



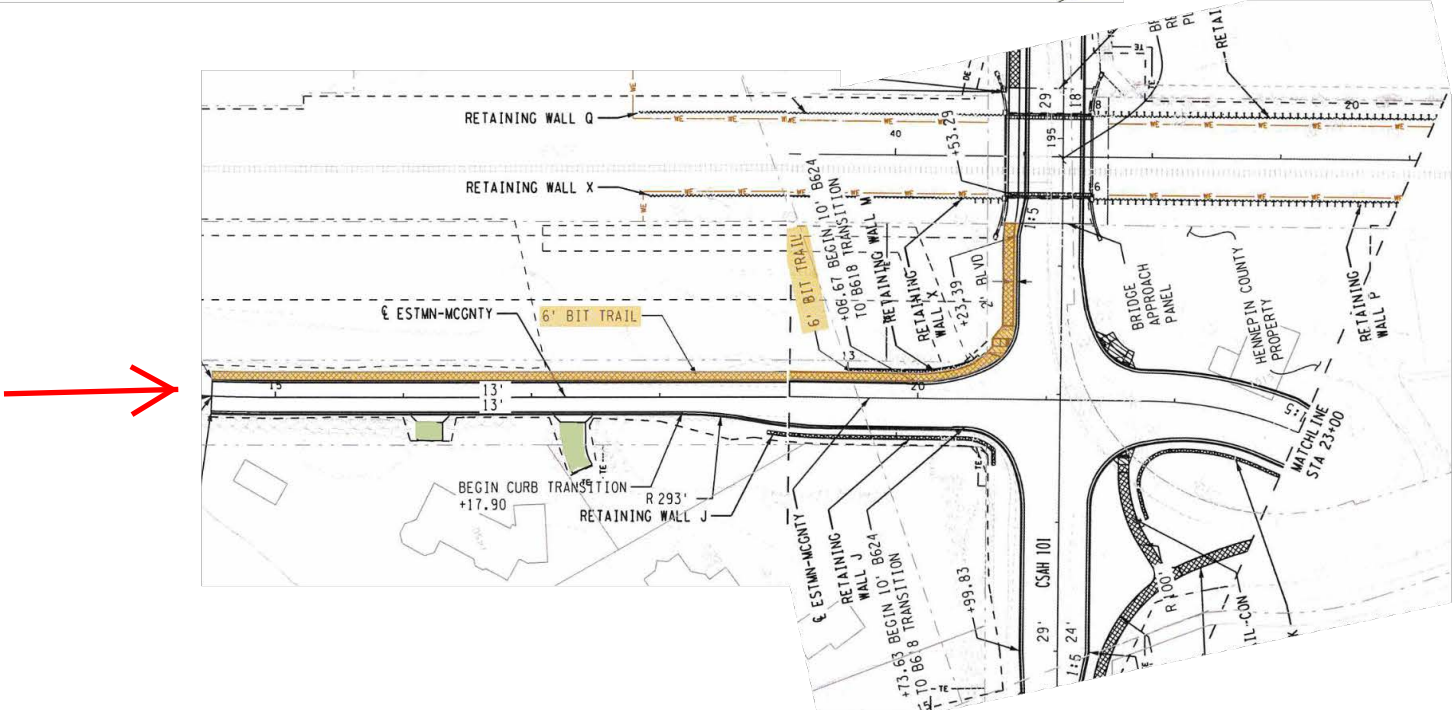
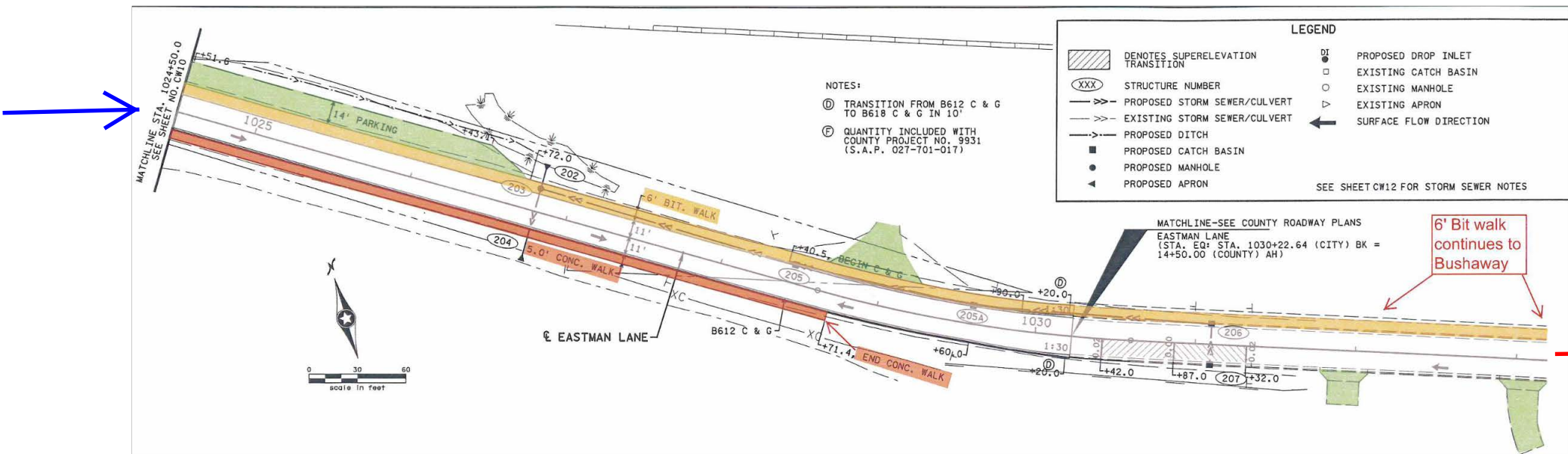
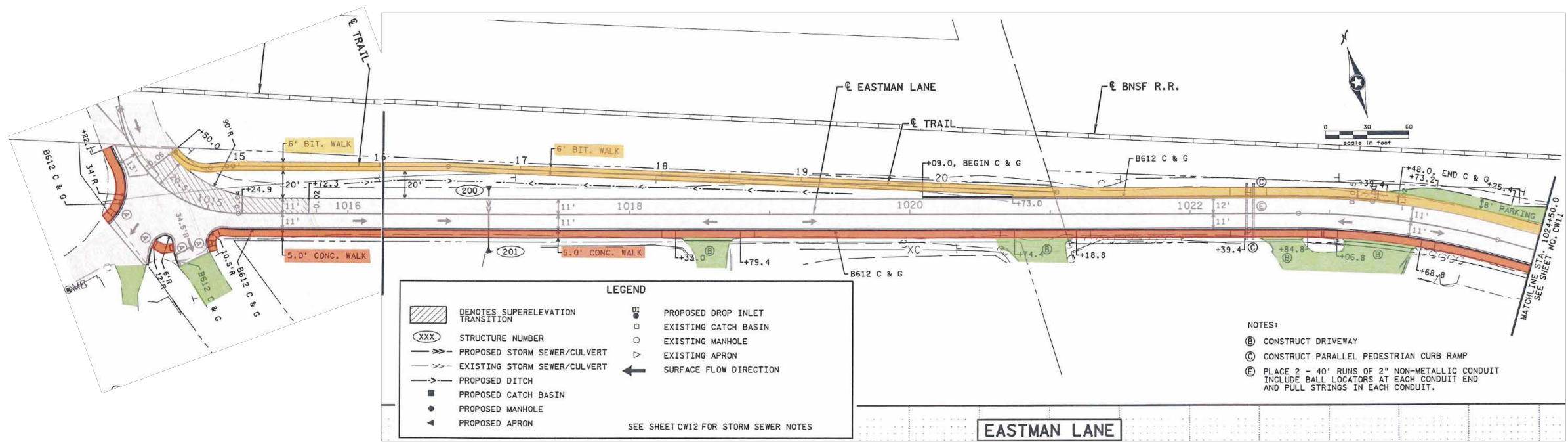
Wayzata Parks and Trails Board Meeting Agenda

