the first 4 years of establishment of new trees, including spot watering, weed control, adjusting tree stakes/protection, plant replacement, and pruning
Submergent planting inspection		allow					8	Twice annual inspection with camera

Figure 7.1.7b Panoway Estimated Maintenance Task Hours - Eco Park

Eco Park

TASK	QTY	UNIT	UNIT (min)	ONCE (min)	ONCE (hours)	ANNUAL FREQ.	TOTAL HOURS	COMMENTS
Furnishings & Amenities							208	
Empty trashcans and recycling bins	4	each	4	16	0	312	83	7x/week May-October, 5x/week November-April
Clean trashcans and recycling bins	4	each	10	40	1	18	12	2x/month May-October, 1x/month Nov-April
Clean - site furnishings	7	each	10	65	1	38	41	50% weekly May - Oct., 2x/month Nov. - April; includes bike racks, picnic tables, benches, and other site furnishings not otherwise listed
Clean and inspect railings	1	clf	4	4	0.1	52	3	10% weekly
Light fixture cleaning		allow					20	As needed
Boardwalk "net lounge" inspections and cleaning		allow					30	Twice weekly inspection and cleaning to remove trapped litter and debris
Boardwalk "net lounge" seasonal maintenance		allow					10	More thorough inspection and cleaning in late winter / early spring with some minor
Graffiti removal		allow					8	As needed
Structures							2	
Section Foreman House - see Section Foreman House task hours								
Jersey barrier inspection		allow					2	Done via underwater camera after ice flows
NON-CORE TASKS							91	
Snow Removal							39	
Snow/ice removal by snow blower	8	msf	15	123	2	12	25	Surfaces accessible by blower; assumes 90% of area
Snow/ice removal by hand	1	msf	80	73	1	12	15	Surfaces inaccessible by blower; assumes 10% of area
Maintenance & Repairs							51	
Crushed stone major renovation	0.8	msf	90	72	1.2	1	1	15% of crushed stone areas, filling, leveling, restabilizing, and renovation in spring (after snow & ice have melted); may require bringing in new material or more stabilizer
Wood Sealing	4	msf	40	152	3	1	0	Once annually; not recommended (see report)
Boardwalk maintenance and repair		allow					12	Repair and maintain wood decking and support structure
Site furnishing maintenance		allow					10	General inspection, check for nuts and bolts connection; other maintenance includes slats replacement, wood sealing/oiling, etc.
Railing maintenance and repair	3	clf	45	129	2.1	2	4	3% of railing, includes repair and touch-up
Light fixture repair & maintenance		allow					16	Routine maintenance as needed due to operations, vandalism, etc.; includes lumen board replacement
Boardwalk "net lounge" maintenance & repair		allow					8	Tightening connections, repainting, etc. as determined by inspections
Total Annual Maintenance Hours							717	



City Council Workshop City Council Agenda Report

MEETING DATE: April 18, 2023	WORKSHOP AGENDA ITEM: 2
TITLE: Discussion of Updates to Panoway Naming and Dedication Signage Standards & Draft Proposal/Pledge Agreement for Donation from Carisch Family (5:50-6:30 p.m.)	
PREPARED BY: Emily Goellner, Community Development Director	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

Discuss additional updates made to the Panoway Signage Standards for Naming and Dedication and discuss the draft proposal/pledge agreement for a donation from the Carisch Family

BACKGROUND:

Signage Standards for Naming and Dedication

At the Council workshop on March 21, the Wayzata Conservancy and HGA presented updates to the naming and dedication signage standards in Panoway Phases 1 and 2. The Council was interested in reducing the number of naming opportunities in the plan, particularly those listed in Tier 3, Tier 5, and any spaced too close together. Some Council Members found the proposed etching of names on the boardwalk rail to be too visible and distracting to the lake view. The Council asked the Conservancy and HGA to consider eliminating or reducing that option. The Council requested a comparison of the updated standards to the currently adopted standards. The Council supported the proposed dock post signage, but were concerned about the feasibility of other signage on the docks. The Council noted that it was difficult to visualize all of the signage proposed and were concerned about visual clutter. Specific wording on the signage was discussed as well.

The Conservancy and HGA significantly reduced the table of naming and dedication opportunities:

- Eliminated dock sponsorships (Tier 2)
- Eliminated Broadway and Fountain Plaza signs (Tier 3)
- Reduced Garden Planter signs from 6 to 5 (Tier 4) – 2 signs already in place (Jacobs, Ramstad)
- Reduced Concrete Bench plaques from 16 to 10 (Tier 5) – apply to benches along main path only, not to planter seat walls (several plaques already in place)
- Reduced Dock Posts from 40 to 26 (Tier 5) – one per finger at both docks
- Removed the dock signs until several key questions about feasibility can be answered when the dock contractor is selected
- Reduced Boardwalk Rail engraving from 300 to 65 (Tier 5) with two options presented for the number of named permitted per 10-foot board

Three Additional Recommendations:

- The East Lawn and West Lawn options were kept and HGA feels that the remaining items are spaced appropriately to avoid visual clutter. If the Council recommends these options be removed as well, there would no longer be any Tier 3 options available in Panoway Phases 1 and 2. The donation options would jump from \$50K to \$250 with nothing in between.
- HGA and the Conservancy are recommending a shift in the break between Tiers 4 and 5. There are no changes to the amounts or sign designs, but breaking the tiers at \$25,000 instead of \$50,000 more evenly divides the remaining opportunities between the two tiers and creates a clearer change in sign type.
- Options for specific wording on the signage are shown in the attached materials and can be discussed at the workshop

After seeking additional feedback from the Council, the Conservancy and HGA are prepared to make additional refinements and present the signage standards at the next Council meeting on May 2.

Carisch Family Donation

The Conservancy will present a draft proposal and Pledge Agreement for a \$500,000 donation to the Conservancy from the Carisch family through the Minneapolis Foundation. It includes a request to name the boardwalk as the “Lakewalk” and include signage as shown in the updated signage standards.

After the Council's preliminary review of the draft proposal and Pledge Agreement, the Conservancy is prepared to present this donation at the next Council meeting on May 2.

ATTACHMENTS:

1. Panoway Naming and Dedication Opportunities and Signage Standards - April 18 2023
2. Wayzata Conservancy - Carisch Family Donation Letter and Pledge Form - Draft - April 2023

PANOWAY NAMING & DEDICATION OPPORTUNITIES

DONOR RECOGNITION

Tier Descriptions

Tier 1	Significant Sponsorship (\$1M-\$500k)
Tier 2	Significant Sponsorship (\$499k-\$250k)
Tier 3	Major Sponsorship (\$249k-\$100k)
Tier 4	Individual Designation (\$99k-\$25k)
Tier 5	Individual Designation (\$24k-\$1k)

City may review any signage in Tiers 1 & 2;
Tiers 3–5 to follow established guidelines.

Phase	Tier	Quantity	Location	Donation	Cost	Net	Est. Total	Cost Ratio
1	1	1	Overall Project [Naming Rights]	\$ 1,000,000	\$ 18,000	\$ 982,000	\$ 982,000	2%
2	1	2	Boardwalk	\$ 500,000	\$ 7,000	\$ 493,000	\$ 986,000	1%
3	2	1	Depot Park	\$ 375,000			\$ -	
3	2	1	Eco Park	\$ 375,000			\$ -	
2	2	0	Broadway Dock Sponsorship	\$ 250,000	\$ 5,500	\$ 244,500	\$ -	2%
2	2	0	Depot Dock Sponsorship	\$ 250,000	\$ 5,500	\$ 244,500	\$ -	2%
1	2	1	Panoway Plaza	\$ 250,000	\$ 5,500	\$ 244,500	\$ 244,500	2%
2	2	1	Section Foreman House	\$ 250,000	\$ 5,000	\$ 245,000	\$ 245,000	2%
3	3	1	Boardwalk (Eco Park)	\$ 150,000			\$ -	
1	3	1	Davis Donation	\$ 100,000			\$ -	
1	3	1	East Lawn	\$ 100,000	\$ 3,400	\$ 96,600	\$ 96,600	3%
1	3	1	West Lawn	\$ 100,000	\$ 3,400	\$ 96,600	\$ 96,600	3%
1	3	0	Broadway Plaza	\$ 100,000	\$ 3,400	\$ 96,600	\$ -	3%
1	3	0	Fountain Plaza	\$ 100,000	\$ 3,400	\$ 96,600	\$ -	3%
1	4	3	Garden Bed	\$ 50,000	\$ 3,000	\$ 47,000	\$ 141,000	6%
3	4	3	Garden (Depot Park)	\$ 50,000			\$ -	
3	4	2	Overlook (Depot Park)	\$ 50,000			\$ -	
3	4	3	Cabana (Depot Park)	\$ 50,000			\$ -	
1	4	5	Garden Planter	\$ 25,000	\$ 2,800	\$ 22,200	\$ 111,000	11%
2	4	2	Section Foreman House Classroom	\$ 25,000			\$ -	
2	4	1	Section Foreman House Study	\$ 25,000			\$ -	
2	4	2	Seating Area (Boardwalk)	\$ 25,000	\$ 1,150	\$ 23,850	\$ 47,700	5%
1	5	10	Concrete Bench	\$ 5,000	\$ 480	\$ 4,520	\$ 45,200	10%
1	5	11	Wood Bench	\$ 5,000				
3	5	4	Bench (Depot Park)	\$ 5,000			\$ -	
1	5	4	Harvest Table	\$ 3,500	\$ 425	\$ 3,075	\$ 12,300	12%
3	5	4	Harvest Table (Depot Park)	\$ 3,500			\$ -	
1	5	10	Adirondack Chair	\$ 2,500	\$ 380	\$ 2,120	\$ 21,200	15%
3	5	6	Adirondack Chair (Depot Park)	\$ 2,500			\$ -	
3	5	8	Adirondack Chair (Eco Park)	\$ 2,500			\$ -	
2	5	26	Dock Posts	\$ 1,000	\$ 500	\$ 500	\$ 13,000	50%
2	5	65	Boardwalk Rail	\$ 500	\$ 115	\$ 385	\$ 25,025	23%
Total Giving							\$ 3,042,100	

EDUCATIONAL | INFORMATIONAL | HONORIFIC

Tier Descriptions

Tier 1 Historic Distinction, Educational, Informational

Tier 2 Honorific, Public Art Signage

Phase	Tier	Quantity	Location	Cost	Designed	Installed	Description
1	2	1	911 Memorial Garden		x	x	
1	1	1	Native American Burial Grounds		x	x	
2	1	1	Section Foreman House National Registry		x		
2	1	3	BNSF Interpretive Signage		x		
2	1	2	Section Foreman House Interior Educational Signage				
3	1	1	Eco Park Interpretive Signage				



HGA

WAYZATA CONSERVANCY
PANOWAY DONOR SIGNAGE

APRIL 11, 2023

DONOR RECOGNITION TIERS

TIER 1

Significant Sponsorship

Giving Level:

\$500,000 and above

Opportunities:

- Overall Project with Naming Rights (\$1M)
- Boardwalk (\$500K)

TIER 2

Significant Sponsorship

Giving Level:

\$250,000–\$499,999

Opportunities:

- Panoway Plaza (\$250K)
- Section Foreman House (\$250K) [Sandvold]

TIER 3

Major Sponsorship

Giving Level:

\$100,000–\$249,999

Opportunities:

- East Lawn (\$100K)
- West Lawn (\$100K)

TIER 4

Individual Designation

Giving Level:

\$25,000–\$99,999

Opportunities:

- Garden Bed (\$50K) [x3]
- Garden Planter (\$25K) [x5]
- Section Foreman House Classroom (\$25K) [x2]
- Section Foreman House Study (\$25K)
- Boardwalk Seating Area (\$25K) [x2]

TIER 5

Individual Designation

Giving Level:

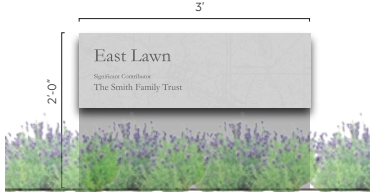
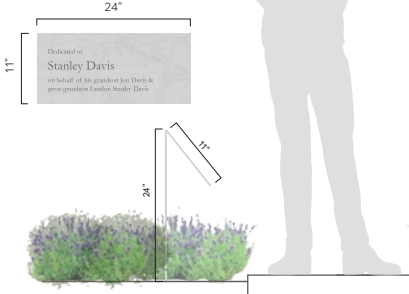
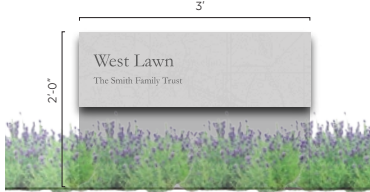
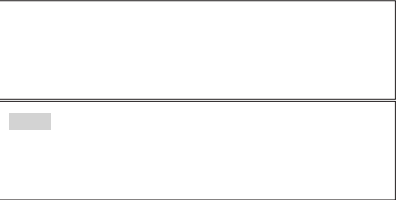
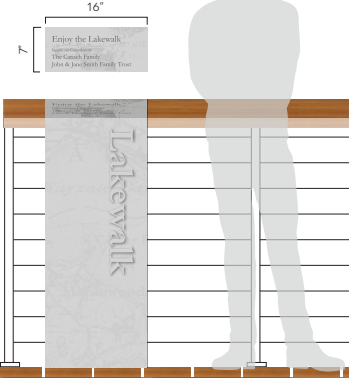
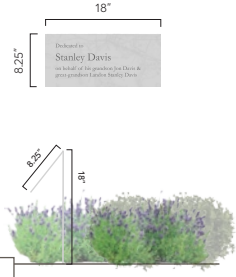
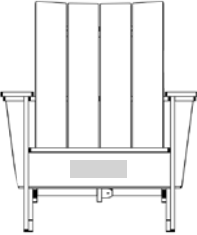
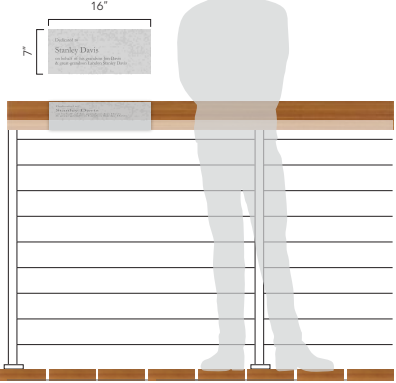
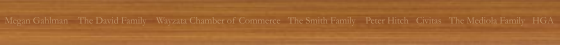
\$1,000–\$24,999

