



WAYZATA PARKS AND TRAILS BOARD

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Wednesday, November 15, 2023

6:00 PM

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - a. September 20, 2023 Parks and Trails Board Meeting Minutes
- 4. Public Comments**
- 5. Old Business**
 - a. Klapprich Park Design Development and Building Plan Proposal Review
 - b. Bell Courts Bid Package Review
 - c. Post Office Park Bulb Planting
 - d. Maple Tree Tapping Discussion
- 6. New Business**
- 7. Other Business**
 - a. Communications Recap
 - b. Staff Updates
 - c. Future Agenda Items
 - d. Board Member Recruitment
- 8. Adjourn**
 - a. Next Meeting - November 15

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



City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 3.a
TITLE: September 20, 2023 Parks and Trails Board Meeting Minutes	
PROPOSED MOTION: Approve the September 20, 2023 Parks and Trails Board Meeting Minutes	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

To Approve the September 20, 2023 Parks and Trails Board Meeting Minutes

FINANCIAL OR BUDGET CONSIDERATION:

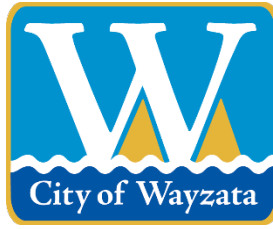
N/A

BACKGROUND:

N/A

ATTACHMENTS:

1. 9-20-23_P&T Board Minutes



Parks and Trails Board Meeting Minutes

Wednesday, September 20, 2023
Wayzata City Hall Community Room

Attendees: Chair Tory Schalkle, Vice Chair Merrily Borg Babcock, Sarah Randolph, Sarah Showalter, Graciela Gonzalez, Bianca Jensen, Jon Erickson, and Council Member Molly MacDonald.

Staff: Parks Planner, Nick Kieser.

Guests: Jenni Ebert Director of Community Ed and Hilary Disch OST Youth Coordinator.

1. **Call to Order and Roll Call:** Meeting was called to order at 6:35 PM by Chair Schalkle.
2. **Approval of Agenda:** Randolph made a motion to approve the agenda with the following additions, seconded by Babcock. Approved 7-0.
 - Beach Park Winterization
 - Duffy Boat Update (staff update)
 - Pickleball Membership Update (staff update)
 - QR Code Signs (staff update)
 - Post Office Park Maintenance (staff update)
3. **Approval of Minutes:** A motion to approve the minutes with the following edits was made by Erickson, seconded by Babcock. Approved 7-0.
 - Fix “rink” typo
 - Change revenue from “City” to “Parks and Trails”
4. **Public Comments:** No public comments.
5. **Old Business:**
 - **Klapprich Park Design Development Discussion:** Staff provided an update that City Council liked the direction of the Klapprich Park concept plans that were discussed at the Council workshop. The next steps in the planning process are to have WSB create more detailed design plans and cost estimates. This process is estimated to take 2-3 months. Staff will also bring the concept plans to the Energy and Environment Committee and Heritage Preservation Board for their review and comment.

The Board reviewed the concept plans and proposed the following direction/changes to WSB:

- Bell Court Pavilion
 - Move the west wall of the building back to be flush with the other existing walls. Explore glazed windows in this wall for sound mitigation.

- Explore the option to relocate the ADA walkway to the north side of the building.
- Remove the screen from the porch area.
- Remove the patio space in the rear of the building.
- Move the water fountain outside the building.
- Klapprich Park
 - Do not move forward on the underground cooling system for skating.
 - Only have the walking path from Wayzata Blvd to the plaza and from the playground to the stairs. Also, explore the surface options for the sidewalk (e.g. crushed gravel).
 - Remove the existing playground pad (e.g. return to dirt/grass).
- Warming House
 - Explore how other similar warming houses accommodate storage and changing space.
 - Incorporate a sound system for indoor and outdoor uses.

6. New Business

- **Community Ed:** The Wayzata Community Ed staff provided an update of the summer classes participation and the future of the winter activities. The summer classes were a success with participation up over 50% compared to pre-COVID classes and the classes had highly favorable scores. There was a total of 67 classes, 473 enrollments, and 427 unique participants with an average class size of 10. For outreach, Community Ed sends out various emails, a postcard to all Wayzata addresses with a \$10 discount, creates social media posts, and the classes are also marketed in City media outlets.

Winter activities: The Wayzata Community Ed proposal for winter activities would be a minimum of 10 classes which would run from January – March/April. The Board discussed some ideas that they would like to see for the winter season which include:

- Dog sledding
- Skijoring
- Snow sculpting
- “Luminary Loppet” type event
- Snowshoeing
- Ice skating lessons
- Ice fishing
- Winter survival
- Knitting for kids
- Wildflower educational viewing

The winter catalog would be sent out at the end of November. Chair Schalkle made a motion to approve the requested budget for events, seconded by Gonzales. Approved 7-0.

- **Bulb Planting:** Babcock provided an update that only four volunteers have signed up for the event. Erickson, Jensen, and Chair Schalkle all additionally volunteered for the event. The planting event is scheduled to be held on October 7 at 8:30 am. If anyone has any additional questions, they can contact Babcock. Babcock will also send out an email to the volunteers who signed up with additional information.
- **Sunday Music in the Park:** Board Members noted that 200 people attended the Ditchweed concert which had perfect weather. Salsa Del Soul was a great success, which had over 300

attendees and had very active audience engagement. The Board noted that Salsa Del Soul should be brought back next year.

- **Wayzata Beach Park:** Staff noted that the Parks Department will extend the drain tile to the north and south areas of the spray feature to help alleviate the pooling of water in these areas. This work is proposed to be completed this fall.

7. Other Business

- QR Codes - Staff will send a message to the Park Department to remove the remaining QR code signs that are in the parks.
- Wayzata West Middle School Tennis Courts – The paving of the tennis courts is completed. Temporary nets are up, but once the tennis nets and posts are delivered, they will be installed. The final lining and painting of the courts will occur in the spring as the weather permits.
- Adirondack Chairs – Four additional Adirondack chairs have been ordered from Peterson CedarWorks. The chairs should be delivered by mid-October.
- Skate Donations – Staff have received a total of 13 pairs of donated skates. Staff will work to determine the best option to sharpen the skates. Schackle made a motion to recommend that staff research grant options and research how other cities manage skate rentals, seconded by Babcock. Approved 6-1.
- Woodbury Pickleball Membership – Staff contacted the City of Woodbury to discuss their pickleball membership initiative. The program is very successful with over 600 participants who have access to the pickleball courts from 9 am – 1 pm Monday to Saturday. The Board was favorable to a similar program, but likely fewer days (e.g. 3 days/week) and at a higher price than what Woodbury charges.
- Duffy Boat - Board liked Duffy Boat design, easy operations, and the opportunity it has to allow more people access to the lake and revenue for city, but Duffy claims they need 4 slips to operate and that will be difficult to get approval for. There is also an additional need for electricity, storage space, check-in area, signage, etc. which would be difficult to incorporate and fund at this time. Park Planner Kieser and Board will contact any other rental options we may be aware of that could provide single use boat services with only 1-2 boats.
- Post Office Park – Babcock noted that the perennials at Post Office Park are in poor condition and could die if they are not watered more often. Staff will relay this message to the Parks Department, but it was also suggested that a volunteer could be found at Garrison Landing to help with watering.

8. Adjourn: Next meeting agenda items:

- Klapprich Park Design Update
- Wayzata Community Ed Update
- Post Office Park Bulb Planting Review
- Skate Donation Update
- Duffy Boat Discussion

The Board noted that the future meetings times can start at 6:00 pm. The meeting was adjourned at 8:30 pm. The next meeting is scheduled for Wednesday, October 18 at 6:00 pm.



City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 5.a
TITLE: Klapprich Park Design Development and Building Plan Proposal Review	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

WSB has provided updated design development plans that are attached for review. WSB will also attend the Board meeting to discuss the plans and receive any comments the Board has.

The current agreement with HCM Architects was only for concept-level plans for the warming house and Bell Courts pavilion. HCM Architects has provided proposals for creating the construction documents/bidding documents and providing construction administration services for each building. The proposals for each building are attached for the Board to review. The City Council has preliminarily approved the cost for these services in the CIP, but will formally approve the updated CIP in December.

ATTACHMENTS:

1. Klapprich Park Plans-11-08
2. Bell Courts Pavilion Remodeling - DD, CD's & CA Proposal
3. Klapprich Park Warming House Expansion - DD, CD's & CA Proposal

Klapprich Park Improvements

Wayzata, Minnesota

City Improvement Project No..... -----
WSB & Associates, Inc. Project No. 022538-000
Issue Date..... 11/08/2023



1 PROJECT LOCATION MAP
L1.0

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
L1.0	TITLE PLAN
L2.0	DEMOLITION PLAN
L3.0	LAYOUT PLAN
L3.1	PATIO ENLARGEMENT
L3.2	STAIRS ENLARGEMENT
L4.0	GRADING PLAN
L5.0	RESTORATION PLAN

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE UTILITIES HAS BEEN DESIGNATED UTILITY QUALITY LEVEL D. THESE QUALITY LEVELS WERE DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE DATA". THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERETO.



SCALE: DESIGN BY:
AS SHOWN KP
PLAN BY: CHECK BY:
KP RS

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Robert A. Slipta
DATE: 11-14-2023 LIC. NO. 44337

TITLE PLAN

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
022538-000

SHEET
L1.0

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Robert A. Sliplka

DATE: 11-14-2023 LIC. NO: 44337

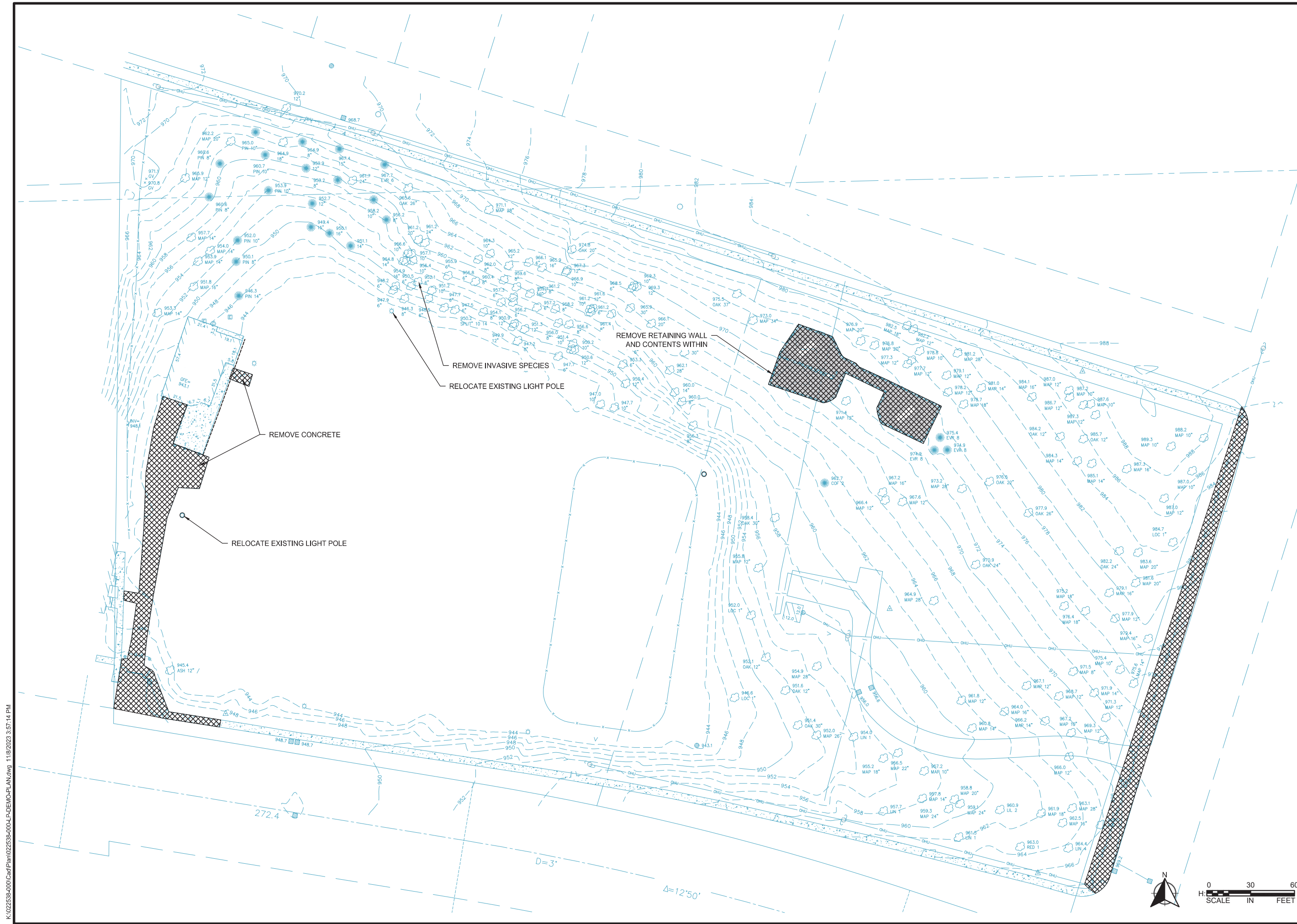
DEMOLITION PLAN

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

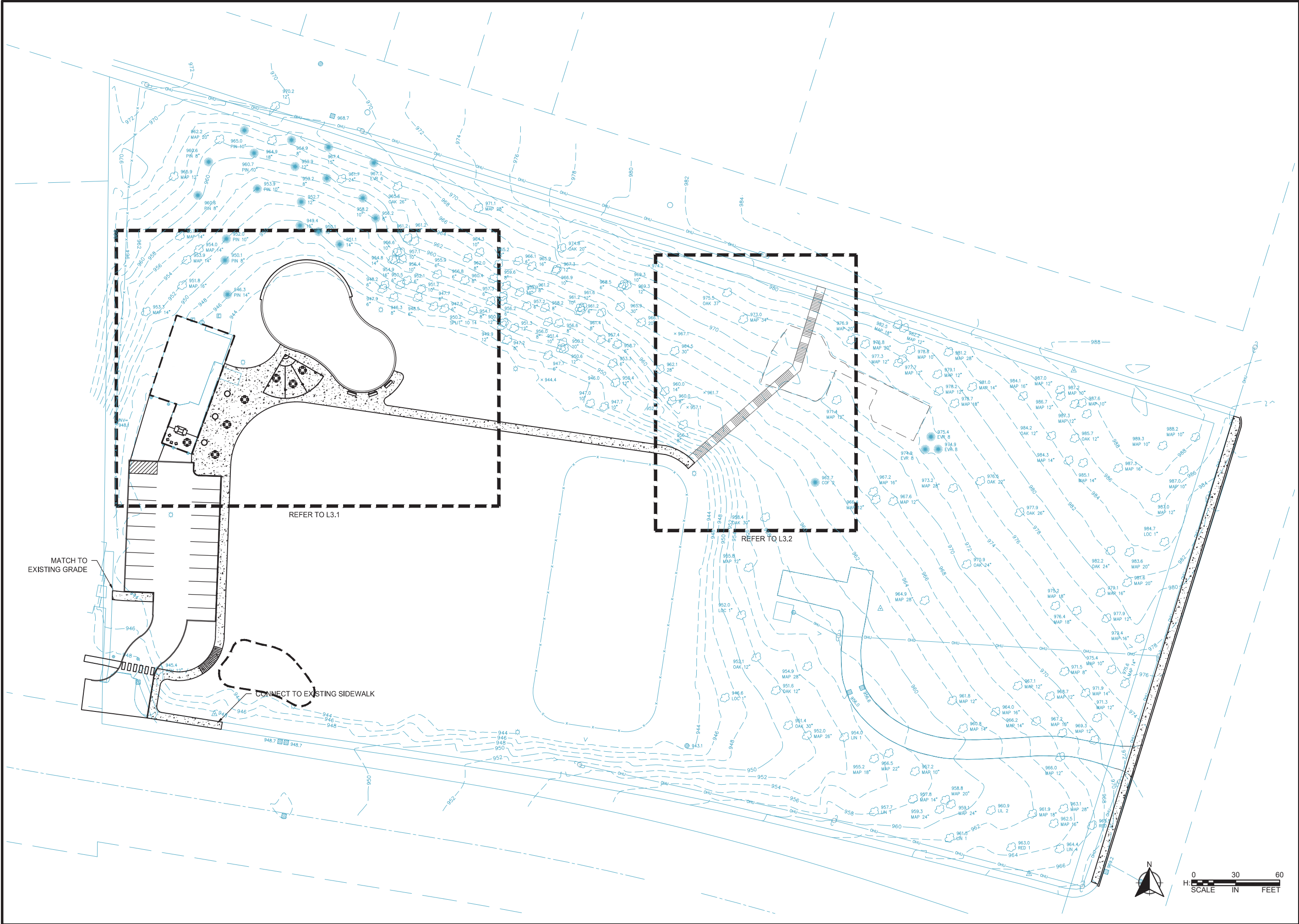
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WSB PROJECT NO.
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Page 9 of 4



