

**WAYZATA CITY COUNCIL MEETING AGENDA**  
Wayzata City Hall Community Room, 600 Rice Street  
WEDNESDAY, July 5, 2017

**7:00 PM - CITY COUNCIL MEETING**

| ITEM | DESCRIPTION                                                                                                                                                                                                                  | PRESENTER | DK | ST | KW | JM | AP | VOTE | PAGE # |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|----|----|----|----|------|--------|
| 1    | Call to Order                                                                                                                                                                                                                |           |    |    |    |    |    |      |        |
| 2    | Pledge of Allegiance                                                                                                                                                                                                         |           |    |    |    |    |    |      |        |
| 3    | Roll Call                                                                                                                                                                                                                    |           |    |    |    |    |    |      |        |
| 4    | Approve Agenda                                                                                                                                                                                                               |           |    |    |    |    |    |      |        |
| 5    | Public Forum - 15 Minutes (3 min/person)                                                                                                                                                                                     |           |    |    |    |    |    |      |        |
| a.   | Recognition of 2017 C.C. Ludwig Award Winner                                                                                                                                                                                 | Willcox   |    |    |    |    |    |      |        |
| 6    | New Agenda Items (3 min/councilmember) - 1. Councilmember suggest item to add; 2. Must be seconded by another Councilmember; 3. Determine staff resources, scheduling & timeframe; 4. Discuss & vote to add to future agenda |           |    |    |    |    |    |      |        |
| a.   |                                                                                                                                                                                                                              |           |    |    |    |    |    |      |        |
| 7    | Consent Agenda                                                                                                                                                                                                               |           |    |    |    |    |    |      | 3      |
| a.   | Approval of City Council Workshop Meeting Minutes of June 20, 2017 and City Council Regular Meeting Minutes of June 20, 2017                                                                                                 |           |    |    |    |    |    |      |        |
| b.   | Approval of Check Register                                                                                                                                                                                                   |           |    |    |    |    |    |      |        |
| c.   | Approval of Municipal Licenses                                                                                                                                                                                               |           |    |    |    |    |    |      |        |
| d.   | Approval of Second Reading of Ordinance No. 772 Amending Chapter 710 and Section 801.36 of the City Code Pertaining to Tree Regulations                                                                                      |           |    |    |    |    |    |      |        |
| e.   | Approval of Resolution No. 24-2017 Amending the City's Fee Schedule                                                                                                                                                          |           |    |    |    |    |    |      |        |
| f.   | Approval of Professional Services Proposal from Craig Rapp, LLC to Conduct an Update to the 2014 Organizational Analysis                                                                                                     |           |    |    |    |    |    |      |        |
| g.   | Approval of Resolution No. 23-2017 Authorizing the Execution of a Joint Cooperation Agreement with Hennepin County for Participation in the Urban Hennepin County Community Development Block Grant Program                  |           |    |    |    |    |    |      |        |
| h.   | Approval of Resolution #25-2017 Calling for a Public Hearing on Sept. 5, 2017 for the Modification to Tax Increment Financing District #3 (Widsten)                                                                          |           |    |    |    |    |    |      |        |
| 8    | Public Hearing                                                                                                                                                                                                               |           |    |    |    |    |    |      |        |
| a.   | <b>PUBLIC HEARING AND CONSIDER APPROVAL</b> of an On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating Liquor License for Sushi Fix Holdings LLC DBA "Sushi Fix" at 862 Lake Street E                         | Dahl      |    |    |    |    |    |      | 131    |
| 9    | New Business                                                                                                                                                                                                                 |           |    |    |    |    |    |      |        |
| a.   | Consider Termination of Covenant at 150 Lake Street W                                                                                                                                                                        | Thomson   |    |    |    |    |    |      | 133    |
| b.   | Consider Approval of 2017-2020 Strategic Plan                                                                                                                                                                                | Dahl      |    |    |    |    |    |      | 138    |
| 10   | City Manager's Report and Discussion Items                                                                                                                                                                                   |           |    |    |    |    |    |      |        |
| 11   | Public Forum (as necessary)                                                                                                                                                                                                  |           |    |    |    |    |    |      |        |
| 12   | Adjournment                                                                                                                                                                                                                  |           |    |    |    |    |    |      |        |

**Meeting Rules of Conduct:**

Turn in white card for public forum and blue card for agenda item  
Give name and address  
Indicate if representing a group  
Limit remarks to 3 minutes

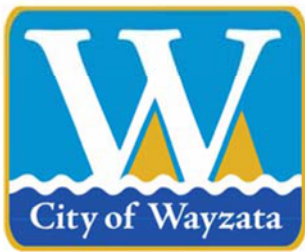
**Upcoming Meetings:**

City Council - July 18 & WEDNESDAY August 2, 2017  
Planning Commission - July 17 & August 7, 2017

Members of the City Council and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.







## City of Wayzata City Council Agenda Report

|                                                                                                                                                          |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                                        | <b>AGENDA ITEM:</b> 7a |
| <b>TITLE:</b> Approval of City Council Workshop Meeting Minutes of June 20, 2017, and City Council Regular Meeting Minutes of June 20, 2017              |                        |
| <b>PROPOSED MOTION:</b> To approve the City Council Workshop Meeting Minutes of June 20, 2017, and City Council Regular Meeting Minutes of June 20, 2017 |                        |
| <b>PREPARED BY:</b> Becky Malone, Deputy City Clerk                                                                                                      |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                                                                                                           |                        |

**ACTION REQUESTED:**

Staff recommends approval of the attached draft minutes.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

N/A

**ATTACHMENTS:**

1. Draft City Council Workshop Meeting Minutes of June 20, 2017
2. Draft City Council Meeting Minutes of June 20, 2017

**WAYZATA CITY COUNCIL**  
**DRAFT - WORKSHOP MEETING MINUTES**  
**June 20, 2017**

**5:00 PM Update on Access to Lake Street from Steele Fitness Private Driveway**

Mayor Willcox called the meeting to order at 5:05 pm in the Community Room at Wayzata City Hall. Council Members present: Koch, McCarthy, Plechash, and Tyacke. Also present: City Manager Dahl and Public Service Director Dudinsky.

Mr. Dudinsky stated that recently, a council member received complaint about the lack of visibility when exiting the private parking that serves Steele Fitness and Fabulous Nails in the 700 block of Lake Street. Both properties and the private parking lot between them are owned by Mr. Charlie Schoen.

Mr. Dudinsky said the complaint is regarding the visibility looking west for eastbound traffic is partially or completely blocked at times, when vehicles are parking in the parking stalls closest to the driveway in question.

Staff and the Council reviewed pictures of the area and discussed options to address the expressed safety concerns. The Council directed staff to provide additional signage, striping, and slightly modify the size of the stalls.

**5:30 PM Discuss Progress on Platform Tennis Park Improvements**

Mr. Dahl stated that as a part of the Capital Improvement Plan (CIP) review last fall, the City Council heard a presentation from the Parks and Trails Board about constructing a Platform Tennis facility at Klappich Park. Ultimately, the City Council agreed to program a Platform Tennis facility into its CIP as a 2018 project with half of the \$250,000 total cost to be funded by the Parks and Trails CIP and the other half to be funded through grants commissioned by the Parks and Trails Board.

Mr. Dahl said since then, the Parks and Trails Board has moved forward with this initiative by:

- gaging community interest in platform tennis;
- exploring grant and other funding options; and
- researching operations and maintenance scenarios.

Parks and Trails Board members Jim McWethy and Dan Baasen, as well as community member Peter Hitch, provided an update to the Council on their Platform Tennis initiative as there are many variables that have not yet been publically discussed, such as;

- maintenance and operation costs;
- public access to the courts,
- site plan approval process, and
- how the project fits in with the future comprehensive park plan.

