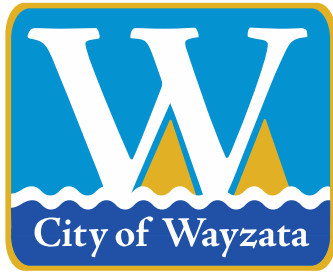


**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
WEDNESDAY, February 7, 2018**

WORKSHOP TOPICS FOR DISCUSSION:

- | | |
|--|---------|
| 1. Update from Environmental Health Department (Food, Pools,
Lodging) (5:45 p.m.) | Page 3 |
| 2. Strategic Plan Update (6:15 p.m. or immediately following) | Page 21 |



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:

Ken Willcox

City Council:

Dan Koch

Johanna McCarthy

Alex Plechash

Steven Tyacke

City Manager:

Jeffrey Dahl

Date: February 1, 2018

To: The Honorable Mayor and Members of the City Council

From: Jeffrey Dahl, City Manager

Work Shop: Update from Environmental Health Department

Update

Over the past year, managers of some of the new restaurants in town have asked several questions regarding the City's food inspection process. This topic was mentioned at a recent Council Meeting and, as a result, staff indicated it would invite the City's Environmental Health Department (contracted through the City of Minnetonka) to explain its role in ensuring public safety as it pertains to food, beverage, lodging, and swimming pools.

Background

In Minnesota, food, beverage, lodging, and swimming pool regulations are managed by either the county or State. However, in Hennepin County, given the larger quantity and size of the communities, many cities have opted to provide their own environmental health services.

While there are pros and cons of having the county or city provide these services, the City of Wayzata has always opted to provide its services locally (albeit through contracting with another community) in order provide faster and intimate service.

In 2007, the City contracted with the City of Minnetonka to provide environmental health services. The City renews the contract at the beginning of every year when annual appointments are approved. The contract with the City of Minnetonka has been amended only when there is a change to fees.

Currently, Minnetonka charges \$77 per hour. Staff feels that the current rate is competitive. Last year, the total cost of services was \$36,694.35. This cost is recouped by food, beverage, lodging, and pool permit revenue.

City of Minnetonka staff will be present to go over the attached power point presentation and answer questions.

Attachments

1. Power Point Presentation from City of Minnetonka, Environmental Health

Wayzata/Minnetonka Environmental Health



Who we are:

Minnetonka Environmental Health Specialist (Community Development Department)

- John Weinand – Supervisor
- Lisa Gyswyt – Responsible for Wayzata health inspections
- Nichelle Manchester
- Mike Greene



Qualifications

- 4 year college with science background
- Registered Environmental Health Specialist
- Continued Education
- Certified Pool Operators
- Certified mediator
- Food Drug Administration Standardized Inspectors



Wayzata Environmental Health History

- 1976 - Community Health Services Act enabled local communities to establish their own health programs
- 1977 – Wayzata Environmental Health – Minnesota Department of Health delegated agreement
- 1977 – 2007 – Inspector contracted to work only weekends and evenings

• Wayzata Environmental Health History

- 2007 – Restructuring of program to provide better customer service
- 2007 – Minnetonka Environmental Health
- 24/7/365 Staffing has become an integral part of daily operation
- Food, Beverage, Lodging, and Swimming Pools

Food, Beverage, and Lodging Swimming Pool Inspections

- Routine (& follow-up) annual unannounced inspections
- Educational training/consultations
- Investigations of food/water borne illnesses
- Customer complaints/concerns
- Plan review – new/remodeling



Cleaning Food Contact Surfaces



What food establishments do we inspect?

- Wayzata Health Department inspects:
 - Restaurants
 - Bars
 - Coffee Shops
 - Schools inspected twice a year
 - Special Events including JJ Hill Days, Chili Open, Art Festival
- Minnesota Department Agriculture inspects:
 - Grocery stores
 - Gas stations
 - Juice manufacture shop
 - Packaged food
 - Breweries

Codes & Regulations

- Wayzata City Code
- Minnesota Food Code Chapter 4626
- Minnesota Lodging Code Chapter 4625
- Swimming Pool Code Chapter 4717



Wayzata Inspections

2013 Food Inspections

- Number of Establishments 92
- Routine Inspections 96
- Re-inspections 49 (51%)
- Working with Food Operators

2017 Food Inspections

- Number of Establishments 139
- Routine Inspections 143
- 2017 Re-inspections 54 (38%)
- Food Establishment Improvement
- Working with Food Operators

Why Regulations?