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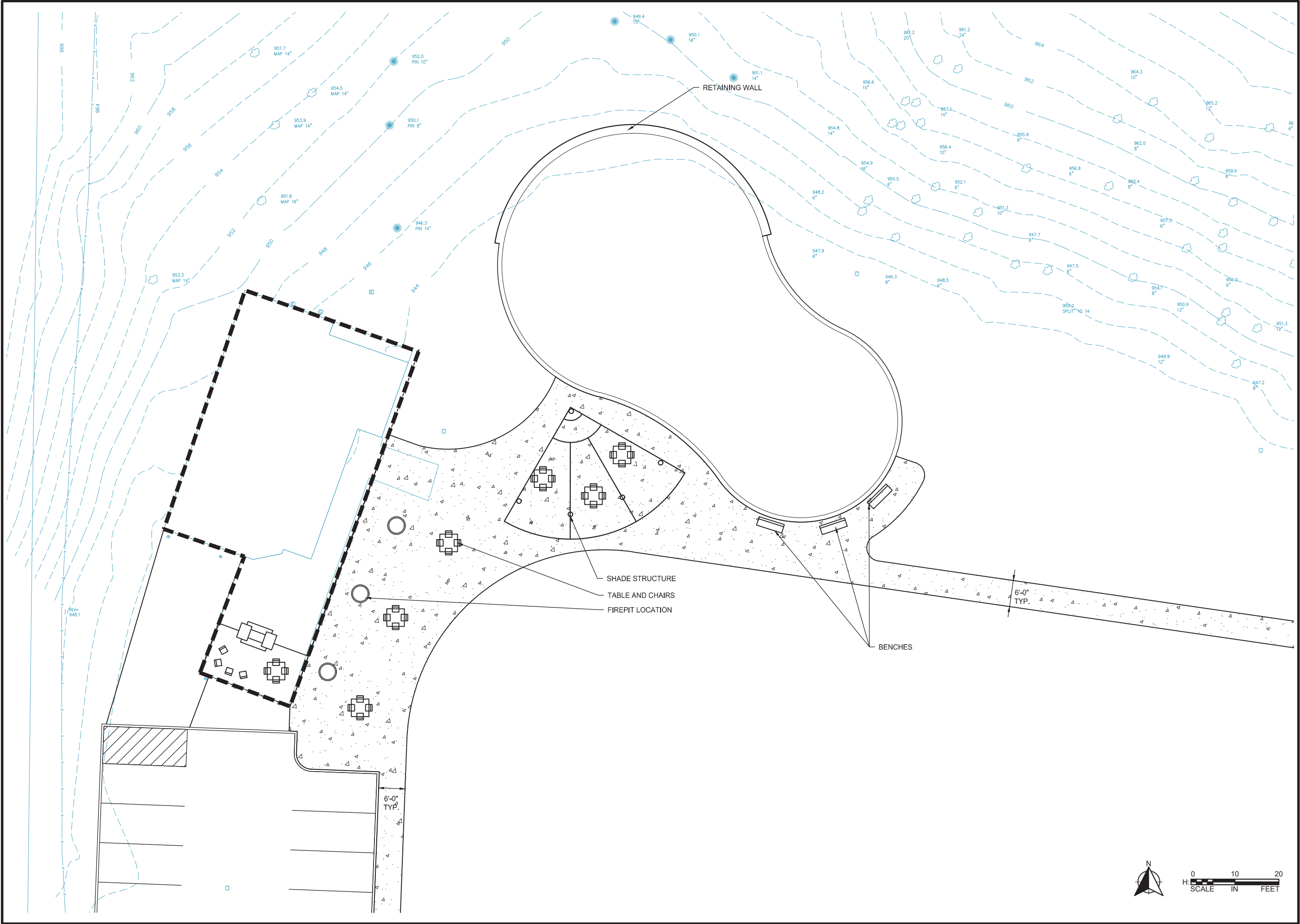
Robert A. Slipka
DATE: 11-14-2023 LIC. NO. 44337

LAYOUT PLAN

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

CLIENT PROJECT NO. XXXXXX
WSB PROJECT NO. 022538-000
SHEET L3.0
Page 10 of 49

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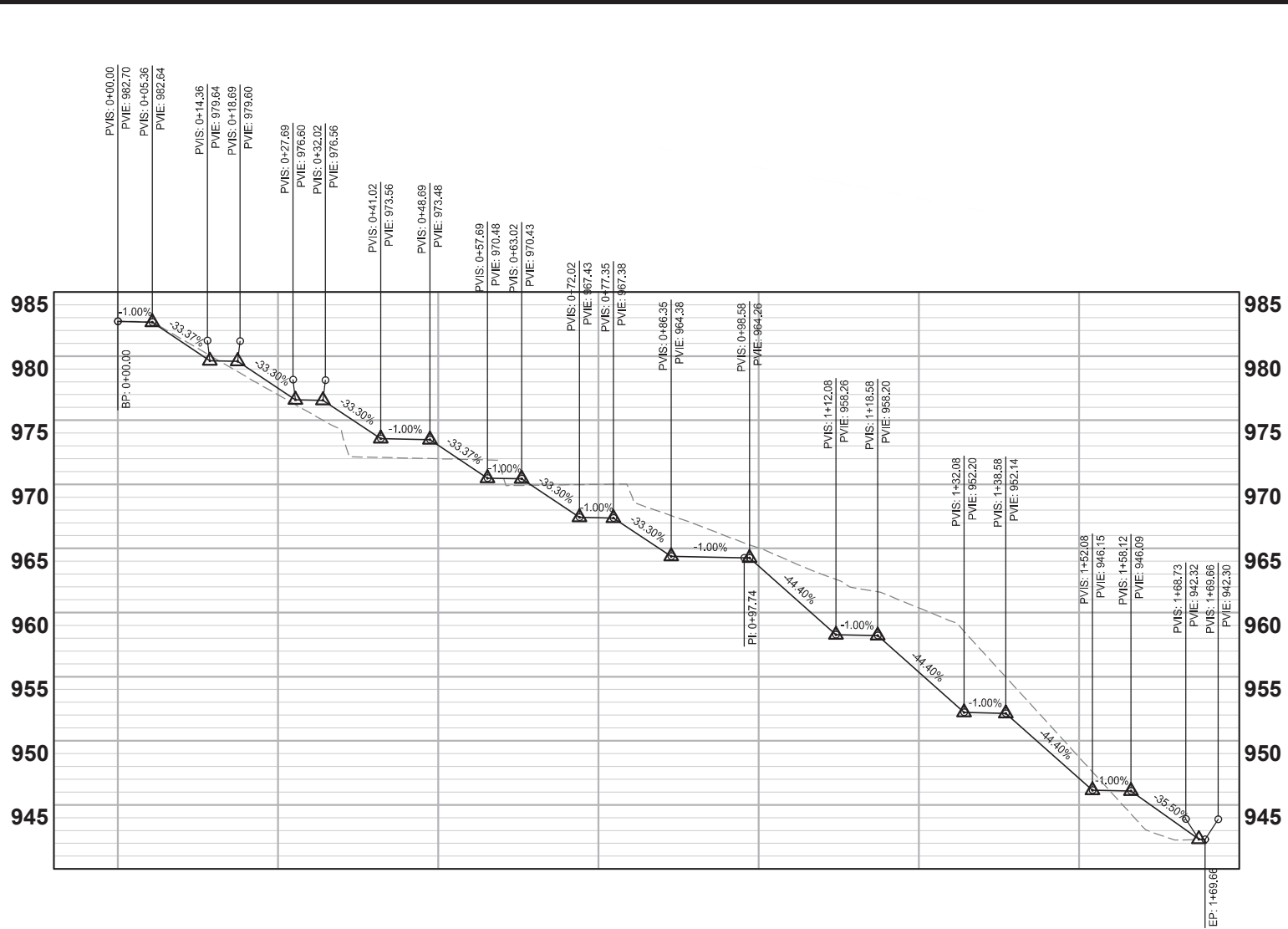
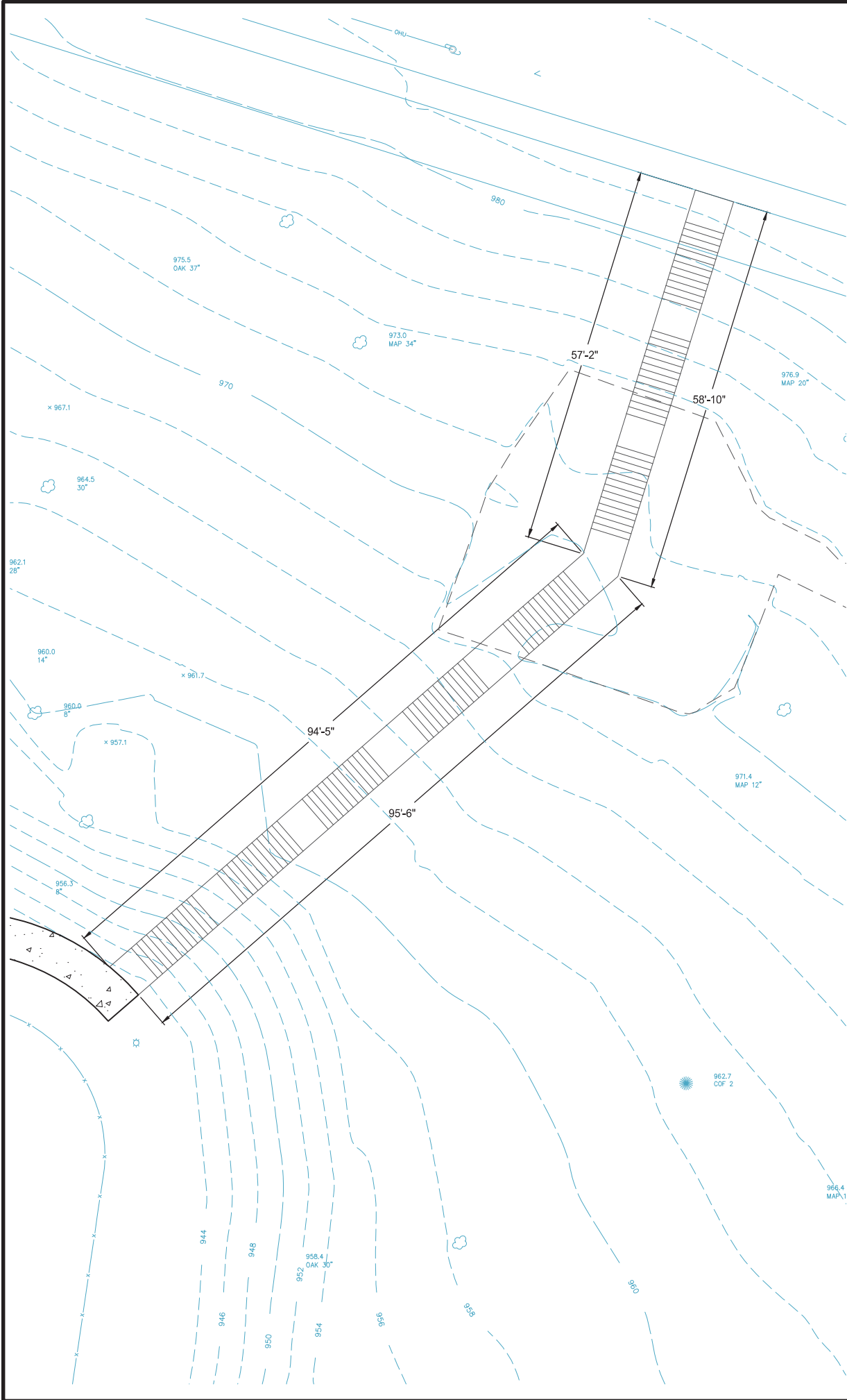
Robert A. Sliplia
DATE: 11-14-2023 LIC. NO. 44337

PATIO
ENLARGEMENT

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

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Robert A. Slipta

DATE: 11-14-2023 LIC. NO. 44337

STAIRS
ENLARGEMENT

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

CLIENT PROJECT NO. XXXXXX
WSB PROJECT NO. 022538-000
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SCALE IN FEET



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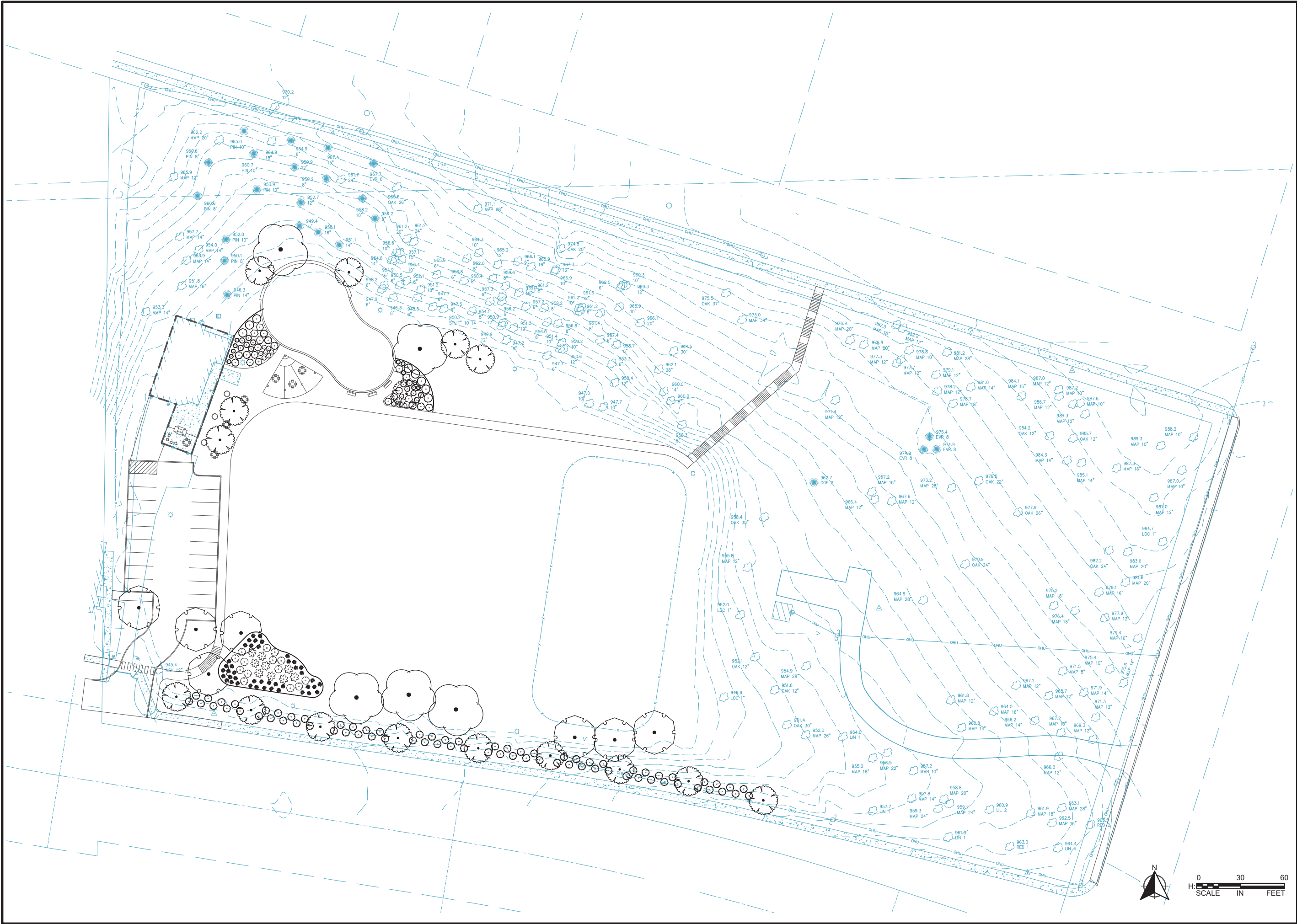
Robert A. Slipka
DATE: 11-14-2023 LIC. NO. 44337

GRADING PLAN

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

CLIENT PROJECT NO. XXXXXX
WSB PROJECT NO. 022538-000
SHEET L4.0
Page 13 of 49

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Robert A. Slipka
DATE: 11-14-2023 LIC. NO. 44337

RESTORATION
PLAN

KLAPPRICH PARK IMPROVEMENTS
CITY OF WAYZATA, MN

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
022538-000

SHEET
L5.0



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

October 4, 2023

Robert Slipka
WSB
701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416

Re: **Bell Courts Pavilion Remodeling**
City of Wayzata, MN
DD, CD's & CA Design Services Proposal

Dear Bob:

We thank you for the continued opportunity to support WSB on this exciting project with the City of Wayzata. HCM has enjoyed our relationship with City staff and your office in developing the programming and schematic design for the Bell Courts Remodeling design work completed to date. We look forward to providing the design development, construction documents and construction administration services as this project moves forward.

As we discussed, our contract will be with WSB for the services as defined below and HCM will provide architectural, interior design, and MEP Engineering design services. Our proposal is broken into (3) Phases of; 50% CD's, 100% CD's and Bidding/Construction Administration services to allow the City to continue with the Project through construction or put it on hold after the first two Phases due to priorities or budgeting.

The Schematic Design Package is attached and will be considered the basis for the design and direction of our work..

Project Work Scope & Deliverables

Programming & Schematic Design: **(Work Scope Completed)**

Phase 1 - 50% Construction Documents & Detailed Cost Estimates:

Scope of Work:

- Develop the Building Plans, Exterior Elevations & Building Sections
- Develop MEP systems designs
- Develop finish plans, FFE plans and required interior elevations.
- Develop interior material & finish selections
- Investigate all pertinent codes, safety regulations – meet with City Building Officials to confirm life safety and accessibility requirements.
- Present the Project at Parks & Trails and City Council meetings
- Develop 50% CD Package for review/approval and cost estimating purposes
- Develop a detailed Design development Detailed Cost Estimate based on the 50% CD Set.

Design Team & Roles

Architectural (HCM Architects)
Interior Design (Isola Design)
Mechanical (Emanuelson Podas Engineers)
Project Mechanical Engineer
Electrical (Emanuelson Podas Engineers)
Project Electrical Engineer
Cost Estimating (Loeffler Consulting)

Primary Responsibilities

Project Manager /Design/Documentation
Design/Documentation
HVAC, Plumbing & Fire Protection Systems
Power and Lighting Systems
Detailed Cost Estimate

Building Design Team Deliverables for this Phase:

- 50% CD Package including drawings and narratives for:
 - Architectural
 - Interior Finishes
 - Mechanical (HVAC & Plumbing)
 - Electrical
- Detailed Building Construction Cost Estimate.
- Project meeting attendance and presentations.
- Understanding of local and state jurisdiction requirements.
- Presentation materials for Park & Rec Board and City Council meetings

Phase 2 - 100% Construction Documents:***Scope of Work:***

- Meetings (assume 4 meetings) with the City and Project Design Team to review and coordinate all design efforts.
- Attend a 90% CD "Page-Turner" with the Owner and the entire Design Team for a full review of the Project Design.
- Detailed coordination with WSB their Project Team
- Complete Construction Documents made up of detailed plans and specifications provided to the City's Project Manager for review prior to Project Bidding.
- Final 100% CD Package (Drawings and Specifications) for public bidding, permitting and construction.