Opportunities:

- Bench (\$5,000) [x21]
- Harvest Table (\$3,500) [x4]
- Adirondack Chair (\$2,500) [x10]
- Dock Posts (\$1,000) [x26]
- Boardwalk Rail (\$500) [TBD]

ANY TIER 1 & 2 SIGNS MAY BE REVIEWED BY THE CITY

TIERS 3–5 TO FOLLOW ESTABLISHED GUIDELINES

TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
				
				\$5,000
				
\$1,000,000			\$50,000	\$3,500
				
				\$2,500
\$500,000	\$250,000	\$100,000	\$25,000	
				\$1,000
				
				\$500

Page 65 of 102

DESIGN GUIDE STANDARDS

DESIGN BACKGROUND & STYLE

Existing historic district wayfinding signage is high contrast, with a dark background and white text. The text is a serif font and speaks to a traditional character.

The new Panoway signage relates to the existing wayfinding with high contrast coloring and a serif font. The design aims to bridge a traditional feel with the modern aesthetic of the Panoway landscape to achieve timelessness and versatility.

Powder-coated warm bronze was selected for the informational, educational, and honorific signage to relate to the existing historic district wayfinding and designation signage. (Exhibit A)

Stainless steel/aluminum was selected for all donor recognition signage to relate to the modern aesthetic of the Panoway landscape, and to be visually subtle against the white benches. (Exhibit B)

To create a cohesive family, all sign types will use Garamond font for text and will be etched into the surface material.

Font: Garamond (serif)
Material: Powdercoated Warm Bronze

EXHIBIT A

Font: Garamond (serif)
Material: Stainless Steel/Aluminum

EXHIBIT B

DESIGN BACKGROUND & STYLE

DISTINCTLY WAYZATA

The design concept highlights Wayzata's history. Historic maps and photographs create a concept rooted in the uniqueness of this place.

composite kettle lake
sacred grounds
vibrant community
picturesque forests
meandering shoreline
islands and secluded bays

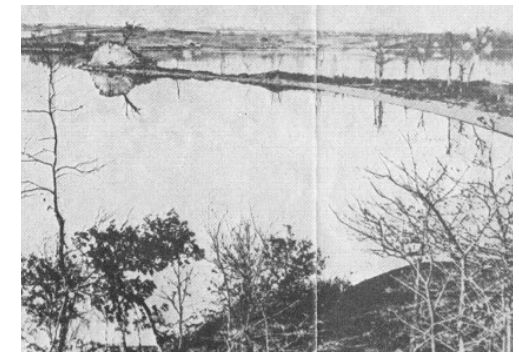


EXHIBIT A



EXHIBIT B

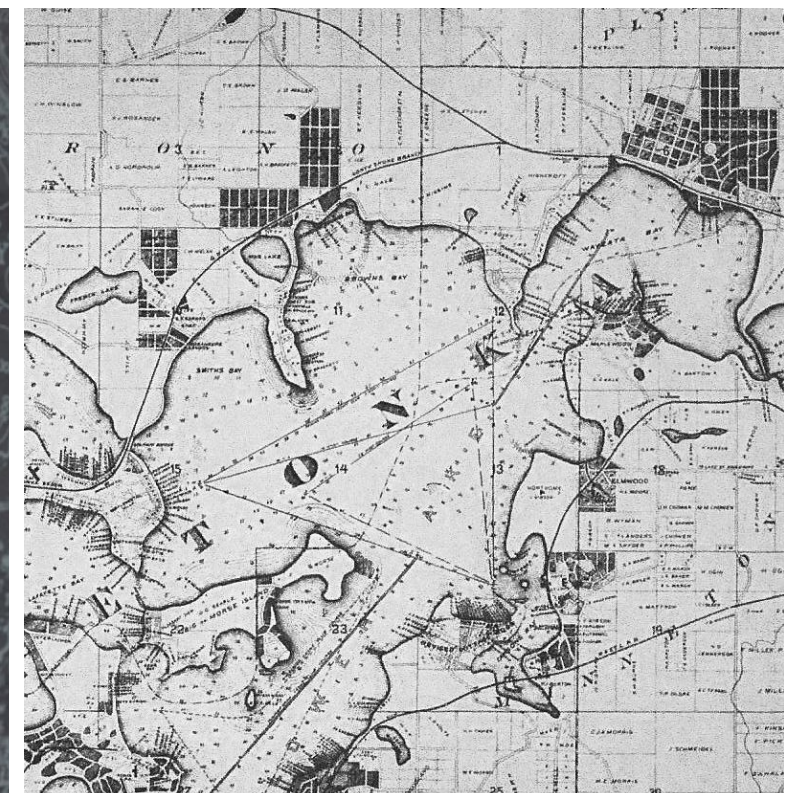


EXHIBIT C

OVERALL PROJECT



Overall Project | naming rights, two sign locations (\$1,000,000)

PANOWAY PLAZA

with supporting language

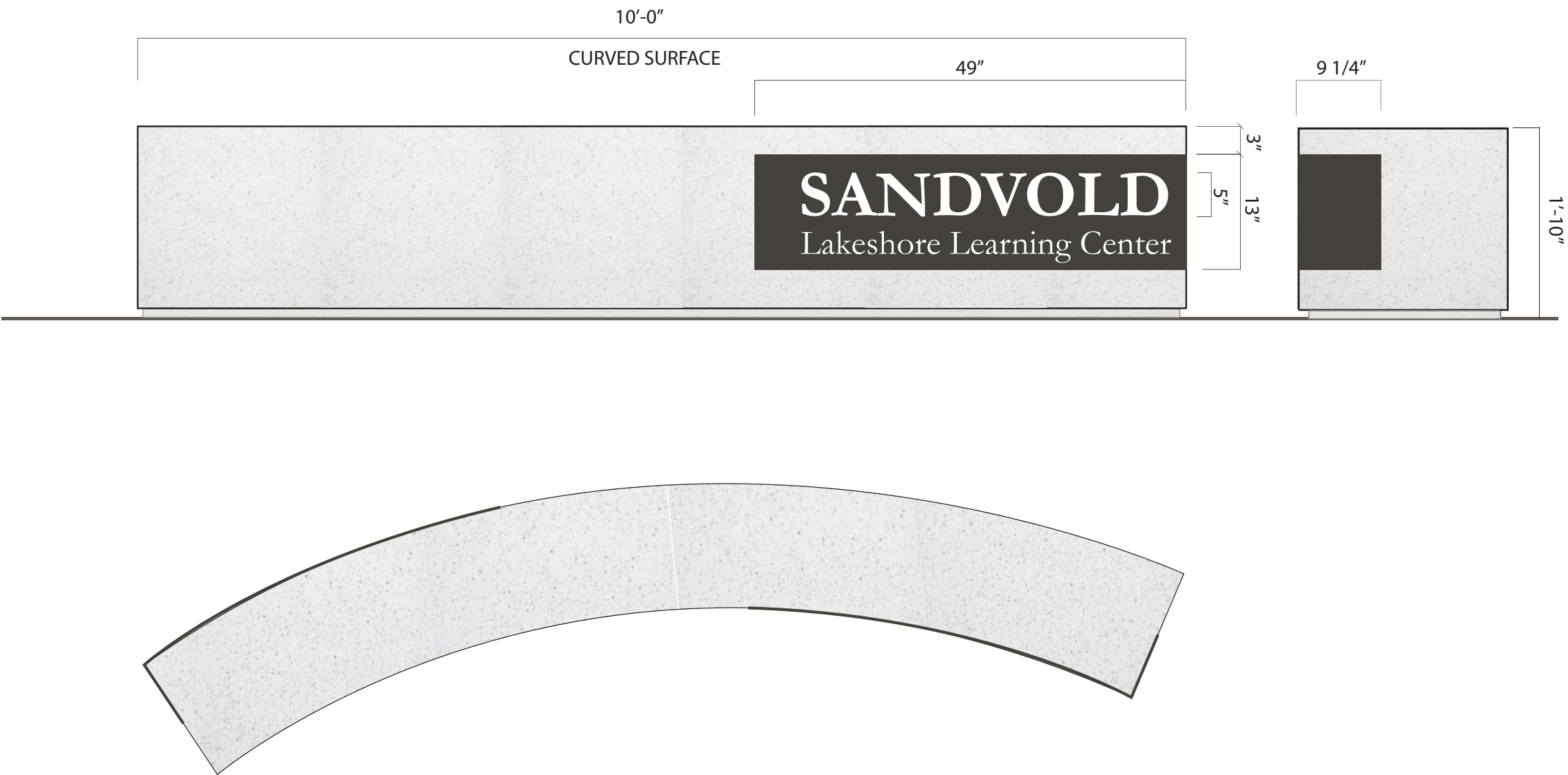


without supporting language



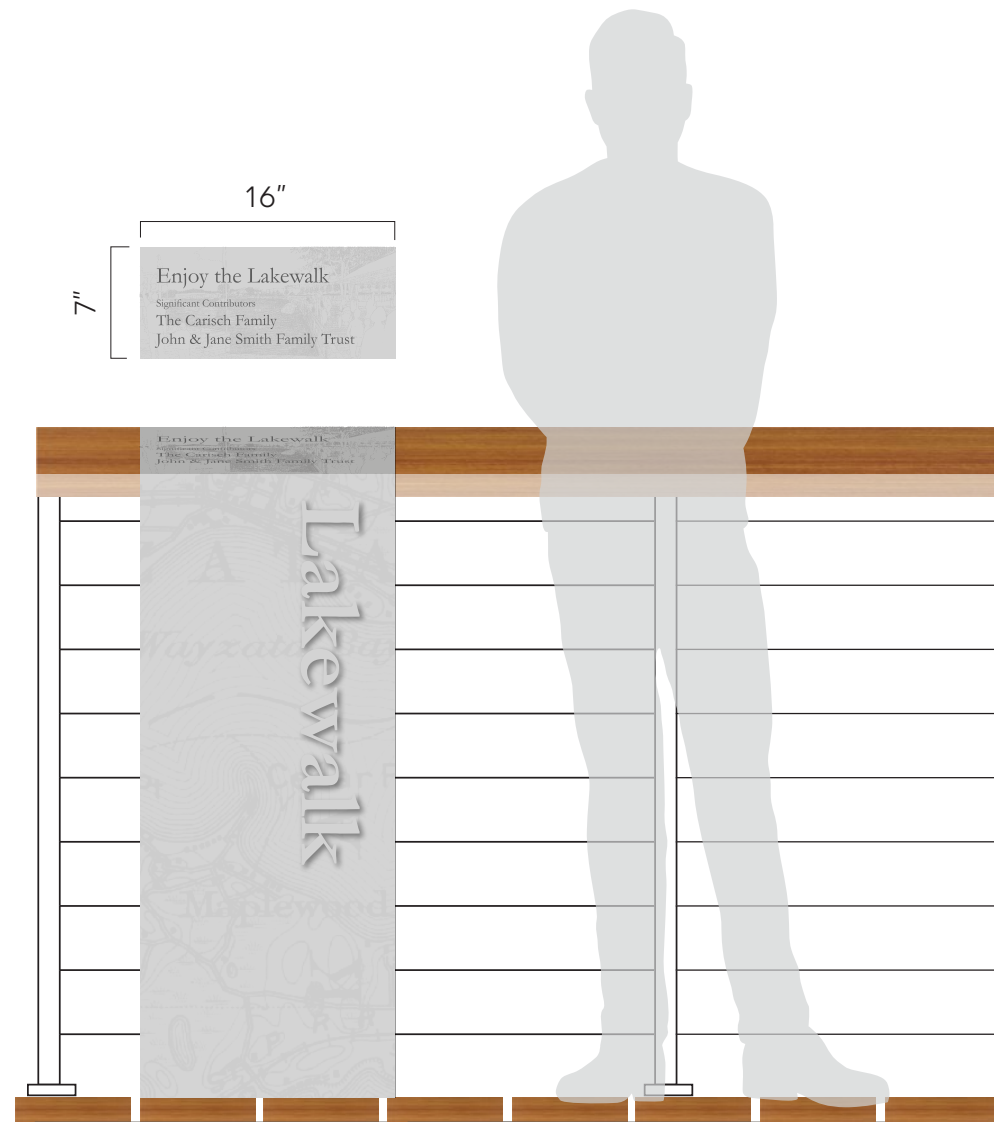
Panoway Plaza (\$250,000)