The Council asked that the Parks & Trails Board refine potential locations, provide more details on implications to the neighborhood, site, trees, etc., further develop plans for an association, and ensure that the operations plan would have free/open times to the public. The Council asked that the Parks & Trails Board report back to the City Council once these items have been assessed.

**6:00 PM Discuss Summit Park Cemetery Expansion Options**

Mr. Dudinsky stated that of the three City owned cemeteries, Summit Park Cemetery has been the primary cemetery with full and cremation gravesites available for sale to the residents of Wayzata. He said the City has discussed expansion of the Summit Park Cemetery as far back as 2006. An "information cemetery committee" was formed and included several churches and David Lee Funeral Home. Mr. Dudinsky said the City hired a consultant, Anderson Johnson Associates., Inc., to develop concept plans

1 that were shared with the cemetery committee. He said no conclusions or recommendations were brought  
2 forward to the City Council due to the construction underway on the TH 12 bypass along the back side of  
3 the cemetery and Hennepin County's just starting to develop plans for the reconstruction of CSAH 112  
4 (the old TH12) in front of the cemetery.

5  
6 Mr. Dudinsky informed the Council that the last available grave site in Summit Park Cemetery was sold  
7 last year. He asked the Council if they are interested in doing a modest expansion of the Summit Park  
8 Cemetery.

9  
10 The Council asked that staff arrange for an on-site workshop meeting at the cemetery sometime in August  
11 or September to further discuss the expansion plans. In addition, the Council asked that staff provide  
12 additional information regarding the financing of this expansion, current inventory options, and history of  
13 previous negotiations with David Lee Funeral Home.

14  
15 **6:30 PM Review Boat Slip Policy**

16 Mr. Dahl informed the Council that a resident recently requested that they be allowed to moor a personal  
17 watercraft (jet ski) in their rented slip in the marina. He said that while the Boat Slip Code and Policy do  
18 not explicitly prohibit personal watercraft, the City staff has used its discretion in the past, per the Boat  
19 Slip Policy, and prohibited jet skis.

20  
21 After discussion, the Council directed staff to allow boat slip holders to moor one jet ski per slip in the  
22 marina for the 2017 boating season only, and to reevaluate in the spring of 2018 if a policy change should  
23 be made in 2018 and forward to allow jet skis in the marina.

24  
25 The workshop meetings were adjourned at 6:55 pm.

26  
27 Respectfully submitted,

28  
29  
30  
31 Becky Malone  
32 Deputy City Clerk



**WAYZATA CITY COUNCIL**  
**DRAFT - MEETING MINUTES**  
**June 20, 2017**

**AGENDA ITEM 1. Call to Order.**

Mayor Willcox called the meeting to order at 7:00 p.m.

**AGENDA ITEM 2. Pledge of Allegiance.**

**AGENDA ITEM 3. Roll Call.**

Council Members present: Koch, McCarthy, Plechash and Tyacke. Also present: City Manager Dahl, Director of Planning and Building Thomson, and City Attorney Kaminski.

**AGENDA ITEM 4. Approve Agenda.**

Mrs. McCarthy made a motion, seconded by Mr. Tyacke, to approve the agenda. The motion carried 5/0.

**AGENDA ITEM 5. Public Forum – 16 Minutes (3 minutes per person).**

**a. Mill Street Parking Ramp Update**

City Manager Dahl reported the top deck of the parking ramp has been open since June 9. Remaining work to be done are the entry portals, shelving that will hold the wood finish on the south end, landscaping, railings, and other finishing touches. They hope to have the entire ramp open by July 4. They are \$250,000 under budget, and from this amount they will be considering an electronic kiosk to show people where to go in town, and a monument sign by the Muni off of Superior Street that would direct people the parking ramp.

Mrs. McCarthy inquired where the permanent fire extinguishers will be located in the ramp, when the center stairwell will be completed, and signage. Mr. Dahl explained stand pipes will take the place of the extinguishers and the center stairwell should be finished and opened when the entire ramp is opened. The connectivity signage was a condition with the Broadway Place development, and they will be communicating with them to get that signage in place.

Mr. Plechash inquired if the two charging stations would be completed before the ramp opening and if they will charge for use of them. Mr. Dahl stated they have all the equipment, and they are hopeful to have them installed. They still need to decide if and how much they will charge. He provided a couple examples of what other cities charge, but advised they will start out with something simple.

Mayor Willcox requested staff provide a picture of the signage that would be paid for out of the remaining \$250,000. Mr. Dahl stated he would provide this, and an example would be the shelter and signage at the Three Rivers Park trailhead.

Mayor Willcox introduced City Attorney Paul Kaminski, who is filling in for City Attorney Schelzel.

**b. Tour de Tonka Bike Presentation**

Tim Litfin, Tour de Tonka Director, gave a brief presentation and announced Tour de Tonka will take place on Saturday, August 5, 2017. He encouraged people to visit [www.tourdetonka.org](http://www.tourdetonka.org) for more information.

**c. Lake Effect Conservancy Update**

Andrew Mullin, Lake Effect Conservancy member, reported the purpose of the Conservancy is to advocate and partner with the City to raise the funds to build the lake walk and park. He highlighted

the Board members, explained they are currently focused on fundraising, and showed a video that was underwritten by a benefactor of the project.

At the request of Mr. Tyacke, Mr. Mullin reported Civitas won a design award for the Lake Effect project design. The Conservancy has also formed an Advisory Committee with members that include Andrew Humphrey, Tom Vanderheyden, Richard Stockton, and a few others that will be named soon.

Mayor Willcox thanked the Conservancy for their excitement and commitment to this project.

#### **d. Wayzata Art Experience**

Becky Pierson, Wayzata Chamber President, announced Wayzata Art Experience will take place on June 24 and 25, 2017 on Lake Street beginning at 10:00 a.m. Wine on Wayzata Bay, it will take place on June 23 at the Yacht Club. There will be 100 artists at the Wayzata Art Experience, and the road will be closed between Broadway and Minnetonka. There will be music, kid's activities, a community art project and food.

Mrs. McCarthy inquired if they will be guiding traffic to the ramp to alleviate congestion and if signage will be on Wayzata Boulevard. City Manager Dahl reported they are making more signage this week for the Farmer's Market and can use it the signage to help direct traffic for this event as well. The Mill Street Ramp signage is in the process of being made, and they could put those signs on Wayzata Boulevard to direct people to the ramp. Ms. Pierson stated all the available parking options are on their website, and it includes the new Mill Street Ramp.

Mayor Willcox inquired about the weather forecast. Ms. Pierson stated there may be some showers on Saturday, but Sunday looks beautiful.

#### **e. Walgreens – Cathy Carlson**

Cathy Carlson, 226 Minnetonka Avenue North, stated when the Walgreens was built, it was agreed that the history of Wayzata was to be included on the storefront, but it has not been done yet. She expressed concern that it will be forgotten and advertising will replace it.

Mayor Willcox thanked her and City Manager Dahl advised they are aware of it.

#### **AGENDA ITEM 6. New Agenda Items.**

Mr. Tyacke stated since they approved the Wayzata Boulevard/Superior Boulevard intersection, he has gotten a series of emails with good suggestions for the Benton Avenue area. He suggested finding a way to involved the residents in that area as they move forward with this project. City Manager Dahl stated the next step is to get a proposal from the engineering company, and they can ask them to include a public engagement process in their proposal. The Council agreed.

Mayor Willcox stated he has heard from people they like the broken flashing yellow light at the intersection of Lake Street and Superior Boulevard because it keeps things flowing well. He suggested a workshop to determine if the flashing yellow light is better in that area. City Manager Dahl advised it can be discussed at a future workshop.

#### **AGENDA ITEM 7. Consent Agenda.**

Mr. Tyacke referred to page 7, line 1 of the Regular Meeting Minutes of June 6, and pointed out the word "packer" should be "packet."

Mr. Koch referred to page 4, line 5 of the Regular Meeting Minutes of June 6, and pointed out the word "Grand" should be "Grant."