Staff Involvement / Roles

Architectural (HCM Architects)
Interior Design (Isola Design)
Mechanical (Emanuelson Podas Engineers)
Project Mechanical Engineer
Electrical (Emanuelson Podas Engineers)
Project Electrical Engineer

Primary Responsibilities

Project Manager /Design/CD Documentation
Design/Documentation
HVAC, Plumbing & Fire Protection Systems
Power and Lighting Systems

Building Design Team Deliverables for this Phase:

- Complete Construction Documents made up of detailed Drawings and Specifications (Project Manual) for the Architectural, Interiors, Mechanical Engineering and Electrical Engineering for the public bidding, permitting and construction of the Project.

Phase 3 - Project Bidding & Construction Administration Services:***Scope of Work:***

- Issue documents for Bidding
- Assist WSB in Prebid meeting with potential bidders
- Respond to substitution requests
- Develop Addenda to the Construction Documents
- Answer all inquiries about the project as required for the competitive bidding of the Project
- Review bids with Owner and qualify the apparent low bidder for the building
- Attend bi-weekly construction mtgs. (assume 10 CA meetings)
- Review work for compliance w/ construction documents
- Review shop drawings and product submittals
- Answer RFI's
- Prepare Proposal Requests (PR's) and ASI's
- Answer all contractor inquiries regarding the design intent of the documents
- Work closely with the Project Manager regarding the construction work
- Review payment applications and prepare change orders

Deliverables:

- Timely Submittal and Shop Drawing reviews
- Review of Pay Applications
- Issue Appropriate Change Orders
- Punch list Inspections - one initial and one final per Phase (1 total)

Design Fees:

Our proposed professional fees are based on the breakdown of staff and hours proposed per Task and the proposed Project Scope. Our firm provides excellent value. Based on our competitive rates and knowledgeable staff, you will receive more hours of our service for your fee.

Our Building Design Team fees listed below would include architectural, interiors, structural, and MEP Engineering services. Professional cost estimating services (included in the Design Development Phase) are always viewed as a cost beyond basic services.

Our breakdown of fees is as follows:

Design Phase	Fee (hourly rate blended on tasks)
<i>Programming & Schematic Design</i>	<i>Completed</i>
Phase 1 – 50% Construction Documents	\$8,000.00
Architectural MEP Engineering Cost Estimating Consultant (\$4,000 fee)	(\$2,000 fee)
Phase 2 – 100 % Construction Documents	\$11,000.00
Architectural Structural Engineering MEP Engineering	
Phase 3 – Bidding & Construction Administration	\$ 5,000.00
Architectural Structural Engineering MEP Engineering	
Total Design Fees (Phases 2-6) + Cost Est.	\$26,000.00
Reimbursables (printing, mileage)	\$1,000.00
Total Fees and Reimbursable	\$27,000.00

(Meetings are included in the respective Phases above).

Our fees do not include the following services:

- Site Lighting & Site Power Electrical Design – by WSB
- Full Building Energy Modeling
- Solar Design (PV)
- A/V Equipment Selection and I/T cabling design and Security Equipment Design
- Furniture selection (FFE). Our scope will show layouts and quantities
- Geotechnical Engineering or Testing
- LEED Documentation or Applications
- Site Design & Civil Engineering (by WSB)
- Landscape Design (by WSB)
- Environmental Testing

Additional Services can be provided on an hourly basis depending on staff level at your request – refer to the Billable Rate Schedule provided below.

Billable Rates (HCM)

Title	Rate
Principal Architect 1	\$200.00 / hour
Principal Architect 2	\$180.00 / hour
Architect	\$160.00 / hour
Architectural Staff 1	\$145.00 / hour
Architectural Staff 2	\$130 - \$140.00 / hour

Estimate of Reimbursable Expenses

We estimate that the reimbursable expenses for a project such as this will include printing of review sets (but not bidding sets), typical mileage, color printing, postage, and courier services. Reimbursable expenses are billed without mark up at 1.0 times cost. All reimbursable expenses will be itemized for the Owner to review.

a. Printing Costs	\$200.00
o 50% CD Review Sets	
o 90% CD Review Set (For Owner/Team Review Meeting)	
o Final 100% CD printing (For Project Team only- -Assumes electronic bidding format)	
b. Postage/Misc. Delivery Costs	\$100.00
c. Mileage (In-town mileage)	\$500.00
e. Misc. Consultant Reimb. (Prints, materials, delivery etc.)	\$200.00

Estimated Reimbursable Costs	\$1,000.00
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(Permit Review Fees to be paid by the Owner)

We appreciate our working relationship with WSB and look forward to working with your team and the City of Wayzata.

Thank you for your consideration of this request. Please give us a call (612-904-1332) if there are any questions regarding this proposal.

Sincerely,



Tim McLwain, AIA

Acceptance

If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, Hagen, Christensen & McLwain Architects reserves the right to review and update this proposal as necessary.

ACCEPTED BY: _____

DATE: _____

PAVILION RENOVATION
BELL COURTS - WAYZATA, MN.

DRAWING INDEX

- TITLE COVER AND DRAWING INDEX
- EXISTING FLOOR PLAN (for reference)
- FLOOR PLAN
- EXTERIOR ELEVATIONS

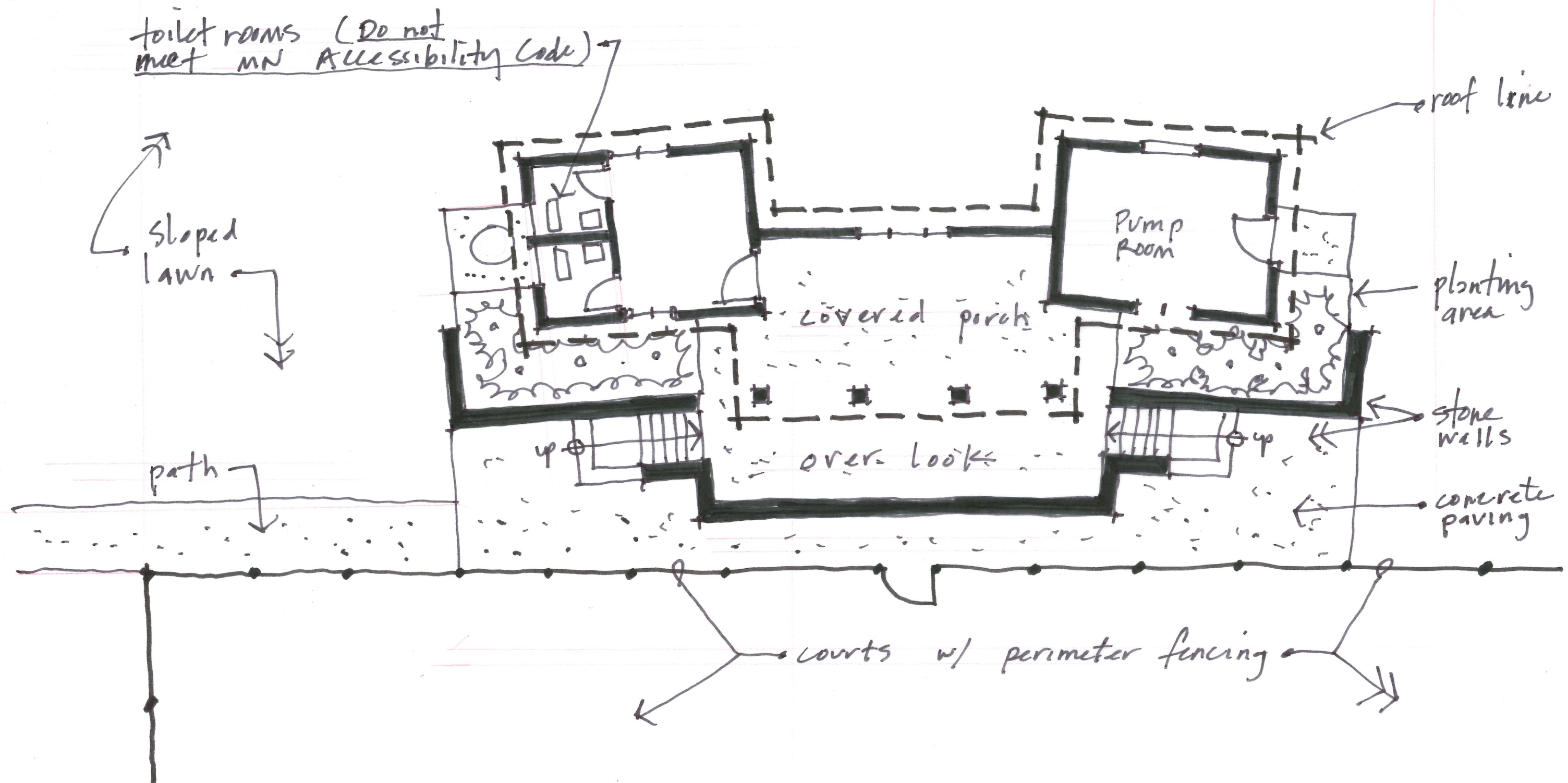


Photos of Existing Bell Courts Pavilion

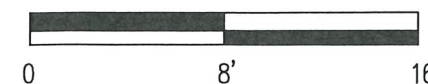
PAVILION RENOVATION
BELL COURTS - WAYZATA, MN



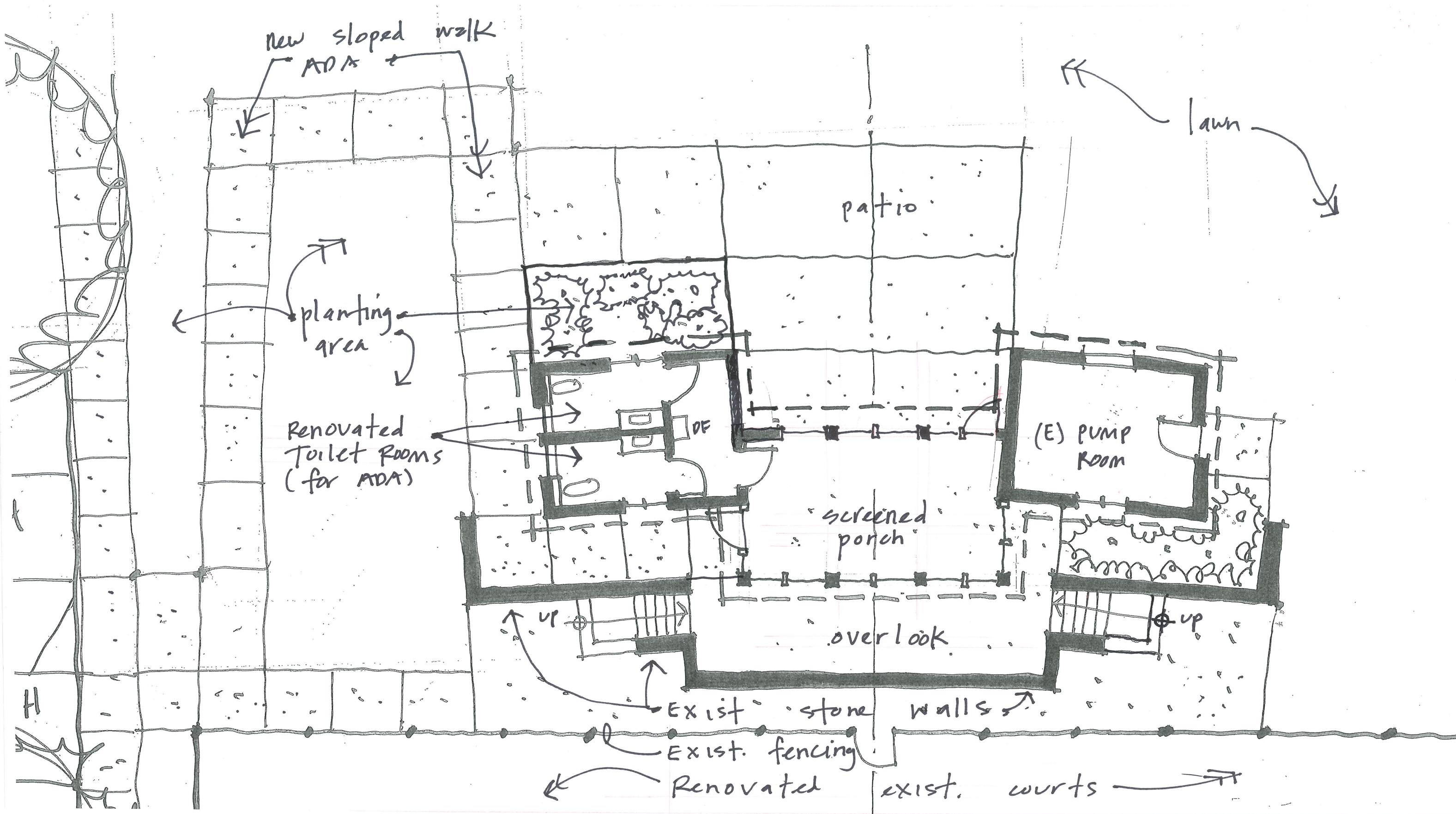
HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS



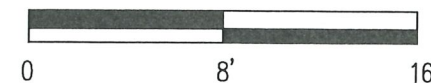
BELL COURTS PAVILION - EXISTING FLOOR PLAN
WAYZATA, MN



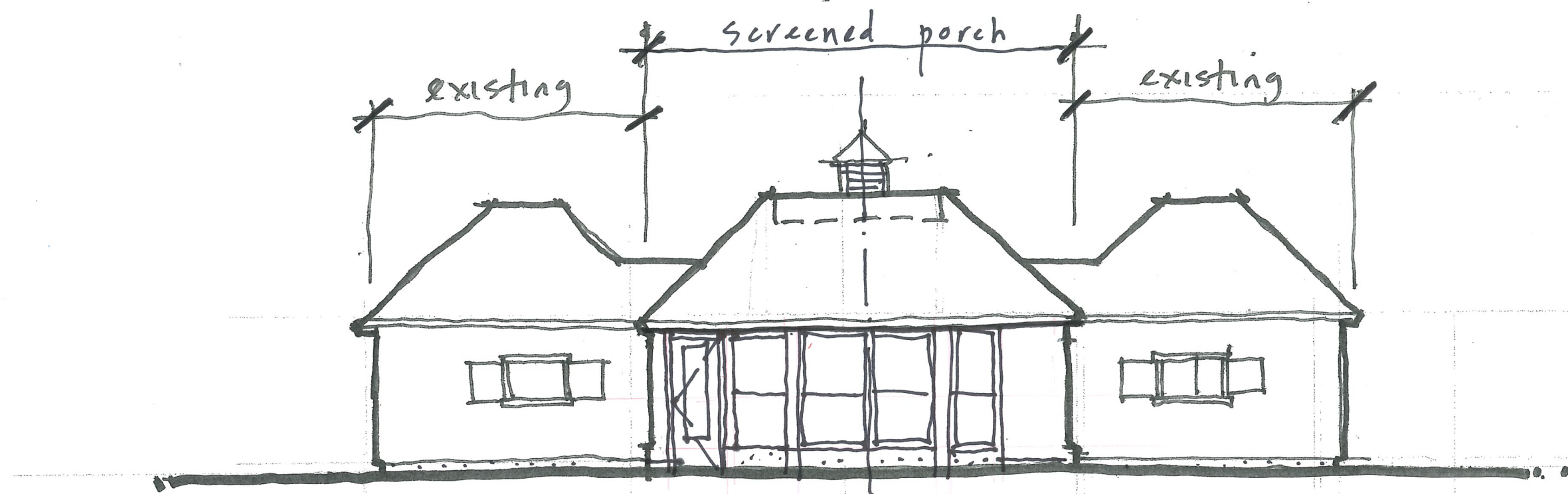
HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS



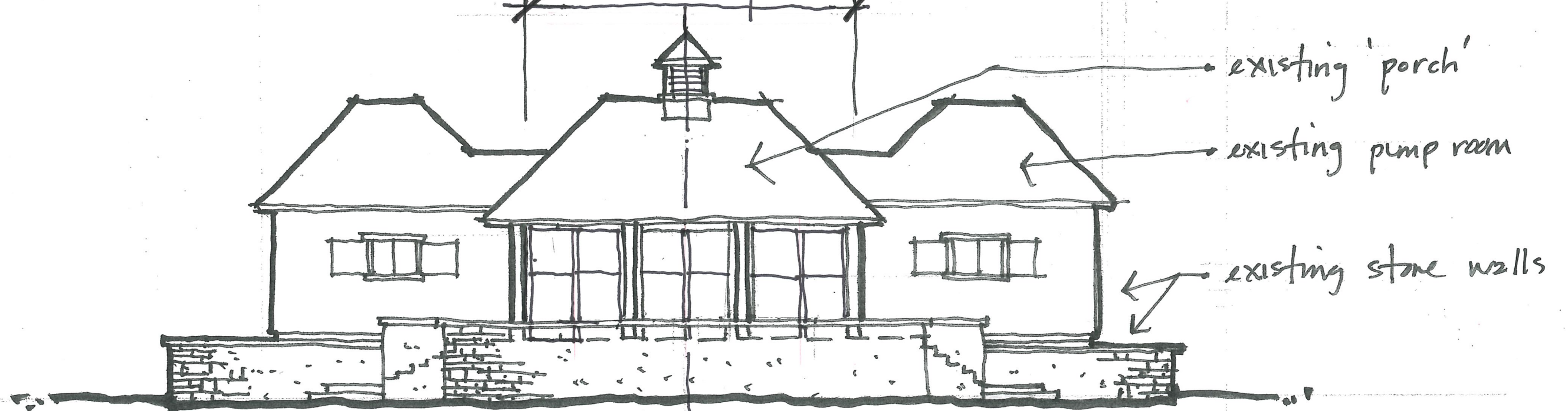
BELL COURTS PAVILION - RENOVATION - FLOOR PLAN
WAYZATA, MN



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

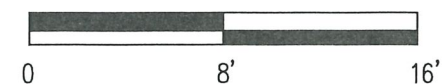


⊕ West Elevation
screened porch



⊕ East Elevation (Facing Courts)

BELL COURTS PAVILION - RENOVATION - ELEVATIONS
WAYZATA, MN





HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

October 4, 2023

Robert Slipka
WSB
701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416

Re: **Klapprich Park Warming House Expansion
City of Wayzata, MN
DD, CD's & CA Design Services Proposal**

Dear Bob:

We thank you for the continued opportunity to support WSB on this exciting project with the City of Wayzata. HCM has enjoyed our relationship with City staff and your office in developing the programming and schematic design for the Klapprich Park Warming House Expansion work completed to date. We look forward to providing the design development, construction documents and construction administration services as this project moves forward.