Wednesday, April 15, 2015
7:00 pm

Wayzata City Hall, Conference Room
600 Rice Street East
Wayzata, Minnesota

1. **Call to Order, Roll Call**
2. **Approval of April 15, 2015 Meeting Agenda**
3. **Approval of Minutes of March 18th, 2015 Board Meeting**
4. **Old Business**
 - a. **Bike Path Connector on Eastman Lane Update**
 - b. **Website Update**
 - i. **please visit City website prior to meeting & put comments together**
 - c. **Organizational Structure; further discussion**
 - d. **Strategic Plan discussion**
 - e. **Update on Tree Tapping Project**
 - f. **East Buffer Zone Update**
 - g. **Beach Update**
 - h. **Ice Out Winner: Sarah Randolph**
5. **New Business**
 - a. **Discuss Sun Screen options (Australian Shade Sails) at Doggie Park; A representative from Canvas Craft will present options for discussion**
 - b. **Dig It Date: Saturday, May 16th; 8:30am at Wayzata Public Works**
 - c. **KIDS AT THE CABIN (Presentation by Sue Sorrentino and or Kim Anderson from the HPB)**
 - i. **Gathering on May 29 from 4:30pm-6pm**
 - ii. **For kids ages 6-10 with an adult present**
 - d. **Spring Projects Update**
 - e. **Spring Project Update by Staff**
6. **Adjourn**