Code Interpretation

- Prevention of illness
- Destination to live, work, and visit
- Being fair and consistent
- Inspection staff standardized for consistency for inspections and code interpretation
 - Food Drug Administration → Minnesota Department of Health → Wayzata



Statewide Evaluation Rating – Wayzata is rated at the top

Inspection Basics



Inspection Basics

- ✓ Temperatures of Foods and equipment
- ✓ Cleaning and Sanitization of Equipment
- ✓ Employee Health and Hygiene
- ✓ Food Storage
- ✓ Rodents and Pests
- ✓ Proper/Functioning Equipment
- ✓ Chemical storage



Inspection Trends

- Knowledgeable Person in Charge
- Employee Health
- Food Temperatures
 - Temperatures for cold and hot foods
 - Proper cooling of foods
- Proper Hygiene – When to wash hands
- Food handling
- Cross Contamination
- Proper Cleaning

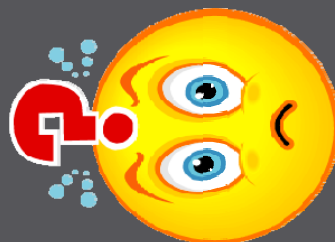


Future and On-going Changes

- Major Improvement within Facilities over the past 10 years
- Partnership – professional, good communication, and collaboration
- E-Learning – training modules
- New Inspection Software
- Electronic Plan Review in the future
- Continuous Improvement



Questions?





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Work Shop: Strategic Plan Update

Update

Attached is the 2017-2020 Strategic Plan Summary with updates (highlighted areas). Staff will be going over the updates in more detail at the work shop and discuss thoughts on holding a retreat in 2018.

Background

The City Council approved the attached 2017-2020 Strategic Plan earlier this year based on five Strategic Initiatives that are aligned with the City's mission, vision, and core values. The five Strategic Initiatives are:

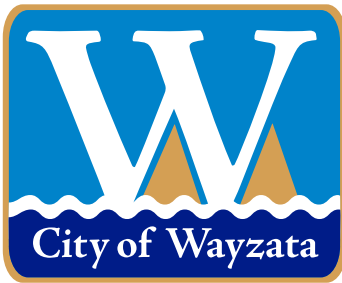
- A Strong Financial Foundation;
- Efficient and Effective Operations;
- Thoughtful Growth;
- An Active and Healthy Community; and
- An Engage Community.

In order to ensure that the organization is tracking the plan and making any needed adjustments, staff has been reviewing the plan on a monthly basis.

In addition, the plan should be reviewed by the Council at least twice a year. The last time we updated the plan was in early fall of 2017.

Attachments

1. Updated Strategic Plan Initiatives from Fall 2017



Strategic Plan 2017-2020

In April 2017, the City Council and staff held a two-day retreat to discuss organizational accomplishments, updates to the City's Mission, Vision, and Values, and to establish consensus on priorities over the next four years. Subsequently, staff drafted these objectives, goals, and initiatives in a Strategic Plan Document and the City Council adopted its Strategic Plan 2017-2020 on July 5th, 2017.

With an overall general mission to preserve and enhance the quality of life of the community in order to be the idyllic city on Lake Minnetonka to live, work, shop, and play, City Council and Staff will focus its energy on five Strategic Objectives: a strong financial foundation, efficient and effective operations, thoughtful growth, an active and healthy community, and an engaged community.

The following information provides a more thorough description of each of the five Strategic Objectives by breaking down each into several tangible goals and initiatives with projected completion dates.