SECTION FOREMAN HOUSE

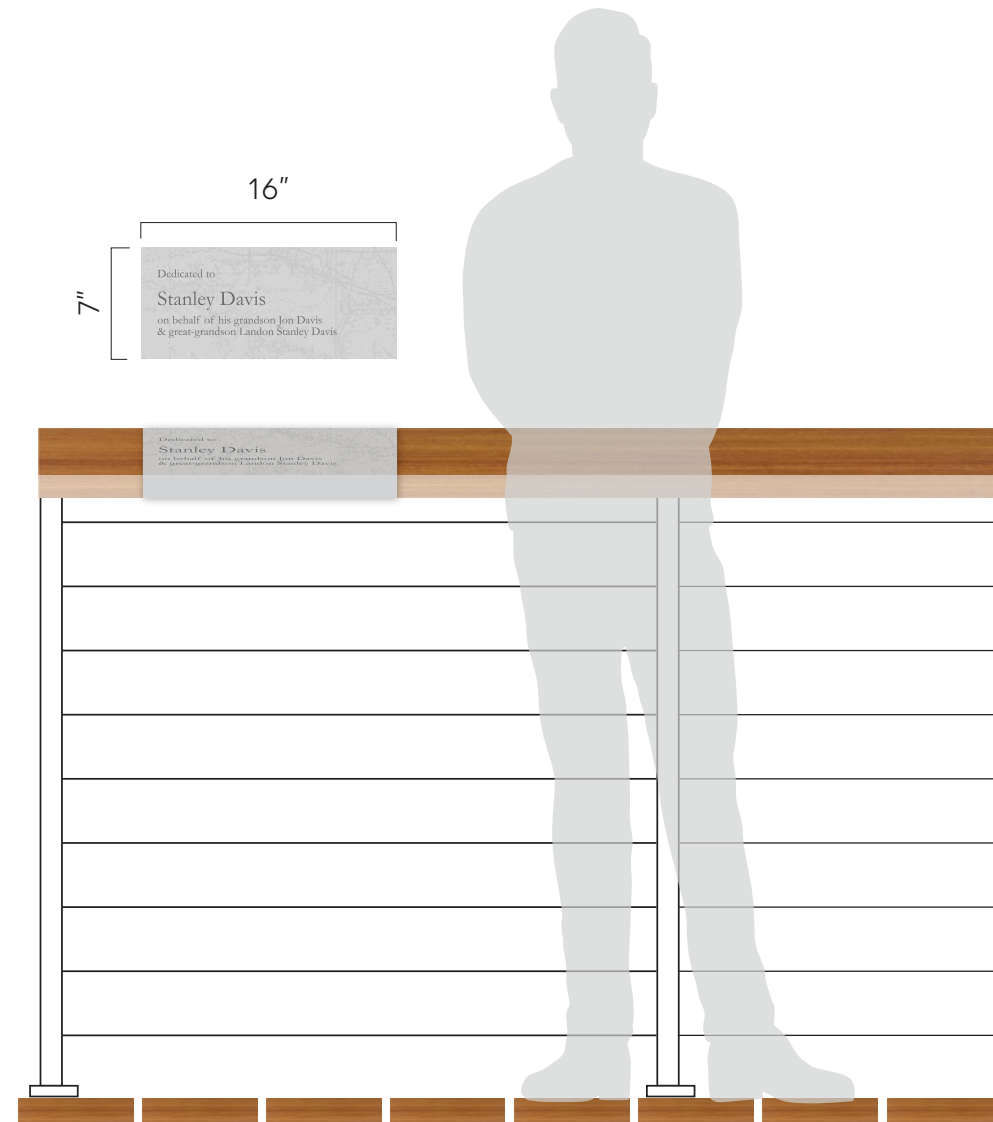
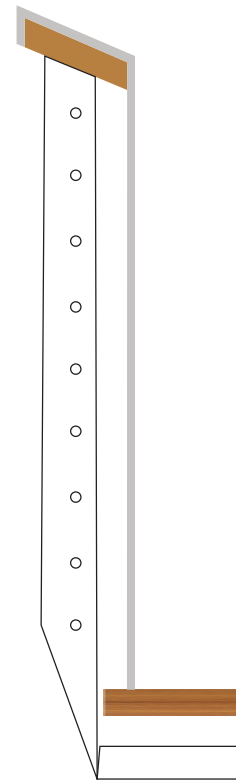


Sandvold Learning Center (\$250,000)

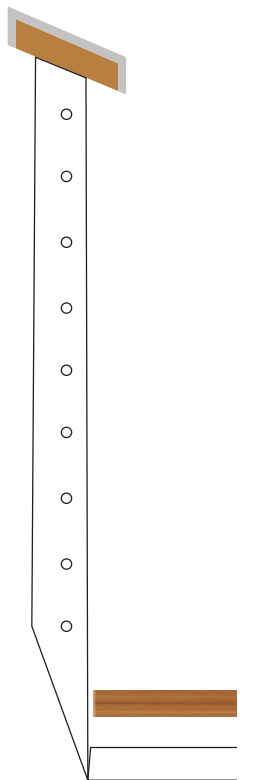
BOARDWALK



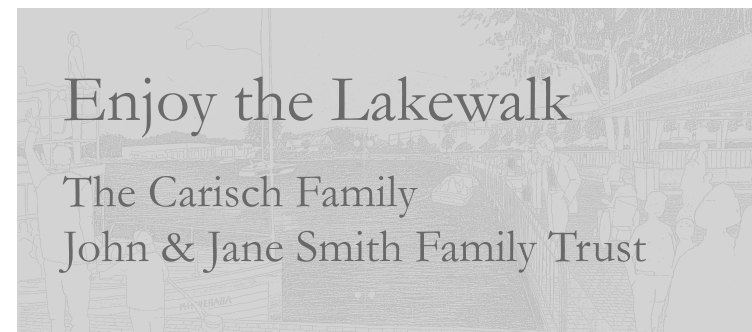
Boardwalk | two locations (\$500,000)



Boardwalk Seating Area (\$25,000)