Eastman Lane Trail Plans



April 12, 2015

To: Dave Dudinski, Wayzata Director of Public Service

From: Jim McWethy, Wayzata Parks & Trails Board

Hi, Dave; Here are some materials for the April 15 P&T Board meeting—I hope it's not too late to send them out with the agenda and attachments. I apologize—I've been out of town for 2 weeks, my bad! I'm assuming that Strategic Plan discussion is part of the agenda Dan sent you—he hasn't returned my call yet.

Would it be possible to have either a white board or an easel with paper and marker to help facilitate the Strategic Plan discussion agenda item?

Thanks, Dave

April 12, 2015

To: Wayzata Parks and Trails Board

From: Jim McWethy

Re: April 15 Board Meeting, 5-Yr Strategic Plan Agenda Discussion Item

Attached are a couple of reference materials for the Strategic Plan discussion item:

- A. City of Wayzata's current 5-Year Strategic Plan/Blueprint. Note there are Strategic priorities that directly affect Parks & Trails, including signage, website improvement, park maintenance, parks usage.
- B. Mission Statement and priorities taken from a presentation Dan made to the City Council in 2013.

OUR OBJECTIVE for this session discussion is to identify broad goals for Wayzata parks and trails for the next 5 years—what do we as a board want the parks and trails to have become in the next five years? We want to come up with a broad set of goals to set our direction going forward (we are not discussing specific strategies, projects, initiatives here--yet).

Goals might, or might not, be things such as (just examples):

Have safe walking trails interconnecting all Wayzata residential, commercial areas, parks

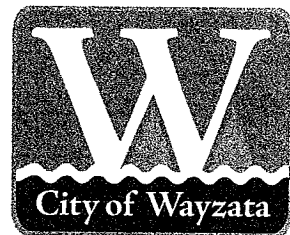
Expand range of activities in all parks, for diverse demographic groups

Establish safe bike trail connections throughout the city to Dakota, Luce Line, and Minnetonka trails and to residential and commercial areas

Establish effective two-way communication channels between P&T and other city boards and agencies, including City Council, Planning Commission, and Lake Effect committees

Etc.

PREPARATION: please bring your vision of what you would like our parks and trails to look like in 5 years



A BLUEPRINT FOR THE FUTURE

Five Year Vision for the Community: Wayzata in 2017

Wayzata
is a well
maintained
and safe
community.

Wayzata is
an active
community
with a
“Home
Town” feel.

Wayzata
provides
a world-
class guest
experience.

Wayzata
celebrates its
proud history
on the lake.

Wayzata
offers an
exceptional
lakefront
destination.

Wayzata has
a strong,
stable
financial
foundation.

STRATEGIC DIRECTION:

Ensuring Financial Stability

Strategic Priority	Key Outcome Indicator	Measure	Target	Strategic Initiatives
Financial Strength FINANCE	Capital maintenance demand	Long-term costs	Funding for highest priority needs	a) 10-year maintenance plan b) Capital maintenance funding strategy
	Audit	Management comments	0	c) Evaluate contracting and documentation processes
	Fiscal strength	Bond rating	AAA	d) Organizational analysis - finance dept. e) Update Muni business plan
Proactive Development and Redevelopment GROWTH	Bay Center	Retail leases	75% leased by 12/31/2015	a) Presbyterian Homes sales/marketing strategy
	Parking downtown	Parking spaces	20% increase by 12/31/2017	b) Carisch ramp consideration c) Analysis of ramp options
	Meyers Dairy building	Site redevelopment	Redevelopment agreement - 7/1/2015	d) Meyers building redevelopment strategy
	Targeted multi-family complexes	Reinvestment	2 complexes improved between 1/1/2014 - 12/31/2015	e) Marketing campaign - multi-family investment program f) Improve rental inspection coordination with reinvestment g) Increase and implement rental housing inspection standards h) Promote development of diversity of housing stock.
	Signage	Increased wayfinding into and within city	Roll out second phase wayfinding by 6/1/2015 New directional signage by 9/30/2014	i) Improve directional signage on freeway j) Monument signage of Muni
	Marketing	Marketing plan in place	Establish marketing/branding campaign by 12/31/2014	k) Develop marketing/branding campaign for city