Mr. Tyacke made a motion, seconded by Mr. Koch, to approve the consent agenda, with the suggested changes to the Regular Meeting Minutes.

- a. Approval of City Council Workshop Minutes of June 6, 2017, and City Council Regular Meeting Minutes of June 6, 2017
- b. Approval of Check Register



- c. Approval of Municipal Licenses
  - d. Police Activity Report
  - e. Building Activity Report
  - f. Approval of Second Reading of Ordinance No. 773 Amending Chapter 309 of the City Code Pertaining to Fishing From Docks
  - g. Approval of Resolution No. 22-2017 Approving Minnesota Laws, 2017 Chapter 1, Article 6, Section 24 (Widsten TIF Amendment)
- The motion carried 5/0.

**AGENDA ITEM 8. New Business.**

**a. Resolution No. 21-2017 Approving Project Design, CUPs, and Variances at 1300 Wayzata Boulevard East**

Director of Planning and Building Thomson reported the applicant, Nolan Properties, has submitted a development application for the property at 1330 Wayzata Boulevard East, which was formerly Kentucky Fried Chicken. The proposal includes demolition of the existing building, parking lot and other site improvements. The new development would consist of a 4,500-square foot commercial building and 47 on-site parking stalls. The applicant is requesting approval of the following items:

- 1) Design review with deviations: The exterior zinc and type of brick material requires a deviation from the exterior material requirements.
- 2) Conditional Use Permits: The proposed use has not been identified and a CUP is required for potential uses such as a restaurant, a convenience food restaurant, and a drive-in for a bank or a restaurant.
- 3) Variances are requested for the minimum parking lot setback, minimum landscaping area, and minimum parking requirements.

Mr. Thomson reported the Planning Commission recommends approval of the application, subject to conditions. They do not recommend restrictions on the hours of operation or on restaurant uses related to parking.

Mr. Tyacke inquired if all the conditional uses will remain permanent with the property after a tenant has been identified. Mr. Thomson responded the conditional use permits would remain valid on the property as long as the building is constructed within a year of approval and the conditions included in the resolution are met. Attorney Kaminski advised the approvals would run with the land and there could be different uses in the future with different tenants.

Mr. Tyacke expressed concern with having several conditional use permits tied to the property as it is different than how they have handled applications in the past. Mr. Thomson stated they can look at adding further restrictions, but if there is no change to the building that would change the conditions of approval, there would not be a problem of violating the City's ordinances. City Manager Dahl commented the intent is to give it more flexibility and if they go outside the approved restrictions, they would have to come back to the Council for approval.

Mr. Tyacke inquired when they would know what type of tenant would be in that building. Mr. Thomson responded they would be notified when they applied for a building permit. They would then review if the proposed use is allowed, and if it is a conditional use, they would make sure it complies with the uses approved by the Council.

Mr. Tyacke inquired about practical difficulty with the variance for the proposed 47 parking stalls when 58 stalls may be required depending on what type of use goes into the space. Mr. Thomson referred to page 208 of the meeting packet, Section 3.5, item C, and highlighted the practical difficulties that the Planning Commission outlined. These include the narrow configuration of the lot, and the steep drop in elevation from front to back.

Mayor Willcox pointed out it is also based on the maximum use of the property. If they do not have a restaurant and a coffee shop, 47 parking stalls are allowed and a variance is not needed. They are requesting a variance based on maximizing the use of that area.

1 Mr. Koch stated the worst-case scenario would be two restaurants that would require 68  
2 stalls. Mr. Thomson explained the only tenant mix that would not meet the parking requirement,  
3 but would be allowed is a coffee shop and restaurant. Anything additional beyond that would  
4 require the request for an additional variance and it would come back to the Council.

5 Mr. Plechash stated this variance gives them the flexibility of pulling in a restaurant and  
6 coffee shop. Mr. Thomson commented he is not aware of any proposed tenants at this time.

7 Mr. Willcox inquired if the proposed zinc on the exterior is similar to what the Unitarian  
8 Church is using. Mr. Thomson stated the church is using a metal siding product, but it is not zinc.

9 Mr. Willcox inquired if a residential component was considered for this property. Mr.  
10 Thomson stated it was never part of the application.

11 Mr. Willcox inquired if there was an opportunity for proof of parking with the 47 parking  
12 stalls that would give future flexibility. Mr. Thomson stated there is no room to provide additional  
13 parking on the site. They did look at shared parking with McDonalds and the adjacent office  
14 building, but they are both already at their minimum with no stalls to spare.

15 Mr. Willcox commented he is skeptical of approving variances when a developer is  
16 working with a blank slate. They should be able to design it in a way that they are not needed.

17 Mrs. McCarthy commented they are designing a building with the variances and CUPs to  
18 entice a tenant to come in. She inquired if the proposed CUP for a drive-through could be used for  
19 a bank, coffee shop, or convenience food restaurant. Mr. Thomson explained within the C-3  
20 district, a bank is allowed without a drive-through window. However, if a bank requested a drive-  
21 through window, that would require a CUP. The CUP for convenience food restaurants includes  
22 the drive-through window.

23 Mr. Koch pointed out there is currently a zero-foot setback on the property, and the  
24 proposed 5-foot setback would be an improvement. Mr. Thomson explained the current access on  
25 the east side of the property is from the McDonalds property.

26 Mr. Koch inquired how long the queuing space is for the drive-through. The City code  
27 requires 180 feet and other coffee shops studied had spill over in the morning rush. Mr. Thomson  
28 pointed out on a rendering that the pictured car is 180 feet from the drive-through window and  
29 positioned in front of parking stalls that are for employees only. If additional queuing is needed, it  
30 would spill out into a drive aisle and not onto a public street.

31 Mr. Willcox inquired why they cannot landscape an additional 3.5 percent. Mr. Thomson  
32 responded the proposed side walk takes away some green space.

33 Katelyn Murray, Nolan Properties Group, 328 Barry Avenue South, reported they have  
34 come up with a great design for the site that offers significant improvements. The clean design  
35 brings life to the street.

36 Jack Amdal, Studio 55 Architects, 10700 Highway 55, Plymouth, reported Plymouth City  
37 Hall has zinc on the walls that patinas over time to a nice gray. The brick comes from Denmark  
38 and is a brick shingle attached to a wood lattice system. It is meant to let water and air get through  
39 so that moisture is not trapped in the building. It will be a dark, charcoal gray, and the zinc panel  
40 will be a lighter gray. They will use a curtain wall system with wood accents for the sunshades  
41 over the entries.

42 Mrs. McCarthy inquired how they will deal with the changes in elevation on the site and  
43 which property is located to the south. Mr. Thomson responded there is a house to the south, which  
44 is very far back on the lot. Ms. Murray commented they will be bringing in fill to bring the back  
45 of the site up. There will still be a slope, but nothing significant. They will be fixing their site so  
46 that the McDonalds property water captures on its site. There will also be a retaining wall on the  
47 south side and along the drive-through lane.

48 Ms. Murray agreed with Mayor Willcox that there will be an intensification of traffic on  
49 this site, but stated the traffic coming from the west will not cause any significant impacts to the  
50 site.



1 Ms. Murray stated they are bringing the building as far forward as possible and they are  
2 providing a pedestrian and bike friendly patio out front. They have included improved vehicle  
3 circulation, increased land buffers, and significant stormwater improvements around the site. They  
4 have tried to find the optimal balance the amount of building, landscape and parking on the site,  
5 as well as incorporate the City's Comprehensive Plan. They feel they have enough parking to  
6 support the proposed building and the parking study proves that the coffee use and restaurant use  
7 has enough stalls. The peak demand for a coffee use is 23 stalls and for a restaurant/convenience  
8 use it is 23 stalls. This requires 46 stalls and they have 47 on the site. This site has 11 stalls per  
9 1,000 square feet and the Punch/Chipotle site has 6 stalls per 1,000 square feet.