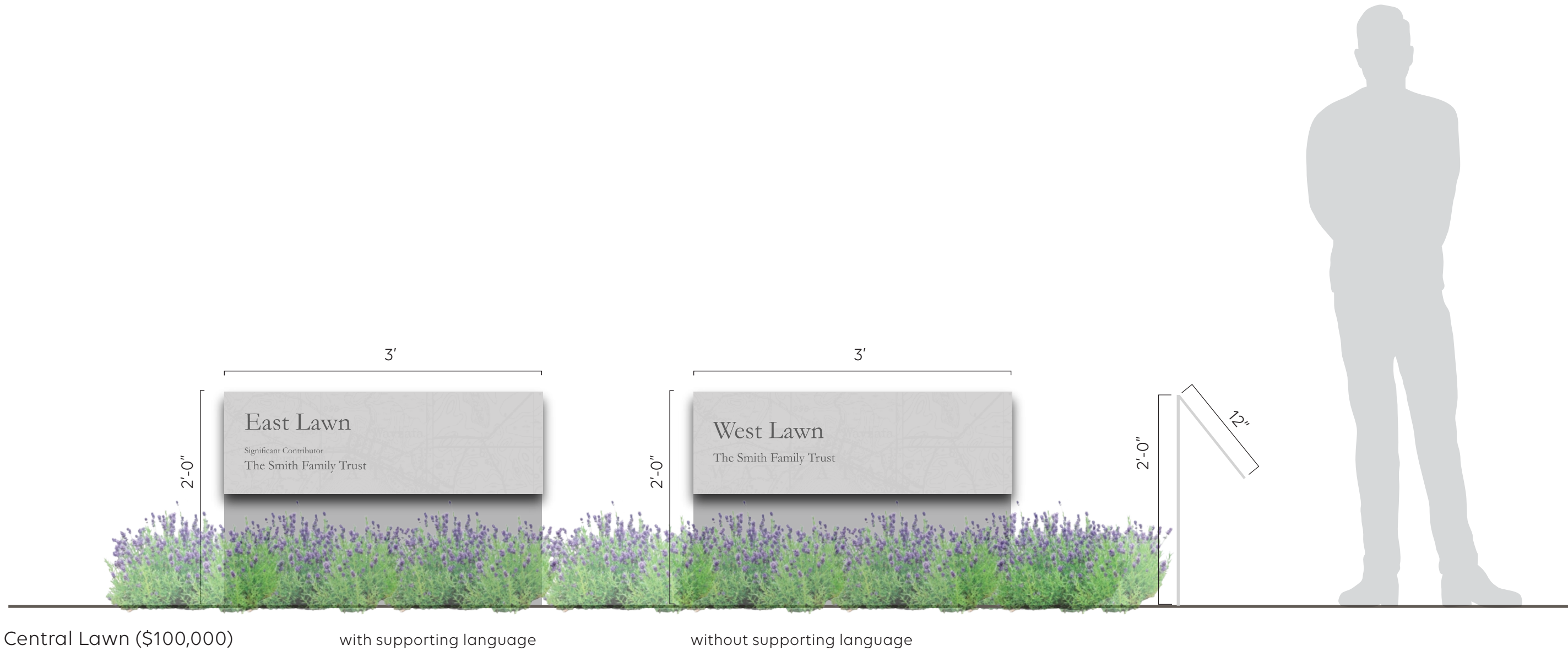


with supporting language

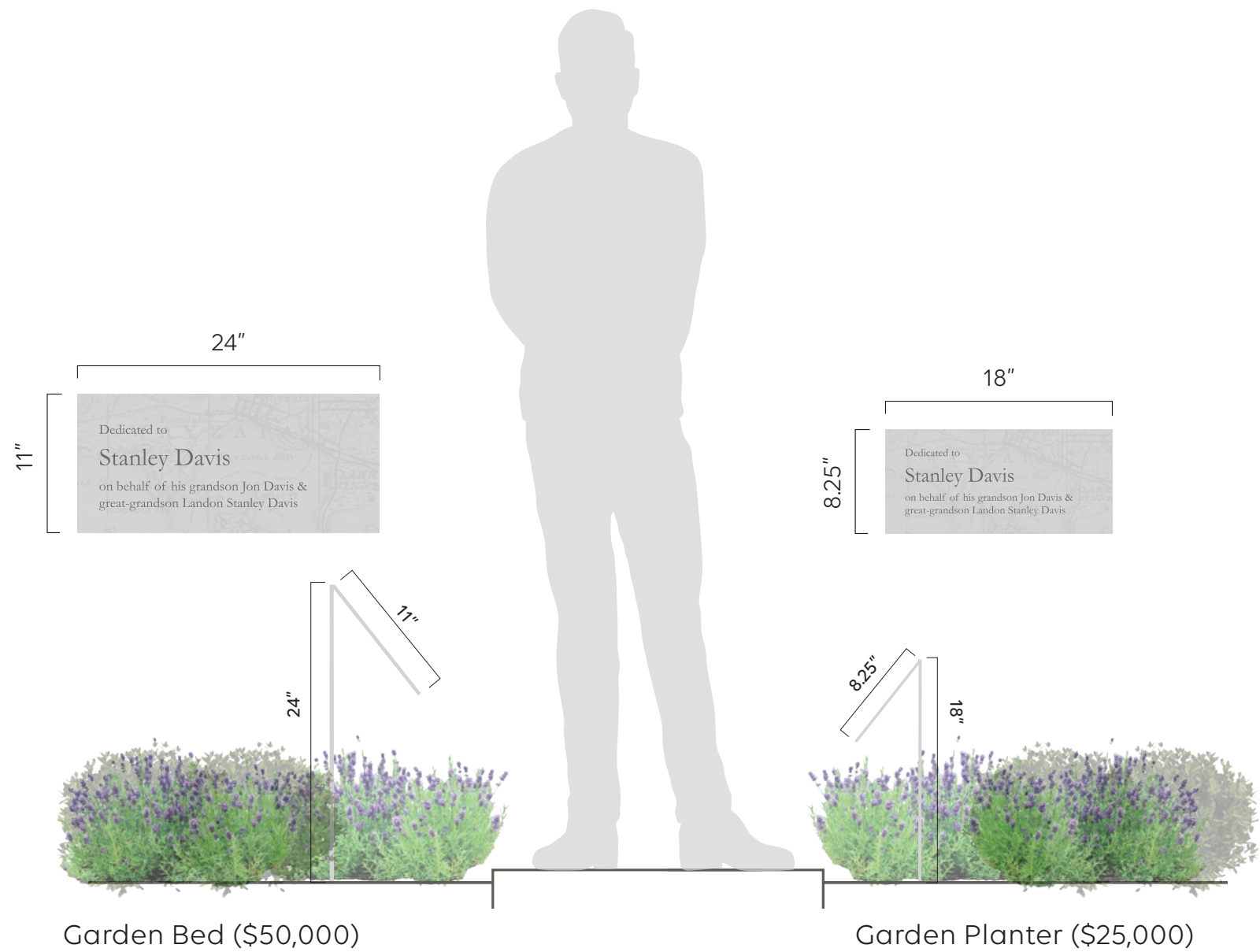


without supporting language

CENTRAL LAWN



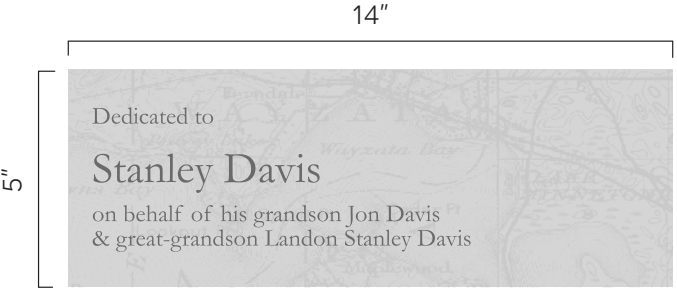
GARDEN BEDS & PLANTERS



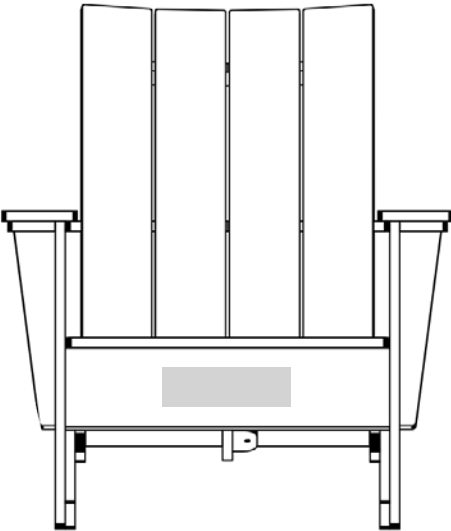
APPLIED PLAQUES



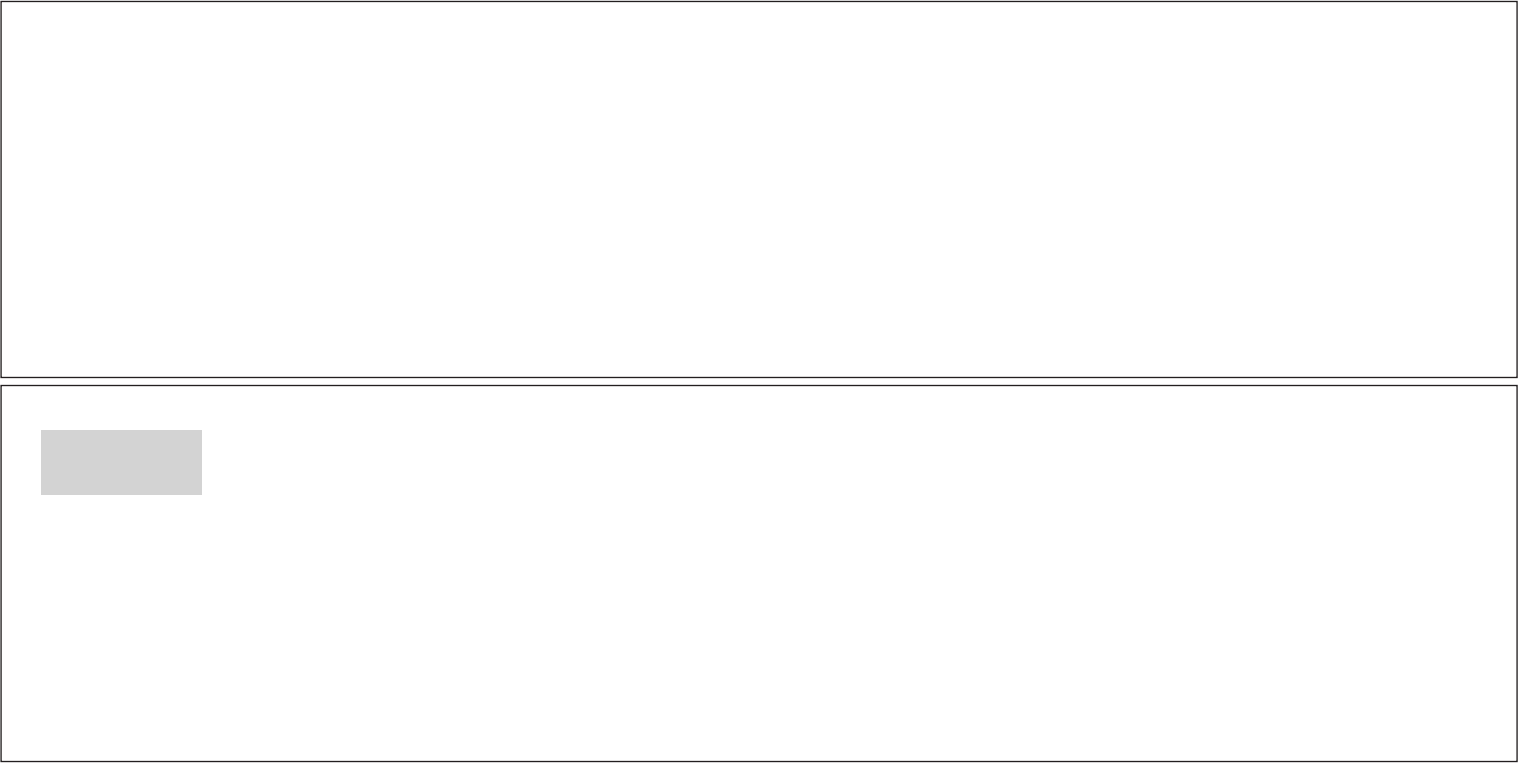
Concrete Bench (\$5,000)



Concrete Bench (\$5,000)



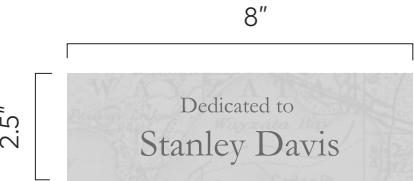
Adirondack (\$2,500)



Harvest Table (\$3,500)

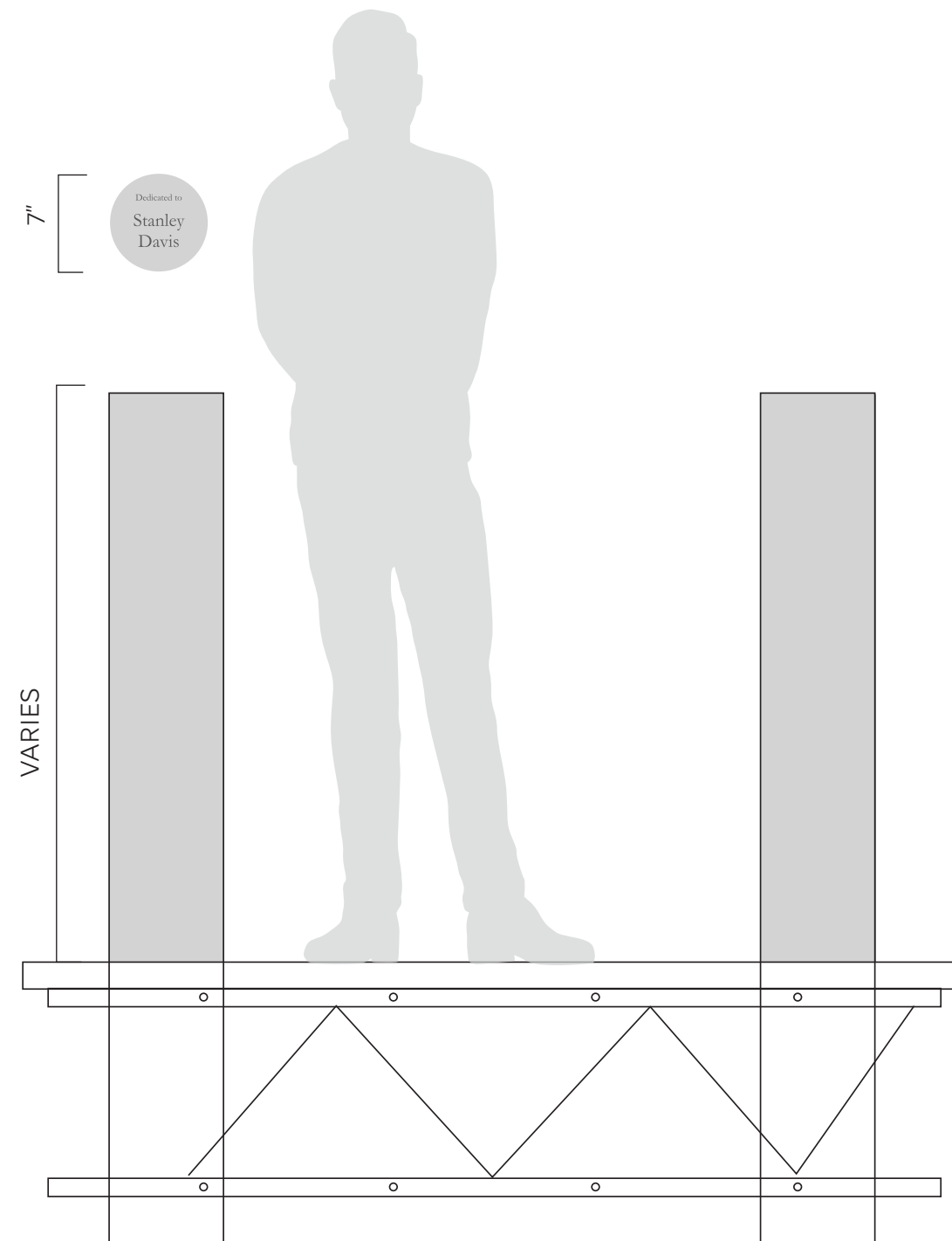


Harvest Table (\$3,500)



Adirondack (\$2,500)

DOCK POSTS



Dock Posts (\$1,000)

BOARDWALK RAIL

10'

OPTION 1: Continuous line



OPTION 2: One name per segment



Boardwalk Rail (\$500, up to 30 characters per name, min. 10 names installed at a time)



OPTION 1: Continuous line



OPTION 2: One name per segment

VISUALIZATION



Garden Beds (Tier 4) & Garden Planters (Tier 5)



East Lawn (Tier 3)



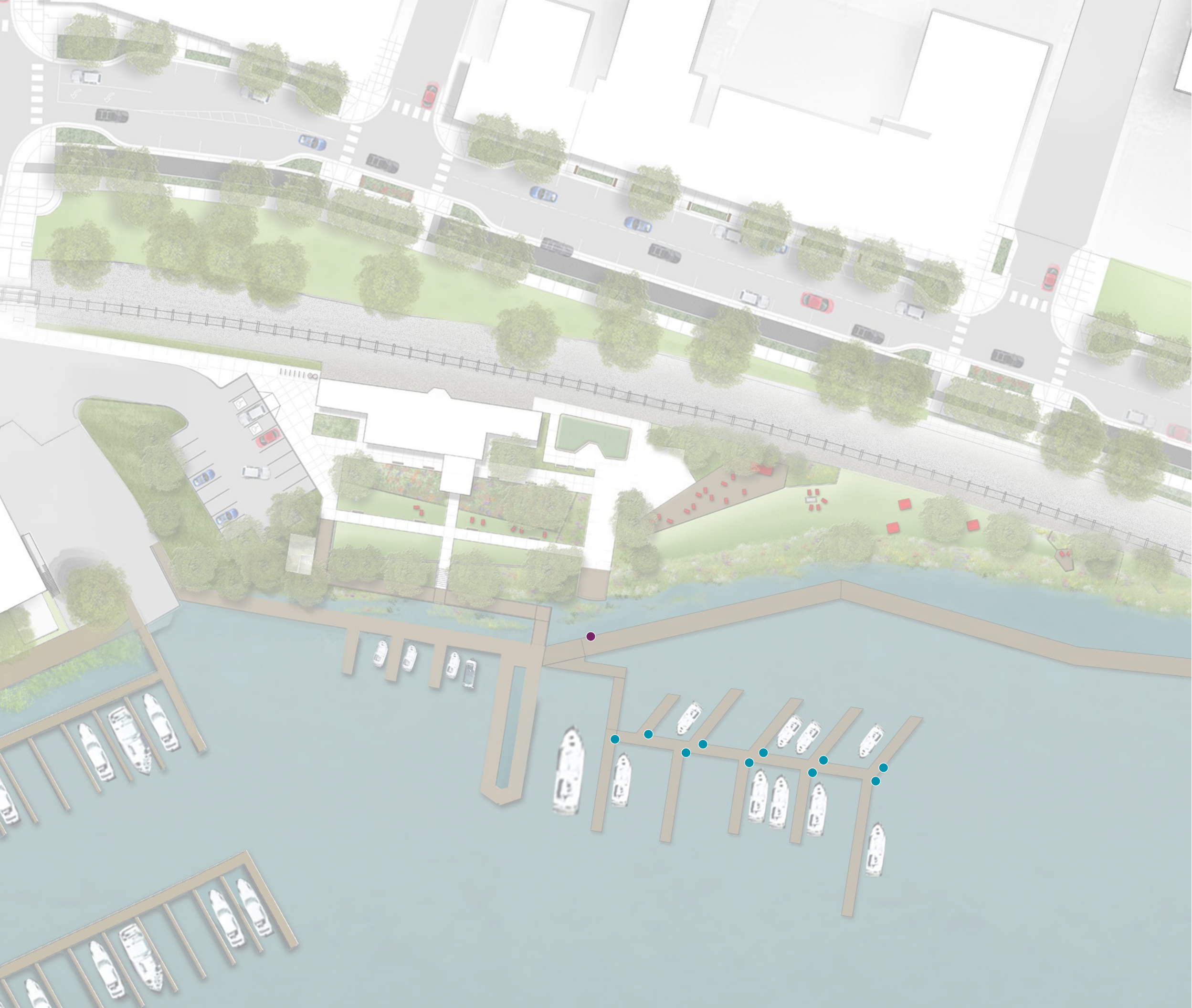
Panoway Plaza (Tier 2) & Lawns (Tier 3)