1.0 A Strong Financial Foundation			Status
1.1 Explore Financial Sustainability of Core Services & Enterprise Operations			
1.1.1	Study of Current Fire Department Model	Apr. Dec. 2018	*
1.1.2	Update of Study of Municipal Liquor Operations	Dec. 2018	*
1.2 Diversify Revenue to Reduce Levy			
1.2.1	Study grant writing options & opportunities	Oct. 2018	*
1.2.2	Implement Special Services District	Jan. 2019	*
1.2.3	Study feasibility for a Sales Tax/Visitors and Convention Bureau	Dec. 2019	
1.2.4	Study Monetizing Docks	Jun. 2018	
1.2.5	Study Monetizing Parking	Jun. 2019	
1.2.6	Study Implementation of Gas Franchise Fee	Jun. 2018	
1.3 Relocate Telecom Site			
1.3.1	Continue Negotiations on Lease	Dec. 2018	*
2.0 Efficient & Effective Operations			Status
2.1 Expand Technology for Efficiency and Convenience			
2.1.1	Implement Paperless Council Packets	Feb. Aug. 2018	*
2.1.2	Streamline and Digitize Permitting and Licensing Process	Dec. 2018	*
2.2 Optimize City Management Organization for Efficiency			
2.2.1	Study of mgmt. org. Structure, HR Practices, Processes, Staff Transition	Dec. 2017	✓
2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment			
2.3.1	Complete energy audit for facilities	Dec. June 2019	
2.3.2	Complete energy audit for city vehicles & equipment	Dec. June 2019	
2.4 Continue Development of Ordinances			
2.4.1	Study Neighborhood Zoning Standards Ordinance	Dec. 2018	
2.4.2	Study Signage Ordinance	Dec. 2019	
2.4.3	Explore Alternative Energies Ordinance	Dec. 2020	
2.5 Explore Expansion of Shared Services			
2.5.1	Police	Dec. 2018	*
2.5.2	Fire	Dec. 2018	
2.5.3	Public Works	Dec. 2019	
2.5.4	Building Inspections	Apr. 2018	

3.0 Thoughtful Growth			Status
3.1 Develop Lake Street Vision			
3.1.1	Study Downtown Retail Market	Dec. 2018	
3.1.2	Develop public/private development plan for Lake Street west of Barry	Dec. 2018	*
3.2 Develop Master Wayfinding/Signage Plan			
3.2.1	Develop Master Wayfinding/Signage Plan for all roads/trails/gateways	Aug. 2018	*
3.3 Develop Branding and Marketing Campaign			
3.3.1	Develop Campaign for Organization and Broader Community	Mar. 2019	*
3.4 Complete City Wide Traffic Study			
3.4.1	Complete Analysis of Superior/Wayzata option	Done	✓
3.4.2	Construction of Superior/Wayzata Option	Sept. 2018	*
3.4.3	Other traffic issues considered in Comprehensive Plan	Jun. Sept. 2018	*
4.0 An Active and Healthy Community			Status
4.1 Develop a Parks Master Plan			
4.1.1	Develop a Comprehensive Park Plan for the Community	Dec. 2018	*
4.2 Continue Lake Effect Projects			
4.2.1	Complete EAW	Dec. Mar. 2018	*
4.2.2	Assist Lake Effect Conservancy in Fundraising Efforts	Jun. 2020	*
4.2.3	Design Lake Street/Pop Up Park Plans	Oct. Dec. 2018	
4.2.4	Build Lake Street/Pop Up Park	Oct. Dec. 2019	
4.2.5	Design Boardwalk/Eco Park Plans	Jul. 2019	
4.2.6	Build Boardwalk/Eco Park Plans	Jun. 2020	
5.0 An Engaged Community			Status
5.1 Complete 2040 Comprehensive Plan			
5.1.1	Incorporate Separate Public Engagement Process	Dec. Mar. 2018	*
5.1.2	Update Traffic and Utility Information	Jun. Sept. 2018	
5.1.3	Incorporate Wayzata Blvd. Corridor Study/Small Area Plan	Jun. Sept. 2018	
5.1.4	Incorporate sustainability/Met Council Approval	Dec. 2018	
5.2 Promote Volunteering/Activism at City Level			
5.2.1	Create promotion program for Boards and Commissions	Dec. 2020	*
5.2.2	Create promotion program for various activities	Dec. 2020	*
5.2.3	Create promotion program for Fire Fighters	Jun. 2018	*

The Strategic Plan is a dynamic document. The City will update the Plan every six months as times, conditions, and priorities change. To learn more, please contact City Manager Jeffrey Dahl at 952-404-5309 or jdahl@wayzata.org.