10 Mr. Plechash inquired where she received the information for the parking study. Ms.  
11 Murray responded they received it from ITE, their third-party traffic consultant, that used industry  
12 standard information for different uses in parking demands. The study was submitted with their  
13 development application. Mr. Plechash commented the City's Ordinance may be too strict  
14 regarding parking standards.

15 Ms. Murray reported they are providing landscape buffers on all four sides of the site,  
16 which do not currently exist. They want to provide two-way access throughout the site and due to  
17 the narrowness of the site, a variance is required for the side setbacks.

18 Mr. Koch inquired about light pollution and the parking stalls at the back of the site. Ms.  
19 Murray stated the stalls at the back of the site are used by the dentist office, and they will have a  
20 fence on the top of the retaining wall to block light pollution from headlights.

21 Mr. Dahl pointed out the sidewalk to the north does not look like it is connecting to the  
22 sidewalk to the east. Ms. Murray stated they are happy to work with staff to make that connection.

23 Mr. Tyacke inquired why there is not a tenant yet for the development. Ms. Murray  
24 responded they design their buildings for a universal option and they want it designed to  
25 accommodate flexible uses. At any time, a tenant can change out, they take great pride in having  
26 long-term tenants, and they do not build projects to flip them. They had done two other similar  
27 projects in Minneapolis and they were able to successfully fill the buildings.

28 Mr. Thomson explained when a tenant comes in they will apply for a building permit from  
29 the City. The parking Ordinance states that whenever there is a change in use that requires  
30 additional parking, they have to meet the minimum parking requirement in order to occupy the  
31 space. If two restaurants applied to be in the space and did not meet the parking requirements, they  
32 would have to apply for a parking variance, which requires Council approval.

33 The Council expressed general support for the project. They agreed the parking  
34 requirement concerns them, but the need for a variance if increased parking is needed helps to  
35 limit what goes into the space. The setback is improving, and the variances requested are an  
36 improvement to what currently exists. The design is innovative and would be a tremendous  
37 improvement.

38 Mrs. McCarthy expressed concern with the small size of the site and potentially having  
39 more than one tenant. She does not support a sit-down restaurant on that site and is not in favor of  
40 granting all the CUPs.

41 Mr. Willcox agreed with Mrs. McCarthy and expressed concern with the traffic in that area.  
42 He is uncomfortable with granting variances and CUPs without having a tenant. However, he  
43 believes they have enough control with the CUPs to designate what goes in there, and supports  
44 the project.

45 Mrs. McCarthy inquired if the numbers change if one tenant wanted the whole property for  
46 a restaurant. Mr. Thomson advised it could be all retail, all coffee shop, or all bank, but not one  
47 tenant that is a restaurant.

48 Mr. Willcox stated the resolution does not state there cannot be one tenant with a restaurant.  
49 Mr. Thomson commented if it would help, they could add a condition that states any occupancy  
50 of the building must meet the City's minimum parking requirement, except for the variance for  
51 the coffee shop and restaurant combination as approved as part of the resolution.



1 City Attorney Kaminski agreed that Mr. Thomson's suggestion is reasonable.  
2 Mr. Tyacke stated there has to be a control that the variance amount is dependent on the  
3 square footage of the restaurant portion of the building.  
4 Mr. Thomson clarified the condition of approval would state, "any use, tenancy, or  
5 occupancy of the parcel of the building must meet the minimum requirements for such uses, except  
6 for the coffee shop and convenience food restaurant uses approved as part of the variance."  
7 Mr. Tyacke made a motion to approve Resolution No. 21-2017 Approving Project Design,  
8 Conditional Use Permits, and Variances for a new commercial development at 1330 Wayzata  
9 Boulevard East, with the added condition, "any use, tenancy, or occupancy of the parcel of the  
10 building must meet the minimum requirements for such uses, except for the coffee shop and  
11 convenience food restaurant uses approved as part of the variance."  
12 Mr. Plechash stated he would prefer each piece of the application be voted on separately.  
13 The motion failed for lack of a second.  
14 Mr. Tyacke made a motion, seconded by Mr. Plechash to approve the Project Design and  
15 Deviations. The motion carried 5/0.  
16 Mr. Tyacke made a motion, seconded by Mr. Koch to approve the Drive-In CUP. The  
17 motion carried 5/0.  
18 Mr. Koch made a motion, seconded by Mr. Tyacke to approve the Restaurant CUP. The  
19 motion carried 4/1. (McCarthy)  
20 Mr. Plechash made a motion, seconded by Mr. Tyacke to approve the Convenience Food  
21 CUP. The motion carried 5/0.  
22 Mr. Koch made a motion, seconded by Mr. Plechash to approve the Parking Lot Setback  
23 Variance. The motion carried 5/0.  
24 Mrs. McCarthy made a motion, seconded by Mr. Plechash to approve the Landscape  
25 Variance. The motion carried 5/0.  
26 Mr. Koch made a motion, seconded by Mr. Tyacke to approve the Parking Stall Variance.  
27 The motion carried 3/2. (McCarthy and Plechash)  
28 Mr. Tyacke made a motion, seconded by Koch to approve Resolution No. 21-2017  
29 Approving Project Design, Conditional Use Permits, and Variances for a new commercial  
30 development at 1330 Wayzata Boulevard East, with the added condition, "any use, tenancy, or  
31 occupancy of the parcel of the building must meet the minimum requirements for such uses, except  
32 for the 2,200 square foot coffee shop and 2,300 square foot convenience food restaurant uses  
33 approved as part of the variance."  
34 Mr. Plechash expressed concern with the parking. No tenants have yet been identified and  
35 the tenant combination that is allowed causes a problem with parking. The property owner has  
36 plenty of opportunity to come up with other tenants.  
37 John Nolan, Nolan Properties Group, stated it is not unusual they do not have a tenant  
38 before requesting approvals. The zoning relief they are seeking is focused solely around a coffee  
39 user and a convenience food user. He understands the parking requirements, but it does add  
40 confusion. They have the ITE study that shows the use has sufficient parking. The parking lot for  
41 Chipotle is under parked, but that site also has two peak users at the same time and this proposed  
42 site has more stalls per square feet. They spent a lot of time eliminating conflicts in the parking lot  
43 and created circulation, which is critical toward a potential coffee use.  
44 Mr. Plechash stated if the site does become a restaurant and coffee use, parking may  
45 become an issue.  
46 Ms. Murray pointed out the traffic study shows that the two uses combined will require 46  
47 stalls, and this site has 47.  
48 Ms. McCarthy stated adding a restaurant to that small space, regardless of the  
49 improvements to circulation, still makes it difficult. It is bad now, and Kentucky Fried Chicken is  
50 closed. Anything that goes in there is going to add to that congestion and circulation, but limiting  
51 the use will help mitigate it.

Mr. Plechash commented if they vote on this as a whole resolution, he will reluctantly vote in favor of it with concern regarding parking for a dual coffee and restaurant use. This concern is based on what the City's requirements are on parking, and it may be the requirements are not right.

Upon roll call vote, with Councilmembers Koch, Tyacke, Plechash and Mayor Willcox voting yes, and Councilmember McCarthy voting no, the motion carried 4/1.

**b. Consider First Reading of Ordinance No. 772 Amending Chapter 710 and Section 801.36 of the City Code Pertaining to Tree Regulations**

Director of Planning and Building Thomson reported the intent for this amendment was to clean up items, and include the addition of a look-back clause and tree removal permit. The look-back clause is included in the Ordinance in two Sections:

- In Section 801.36.3.A, it reads, "3. *Applicable Time Period.* For purposes of this subsection, Tree Removal, subject to the replacement requirements of this Section, includes any Significant or Heritage Tree removed *within the two years prior to submitting an application to the City* for subdivision approval; public infrastructure construction or maintenance; or construction of a new single-family home, or when any of the foregoing is required, whichever is earlier."
- In Section 801.36.3.B, it reads, "3. *Applicable Time Period.* For purposes of this subsection, Tree Removal, subject to the replacement requirements of this Section, includes any Significant or Heritage Tree removed *within the one year of submitting an application to the City* for a land disturbance permit; Design Standards review and approval; or expansion to a single-family home, or when any of the foregoing is required, whichever is earlier."