Project Sign (Tier 1)

DEPOT DOCK

- Boardwalk (Location 1 of 2)
- Dock Post [10]



PANOWAY & FOUNTAIN PLAZAS

[ALL SIGNAGE]



- Project (Location 1 of 2)
- Panoway Plaza
- East & West Lawns
- Davis Sign
- Garden Bed [3]
- Garden Planter [5]
- Harvest Table [4]
- Concrete Bench [10]
- Wood Bench [11]
- Adirondack Chair [10]

PANOWAY & FOUNTAIN PLAZAS

[STANDING SIGNS ONLY]

- Project (Location 1 of 2)
- Panoway Plaza
- East & West Lawns
- Davis Sign
- Garden Bed [3]
- Garden Planter [5]



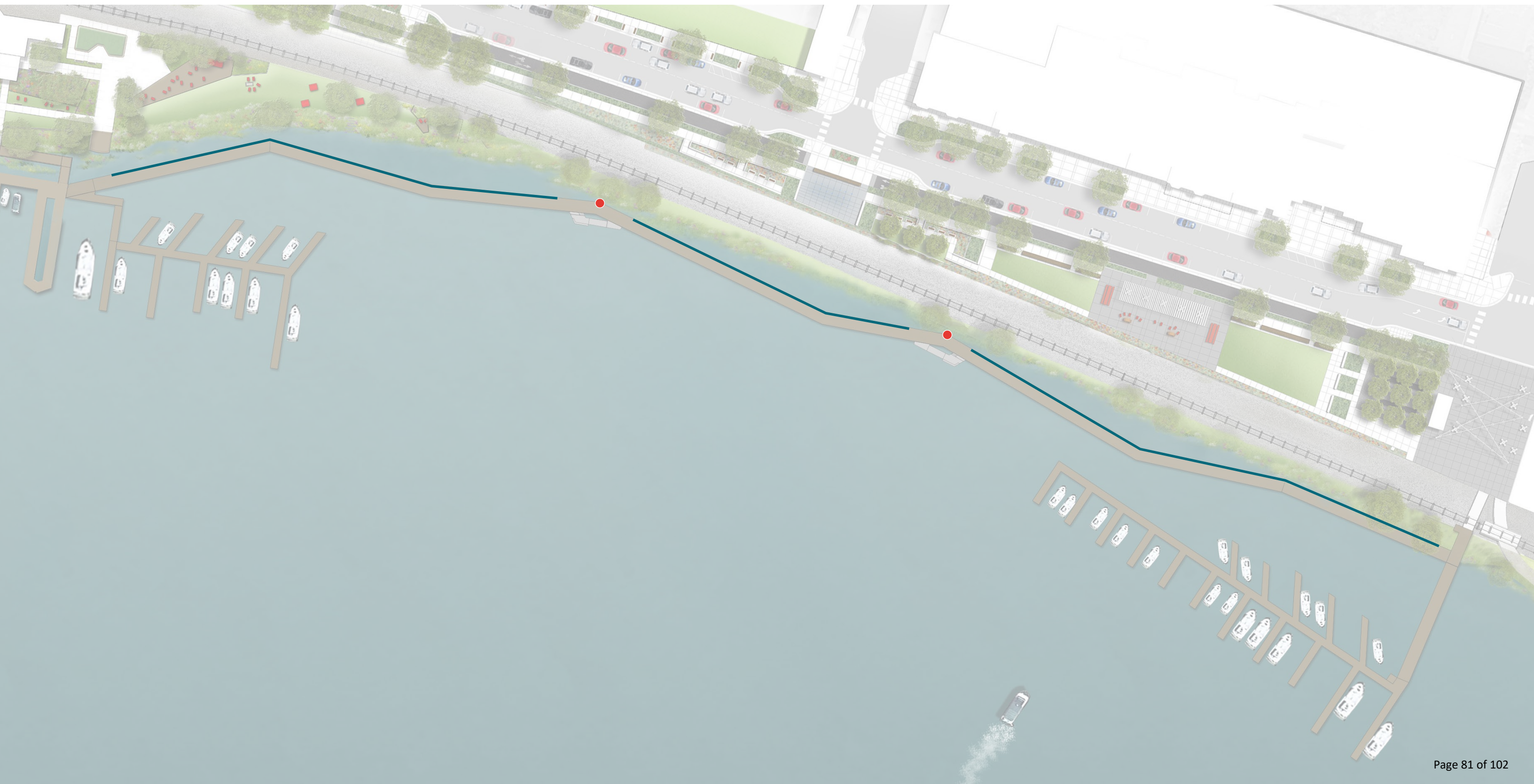
BROADWAY PLAZA & DOCK

- Project (Location 2 of 2)
- Boardwalk (Location 2 of 2)
- Dock Post [16]



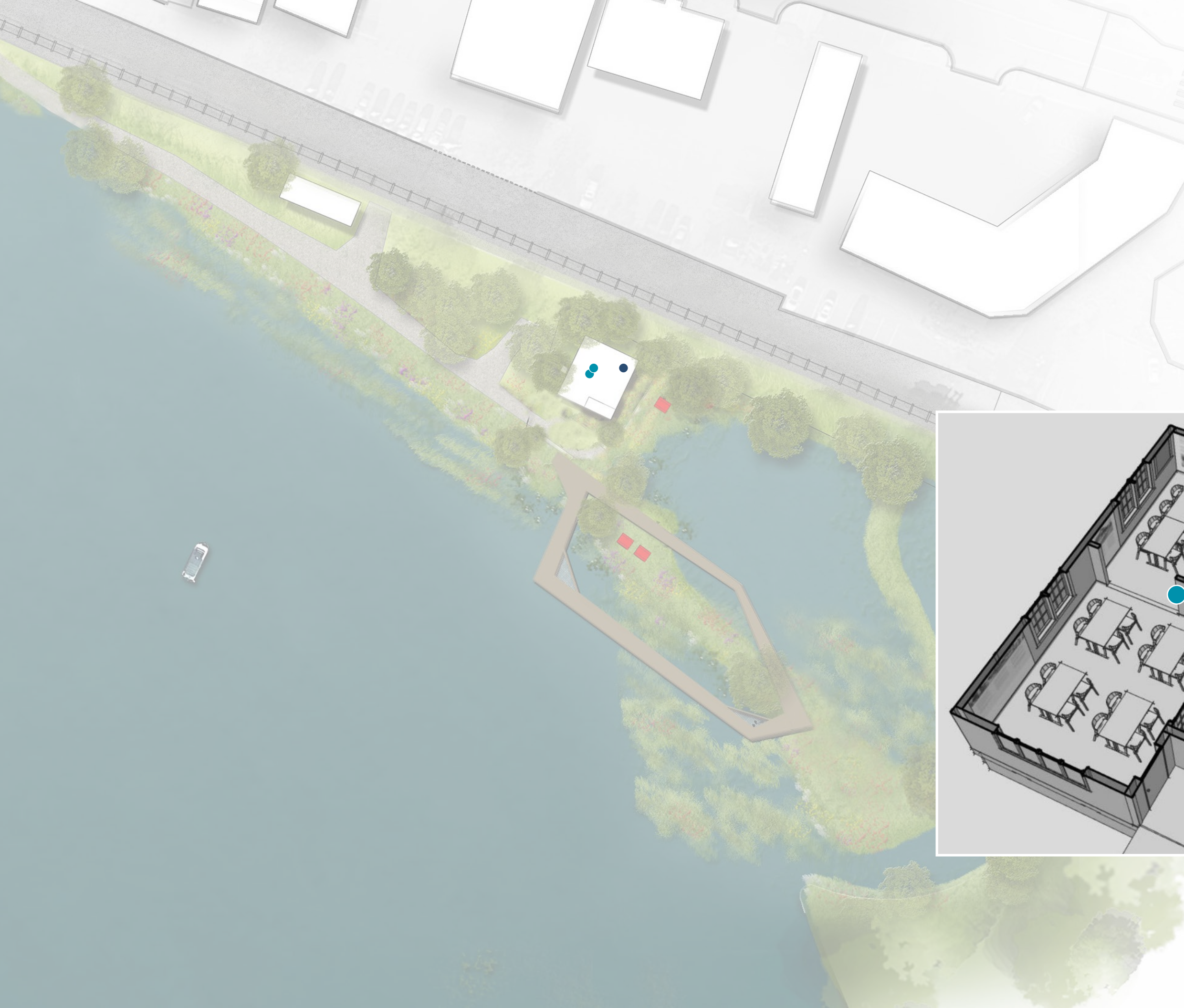
BOARDWALK

- Boardwalk Seating Area [2]
- Boardwalk Rail



SECTION FOREMAN HOUSE

- Classroom [2]
- Study

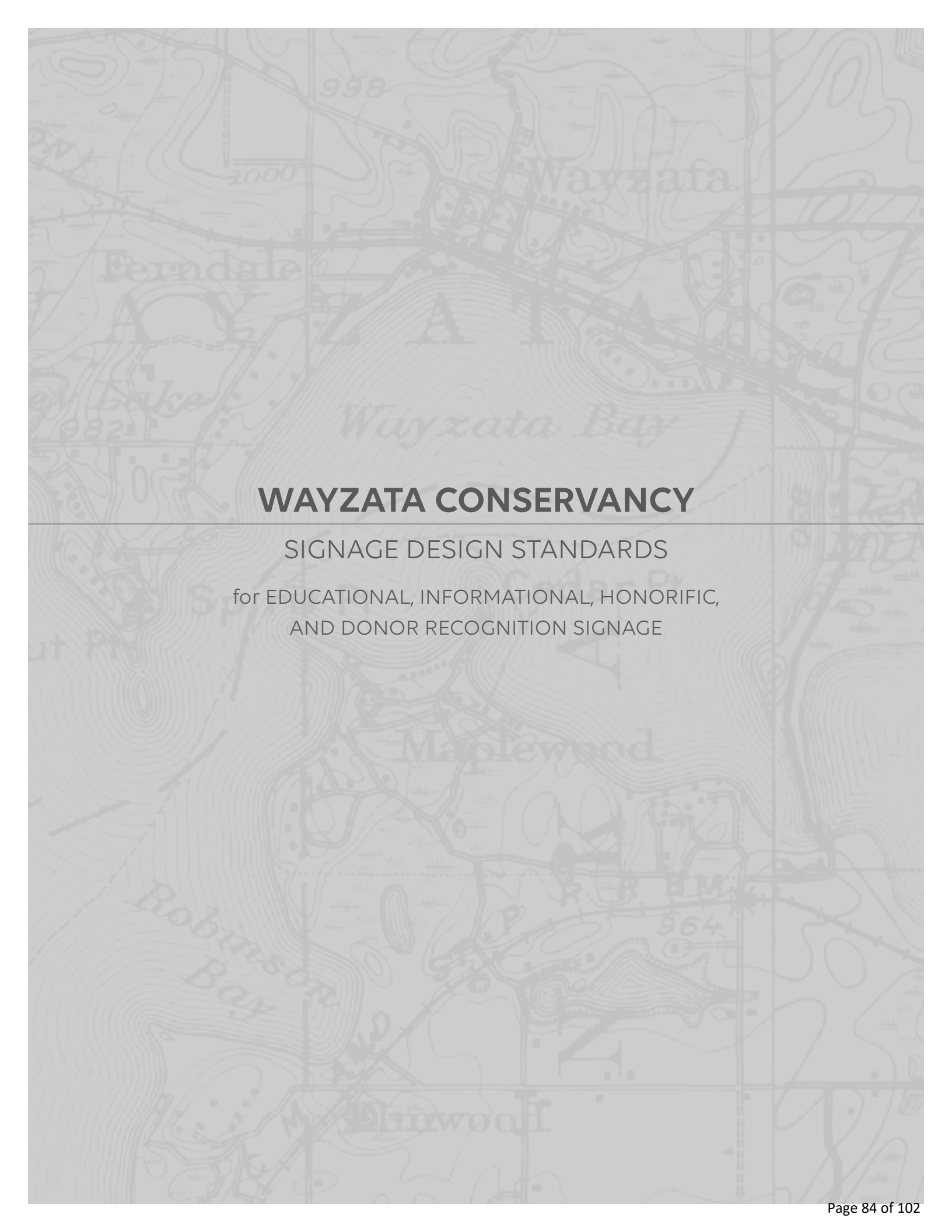




HGA

WAYZATA CONSERVANCY
PANOWAY DONOR SIGNAGE

APRIL 11, 2023

A grayscale topographic map of the Wayzata area in Minnesota. The map features contour lines, roads, and water bodies. Key locations labeled include Wayzata, Ferndale, Wayzata Bay, Maplewood, Robinson Bay, and Glenwood. Elevation markers such as 998, 1000, 982, and 964 are visible. The map is oriented with North at the top.