STRATEGIC DIRECTION: Sustaining Our Community

Strategic Priority	Key Outcome Indicator	Measure	Target	Strategic Initiatives
Organizational Sustainability WORKFORCE	Institutional Knowledge	Documentation/ SOPs	All depts. by 7/1/2015	a) Documentation project - all depts. b) Succession plan - all depts.
	Organizational Structure	Industry stand-span of control	In place by 7/1/2014	c) Organizational analysis d) Implement organizational structure changes
	Shared services	Executed agreement	Long Lake PW by 12/31/2014	e) Develop options for shared service f) Implement Long Lake opportunity
Focused Community Engagement CUSTOMER	Citizens' Academy	Participation	20 participants by 12/31/2015	a) Create a Citizens' Academy
	Boards and Commissions	Qualified applicants	2 applicants for each opening	b) Develop an outreach and recruiting program for Boards and Commissions
	Website	Visits	25% increase 1/1/2014-12/31/2015	c) Revise and upgrade city website d) Incorporate paperless technology into website

STRATEGIC DIRECTION: Enhancing City Assets

Strategic Priority	Key Outcome Indicator	Measure	Target	Strategic Initiatives
Operational Effectiveness OPERATIONS	Business and permits	Online forms availability	80% by 12/31/2014	a) Online business evaluation b) Program funding and implementation
	Staff time	Utility bill processing	20% reduction 1/1/2014 - 12/31/2014	c) Document current staffing metrics d) Establish improvement program
Maintain and Enhance Community Amenities MAINTENANCE	Projects	Lake Effect prioritized list	80% implemented on schedule	a) Lake Effect framework adoption b) Lake Effect funding strategy c) Adoption of PTB list d) PTB projects funding strategy e) Scenic byway
	Park usage	Users	20% increase website hits between 1/14/2014-12/31/2015	f) Parks information/documentation project g) Park and trail user strategy

Strategic Planning Overview

The Strategic Planning Session took place in Wayzata on October 7, 2013.

Participants included: Mayor Ken Willcox, Council Members Jack Amdal, Bridget Anderson, Andrew Mullin and Tom Tanner with City Manager Heidi Nelson. Staff included Becky Malone, Deputy City Clerk; Don Johansen, Building Official; Mike Kelly, City Engineer; Kathy Ovshak, Finance Manager; Samantha Grosz, Communications Specialist; Bryan Gadow, City Planner; Dave Dudinsky, Public Services Director; Mike Risvold, Police Chief; and Kevin Klapprich, Fire Chief.

During the daylong session, the group established the priorities, measurements and strategic initiatives outlined on the previous pages.

In order to clarify the strategic challenges confronting the community, the City Council, City Manager and senior staff conducted a review of the current operating environment using a SWOT analysis methodology. SWOT stands for strengths, weaknesses, opportunities and threats. The internal strengths and weaknesses and the external opportunities and threats were assessed.

Strengths Analysis

- Engaged citizenry and volunteers.
- Prime geographic location in the metro and a lake with high economic potential.
- Financial strength and stability (solid financials).
- Talented, experienced staff.
- Sound infrastructure and housing stock with pride of ownership in community.

Weaknesses Analysis

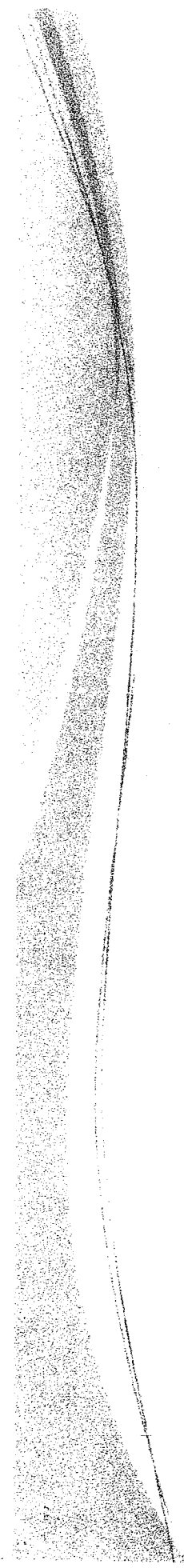
- Staff size and depth: organization, training.
- Succession planning: develop talent, training, redundancy, shared services.
- Communications: external (with community).