Mr. Thomson reported a tree removal permit is now required for removal of any significant or heritage tree on public or private property in the City. In Section 710.08, they added submittal information, the process for review, and the appeal process for a tree removal permit. The fee for the permit will be established at the direction of the Council.

Mr. Plechash commented he has an issue with the use of the word permit since the homeowners are not asking for permission for something. He suggested the term be notification, showing that the homeowner is notifying the City of trees they plan to remove. He also does not think homeowners should have to pay a fee to notify the City of trees they plan to remove.

In response to Mr. Tyacke, Mr. Thomson stated the only reason a City may not grant a permit is if it was for an unlicensed contractor.

Mr. Willcox inquired why a homeowner would be taking trees down for public infrastructure construction or maintenance. Mr. Thomson stated there are very limited situations where private parties are constructing public infrastructure. It could be a developer or a homeowner that is tying into the public system.

Mr. Willcox inquired if this is a problem that needs to be fixed, and he has heard of only one instance. Mrs. McCarthy brought up the Barry Avenue situation that happened a few years ago.

Mr. Tyacke stated it is brought to them by the Planning Commission and they may see a lot of situations where this may be an issue.

Mr. Willcox advised the Planning Commission was deadlocked on the vote for this item.

Mr. Koch stated he agrees with this amendment because the City requires you to use a licensed tree removal company and this is a good way to enforce it. However, people may not know that a permit is now required and they still may not be effective in tracking who is cutting down the trees. He is in favor of the clean-up language, but does not have a strong opinion on the look back clause and permit requirement.

Mr. Plechash commented it is the responsibility of the City Council to look forward to situations that could become a problem and there is no harm in adopting this. People may not know they need to apply for a notification, but ignorance of the law is no excuse. This is an opportunity to fix a loophole



1 Mr. Willcox inquired what staff's position is on this amendment. Mr. Thomson stated it  
2 has not been a widespread problem. However, if it were to be problem, it could be a very big  
3 problem without the look-back clause. The way the Ordinance is written today, if someone cut  
4 down every tree on their property, there would be no violation of the City Code. Prior to 2016, the  
5 City Code required a permit and there was a restriction on the number of trees that could be removed  
6 per year.

7 Mr. Tyacke supports moving forward with the amendments to the Ordinance.

8 Mrs. McCarthy stated since there is no mechanism to enforce tree removal, this is  
9 necessary.

10 Mr. Willcox agreed they need to have something in place to prevent someone from  
11 clearcutting their property.

12 Mr. Thomson stated he spoke with Kurt Klapprich and Dave Dudinsky at Public Works  
13 and they are not concerned about the workload associated with this and they see value in the permit.

14 Mr. Plechash made a motion, seconded by McCarthy, to approve the first reading of  
15 Ordinance No. 772 Amending Section 36 of the Wayzata Zoning Ordinance (Tree Preservation)  
16 and Amending Chapter 710 (Planting, Maintenance, and Removal of Trees).

17 Mr. Plechash stated he still prefers the word "notification" instead of "permit." However,  
18 it does function like a permit and will support that language.

19 City Manager Dahl requested direction from the City Council regarding a permit fee.

20 Mr. Plechash stated he supports a permit fee.

21 Mr. Koch stated a homeowner who is going to cut down a tree on their own still needs to  
22 apply for a permit and follow the conditions outlined in the Ordinance, and this justifies a fee.

23 Mayor Willcox directed staff to include a \$35.00 fee.

24 The motion carried 5/0.

25  
26 **AGENDA ITEM 9. City Manager's Report and Discussion Items.**

27 **a. Farmer's Market**

28 City Manager Dahl reported the first Farmers Market at the Municipal Lot was successful. The  
29 vendors were happy with the traffic, and as more people become aware of it, even more people will  
30 attend it.

31  
32 **b. News and Upcoming Dates**

- 33 • HRA will have a meeting on Thursday, June 22 to move along the process with the Widsten  
34 TIF amendment.
- 35 • The Concert in the Park on Sunday was well attended.
- 36 • The Police Department/Fire Department Game held their annual game and the Police  
37 Department won. He thanked Anchor Bank for sponsoring that event.

38  
39 **AGENDA ITEM 10. Public Forum Continued (as necessary).**

40 There were no comments.

41  
42 **AGENDA ITEM 11. Adjournment.**

43 Mr. Plechash made a motion, seconded by Mr. Tyacke to adjourn. There being no further business,  
44 Mr. Willcox adjourned the meeting at 9:34 p.m.

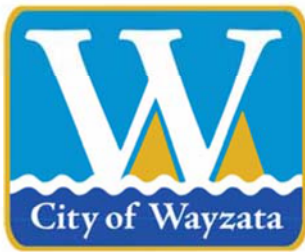
45  
46 Respectfully submitted,

47  
48  
49 Becky Malone

50 Deputy City Clerk

51 Drafted by Shannon Schmidt, *TimeSaver Off Site Secretarial, Inc.*





## City of Wayzata City Council Agenda Report

|                                                                        |                        |
|------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 05, 2017                                     | <b>AGENDA ITEM:</b> 7b |
| <b>TITLE:</b> Approval of Check Register                               |                        |
| <b>PROPOSED MOTION:</b> To Approve the Payment of Checks for June 2017 |                        |
| <b>PREPARED BY:</b> Kathy Ovshak, Senior Accountant                    |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                         |                        |

**ACTION REQUESTED:**

Staff recommends approval of the attached check register for June of 2017.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