WAYZATA CONSERVANCY

SIGNAGE DESIGN STANDARDS

for EDUCATIONAL, INFORMATIONAL, HONORIFIC,
AND DONOR RECOGNITION SIGNAGE

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PANOWAY NAMING & DEDICATION OPPORTUNITIES	PAGE 3
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DESIGN BACKGROUND & STYLE	PAGE 5
INFORMATIONAL EDUCATIONAL HONORIFIC	PAGE 7
Tier 1 - Historic Distinction, Educational, Informational	
Tier 2 - Honorific, Public Art Signage	
DONOR RECOGNITION	PAGE 10

PANOWAY NAMING & DEDICATION OPPORTUNITIES

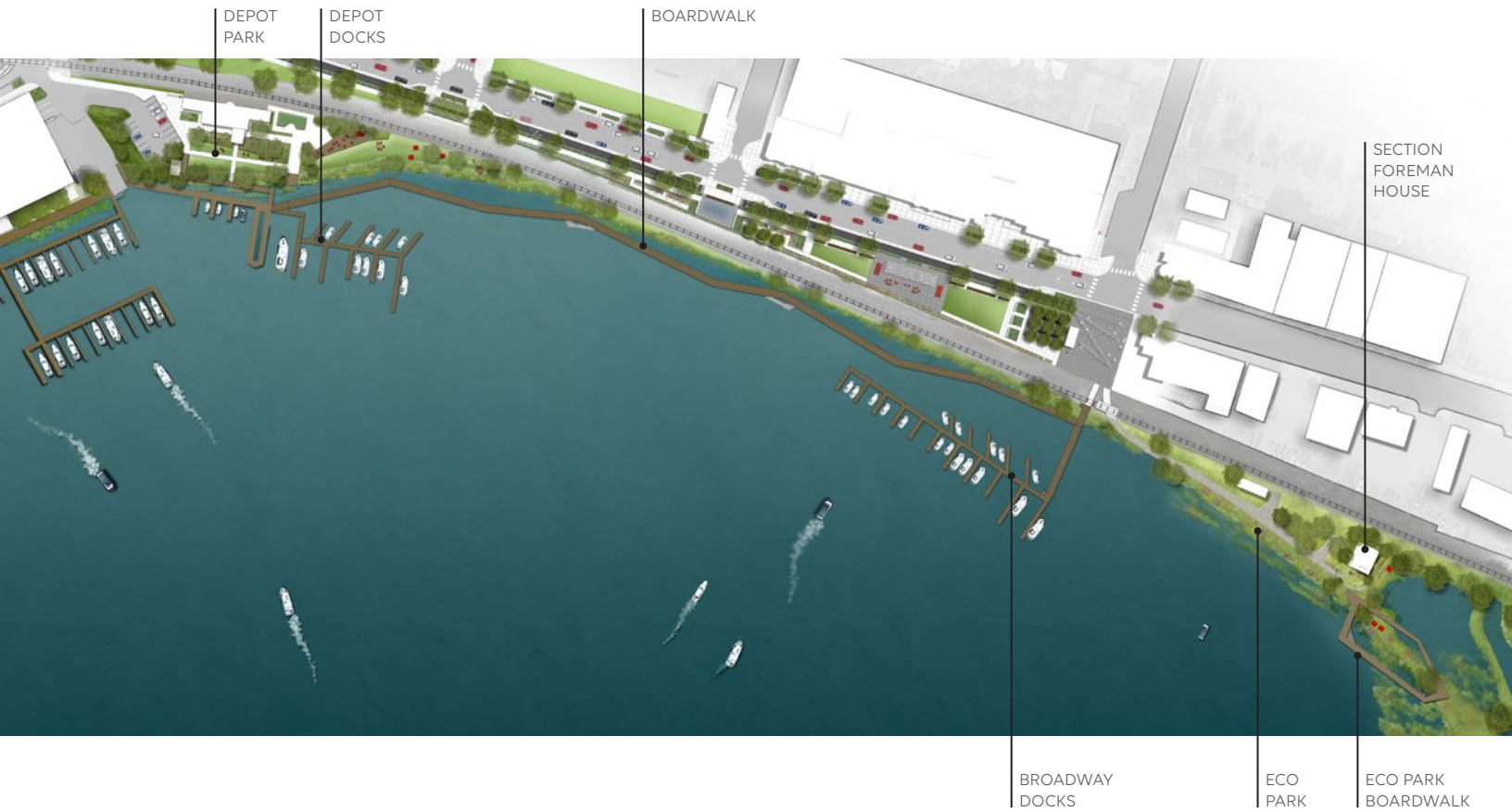
The Wayzata Conservancy worked with a design firm and fundraising professional to prioritize project elements that have the broadest appeal while at the same time limiting the number of sponsorship and

recognition opportunities so that the Panoway area is not overwhelmed with signage, tributes, etc. The list continues to be refined with feedback from the City Council as the project develops.

Phase	Component	Recognition Type	Amount	Tier
1	Overall project	Naming rights to park area	\$1M	1
2	Boardwalk	Dedication opportunity	\$500k	1
3	Eco Park	Dedication opportunity [TBD]	\$375k	2
3	Depot Park	Dedication opportunity [TBD]	\$375k	2
1	Panoway Plaza	Dedication opportunity	\$250k	2
2	SF House	Naming rights to learning center	\$250k	2
1	Lawns (2)	Dedication opportunity	\$100k ea	3
1	Garden Bed (3)	Dedication sign	\$50k ea	4
1	Garden Planter (5)	Dedication sign	\$25k ea	4
2	Boardwalk Seating Area (2)	Dedication sign	\$25k ea	4
2	SFH Classroom (2)	Dedication sign	\$25k ea	4
2	SFH Study	Dedication sign	\$25k	4
1	Concrete Benches (10)	Dedication plaque	\$5,000 ea	5
1, 3	Adirondacks (24)	Dedication plaque	\$2,500 ea	5
1, 3	Harvest Tables (6)	Dedication plaque	\$3,500 ea	5
1, 3	Wood Benches (15)	Dedication plaque	\$5,000 ea	5
2	Dock Posts (26)	Engraved dedication	\$1,000 ea	5
2	Boardwalk Rail (65)	Engraved name	\$500 ea	5

Opportunities at Depot Park and Eco Park to be refined during Phase 3.

PARK LAYOUT



DESIGN BACKGROUND & STYLE

Existing historic district wayfinding signage is high contrast, with a dark background and white text. The text is a serif font and speaks to a traditional character.

The new Panoway signage relates to the existing wayfinding with high contrast coloring and a serif font. The design aims to bridge a traditional feel with the modern aesthetic of the Panoway landscape to achieve timelessness and versatility.

Powder-coated warm bronze was selected for the informational, educational, and honorific signage to relate to the existing historic district wayfinding and designation signage. (Exhibit A)

Stainless steel/aluminum was selected for all donor recognition signage to relate to the modern aesthetic of the Panoway landscape, and to be visually subtle against the white benches. (Exhibit B)

To create a cohesive family, all sign types will use Garamond font for text and will be etched into the surface material.

Font: Garamond (serif)
Material: Powdercoated Warm Bronze

EXHIBIT A

Font: Garamond (serif)
Material: Stainless Steel/Aluminum

EXHIBIT B

DESIGN BACKGROUND & STYLE

DISTINCTLY WAYZATA

The design concept highlights Wayzata's history. Historic maps and photographs create a concept rooted in the uniqueness of this place.

composite kettle lake
sacred grounds
vibrant community
picturesque forests
meandering shoreline
islands and secluded bays

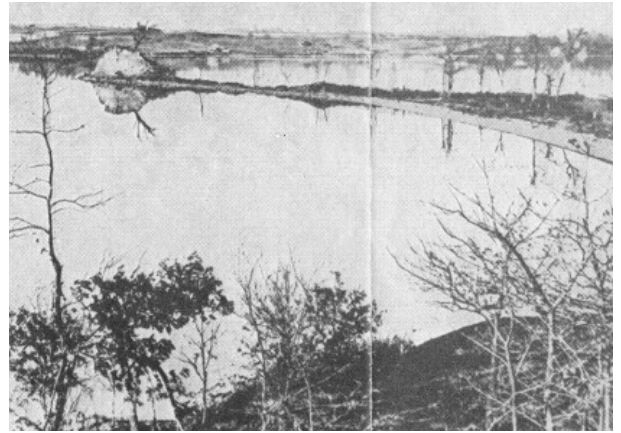


EXHIBIT A



EXHIBIT B

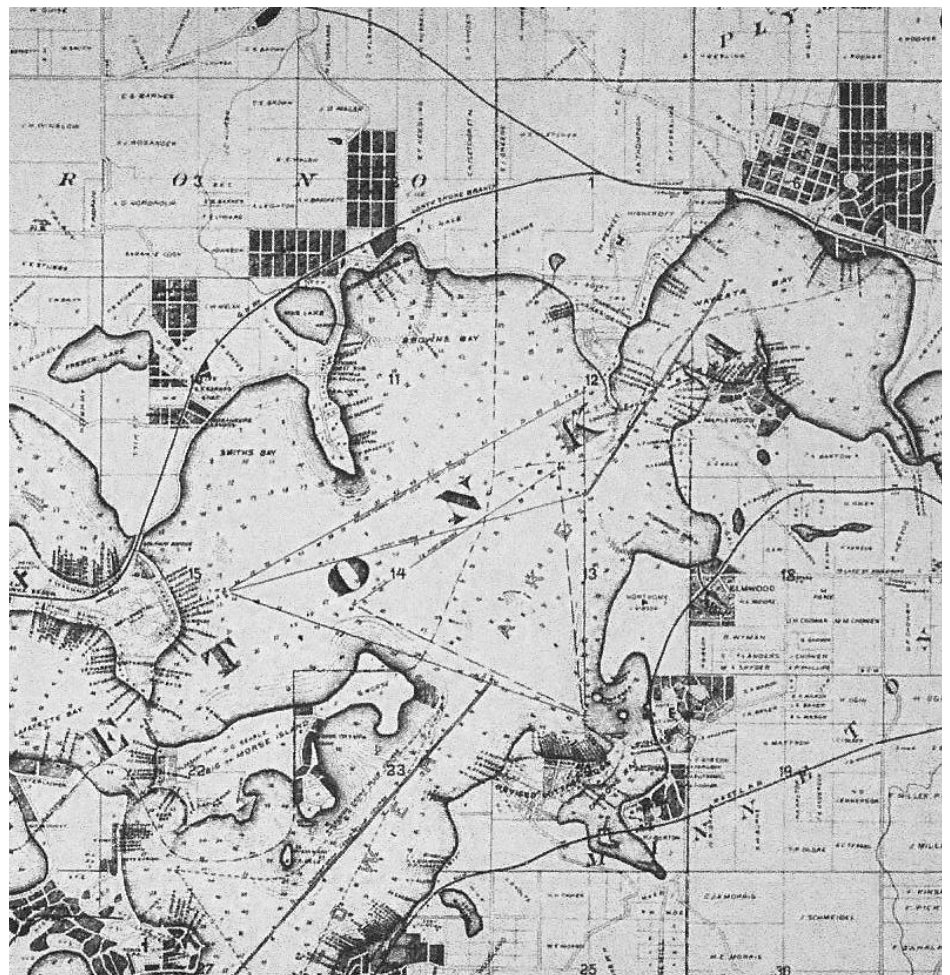


EXHIBIT C

INFORMATIONAL, EDUCATION, HONORIFIC

TIER 1A (EXISTING) STANDARDS

Material: Powdercoated warm bronze

Text: None

Size: Varies relative to existing plaque

Characters: None

Image: Historic image relevant to subject may be etched/painted into border above

Existing educational and informational plaques to be incorporated with the design standards shall adhere Tier 1A standards.

The existing plaque may be secured to the bent-form sign. A powder coated steel frame panel will sit elevated above the plaque allowing for text to be read. This example incorporates a historic image of Spirit Knob, which is visible from the sign location.