As we discussed, our contract will be with WSB for the services as defined below and HCM will provide architectural, interior design, structural engineering, and MEP Engineering design services. Our proposal is broken into (3) Phases of; 50% CD's, 100% CD's and Bidding/Construction Administration services to allow the City to continue with the Project through construction or put it on hold after the first two Phases due to priorities or budgeting.

The Schematic Design Package is attached and will be considered the basis for the design and direction of our work..

Project Work Scope & Deliverables

Programming & Schematic Design: **(Work Scope Completed)**

Phase 1 - 50% Construction Documents & Detailed Cost Estimates:

Scope of Work:

- Develop the Building Plans, Exterior Elevations & Building Sections
- Develop structural system designs
- Develop MEP systems designs
- Develop finish plans, FFE plans and required interior elevations.
- Develop interior & exterior material & finish selections
- Investigate all pertinent codes, safety regulations – meet with City Building Officials to confirm life safety and accessibility requirements.
- Present the Project at Parks & Trails and City Council meetings
- Develop 50% CD Package for review/approval and cost estimating purposes
- Develop a detailed Design development Detailed Cost Estimate based on the 50% CD Set.

Design Team & Roles

Architectural (HCM Architects)
Interior Design (Isola Design)
Structural (ERA Engineering)
Mechanical (Emanuelson Podas Engineers)
Project Mechanical Engineer
Electrical (Emanuelson Podas Engineers)
Project Electrical Engineer
Cost Estimating (Loeffler Consulting)

Primary Responsibilities

Project Manager /Design/Documentation
Design/Documentation
Structural Design
HVAC, Plumbing & Fire Protection Systems
Power and Lighting Systems
Detailed Cost Estimate

Building Design Team Deliverables for this Phase:

- 50% CD Package including drawings and narratives for:
 - Architectural
 - Interior Finishes
 - Structural
 - Mechanical (HVAC & Plumbing)
 - Electrical
- Detailed Building Construction Cost Estimate.
- Project meeting attendance and presentations.
- Understanding of local and state jurisdiction requirements.
- Presentation materials for Park & Rec Board and City Council meetings

Phase 2 - 100% Construction Documents:***Scope of Work:***

- Meetings (assume 4 meetings) with the City and Project Design Team to review and coordinate all design efforts.
- Attend a 90% CD "Page-Turner" with the Owner and the entire Design Team for a full review of the Project Design.
- Detailed coordination with WSB their Project Team
- Complete Construction Documents made up of detailed plans and specifications provided to the City's Project Manager for review prior to Project Bidding.
- Final 100% CD Package (Drawings and Specifications) for public bidding, permitting and construction.

Staff Involvement / Roles

Architectural (HCM Architects)
Interior Design (Isola Design)
Structural (ERA Engineering)
Mechanical (Emanuelson Podas Engineers)
Project Mechanical Engineer
Electrical (Emanuelson Podas Engineers)
Project Electrical Engineer

Primary Responsibilities

Project Manager /Design/CD Documentation
Design/Documentation
Structural Design/Documentation

HVAC, Plumbing & Fire Protection Systems

Power and Lighting Systems

Building Design Team Deliverables for this Phase:

- Complete Construction Documents made up of detailed Drawings and Specifications (Project Manual) for the Architectural, Interiors, Structural Engineering, Mechanical Engineering and Electrical Engineering for the public bidding, permitting and construction of the Project.

Phase 3 - Project Bidding & Construction Administration Services:***Scope of Work:***

- Issue documents for Bidding
- Assist WSB in Prebid meeting with potential bidders
- Respond to substitution requests
- Develop Addenda to the Construction Documents
- Answer all inquiries about the project as required for the competitive bidding of the Project
- Review bids with Owner and qualify the apparent low bidder for the building
- Attend bi-weekly construction mtgs. (assume 10 CA meetings)
- Review work for compliance w/ construction documents
- Review shop drawings and product submittals
- Answer RFI's
- Prepare Proposal Requests (PR's) and ASI's
- Answer all contractor inquiries regarding the design intent of the documents
- Work closely with the Project Manager regarding the construction work
- Review payment applications and prepare change orders

Deliverables:

- Timely Submittal and Shop Drawing reviews
- Review of Pay Applications
- Issue Appropriate Change Orders
- Punch list Inspections - one initial and one final per Phase (1 total)

Design Fees:

Our proposed professional fees are based on the breakdown of staff and hours proposed per Task and the proposed Project Scope. Our firm provides excellent value. Based on our competitive rates and knowledgeable staff, you will receive more hours of our service for your fee.

Our Building Design Team fees listed below would include architectural, interiors, structural, and MEP Engineering services. Professional cost estimating services (included in the Design Development Phase) are always viewed as a cost beyond basic services.

Our breakdown of fees is as follows:

Design Phase	Fee (hourly rate blended on tasks)
<i>Programming & Schematic Design</i>	<i>Completed</i>
<i>Phase 1 – 50% Construction Documents</i>	<i>\$15,200.00</i>
Architectural Structural Engineering MEP Engineering <i>Cost Estimating Consultant (\$4,000 fee)</i>	<i>(\$3,000 fee)</i>
<i>Phase 2 – 100 % Construction Documents</i>	<i>\$19,000.00</i>
Architectural Structural Engineering MEP Engineering	
<i>Phase 3 – Bidding & Construction Administration</i>	<i>\$ 8,800.00</i>
Architectural Structural Engineering MEP Engineering	
<i>Total Design Fees (Phases 2-6) + Cost Est.</i>	<i>\$46,000.00</i>
<i>Reimbursables (printing, mileage)</i>	<i>\$2,000.00</i>
<i>Total Fees and Reimbursable</i>	<i>\$48,000.00</i>

(Meetings are included in the respective Phases above).

Our fees do not include the following services:

- Site Lighting & Site Power Electrical Design – by WSB
- Full Building Energy Modeling
- Solar Design (PV)
- A/V Equipment Selection and I/T cabling design and Security Equipment Design
- Furniture selection (FFE). Our scope will show layouts and quantities
- Geotechnical Engineering or Testing
- LEED Documentation or Applications
- Site Design & Civil Engineering (by WSB)
- Landscape Design (by WSB)
- Environmental Testing

Additional Services can be provided on an hourly basis depending on staff level at your request – refer to the Billable Rate Schedule provided below.

Billable Rates (HCM)

Title	Rate
Principal Architect 1	\$200.00 / hour
Principal Architect 2	\$180.00 / hour
Architect	\$160.00 / hour
Architectural Staff 1	\$145.00 / hour
Architectural Staff 2	\$130 - \$140.00 / hour

Estimate of Reimbursable Expenses

We estimate that the reimbursable expenses for a project such as this will include printing of review sets (but not bidding sets), typical mileage, color printing, postage, and courier services. Reimbursable expenses are billed without mark up at 1.0 times cost. All reimbursable expenses will be itemized for the Owner to review.

<u>a. Printing Costs</u>	<u>\$300.00</u>
o 50% CD Review Sets	
o 90% CD Review Set (For Owner/Team Review Meeting)	
o Final 100% CD printing (For Project Team only- -Assumes electronic bidding format)	
<u>b. Postage/Misc. Delivery Costs</u>	<u>\$200.00</u>
<u>c. Mileage (In-town mileage)</u>	<u>\$1,000.00</u>
<u>e. Misc. Consultant Reimb. (Prints, materials, delivery etc.)</u>	<u>\$500.00</u>

<u>Estimated Reimbursable Costs</u>	<u>\$2,000.00</u>
--	--------------------------

(Permit Review Fees to be paid by the Owner)

We appreciate our working relationship with WSB and look forward to working with your team and the City of Wayzata in the development of this Project. Please give us a call (612-904-1332) if there are any questions regarding this proposal.

Sincerely,



Tim McLwain, AIA

Acceptance

If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, Hagen, Christensen & McLwain Architects reserves the right to review and update this proposal as necessary.

ACCEPTED BY: _____

DATE: _____

WARMING HOUSE BUILDING - EXPANSION & RENOVATION
KLAPPRICH PARK - WAYZATA, MN.

DRAWING INDEX

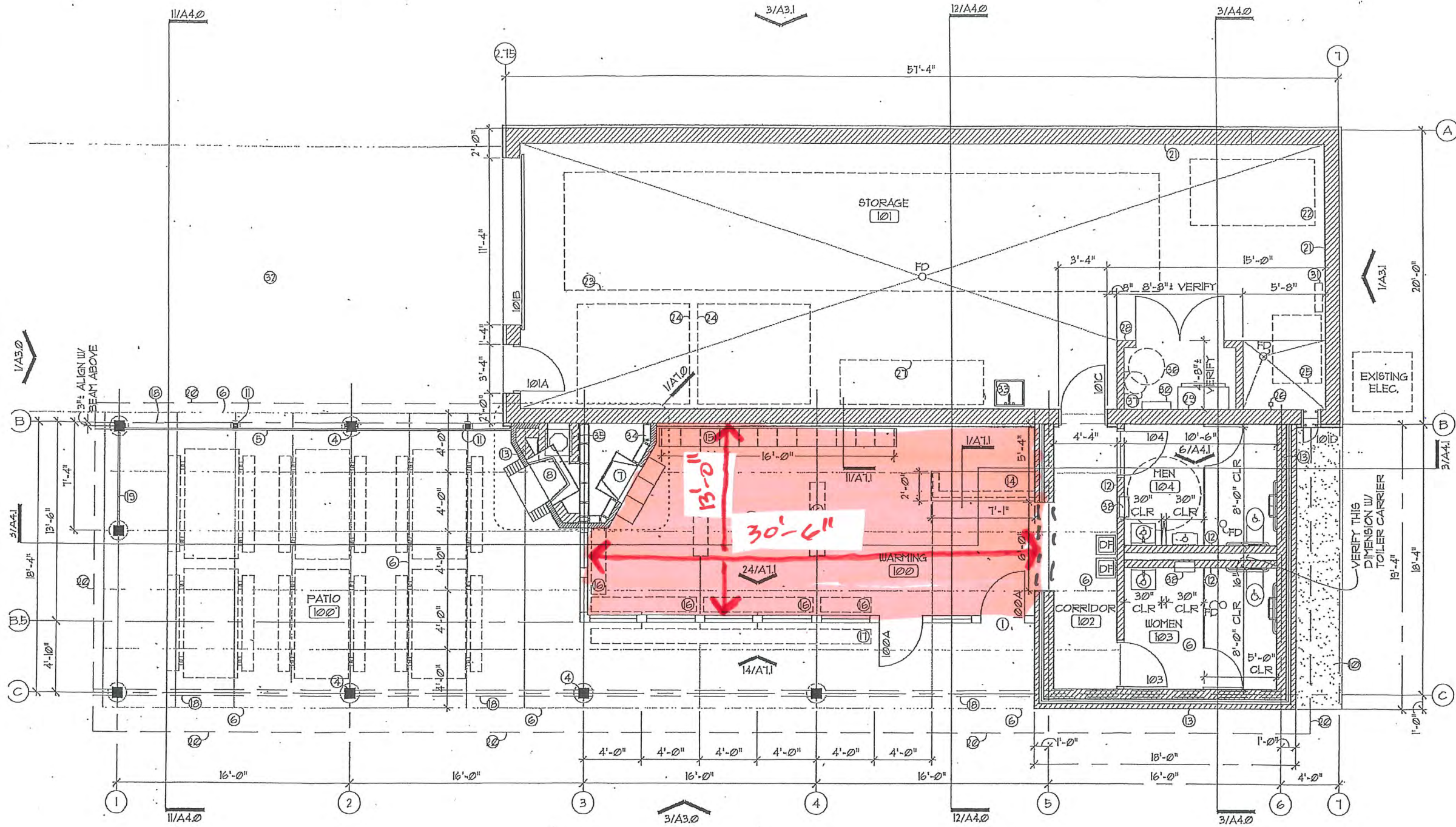
- TITLE COVER AND DRAWING INDEX
- EXISTING FLOOR PLAN (for reference)
- FLOOR PLAN
- EXTERIOR ELEVATIONS



Photos of Existing Warming House Building

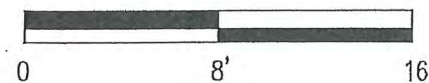


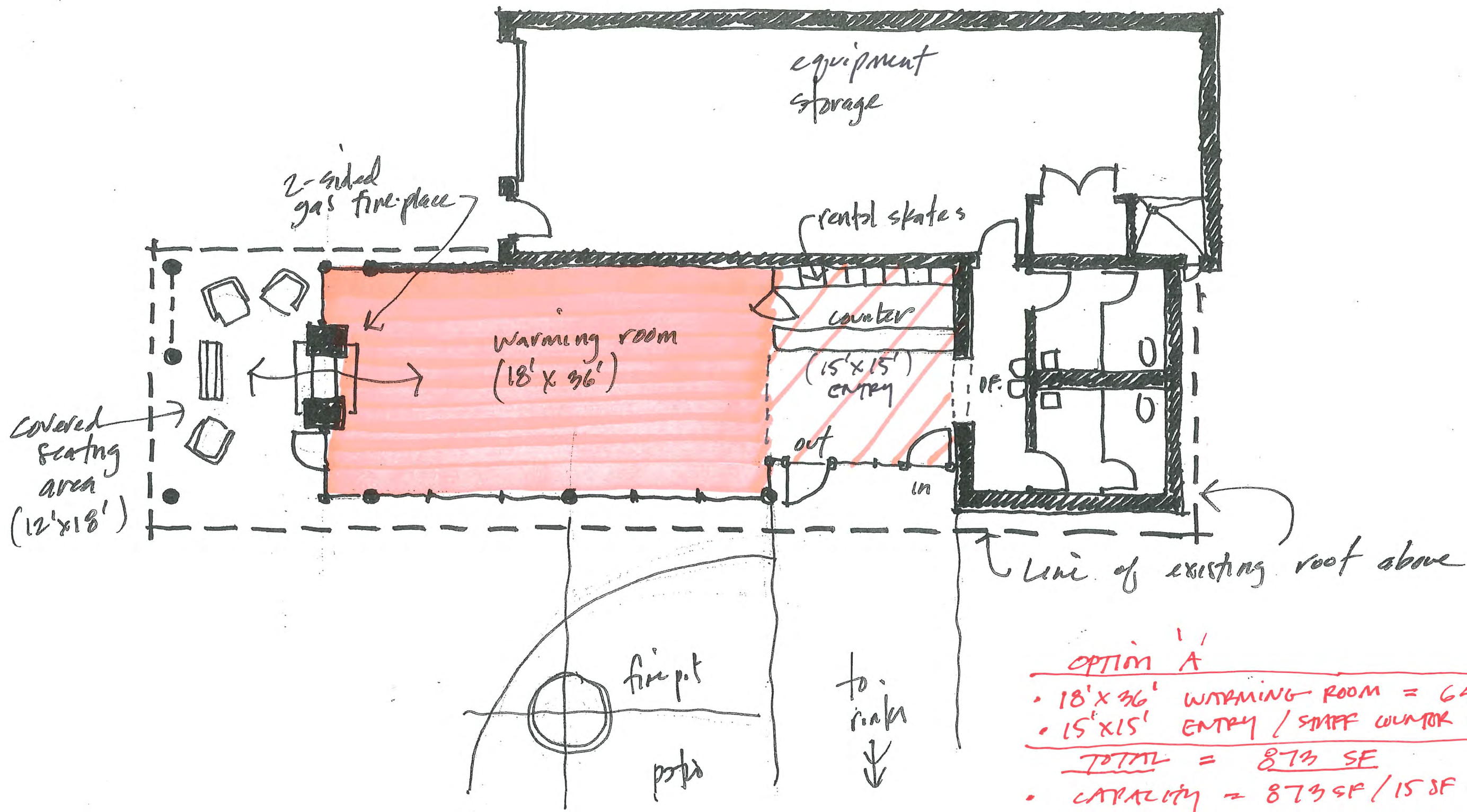
WARMING HOUSE BUILDING - EXPANSION & RENOVATION
KLAPPRICH PARK - WAYZATA, MN



- EXISTING WARMING SPACE
- $13'-0" \times 30'-6" = 396 \text{ SF.}$
 - CAPACITY = $396 \text{ SF} / 15 \text{ SF/OCCUPANT}$
= 26-30 OCCUPANTS