N/A

**ATTACHMENTS:**

1. Check Detail Register—June 2017

**\*Check Detail Register©**

June 2017

|                          |                                   |           | Check Amt                         | Invoice    | Comment        |
|--------------------------|-----------------------------------|-----------|-----------------------------------|------------|----------------|
| <b>10100 Anchor Bank</b> |                                   |           |                                   |            |                |
| Paid Chk#                | 106303                            | 6/16/2017 | <b>ADVANCED IMAGING SOLUTIONS</b> |            |                |
| E 640-48000-200          | Office Supplies (GENERAL)         |           | \$58.04                           | INV129838  | SUPPLIES       |
| <b>Total</b>             | <b>ADVANCED IMAGING SOLUTIONS</b> |           | \$58.04                           |            |                |
| Paid Chk#                | 106304                            | 6/16/2017 | <b>BELLBOY BAR SUPPLY CORP.</b>   |            |                |
| E 640-47000-251          | Liquor For Resale                 |           | \$1,245.87                        | 59072500   | LIQUOR         |
| E 640-47000-259          | Freight                           |           | \$22.15                           | 59072500   | FREIGHT        |
| E 640-47000-254          | Soft Drinks/Mix For Resale        |           | \$48.15                           | 95879100   | MISC.MDSE.     |
| E 640-47000-210          | Operating Supplies (GENERAL)      |           | \$18.30                           | 95879100   | SUPPLIES       |
| <b>Total</b>             | <b>BELLBOY BAR SUPPLY CORP.</b>   |           | \$1,334.47                        |            |                |
| Paid Chk#                | 106305                            | 6/16/2017 | <b>BERNICK'S WINE</b>             |            |                |
| E 640-47000-253          | Beer For Resale                   |           | \$401.40                          | 362072     | BEER           |
| E 640-47000-253          | Beer For Resale                   |           | \$150.00                          | 363404     | BEER           |
| <b>Total</b>             | <b>BERNICK'S WINE</b>             |           | \$551.40                          |            |                |
| Paid Chk#                | 106306                            | 6/16/2017 | <b>BOURGET IMPORTS</b>            |            |                |
| E 640-47000-252          | Wine For Resale                   |           | \$448.00                          | 142172     | WINE           |
| E 640-47000-259          | Freight                           |           | \$6.00                            | 142172     | FREIGHT        |
| E 640-47000-252          | Wine For Resale                   |           | \$571.82                          | 142352     | WINE           |
| E 640-47000-259          | Freight                           |           | \$3.00                            | 142352     | FREIGHT        |
| <b>Total</b>             | <b>BOURGET IMPORTS</b>            |           | \$1,028.82                        |            |                |
| Paid Chk#                | 106307                            | 6/16/2017 | <b>BREAKTHRU BEVERAGE</b>         |            |                |
| E 640-47000-251          | Liquor For Resale                 |           | \$3,371.45                        | 1080641853 | LIQUOR         |
| E 640-47000-259          | Freight                           |           | \$32.86                           | 1080641853 | FREIGHT        |
| E 640-47000-252          | Wine For Resale                   |           | \$2,373.99                        | 1080641934 | WINE           |
| E 640-47000-259          | Freight                           |           | \$26.82                           | 1080641934 | FREIGHT        |
| E 640-47000-251          | Liquor For Resale                 |           | \$3,636.31                        | 1080644993 | LIQUOR         |
| E 640-47000-259          | Freight                           |           | \$32.02                           | 1080644993 | FREIGHT        |
| E 640-47000-252          | Wine For Resale                   |           | \$4,529.00                        | 1080645034 | WINE           |
| E 640-47000-259          | Freight                           |           | \$37.70                           | 1080645034 | FREIGHT        |
| E 640-48000-251          | Liquor For Resale                 |           | \$232.07                          | 1080648193 | LIQUOR         |
| E 640-48000-252          | Wine For Resale                   |           | \$390.00                          | 1080648193 | WINE           |
| <b>Total</b>             | <b>BREAKTHRU BEVERAGE</b>         |           | \$14,662.22                       |            |                |
| Paid Chk#                | 106308                            | 6/16/2017 | <b>BREAKTHRY BEVERAGE BEER</b>    |            |                |
| E 640-47000-253          | Beer For Resale                   |           | \$4,502.90                        | 1090716260 | BEER           |
| E 640-47000-253          | Beer For Resale                   |           | \$51.00                           | 1090716321 | BEER           |
| E 640-48000-253          | Beer For Resale                   |           | \$574.00                          | 1090719017 | BEER           |
| E 640-48000-253          | Beer For Resale                   |           | \$999.00                          | 1090722272 | BEER           |
| <b>Total</b>             | <b>BREAKTHRY BEVERAGE BEER</b>    |           | \$6,126.90                        |            |                |
| Paid Chk#                | 106309                            | 6/16/2017 | <b>CAPITOL BEVERAGE SALES</b>     |            |                |
| E 640-47000-253          | Beer For Resale                   |           | \$3,901.25                        | 1895255    | BEER           |
| E 640-48000-253          | Beer For Resale                   |           | \$40.00                           | 1896804    | BEER           |
| E 640-48000-253          | Beer For Resale                   |           | \$882.00                          | 1905470    | BEER           |
| <b>Total</b>             | <b>CAPITOL BEVERAGE SALES</b>     |           | \$4,823.25                        |            |                |
| Paid Chk#                | 106310                            | 6/16/2017 | <b>COZZINI BROS., INC.</b>        |            |                |
| E 640-48500-415          | Other Equipment Rentals           |           | \$55.78                           | C3872059   | KNIFE EXCHANGE |
| <b>Total</b>             | <b>COZZINI BROS., INC.</b>        |           | \$55.78                           |            |                |
| Paid Chk#                | 106311                            | 6/16/2017 | <b>CULLIGAN-METRO</b>             |            |                |
| E 640-48500-210          | Operating Supplies (GENERAL)      |           | \$98.00                           | 1178680    | SUPPLIES       |
| <b>Total</b>             | <b>CULLIGAN-METRO</b>             |           | \$98.00                           |            |                |



**\*Check Detail Register©**

June 2017

|                 |                                     |           | Check Amt                           | Invoice    | Comment                     |
|-----------------|-------------------------------------|-----------|-------------------------------------|------------|-----------------------------|
| Paid Chk#       | 106312                              | 6/16/2017 | <b>DAHLHEIMER DISTRIBUTING CO.</b>  |            |                             |
| E 640-48000-253 | Beer For Resale                     |           | \$300.00                            | 1279990    | BEER                        |
| E 640-48000-253 | Beer For Resale                     |           | \$446.00                            | 1284265    | BEER                        |
| <b>Total</b>    | <b>DAHLHEIMER DISTRIBUTING CO.</b>  |           | <b>\$746.00</b>                     |            |                             |
| Paid Chk#       | 106313                              | 6/16/2017 | <b>DENNYS 5TH AVENUE BAKERY</b>     |            |                             |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$47.54                             | 662431     | FOOD                        |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$77.50                             | 662572     | FOOD                        |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$70.80                             | 663068     | FOOD                        |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$40.50                             | 663461     | FOOD                        |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$99.30                             | 663605     | FOOD                        |
| E 640-48500-255 | FOODIngredients For Resale          |           | \$82.66                             | 663918     | FOOD                        |
| <b>Total</b>    | <b>DENNYS 5TH AVENUE BAKERY</b>     |           | <b>\$418.30</b>                     |            |                             |
| Paid Chk#       | 106314                              | 6/16/2017 | <b>DOMACE VINO</b>                  |            |                             |
| E 640-47000-252 | Wine For Resale                     |           | \$144.00                            | 13631      | WINE                        |
| E 640-47000-259 | Freight                             |           | \$2.00                              | 13631      | FREIGHT                     |
| <b>Total</b>    | <b>DOMACE VINO</b>                  |           | <b>\$146.00</b>                     |            |                             |
| Paid Chk#       | 106315                              | 6/16/2017 | <b>G &amp; K SERVICES</b>           |            |                             |
| E 640-48500-217 | Uniforms                            |           | \$165.82                            | 6013518697 | KITCHEN UNIFORMS & SUPPLIES |
| E 640-48500-210 | Operating Supplies (GENERAL)        |           | \$89.97                             | 6013518697 | KITCHEN UNIFORMS & SUPPLIES |
| E 640-48000-210 | Operating Supplies (GENERAL)        |           | \$17.60                             | 6013518697 | KITCHEN UNIFORMS & SUPPLIES |
| E 640-48500-217 | Uniforms                            |           | \$175.33                            | 6013529826 | KITCHEN UNIFORMS & SUPPLIES |
| E 640-48500-210 | Operating Supplies (GENERAL)        |           | \$92.43                             | 6013529826 | KITCHEN UNIFORMS & SUPPLIES |
| E 640-48000-210 | Operating Supplies (GENERAL)        |           | \$17.60                             | 6013529826 | KITCHEN UNIFORMS & SUPPLIES |
| <b>Total</b>    | <b>G &amp; K SERVICES</b>           |           | <b>\$558.75</b>                     |            |                             |
| Paid Chk#       | 106316                              | 6/16/2017 | <b>GRAPE BEGINNINGS, INC.</b>       |            |                             |
| E 640-47000-252 | Wine For Resale                     |           | \$1,031.00                          | MN00021973 | WINE RESALE                 |
| E 640-47000-259 | Freight                             |           | \$11.25                             | MN00021973 | FREIGHT                     |
| E 640-47000-252 | Wine For Resale                     |           | \$194.90                            | MN00022465 | WINE                        |
| E 640-47000-259 | Freight                             |           | \$4.50                              | MN00022465 | FREIGHT                     |
| <b>Total</b>    | <b>GRAPE BEGINNINGS, INC.</b>       |           | <b>\$1,241.65</b>                   |            |                             |
| Paid Chk#       | 106317                              | 6/16/2017 | <b>HOHENSTEINS INC.</b>             |            |                             |
| E 640-47000-253 | Beer For Resale                     |           | \$1,323.00                          | 897492     | BEER RESALE                 |
| <b>Total</b>    | <b>HOHENSTEINS INC.</b>             |           | <b>\$1,323.00</b>                   |            |                             |
| Paid Chk#       | 106318                              | 6/16/2017 | <b>JJ TAYLOR DISTRIBUTING OF MN</b> |            |                             |
| E 640-48000-253 | Beer For Resale                     |           | \$935.60                            | 2704278    | BEER                        |
| E 640-48000-253 | Beer For Resale                     |           | \$811.20                            | 2704353    | BEER                        |
| <b>Total</b>    | <b>JJ TAYLOR DISTRIBUTING OF MN</b> |           | <b>\$1,746.80</b>                   |            |                             |
| Paid Chk#       | 106319                              | 6/16/2017 | <b>JOHNSON BROS.-ST.PAUL</b>        |            |                             |
| E 640-47000-251 | Liquor For Resale                   |           | \$554.77                            | 5736484    | LIQUOR                      |
| E 640-47000-259 | Freight                             |           | \$6.31                              | 5736484    | FREIGHT                     |
| E 640-47000-252 | Wine For Resale                     |           | \$766.35                            | 5736485    | WINE                        |
| E 640-47000-259 | Freight                             |           | \$13.42                             | 5736485    | FREIGHT                     |
| E 640-47000-251 | Liquor For Resale                   |           | \$1,481.80                          | 5738179    | LIQUOR                      |
| E 640-47000-259 | Freight                             |           | \$17.08                             | 5738179    | FREIGHT                     |
| E 640-47000-252 | Wine For Resale                     |           | \$2,678.22                          | 5738180    | WINE                        |
| E 640-47000-259 | Freight                             |           | \$58.56                             | 5738180    | FREIGHT                     |
| E 640-47000-251 | Liquor For Resale                   |           | \$2,897.62                          | 5739820    | LIQUOR                      |
| E 640-47000-259 | Freight                             |           | \$15.05                             | 5739820    | FREIGHT                     |
| E 640-47000-252 | Wine For Resale                     |           | \$288.00                            | 5739821    | WINE                        |
| E 640-47000-259 | Freight                             |           | \$2.44                              | 5739821    | FREIGHT                     |
| E 640-47000-251 | Liquor For Resale                   |           | \$203.50                            | 5743201    | LIQUOR                      |