Opportunities

- Lakefront.
- Leadership development/succession planning.
- Shared service model.
- Economic development: lakefront, downtown parking, promotion/marketing, geographic/demographic.

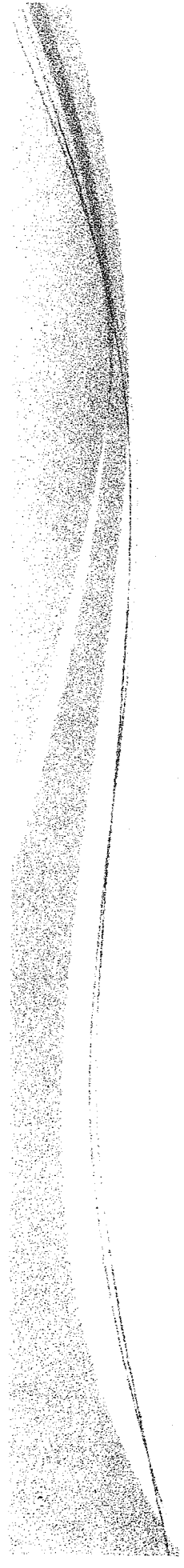
Threats and Challenges

- Lack of succession planning.
- Financial health/sustainability.
- Community cultures, conflicts and perceptions.
- Maintaining service demands and amenities.
- Business and living costs versus attracting new residents and businesses.



Mission Statement:

- “Provide recommendations to the City Council for the preservation, protection, enhancement and promotion of a healthy park and trail system for all community members and visitors.”
- Priority: Greater park & trail utilization by children/seniors/families/adults/teens.



Priorities:

A. Awareness

B. Safety

C. Connection



A. Awareness

1. Website identity and park information on locations and amenities
2. Brochure outlining locations, features and amenities of all parks and trails
3. Signage, both location and directional

B. Safety - #1 priority of responders to task force

1. Pedestrians and bicyclists
2. Cleanup of brush, downed trees, and repair of broken or distressed amenities



C. Connection

1. Parks – neighborhoods to downtown
2. Trails – Luce Line with Dakota
3. Parks & Trails Board with City Council
with regular updates
4. Events – bring citizens to the parks





5781 Queens Ave NE
Otsego, MN 55330
Phone: 763-428-4325
Fax: 763-428-9098
www.canvascraftinc.com

Estimate

Date	Estimate #
4/9/2015	9737

Name / Address
City of Wayzata Public Works 99 Wayzata Blvd. West Wayzata, MN 55391

Rep	Project	Job #
SW		

Description	Qty	Rate	Total
Tension Structure/Shade Sail 3 Poles 1 Triangle Sail 12' x 12' x 26'	1	6,586.00	6,586.00T
Includes:			
-Steel poles with lugs welded on			
-Powder coated poles			
-Polytex fabric 10 year fade warranty			
-Reinforced edges with Polyfab webbing			
-Holes drilled by customer			
-Canvas Craft working with customer to drop poles in holes			
-Customer filling holes with concrete			
-Canvas Craft fitting and installing fabric			
-Engineering not included			
AWNING TERMS - 50% Down Balance upon Delivery or Installation		Subtotal	\$6,586.00
*Applicable sales tax may be adjusted in the final invoicing of this estimate.		Sales Tax (6.875%)	\$452.79
		Total	\$7,038.79





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Estimate

Date	Estimate #
4/9/2015	9738

Name / Address
City of Wayzata Public Works 99 Wayzata Blvd. West Wayzata, MN 55391

Rep	Project	Job #
SW		

Description	Qty	Rate	Total
Tension Structure/Shade Sail cantilevered Umbrella 12' x 12'	1	6,852.00	6,852.00T
Includes:			
-Steel poles with lugs welded on			
-Powder coated Unit			
-Polytex fabric 10 year fade warranty			
-Reinforced edges with Polyfab webbing			
-Holes drilled by customer			
-Canvas Craft working with customer to drop poles in holes			
-Customer filling holes with concrete			
-Canvas Craft fitting and installing fabric			
-Engineering not included			
AWNING TERMS - 50% Down Balance upon Delivery or Installation		Subtotal	\$6,852.00
*Applicable sales tax may be adjusted in the final invoicing of this estimate.		Sales Tax (6.875%)	\$471.08
		Total	\$7,323.08