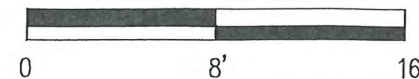
WARMING HOUSE BUILDING - EXISTING FLOOR PLAN
KLAPPRICH PARK - WAYZATA, MN



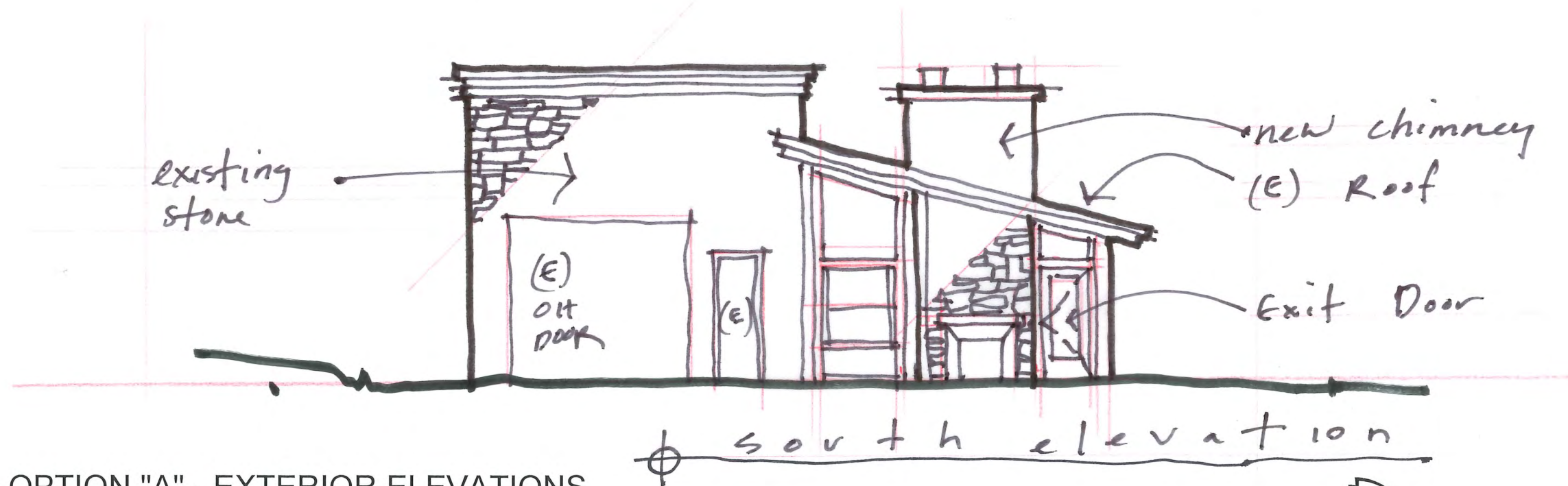
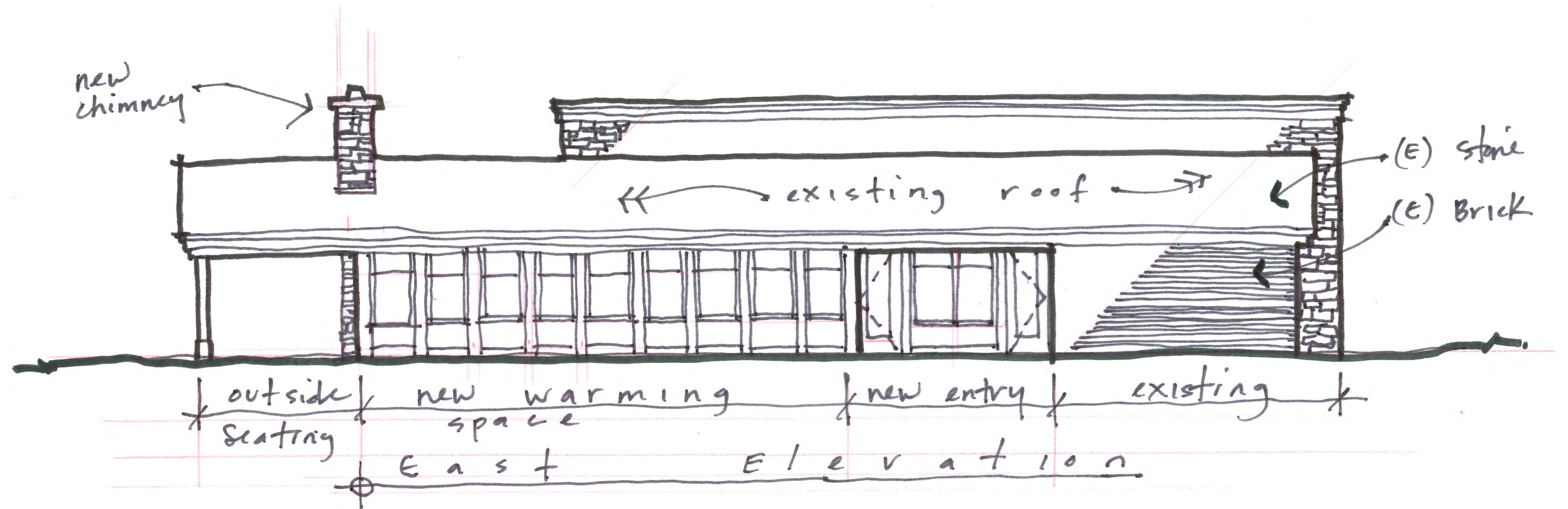


WARMING HOUSE BUILDING - **OPTION "A" FLOOR PLAN**
KLAPPRICH PARK - WAYZATA, MN

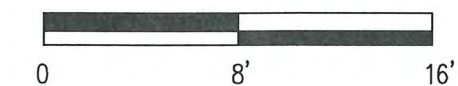
5.31.2023



HAGEN, CHRISTENSEN & MOILWAIN
ARCHITECTS



WARMING HOUSE BUILDING - OPTION "A" - EXTERIOR ELEVATIONS
KLAPPRICH PARK - WAYZATA, MN





City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 5.b
TITLE: Bell Courts Bid Package Review	
PROPOSED MOTION: Recommend approval of the bid package plans to be put out to bid in January.	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

Staff recommends approval of the Bell Courts reconstruction project bid plans.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

WSB has created the bid plans that are attached for review. The P&T Board can provide any final comments on the plans. City Council will review the bid documents in January to authorize the project to go out for bid.

ATTACHMENTS:

1. Bell Courts Plans_11-8-23

Wayzata Bell Courts Improvements

Wayzata, Minnesota

City Improvement Project No.....PRK-2023-01

WSB & Associates, Inc. Project No.022179-000

Issue Date.....10/12/2023



Sheet List Table	
Sheet Number	Sheet Title
L1.0	COVER SHEET
L2.0	DEMO PLAN
L3.0	LAYOUT PLAN
L4.0	GRADING PLAN
L5.0	RESTORATION PLAN
L6.0	MISCELLANEOUS DETAILS
L6.1	MISCELLANEOUS DETAILS
L6.2	MISCELLANEOUS DETAILS
L6.3	MISCELLANEOUS DETAILS

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE UTILITIES HAS BEEN DESIGNATED UTILITY QUALITY LEVEL D. THESE QUALITY LEVELS WERE DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE DATA". THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERETO.

1

L1.0

PROJECT LOCATION MAP

THIS PLAN SET HAS BEEN PREPARED FOR:

City of Wayzata
600 Rice St E,
Wayzata, MN 55391



SCALE:DESIGN BY:

AS SHOWNRAS

PLAN BY:CHECK BY:

KMTRAS

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SLIPKA

DATE: 10-01-2023LIC. NO: 44337

COVER SHEET

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

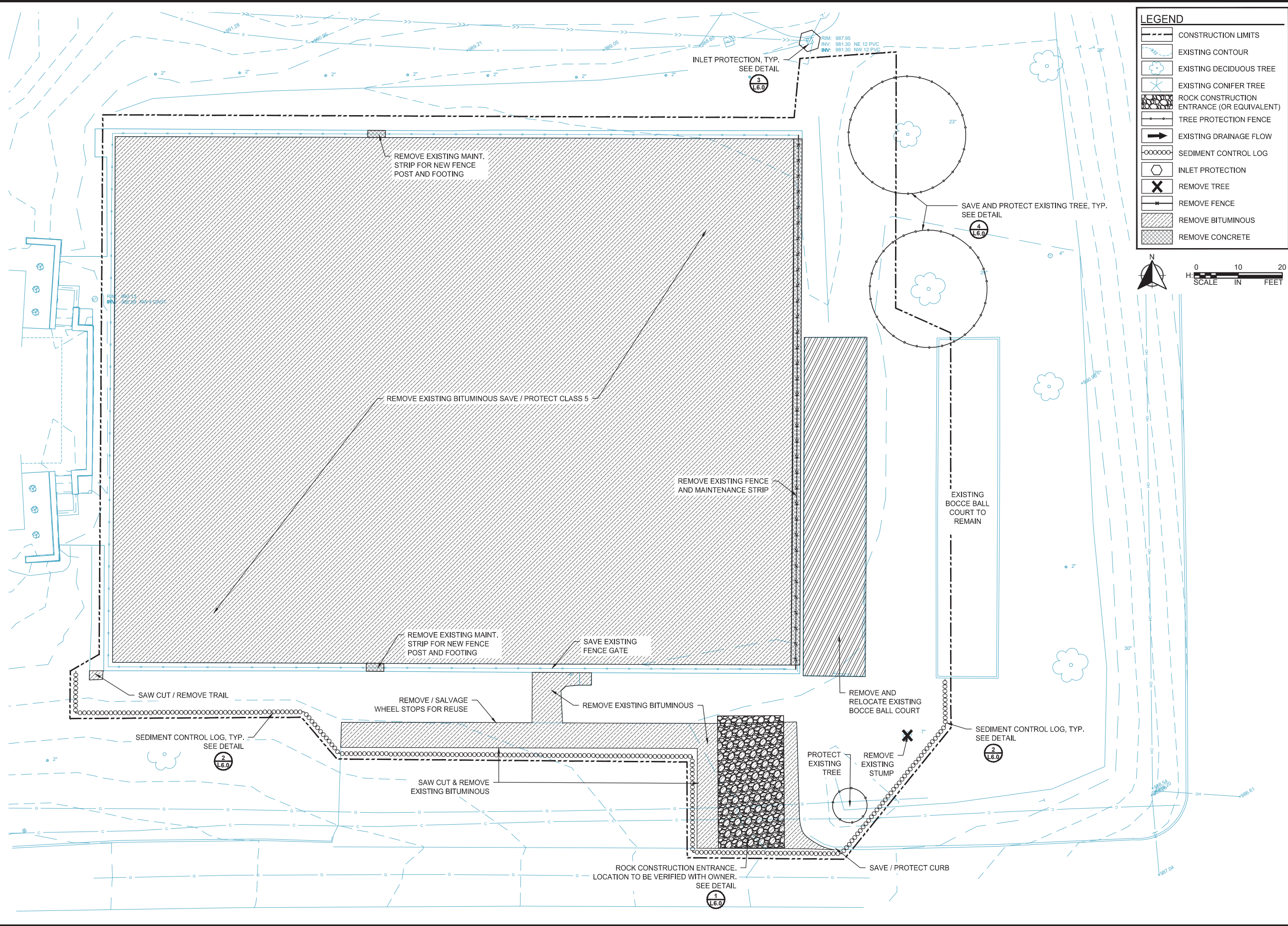
CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
022179-000

SHEET

L1.0

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LEGEND

- CONSTRUCTION LIMITS
- EXISTING CONTOUR
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- ROCK CONSTRUCTION ENTRANCE (OR EQUIVALENT)
- TREE PROTECTION FENCE
- EXISTING DRAINAGE FLOW
- SEDIMENT CONTROL LOG
- INLET PROTECTION
- REMOVE TREE
- REMOVE FENCE
- REMOVE BITUMINOUS
- REMOVE CONCRETE

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SCALE IN FEET

wsb

SCALE: AS SHOWN DESIGN BY: RAS
PLAN BY: KMT CHECK BY: RAS

REVISIONS	
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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

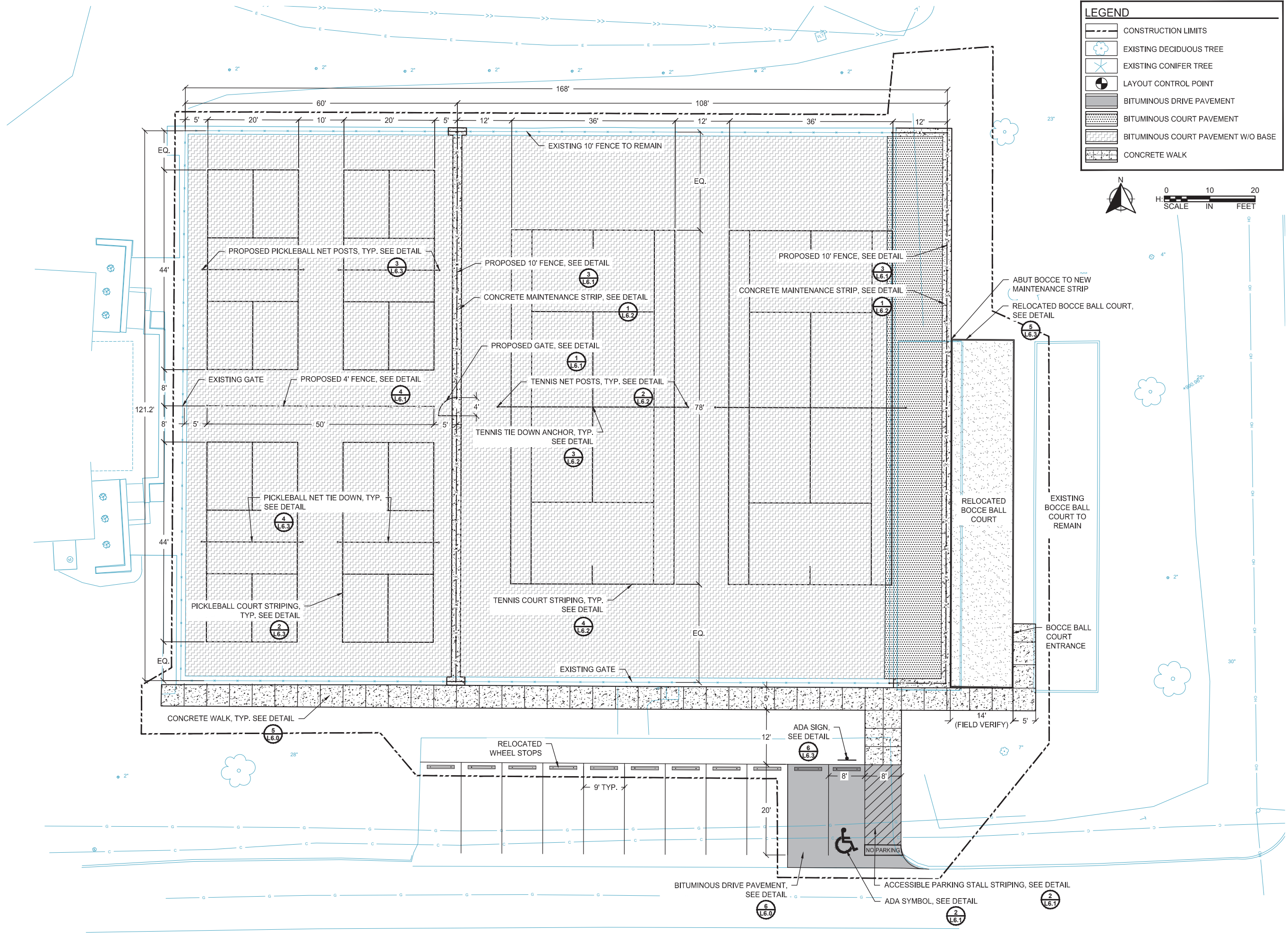
ROBERT A. SLIPKA
DATE: 10-01-2023 LIC. NO. 44337