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June 2017

|                                            |                            |                                      | Check Amt          | Invoice   | Comment     |
|--------------------------------------------|----------------------------|--------------------------------------|--------------------|-----------|-------------|
| E 640-47000-259                            | Freight                    |                                      | \$2.44             | 5743201   | FREIGHT     |
| E 640-47000-252                            | Wine For Resale            |                                      | \$5,043.95         | 5743202   | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$56.12            | 5743202   | FREIGHT     |
| E 640-47000-251                            | Liquor For Resale          |                                      | \$2,109.93         | 5744578   | LIQUOR      |
| E 640-47000-259                            | Freight                    |                                      | \$8.75             | 5744578   | FREIGHT     |
| E 640-47000-252                            | Wine For Resale            |                                      | \$480.50           | 5744579   | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$10.98            | 5744579   | FREIGHT     |
| E 640-47000-251                            | Liquor For Resale          |                                      | (\$17.92)          | 628643    | LIQUOR      |
| E 640-47000-251                            | Liquor For Resale          |                                      | (\$62.58)          | 628644    | LIQUOR      |
| <b>Total JOHNSON BROS.-ST.PAUL</b>         |                            |                                      | <b>\$16,615.29</b> |           |             |
| Paid Chk# 106320                           | 6/16/2017                  | <b>KARLSBURGER FOODS, INC.</b>       |                    |           |             |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$385.55           | 000440302 | FOOD        |
| <b>Total KARLSBURGER FOODS, INC.</b>       |                            |                                      | <b>\$385.55</b>    |           |             |
| Paid Chk# 106321                           | 6/16/2017                  | <b>LIBATION PROJECT</b>              |                    |           |             |
| E 640-47000-252                            | Wine For Resale            |                                      | \$496.00           | 8843      | WINE RESALE |
| E 640-47000-259                            | Freight                    |                                      | \$7.50             | 8843      | FREIGHT     |
| E 640-47000-252                            | Wine For Resale            |                                      | \$856.00           | 8944      | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$12.00            | 8944      | FREIGHT     |
| <b>Total LIBATION PROJECT</b>              |                            |                                      | <b>\$1,371.50</b>  |           |             |
| Paid Chk# 106322                           | 6/16/2017                  | <b>M.AMUNDSON LLP</b>                |                    |           |             |
| E 640-47000-256                            | MISC.MDSE.RESALE           |                                      | \$849.63           | 238454    | CIGARETTES  |
| <b>Total M.AMUNDSON LLP</b>                |                            |                                      | <b>\$849.63</b>    |           |             |
| Paid Chk# 106323                           | 6/16/2017                  | <b>MARGRON SKOGLUND WINE IMPORTS</b> |                    |           |             |
| E 640-47000-252                            | Wine For Resale            |                                      | \$1,239.00         | 20021306  | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$21.00            | 20021306  | FREIGHT     |
| <b>Total MARGRON SKOGLUND WINE IMPORTS</b> |                            |                                      | <b>\$1,260.00</b>  |           |             |
| Paid Chk# 106324                           | 6/16/2017                  | <b>NEW FRANCE WINE COMPANY</b>       |                    |           |             |
| E 640-47000-252                            | Wine For Resale            |                                      | \$90.00            | 120973    | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$1.50             | 120973    | FREIGHT     |
| E 640-47000-252                            | Wine For Resale            |                                      | \$1,100.00         | 121283    | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$22.50            | 121283    | FREIGHT     |
| <b>Total NEW FRANCE WINE COMPANY</b>       |                            |                                      | <b>\$1,214.00</b>  |           |             |
| Paid Chk# 106325                           | 6/16/2017                  | <b>NORTHWESTERN FRUIT COMPANY</b>    |                    |           |             |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$521.15           | 863013    | FOOD        |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$631.85           | 863180    | FOOD        |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$489.95           | 863351    | FOOD        |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$479.65           | 863512    | FOOD        |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$401.65           | 863691    | FOOD        |
| E 640-48500-255                            | FOODIngredients For Resale |                                      | \$347.80           | 863860    | FOOD        |
| <b>Total NORTHWESTERN FRUIT COMPANY</b>    |                            |                                      | <b>\$2,872.05</b>  |           |             |
| Paid Chk# 106326                           | 6/16/2017                  | <b>PAUSTIS &amp; SONS</b>            |                    |           |             |
| E 640-47000-252                            | Wine For Resale            |                                      | \$783.40           | 8591992   | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$15.00            | 8591992   | FREIGHT     |
| E 640-47000-253                            | Beer For Resale            |                                      | \$240.01           | 8591992   | BEER        |
| E 640-47000-252                            | Wine For Resale            |                                      | \$528.00           | 8592229   | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$10.50            | 8592229   | FREIGHT     |
| E 640-47000-252                            | Wine For Resale            |                                      | \$672.00           | 8592763   | WINE        |
| E 640-47000-259                            | Freight                    |                                      | \$10.50            | 8592763   | FREIGHT     |
| <b>Total PAUSTIS &amp; SONS</b>            |                            |                                      | <b>\$2,259.41</b>  |           |             |
| Paid Chk# 106327                           | 6/16/2017                  | <b>PHILLIPS WINES &amp; SPIRITS</b>  |                    |           |             |