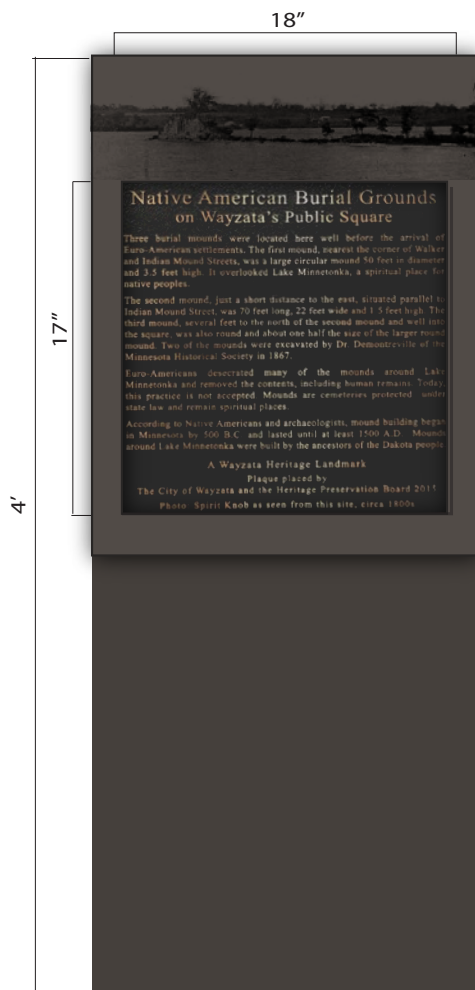


EXHIBIT A: Elevation

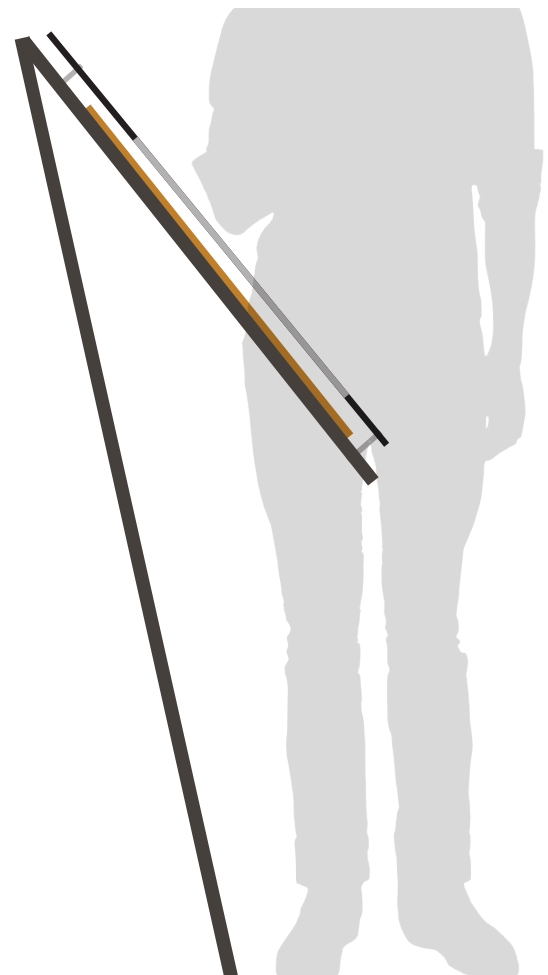


EXHIBIT B: Section

INFORMATIONAL, EDUCATION, HONORIFIC

TIER 1B (NEW) STANDARDS

Material: Powdercoated warm bronze

Body Text: Garamond 1/4"

Title Text: Garamond 5/8"

Size: Legible Surface 18" x 18", 4' height

Characters: 750 maximum, Centered

Image: Historic image relevant to subject
may be etched/painted as background texture
(Exhibit A)

All new educational and informational signage shall adhere to Tier 1B standards.

This example incorporates a historic image of Spirit Knob, which is visible from the sign location etched into the surface.



EXHIBIT A

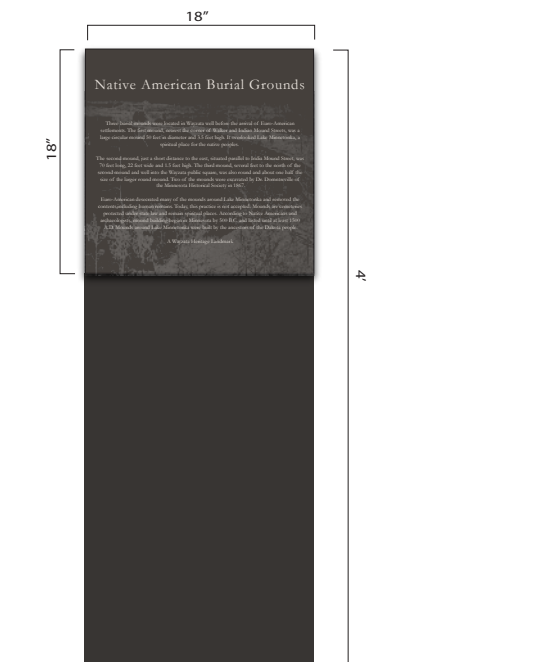


EXHIBIT B: Elevation

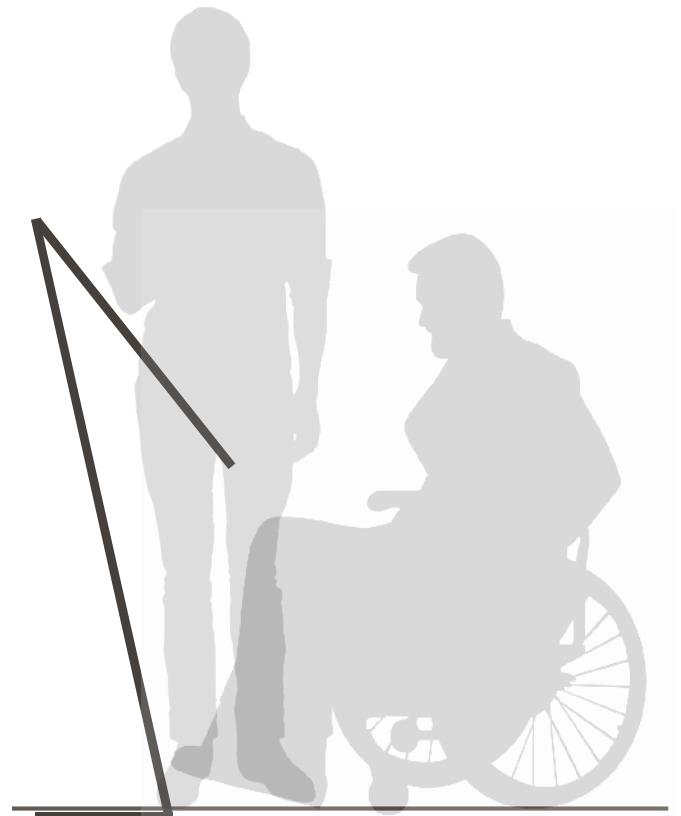


EXHIBIT C: Section

INFORMATIONAL, EDUCATION, HONORIFIC

TIER 2 STANDARDS

Material: Powdercoated warm bronze

Title Text: Garamond 2 1/2"

Size: Legible Surface 11" x various lengths, 2' height

Characters: 35 maximum, Centered

Image: 1905 USGS map etched/painting as background texture (Exhibit A)

All new honorific, or public art signage shall adhere to Tier 2 standards.



EXHIBIT A



EXHIBIT B: Elevation



EXHIBIT C: Section

DONOR RECOGNITION

TIER 1 & 2 STANDARDS

Material: Stainless steel

Text: Garamond

Design: Background graphic with etched and/or dimensional letters as shown

All new donor recognition for significant sponsorship signage shall follow established standards but may be reviewed by the City.

Naming rights limited to opportunities indicated on page 3.



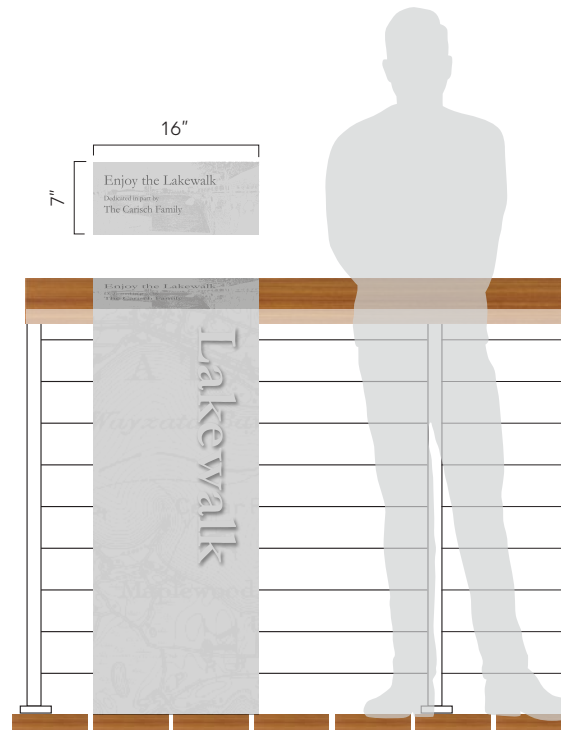
TIER 1: OVERALL PROJECT

Naming rights, dimensional letters [no dedication text]



TIER 2: PANOWAY PLAZA

Dimensional letters, single line etched dedication text



TIER 1: BOARDWALK

Dimensional letters, etched dedication text on rail panel

DONOR RECOGNITION

TIER 3 & 4 STANDARDS

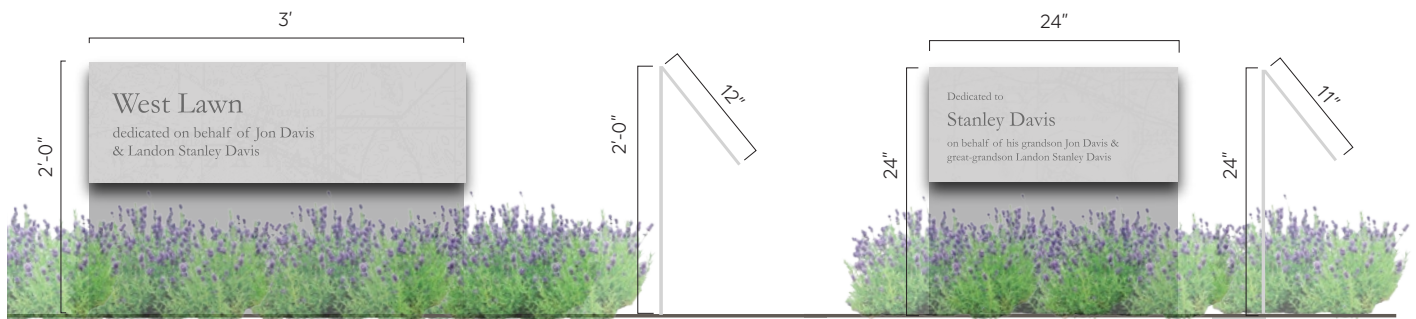
Material: Stainless steel

Text: Garamond

Design: Background graphic with etched letters

Fabrication: Bent panel with vertical back and angled face, except as noted

All new donor recognition for Tier 3 and 4 opportunities shall follow established guidelines.

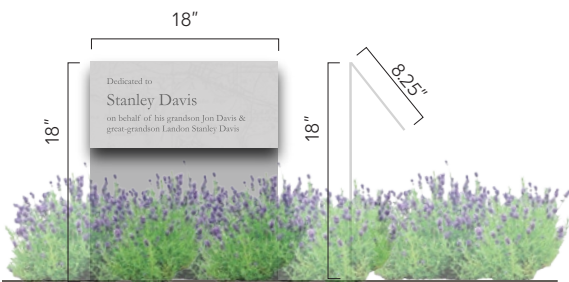


TIER 3: LARGE ANGLED SIGN

Etched letters: Large text for location name, up to two lines of dedication text

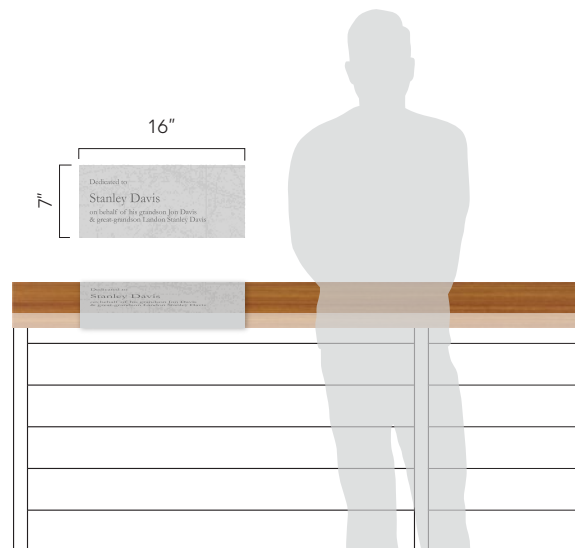
TIER 4: MEDIUM ANGLED SIGN

Etched letters: One line of large text for honree name, up to two lines of dedication text



TIER 4: SMALL ANGLED SIGN

Etched letters: One line of large text for honree name, up to two lines of dedication text



TIER 4: BOARDWALK SEATING

Etched letters: One line of large text for honree name, up to two lines of dedication text

DONOR RECOGNITION

TIER 5 STANDARDS

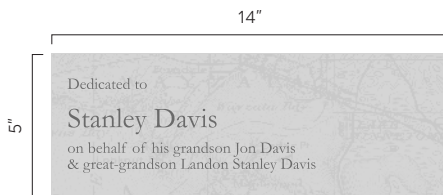
Material: Stainless steel

Text: Garamond

Design: Background graphic (where applicable) with etched letters

Fabrication: Applied plaque

All new donor recognition for Tier 5 opportunities shall follow established guidelines. Placement of plaques shall be as shown.