DEMO PLAN

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

CLIENT PROJECT NO. XXXXXX
WSB PROJECT NO. 022179-000
SHEET L2.0
Page 33 of 49

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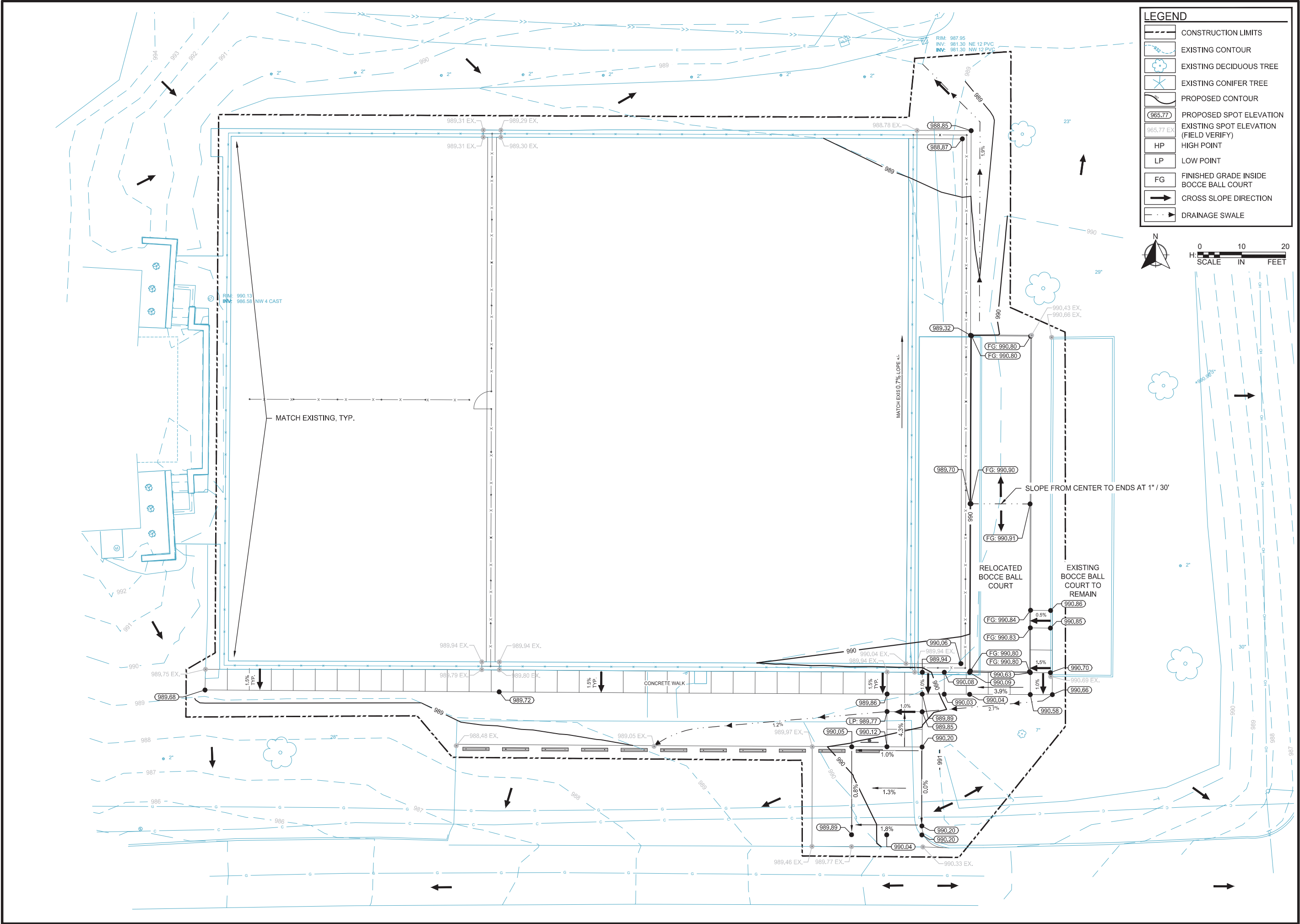
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ROBERT A. SLIPKA
DATE: 10-01-2023 LIC. NO. 44337

LAYOUT PLAN

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA



LEGEND

- CONSTRUCTION LIMITS
- EXISTING CONTOUR
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
- EXISTING SPOT ELEVATION (FIELD VERIFY)
- HP HIGH POINT
- LP LOW POINT
- FG FINISHED GRADE INSIDE BOCCE BALL COURT
- CROSS SLOPE DIRECTION
- DRAINAGE SWALE

N

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SCALE IN FEET

wsb

SCALE: AS SHOWN
DESIGN BY: RAS
PLAN BY: KMT
CHECK BY: RAS

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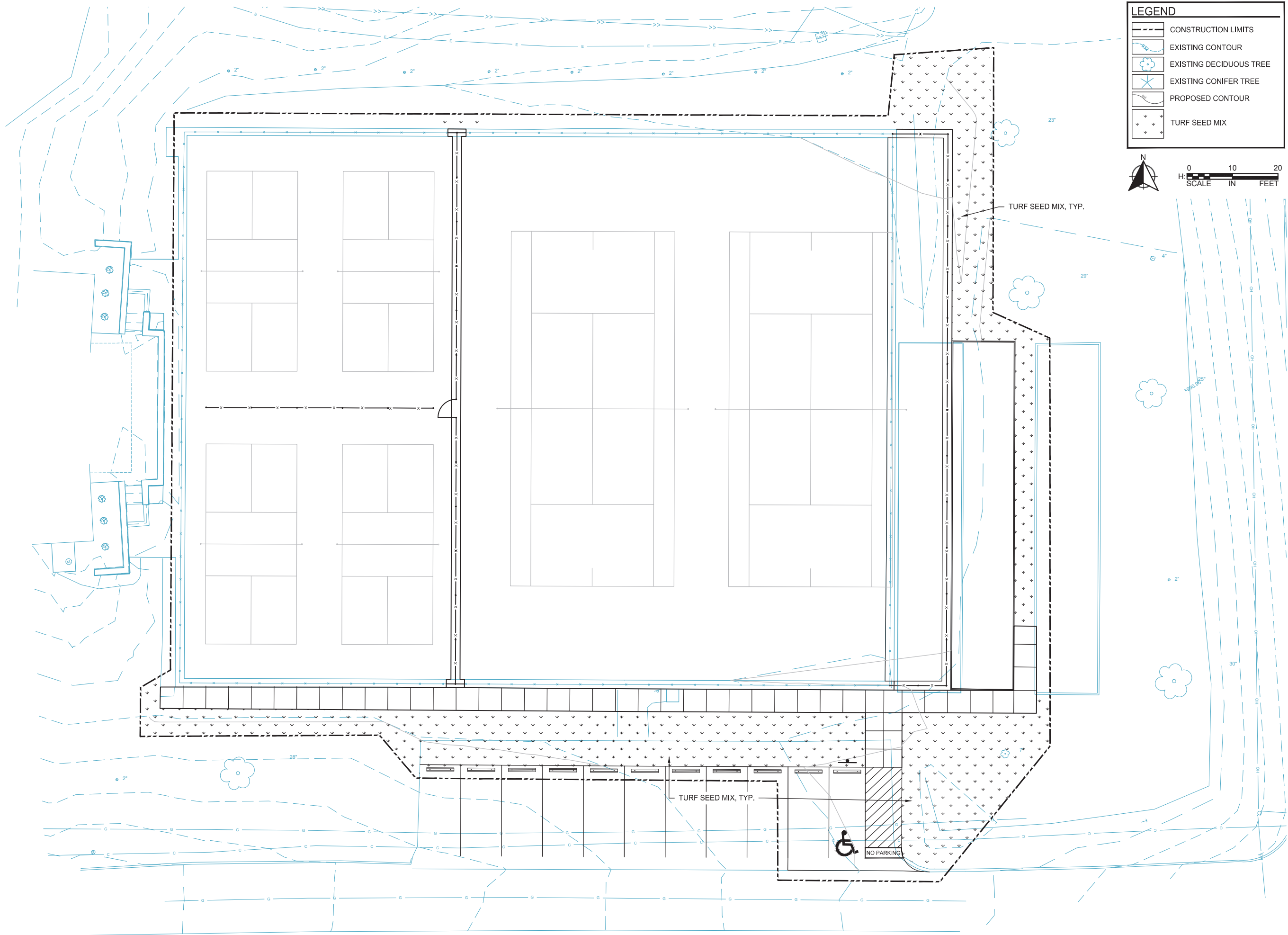
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ROBERT A. SLIPKA
DATE: 10-01-2023 LIC. NO. 44337

GRADING PLAN

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

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LEGEND

- CONSTRUCTION LIMITS
- EXISTING CONTOUR
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- PROPOSED CONTOUR
- TURF SEED MIX

N

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H. SCALE IN FEET



SCALE: AS SHOWN
PLAN BY: KMT

DESIGN BY: RAS
CHECK BY: RAS

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ROBERT A. SLIPKA
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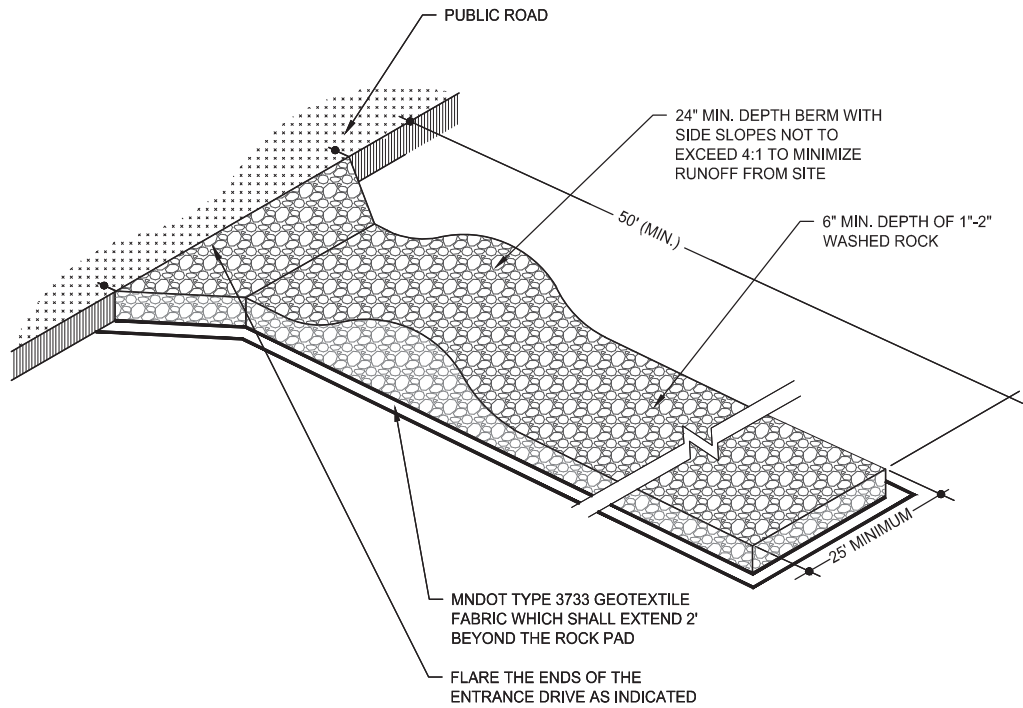
RESTORATION PLAN

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

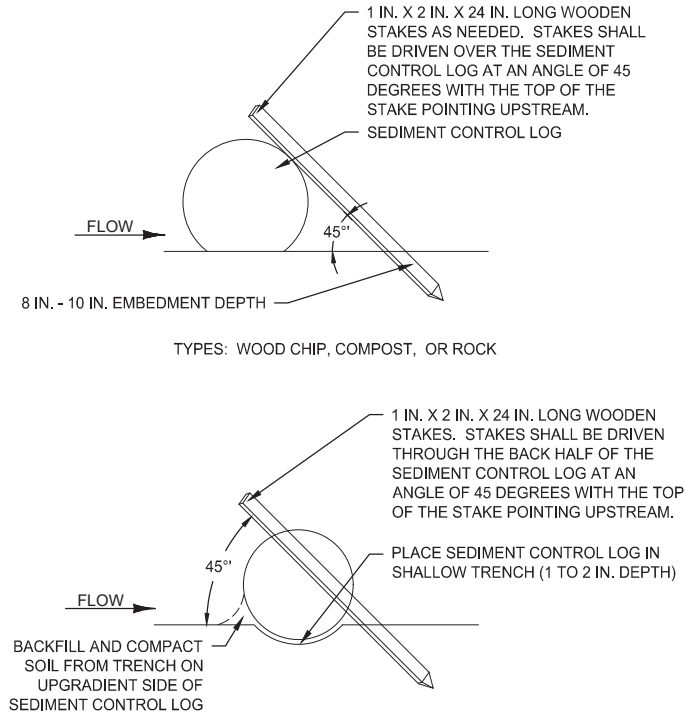
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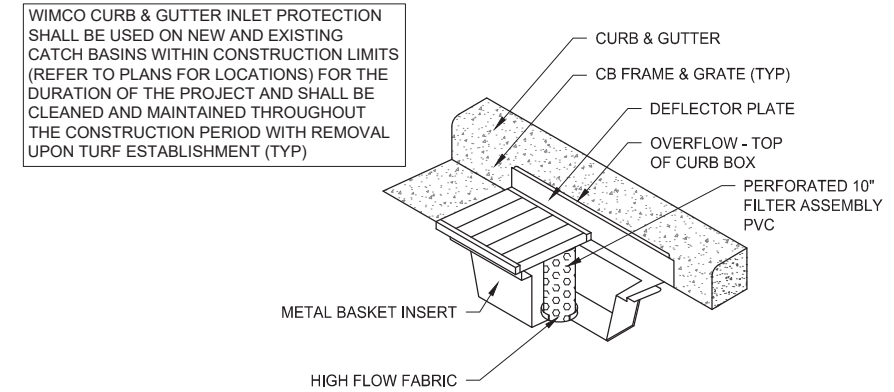
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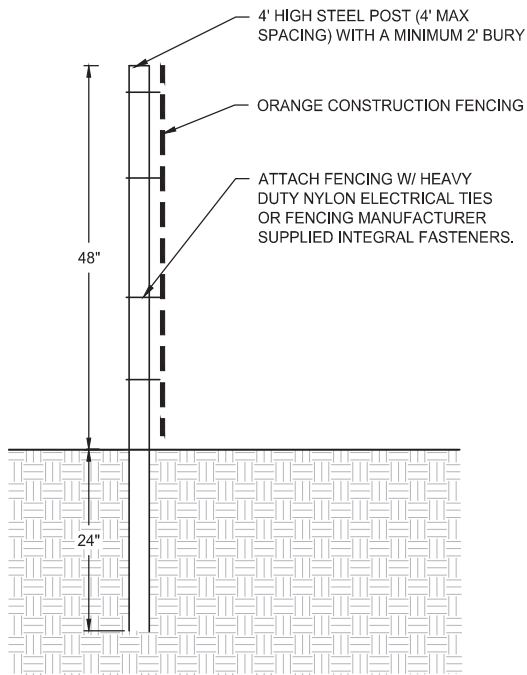
1 STABILIZED CONSTRUCTION ENTRANCE DETAIL
L6.0



2 SEDIMENT CONTROL LOG
L6.0



3 INLET PROTECTION DETAIL
L6.0

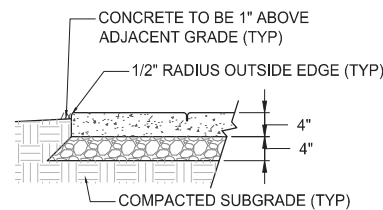


4 TREE PROTECTION FENCE
L6.0

CONCRETE PLACEMENT NOTE:
CONCRETE SHALL HAVE 1.0% MIN. / 1.5% MAX. CROSS-SLOPE IN DIRECTION OF POSITIVE DRAINAGE FLOW, UNLESS INDICATED OTHERWISE (TYP) - REFER ALSO TO GRADING PLANS FOR ADDITIONAL INFORMATION.

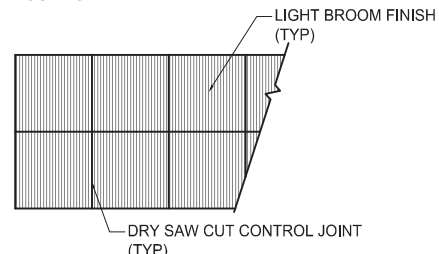
CONTROL JOINT NOTE:
REFER TO PLAN FOR LOCATIONS OF JOINTS AND VERIFY WITH LA-E AT TIME OF CONSTRUCTION. CRACK CONTROL JOINTS SHALL EXTEND TO 1/3 THE THICKNESS OF THE CONCRETE. REPLACE CONTROL JOINT WITH 1/2" EXPANSION JOINT AT MAX. 50' INTERVALS.

4" THICK CONCRETE SECTION:
4" THICK CONCRETE (4000 PSI) OVER 4" THICK COMPACTED AGGREGATE BASE COMPACTED TO 100% STANDARD PROCTOR DENSITY, SEE SPECIFICATIONS

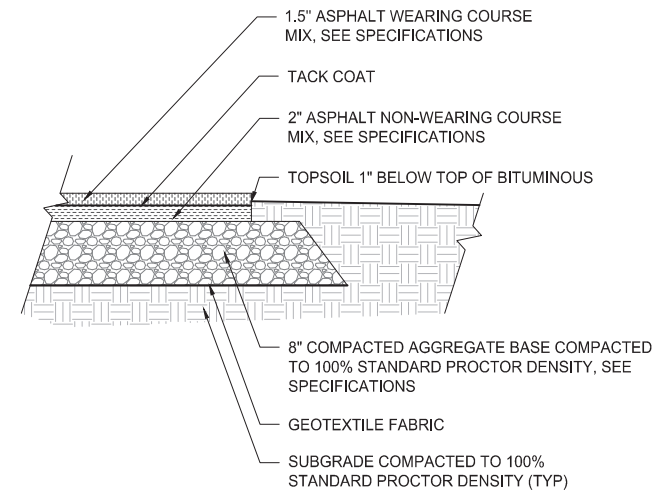


5 4" THICK CONCRETE WALK WITH AGGREGATE BASE DETAIL
L6.0

CONCRETE FINISH:
LIGHT BROOM FINISH WITH DRY SAW CUT JOINTS (1/8") (TYP) - REFER TO PLANS AND DETAILS FOR LOCATIONS



CONCRETE FINISH - PLAN VIEW



6 BITUMINOUS DRIVE WITH AGGREGATE BASE
L6.0

REVISIONS

NO.	DATE	DESCRIPTION

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ROBERT A. SLIPKA
DATE: 10-01-2023
LIC. NO.: 44337

MISCELLANEOUS
DETAILS

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

CLIENT PROJECT NO.
XXXXXX

WSB PROJECT NO.
022179-000

SHEET

L6.0

SCALE: AS SHOWN
DESIGN BY: RAS
PLAN BY: KMT
CHECK BY: RAS

REVISIONS

NO.	DATE	DESCRIPTION

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ROBERT A. SLIPKA

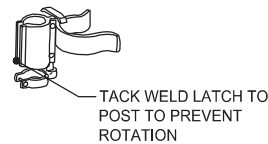
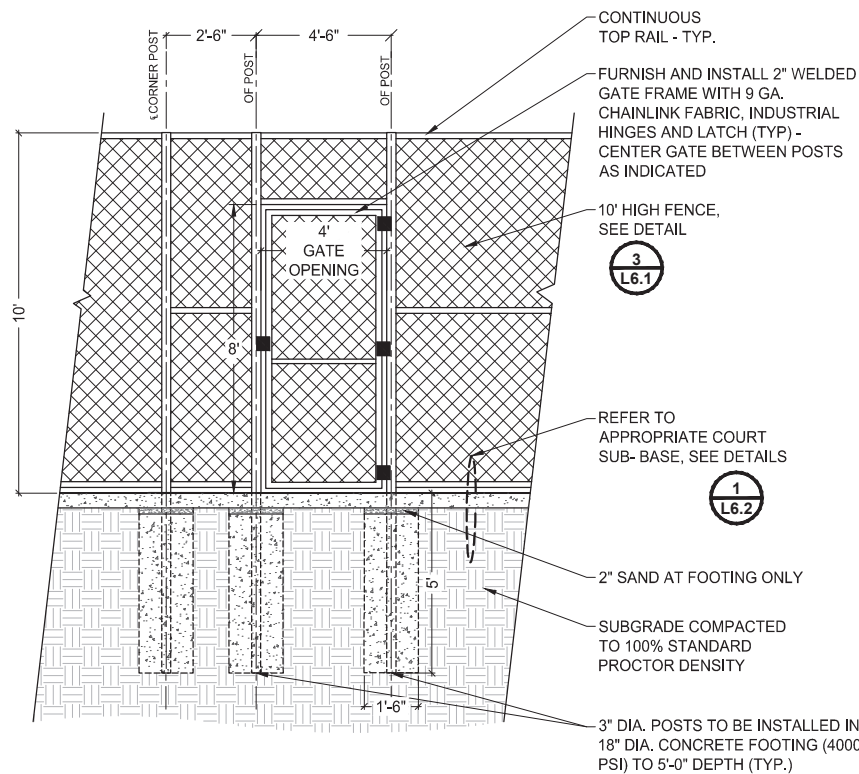
DATE: 10-01-2023 LIC. NO. 44337

MISCELLANEOUS
DETAILSWAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

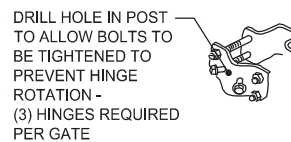
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WSB PROJECT NO.
022179-000

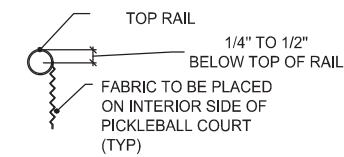
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L6.1
Page 38 of 49

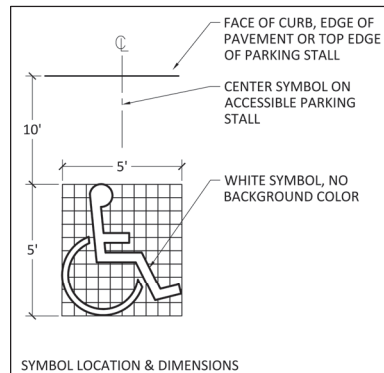
INDUSTRIAL GATE LATCHES



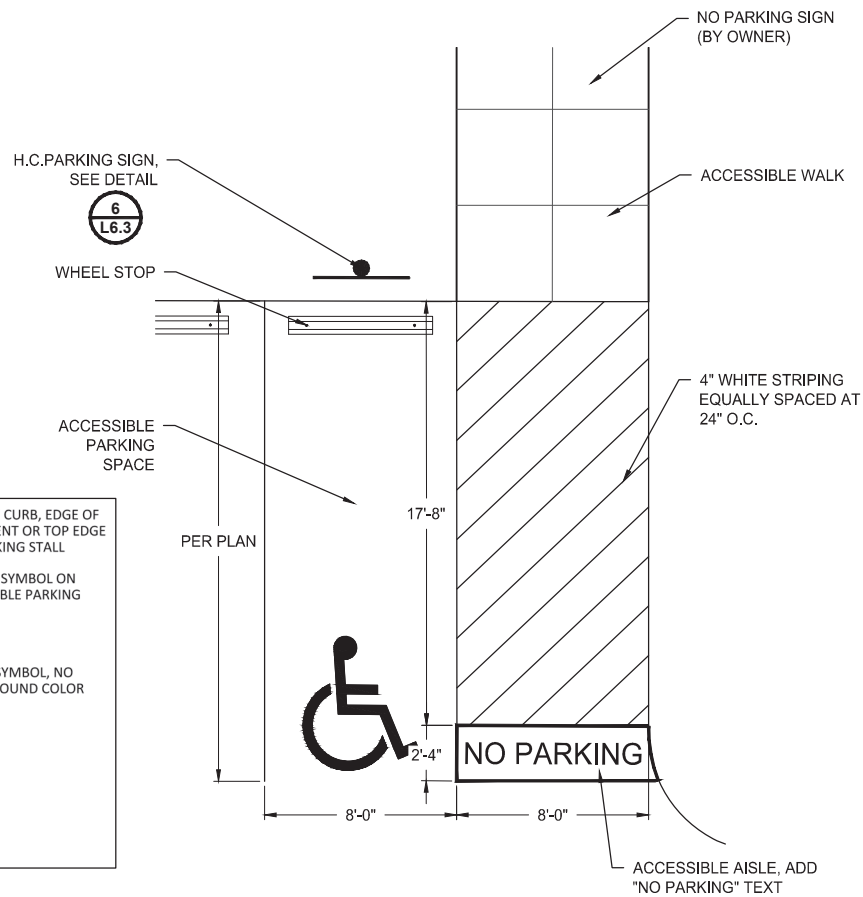
INDUSTRIAL GATE HINGES



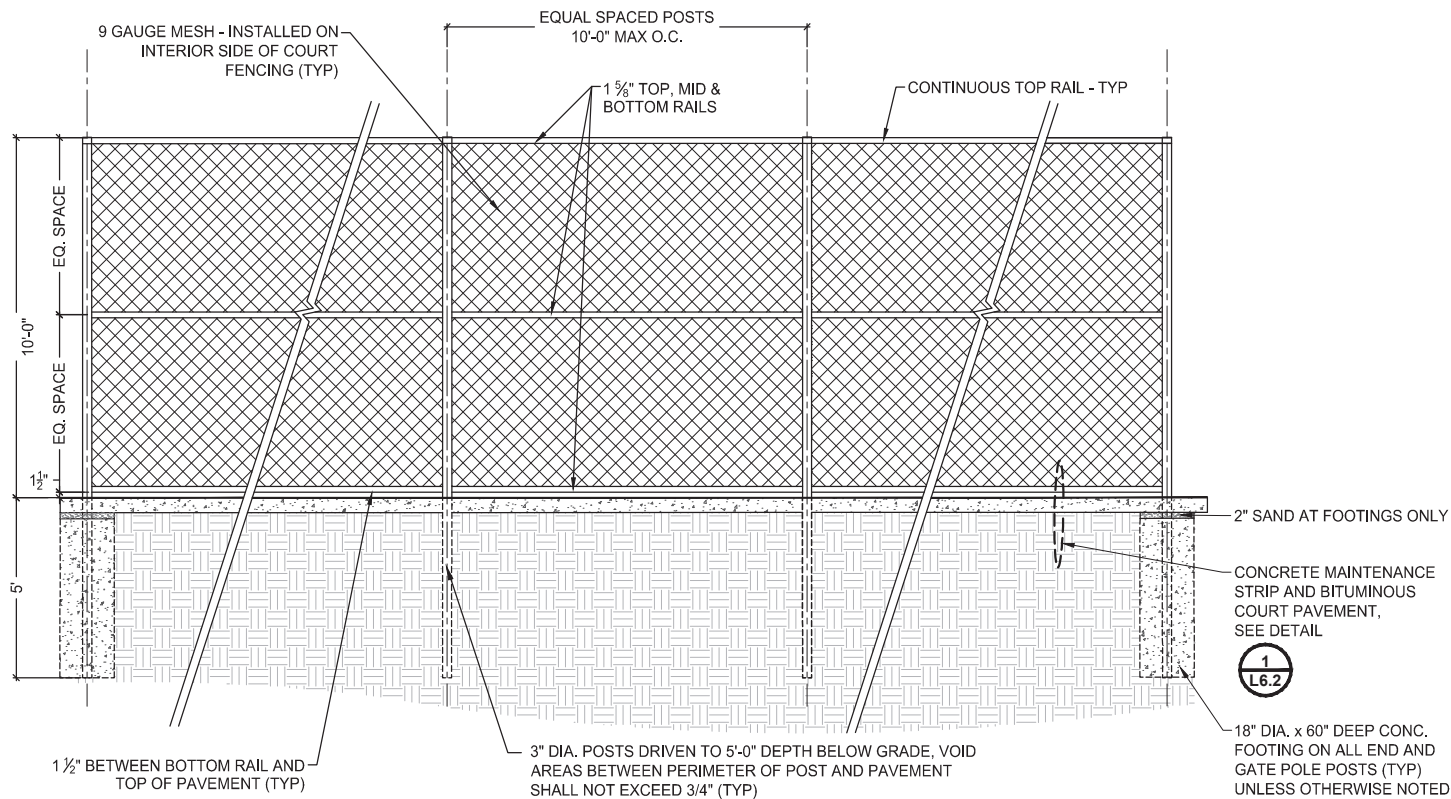
FABRIC PLACEMENT DETAIL



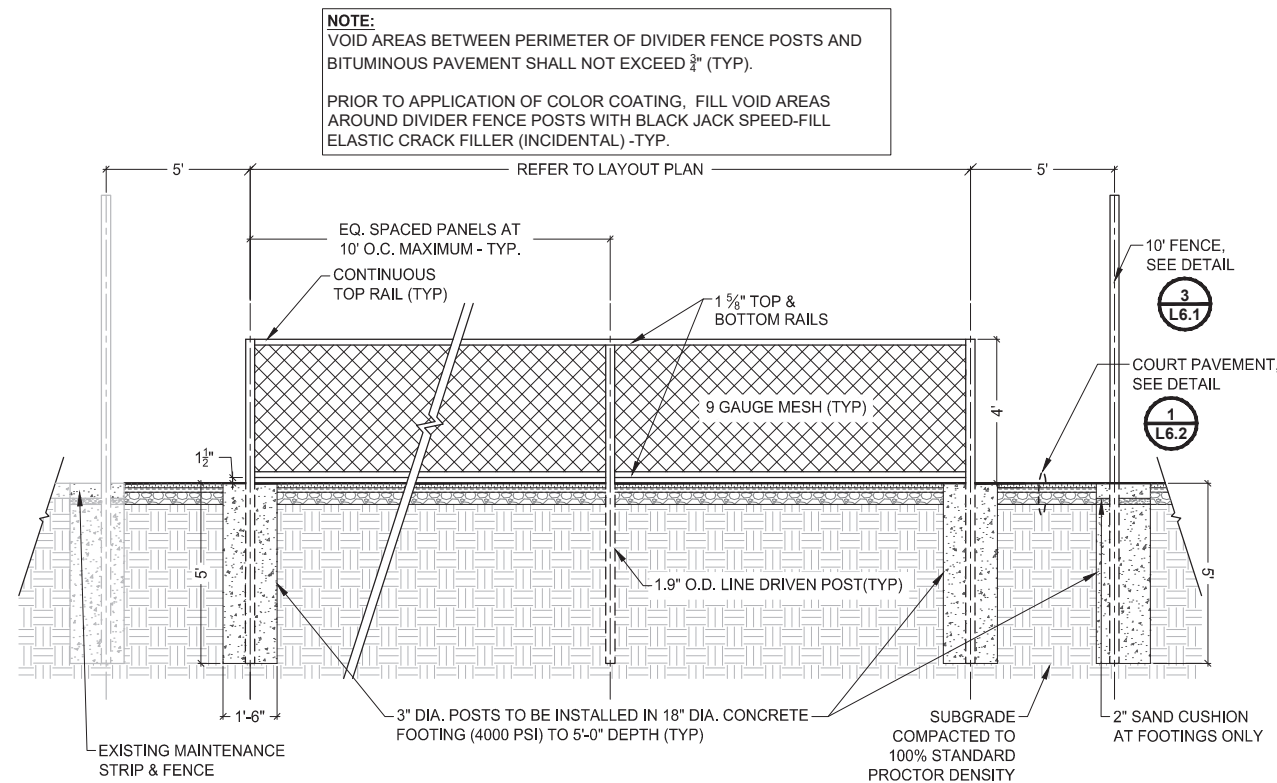
SYMBOL LOCATION & DIMENSIONS



2 ACCESSIBLE PARKING SPACE



3 10' HIGH CHAINLINK PERIMETER FENCE DETAIL



4 4' HIGH CHAINLINK DIVIDER FENCE DETAIL

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

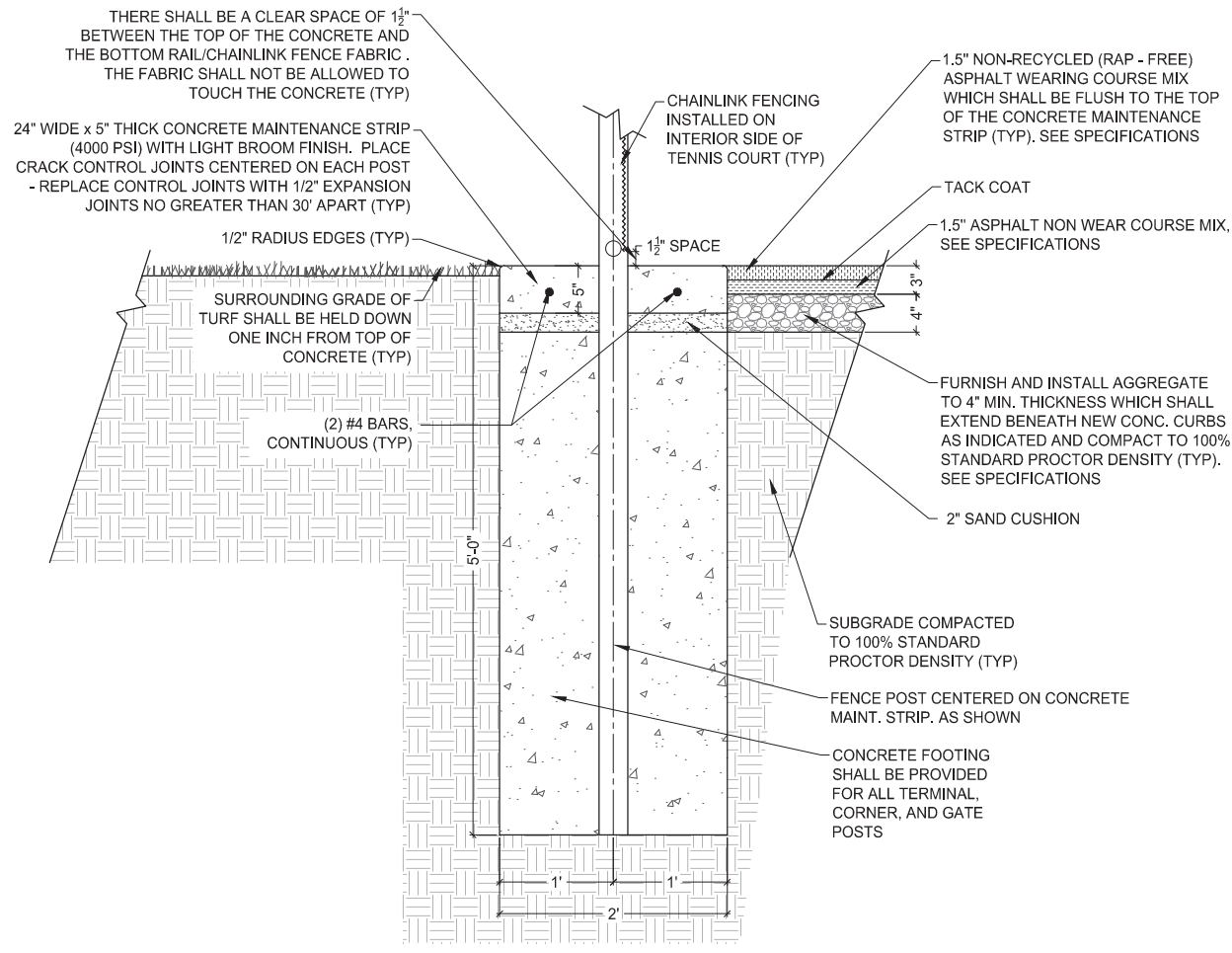
ROBERT A. SLIPKA

DATE: 10-01-2023 LIC. NO. 44337

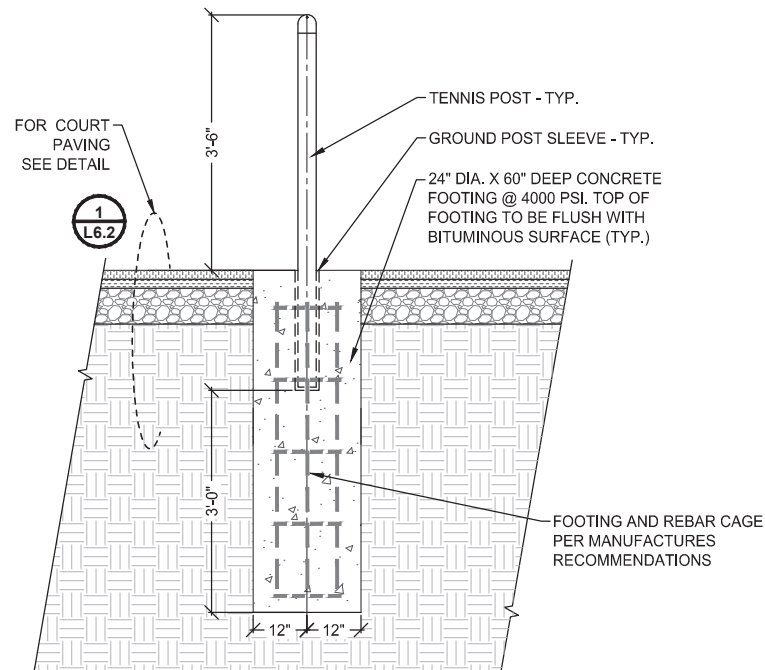
MISCELLANEOUS
DETAILSWAYZATA COURT IMPROVEMENTS
CITY OF WAYZATACLIENT PROJECT NO.
XXXXXXWSB PROJECT NO.
022179-000