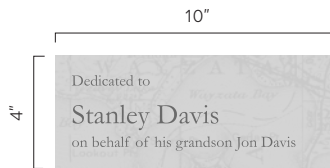


TIER 5: CONCRETE BENCH

Etched letters: One line of large text for honree name, up to two lines of dedication text

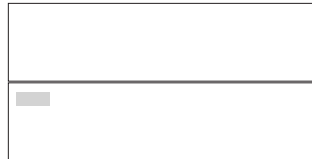


PLACEMENT



TIER 5: HARVEST TABLE

Etched letters: One line of large text for honree name, up to one line of dedication text



PLACEMENT

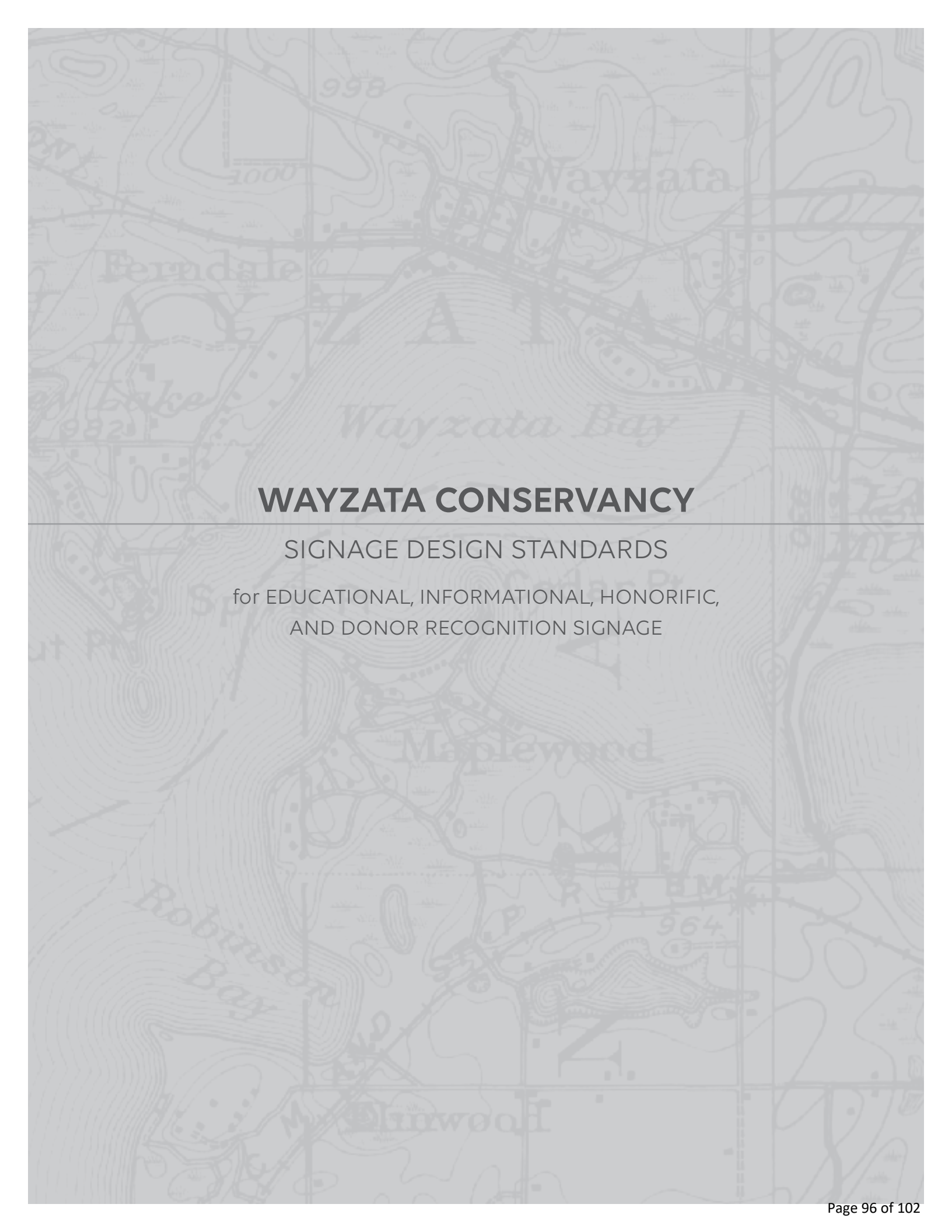


TIER 5: ADIRONDACK

Etched letters: One line of large text for honree name



PLACEMENT

A grayscale topographic map of the Wayzata area in Minnesota. The map shows contour lines, roads, and water bodies. Key features labeled include 'Wayzata', 'Wayzata Bay', 'Maplewood', 'Robinson Bay', and 'Ferndale'. Elevation markers like '998', '1000', '982', and '964' are visible. The map is oriented with North at the top.

WAYZATA CONSERVANCY

SIGNAGE DESIGN STANDARDS

for EDUCATIONAL, INFORMATIONAL, HONORIFIC,
AND DONOR RECOGNITION SIGNAGE



April 12, 2023

Wayzata City Council & Staff
% Jeff Dahl, City Manager
email: jdahl@wayzata.org

Wayzata City Council and Staff,

On March 21, 2023, The Wayzata Conservancy and their design partner, HGA Architects, presented draft design ideas for review and comment at a work session of the Wayzata City Council.

Feedback from that workshop was carefully reviewed and incorporated into the Design Standards for Panoway Naming and Dedication Signage which you will be reviewing at the April 17 workshop.

With these new design standards and the new naming pyramid incorporated therewith, The Conservancy is pleased to present a draft proposal and Pledge Agreement for a \$500,000 donation to the Conservancy from the Carisch family through the Minneapolis Foundation for review and comment. It includes a request to name the boardwalk as the "Lakewalk" in accordance with the terms of the City's Naming and Dedication Policy adopted on March 2, 2021.

Thank you for your guidance and leadership as we move into construction of Phase 2 of the Panoway project which will fulfill Wayzata's 100-year dream by including a boardwalk along its lakefront and will have such a positive impact in the life of Wayzata residents for years to come.

Sincerely,

Blake Sandvold
Wayzata Conservancy Board Chair



612.672.3878
800 IDS Center
80 S 8th Street
Minneapolis, MN 55402

April __, 2023

Peter Hitch
Executive Director
The Wayzata Conservancy
294 Grove Lane East, Suite 100
Wayzata, MN 55391

Re: Grant from the Carisch Family Fund of The Minneapolis Foundation

Dear Peter:

The Minneapolis Foundation (the "Foundation") is pleased to approve a grant of \$500,000.00 to The Wayzata Conservancy (the "Conservancy") to support the Boardwalk section of Wayzata's Panoway Project. The Boardwalk section, or "lake walk" is the proposed lakeside walkway that will stretch approximately 1,000 lineal feet from the COV RR Crossing to the Wayzata Depot, adjacent to Lake Street in downtown Wayzata. This grant is awarded from the Carisch Family Fund of the Minneapolis Foundation. Payment of grant funds will be made to the Conservancy by the Foundation on or before _____, 2023.

This significant commitment by the Carisch Family Fund of the Minneapolis Foundation towards this phase of the overall Panoway Project will spark more conversation with other Foundation donors with the hopes that this will encourage additional financial support of this project. It is the Foundation's understanding that the Conservancy will use this commitment as a challenge to its constituents to also provide additional financial support. It is also the Foundation's understanding that as a result of this financial commitment, the Conservancy will advocate for appropriate name recognition of the Carisch family on the Boardwalk with the Wayzata City Council and any others involved in making such name recognition decisions. The Foundation understands that this is not a condition of the grant, but rather a mutual desire of the Carisch family, the Foundation and The Conservancy.

Under United States law, the Foundation grant may be expended only for charitable, scientific, literary, or educational purposes. This grant is made only for the purposes stated in this letter and the documents referenced above. Any grant funds not expended or committed for the purposes of the grant, or within the period stated above, will be returned to the Foundation.

By countersigning this grant letter, you agree that your organization will not promote or engage in violence, terrorism, bigotry or the destruction of any State, nor will it make subgrants to any entity that engages in these activities.

It is understood that all grant activities shall be performed in accordance with regulations promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC") and that no Foundation funds shall be used to provide funds or services to any person or entity listed on either the Specially Designated Nationals List or the Consolidated Sanctions List published periodically by OFAC. It is further understood that no Foundation grant funds shall be used for any prohibited activity in any countries under sanctions by the U.S. government, including prohibited travel to and from those countries, or for the unauthorized provision of funds or services to any person, entity or organization from those countries.

Upon completion of the construction of the Boardwalk section, or "lake walk", the Foundation shall be furnished a copy of any publication, audio or video program, film or other media product produced by your organization under this grant for archival and/or research purposes. The Foundation shall have the right to make and disseminate additional copies of any such grant product. In addition, the Conservancy hereby grants to the Foundation a license to disseminate on its website any product produced by the Conservancy under this grant.

It is understood that the Foundation grant funds shall not be used for activities to influence the outcome of any specific public election, including but not limited to, activities in support of or opposition to any candidate for public office.

Under the Internal Revenue Code, the Foundation grant funds may not be used by the Conservancy or subgrantees:

- (a) to attempt to influence any legislation through (i) an attempt to affect the opinion of the public or (ii) communication with any member or employee of a legislative body, or with any other governmental official or employee who may participate in the formulation of the legislation (except technical advice or assistance provided in response to a written request of a governmental body or a committee or other subdivision thereof), other than through making available the results of nonpartisan analysis, study or research; or
- (b) to carry on, directly or indirectly, any voter registration drive.

The Foundation reserves the right to modify the grant, discontinue funding, or terminate the grant at any time if (a) the Conservancy fails to comply with the terms of this letter or applicable laws and regulations, (b) any statements, representations, certifications, or documents provided by your organization are later determined to be false or materially misleading, or (c) the Foundation is not satisfied with the Conservancy's performance or the progress of the grant. In any such event, the conservancy agrees, at the Foundation's request, to repay the grant funds or redirect them to another organization chosen by the Foundation to carry out the purposes of the grant.

If this letter correctly sets forth your understanding of the terms of this grant, will you please indicate your agreement to such terms by having the letter countersigned by an appropriate officer of The Conservancy and returned in its entirety to the Foundation.

It is also understood that by countersigning this grant letter The Conservancy confirms that there has been no change in its qualification as an organization exempt from income taxation pursuant to Section 501(c)(3) of

Peter Hitch
The Wayzata Conservancy
April __, 2023
Page 3

the Internal Revenue Code or its classification as not a private foundation. If any change occurs, please notify the Foundation.

Communication regarding current administrative arrangements for this grant should be directed to William Sternberg, by telephone at 612-672-3825 or via e-mail at wsternberg@mplsfoundation.org. Thank you for your work to benefit the community.

Sincerely,

William M. Sternberg
Director, Business Development & Philanthropic Advisor
612-672-3825
wsternberg@mplsfoundation.org

The Wayzata Conservancy agrees to the terms of this grant letter.

Blake Sandvold
Chair of the Board, The Wayzata Conservancy

Date



Pledge Agreement

(DRAFT)

The Carisch Family Fund ("Donor or CFF") is pleased to submit this Pledge to partner with the City of Wayzata (the "City") to fund the creation of the proposed Panoway Boardwalk element of its Panoway on Wayzata Bay project in Wayzata, MN (the "Project").

As business owners and former residents of Wayzata, the Carisch Family is deeply invested in the community, and are committed to supporting our city's continued progress as a preeminent destination for families and visitors, while honoring the family's rich historical ties to the Wayzata lakefront. It believes that investing in a permanent Boardwalk along the shore of Lake Minnetonka will allow Wayzata to shine brightly for its residents and visitors alike.

CFF hereby confirms that it has sufficient resources and is interested in participating in the Project and making available \$500,000 to fund the Project (the "Funds"), on the following condition: that CFF will have naming rights for the Project, including renaming the Boardwalk to "Lakewalk," as approved by the Wayzata City Council on behalf of the City.

The City acknowledges that in exchange for CFF's commitment of the Funds, CFF will have the right to name the Boardwalk element of its Panoway project.

With the foregoing in mind, the Carisch Family Fund is pleased to show its support of *Panoway on Wayzata Bay* with a pledge of **\$500,000** to The Wayzata Conservancy.

Name: William H. Sternberg

Address: Minneapolis Foundation
800 IDS Center
Minneapolis, MN 55402

Email: wsternberg@mplsfoundation.org

Phone: 612-672-3878

The CFF wishes to make its donation in a one-time gift in the form of cash, stock or grant from its Donor Advised Fund.

- 1. Naming and Dedication.** Donor requests naming rights for the Panoway Boardwalk changing its name to the "Lakewalk" with honorific and historic reference in an appropriate inscription as in No. 2 below.
- 2. Enjoy The Lakewalk – The Carisch Family**

The Wayzata Conservancy is a 501(c)(3) organization (Tax ID 81-3649096) that supports the City of Wayzata's Panoway on Wayzata Bay project to restore, protect and enhance Wayzata's downtown lakefront

3. **Timing.** Donor agrees that the pledge will be completed on or before June 1, 2023. ("Fulfillment Date"). Donor is free to complete some or all of the pledge earlier than noted.
4. **Restrictions.** The funds donated hereunder shall be used only for the following purposes: Construction, operations, maintenance, upkeep, restoration and related costs associated with the Panoway Boardwalk (\$500,000).
5. **City Policies.** This gift will be subject to the City of Wayzata's Naming and Dedication Policy and will be contingent upon approval under that policy of Donor's requested naming rights for the Boardwalk element of the Panoway Project.

Signatures:

Donor: Carisch Family Fund of the Minneapolis Foundation

Its: _____

Date: _____

The Wayzata Conservancy (Blake Sandvold):

Its: Chairman of the Board of Directors

Date: _____

The City of Wayzata (Joanna Mouton)

Its: Mayor

Date: _____