SHEET

L6.2

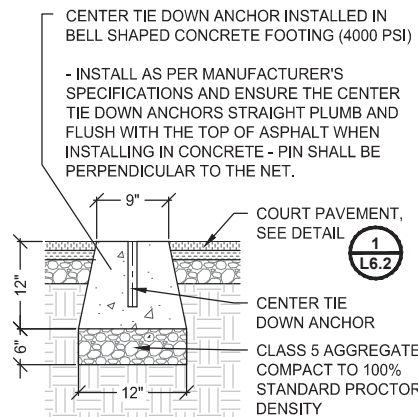


1 2' WIDE CONCRETE MAINTENANCE STRIP AND COURT PAVEMENT DETAIL

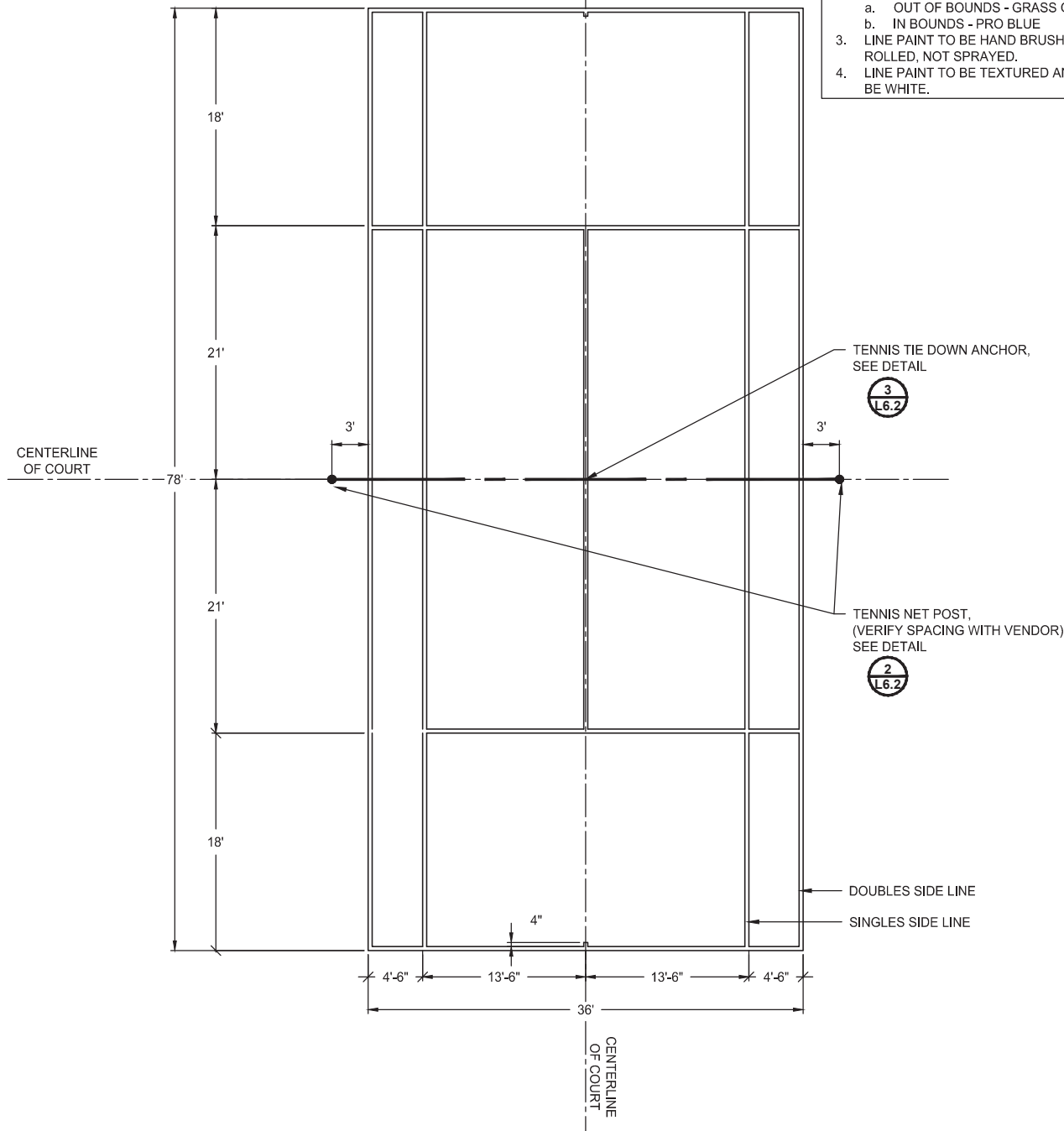


2 TENNIS NET POST DETAIL

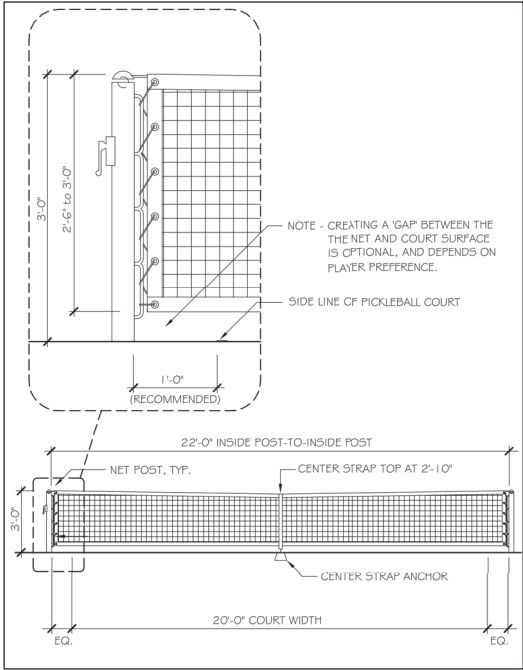
TENNIS NET SYSTEM NOTE:
CONTRACTOR SHALL FURNISH AND INSTALL TENNIS COURT POST AND NET SYSTEM PER MANUFACTURER'S SPECIFICATIONS AND AS SHOWN ON THE DRAWINGS. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.



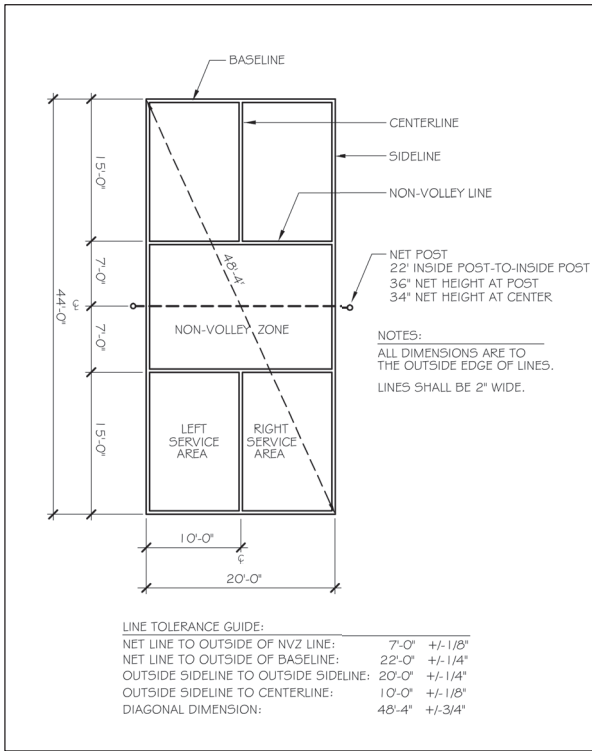
3 TENNIS TIE DOWN ANCHOR DETAIL



4 TENNIS COURT STRIPING LAYOUT

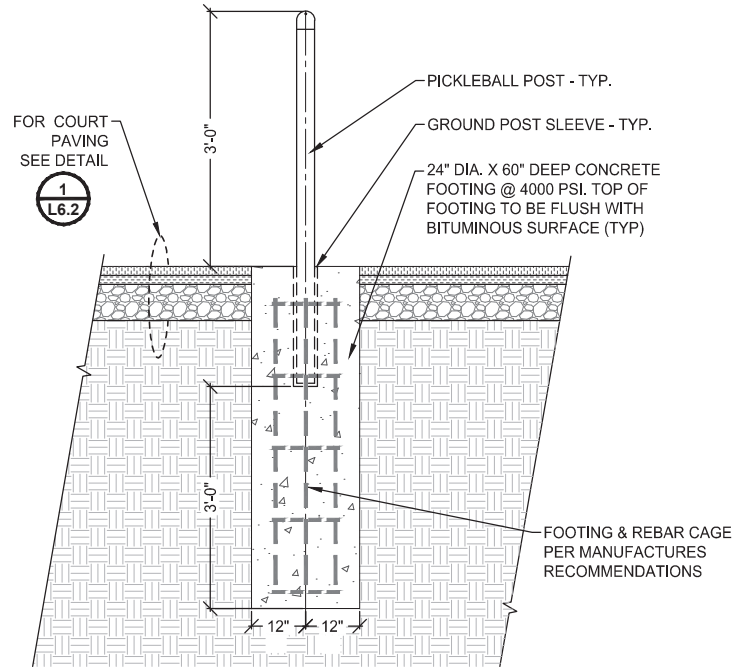


1 PICKLEBALL NET ELEVATION DETAIL
L6.3



2 PICKLEBALL COURT STRIPING DETAIL
L6.3

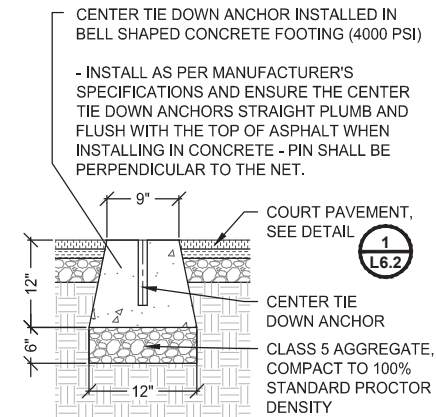
- NOTES:
- ALL DIMENSIONS ARE TO THE OUTSIDE EDGE OF LINES. ALL LINES SHALL BE 2" WIDE.
 - SURFACE COLORS SHALL BE TEXTURED AND AS FOLLOWS:
 - OUT OF BOUNDS - GRASS GREEN
 - IN BOUNDS - PRO BLUE
 - IN KITCHEN - GRAY
 - LINE PAINT TO BE HAND BRUSHED OR ROLLED, NOT SPRAYED
 - LINE PAINT TO BE TEXTURED AND COLOR TO BE WHITE.



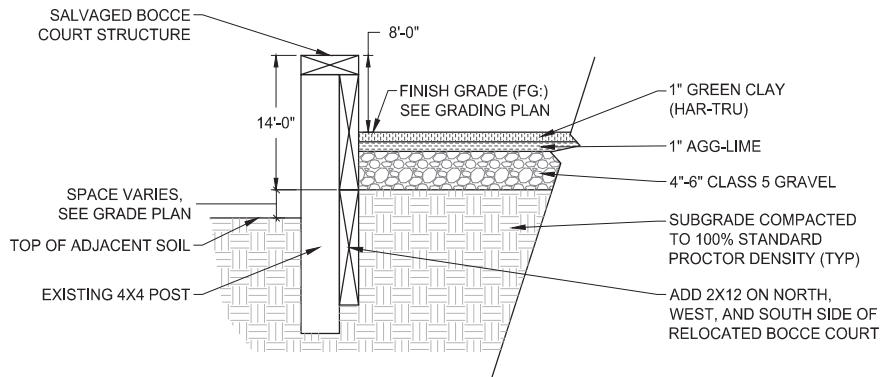
3 PICKLEBALL NET POST DETAIL
L6.3

PICKLEBALL NET SYSTEM NOTE:

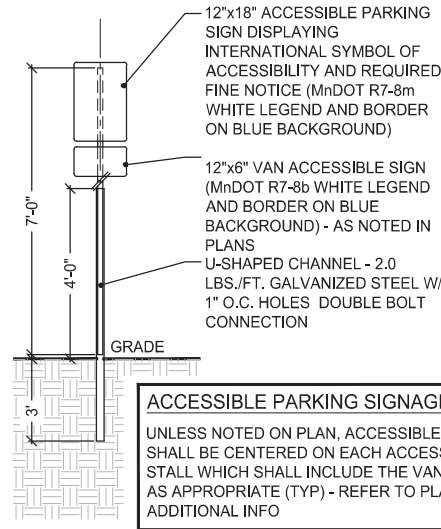
CONTRACTOR SHALL FURNISH AND INSTALL PICKLEBALL COURT POST AND NET SYSTEM PER MANUFACTURER'S SPECIFICATIONS AND AS SHOWN ON THE DRAWINGS. SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION.



4 PICKLEBALL TIE DOWN ANCHOR DETAIL
L6.3



5 BOCCO COURT SECTION DETAIL
L6.3



ACCESSIBLE PARKING SIGNAGE REQUIREMENTS:
UNLESS NOTED ON PLAN, ACCESSIBLE PARKING SIGN SHALL BE CENTERED ON EACH ACCESSIBLE PARKING STALL WHICH SHALL INCLUDE THE VAN ACCESSIBLE SIGN AS APPROPRIATE (TYP) - REFER TO PLANS FOR ADDITIONAL INFO

SECTION VIEW
6 ADA PARKING SIGN
L6.3

SCALE: AS SHOWN
DESIGN BY: RAS
PLAN BY: KMT
CHECK BY: RAS

REVISIONS	
NO.	DESCRIPTION

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ROBERT A. SLIPKA
DATE: 10-01-2023 LIC. NO. 44337

MISCELLANEOUS DETAILS

WAYZATA COURT IMPROVEMENTS
CITY OF WAYZATA

CLIENT PROJECT NO. XXXXXX

WSB PROJECT NO. 022179-000

SHEET L6.3
Page 40 of 49



City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 5.c
TITLE: Post Office Park Bulb Planting	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

The Board can discuss the Post Office Park bulb planting event that was held on October 7.

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

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

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

The Board can discuss how the Maple Tree Tapping event can and should be held this season. As a reminder, the event is normally held in March and communications/sign-ups are sent out to the community in January/February.

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

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

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

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

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

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

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

Middle School Tennis Courts - Staff has been working on grants with USTA for the middle school tennis courts. While working through the grant applications, USTA has noted that pickleball lines would not be allowed on the courts as a requirement to receive grant funds. The national USTA grant could provide up to \$12,500 and the regional grant does not state an exact dollar amount. The Board should discuss the option of not lining the courts with pickleball lines to apply for the grant funds. Staff has also reached out to the School District to determine their opinion on lining the courts.

Duffy Boat - Staff will plan to bring forward the option to have Duffy Boats in the new dock system to the City Council at their January 4 workshop. Other policy questions for the new lakewalk and docks will be discussed at this workshop as well.

Community Ed Update - The Wayzata Community Ed online catalog will be available on November 27 and the physical catalog will be in mailboxes around December 6. The classes that are scheduled are listed below:

Class	Sessions	Location
New Year, New You Snowga	1	Wayzata Beach
Tai Chi	1	Wayzata Beach
Snowshoeing	2	Big Woods
Winter survival series	1	Shaver Park
Dog-sledding	1	WMS
Ice fishing	1	Wayzata Marina
Hiking with a Naturalist Class	3	Big Woods
Total	10	

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 7.c
TITLE: Future Agenda Items	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

The Board can discuss any agenda items that they would like to add to upcoming agendas for discussion.

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

MEETING DATE: November 15, 2023	AGENDA ITEM: 7.d
TITLE: Board Member Recruitment	
PROPOSED MOTION: N/A	
PREPARED BY: Nick Kieser, Parks Planner	
REVIEWED BY: Mike Kelly, City Engineer/Director of Public Works	

ACTION REQUESTED:

N/A

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

Board Members Erickson, Gonzalez, and Showalter have expiring terms on the Board. These Board Members can note if they plan to reapply for new terms. Otherwise, the Board can discuss any recruitment options and any residents that could apply for the Board. As of November 6 staff has received one application to the P&T Board and that application noted the P&T Board as their second choice.

ATTACHMENTS:

None



City of Wayzata Parks and Trail Board Agenda Report

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

ACTION REQUESTED:

FINANCIAL OR BUDGET CONSIDERATION:

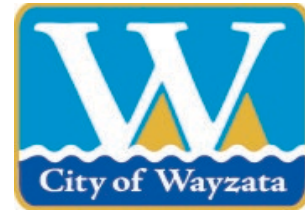
BACKGROUND:

The next Parks and Trails Board Meeting is scheduled for December 20. The P&T Board can decide if this meeting should be canceled or stay as scheduled. The 2023 and 2024 City Calendar are attached.

ATTACHMENTS:

1. Wayzata Calendar 2023
2. Wayzata Calendar 2024

City of Wayzata 2023 Meeting Calendar



January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	Th	F	S
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26	27	28				

March 2023						
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April 2023						
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May 2023						
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28	29	30	31			

June 2023						
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July 2023						
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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30						

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

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

 Holiday Observed
City Offices Closed

Revised
9/21/2022

City of Wayzata 2024 Meeting Calendar



January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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July 2024						
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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17	18	19	20	21	22	23
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December 2024						
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22	23	24	25	26	27	28
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- Elections (see below)
- Night to Unite

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

Holiday Observed
City Offices Closed

2024 Election Dates

February 27—Precinct Caucus
March 5—Presidential Nomination Primary
April 30—Special Primary Election (Hennepin Co Commissioner)
May 14, 2024—Special Election (Hennepin Co Commissioner)
August 13—State General Primary Election
November 5—State General Election

Revised
10/24/2023