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June 2017

|                                            |                              |                                      | Check Amt          | Invoice   | Comment           |
|--------------------------------------------|------------------------------|--------------------------------------|--------------------|-----------|-------------------|
| E 640-47000-251                            | Liquor For Resale            |                                      | \$1,089.84         | 2174228   | LIQUOR            |
| E 640-47000-259                            | Freight                      |                                      | \$8.94             | 2174228   | FREIGHT           |
| E 640-47000-252                            | Wine For Resale              |                                      | \$1,289.50         | 2174229   | WINE              |
| E 640-47000-259                            | Freight                      |                                      | \$20.95            | 2174229   | FREIGHT           |
| E 640-48000-251                            | Liquor For Resale            |                                      | \$439.96           | 2176828   | LIQUOR            |
| E 640-47000-251                            | Liquor For Resale            |                                      | \$474.00           | 2178547   | LIQUOR            |
| E 640-47000-259                            | Freight                      |                                      | \$4.88             | 2178547   | FREIGHT           |
| E 640-47000-252                            | Wine For Resale              |                                      | \$1,140.75         | 2178548   | WINE              |
| E 640-47000-259                            | Freight                      |                                      | \$9.97             | 2178548   | FREIGHT           |
| <b>Total PHILLIPS WINES &amp; SPIRITS</b>  |                              |                                      | <b>\$4,478.79</b>  |           |                   |
| Paid Chk# 106328                           | 6/16/2017                    | <b>QUALITY SERVICE, INC.</b>         |                    |           |                   |
| E 640-48500-404                            | Repairs/Maint - Machin/Equip |                                      | \$291.95           | 32562     | SOUP WELL REPAIRS |
| E 640-48500-404                            | Repairs/Maint - Machin/Equip |                                      | \$333.01           | 32575     | FREEZER REPAIRS   |
| E 640-48500-404                            | Repairs/Maint - Machin/Equip |                                      | \$175.00           | 32578     | FREEZER REPAIRS   |
| E 640-48500-404                            | Repairs/Maint - Machin/Equip |                                      | \$287.07           | 32585     | COOLER REPAIRS    |
| <b>Total QUALITY SERVICE, INC.</b>         |                              |                                      | <b>\$1,087.03</b>  |           |                   |
| Paid Chk# 106329                           | 6/16/2017                    | <b>RED BULL DISTRIBUTION COMPANY</b> |                    |           |                   |
| E 640-47000-254                            | Soft Drinks/Mix For Resale   |                                      | \$402.00           | 17355-187 | MISC.BEV.         |
| <b>Total RED BULL DISTRIBUTION COMPANY</b> |                              |                                      | <b>\$402.00</b>    |           |                   |
| Paid Chk# 106330                           | 6/16/2017                    | <b>REYCRAFT, TOM</b>                 |                    |           |                   |
| E 640-48000-341                            | General Promotions           |                                      | \$300.00           | 6/22/17   | BAR MUSIC 6/22/17 |
| <b>Total REYCRAFT, TOM</b>                 |                              |                                      | <b>\$300.00</b>    |           |                   |
| Paid Chk# 106331                           | 6/16/2017                    | <b>RJM DISTRIBUTING</b>              |                    |           |                   |
| E 640-47000-254                            | Soft Drinks/Mix For Resale   |                                      | \$126.50           | IND013634 | MISC.BEV          |
| <b>Total RJM DISTRIBUTING</b>              |                              |                                      | <b>\$126.50</b>    |           |                   |
| Paid Chk# 106332                           | 6/16/2017                    | <b>SHAMROCK GROUP</b>                |                    |           |                   |
| E 640-47000-254                            | Soft Drinks/Mix For Resale   |                                      | \$71.05            | 2121212   | ICE               |
| <b>Total SHAMROCK GROUP</b>                |                              |                                      | <b>\$71.05</b>     |           |                   |
| Paid Chk# 106333                           | 6/16/2017                    | <b>SOUTHERN GLAZER'S OF MN</b>       |                    |           |                   |
| E 640-47000-251                            | Liquor For Resale            |                                      | \$6,408.77         | 1550000   | LIQUOR            |
| E 640-47000-259                            | Freight                      |                                      | \$46.62            | 1550000   | FREIGHT           |
| E 640-47000-252                            | Wine For Resale              |                                      | \$1,264.00         | 1550001   | WINE              |
| E 640-47000-259                            | Freight                      |                                      | \$9.39             | 1550001   | FREIGHT           |
| E 640-47000-252                            | Wine For Resale              |                                      | \$10,948.00        | 1550002   | WINE              |
| E 640-47000-259                            | Freight                      |                                      | \$186.88           | 1550002   | FREIGHT           |
| E 640-47000-259                            | Freight                      |                                      | \$25.60            | 1550003   | FREIGHT           |
| E 640-47000-259                            | Freight                      |                                      | \$12.80            | 1552944   | FREIGHT           |
| E 640-47000-251                            | Liquor For Resale            |                                      | \$3,876.58         | 1552945   | LIQUOR            |
| E 640-47000-259                            | Freight                      |                                      | \$29.97            | 1552945   | FREIGHT           |
| E 640-47000-252                            | Wine For Resale              |                                      | \$816.00           | 1552947   | WINE              |
| E 640-47000-259                            | Freight                      |                                      | \$10.45            | 1552947   | FREIGHT           |
| <b>Total SOUTHERN GLAZER'S OF MN</b>       |                              |                                      | <b>\$23,635.06</b> |           |                   |
| Paid Chk# 106334                           | 6/16/2017                    | <b>SPENCER JANITORIAL</b>            |                    |           |                   |
| E 640-48000-409                            | Maint services & Improv      |                                      | \$2,561.51         | 10623     | MONTHLY CLEANING  |
| <b>Total SPENCER JANITORIAL</b>            |                              |                                      | <b>\$2,561.51</b>  |           |                   |
| Paid Chk# 106335                           | 6/16/2017                    | <b>STARY, MARK</b>                   |                    |           |                   |
| E 640-48000-341                            | General Promotions           |                                      | \$300.00           | 6/29/17   | BAR MUSIC 6/29/17 |
| <b>Total STARY, MARK</b>                   |                              |                                      | <b>\$300.00</b>    |           |                   |
| Paid Chk# 106336                           | 6/16/2017                    | <b>STRATEGIC EQUIPMENT AND</b>       |                    |           |                   |
| E 640-48500-210                            | Operating Supplies (GENERAL) |                                      | \$38.66            | 2880709   | KITCHEN SUPPLIES  |



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June 2017

|                                       |                              | Check Amt                       | Invoice | Comment           |
|---------------------------------------|------------------------------|---------------------------------|---------|-------------------|
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$434.55                        | 2880711 | KITCHEN SUPPLIES  |
| E 640-48000-210                       | Operating Supplies (GENERAL) | \$301.05                        | 2880711 | BAR SUPPLIES      |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$84.00                         | 2880711 | PROMO FOOD        |
| <b>Total STRATEGIC EQUIPMENT AND</b>  |                              | <b>\$858.26</b>                 |         |                   |
| Paid Chk# 106337                      | 6/16/2017                    | <b>SUNBURST CHEMICALS, INC.</b> |         |                   |
| E 640-48500-415                       | Other Equipment Rentals      | \$92.37                         | 0009572 | DISHWASHER LEASE  |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$160.12                        | 0387426 | SUPPLIES          |
| <b>Total SUNBURST CHEMICALS, INC.</b> |                              | <b>\$252.49</b>                 |         |                   |
| Paid Chk# 106338                      | 6/16/2017                    | <b>T.D. ANDERSON INC.</b>       |         |                   |
| E 640-48000-409                       | Maint services & Improv      | \$115.00                        | 435101  | BEER LINE SERVICE |
| <b>Total T.D. ANDERSON INC.</b>       |                              | <b>\$115.00</b>                 |         |                   |
| Paid Chk# 106339                      | 6/16/2017                    | <b>US FOODS</b>                 |         |                   |
| E 640-48500-255                       | FOODIngredients For Resale   | \$7,237.76                      | 5427279 | FOOD              |
| E 640-48000-251                       | Liquor For Resale            | \$112.02                        | 5427279 | LIQUOR            |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$80.17                         | 5427279 | PROMO FOOD        |
| E 640-48000-210                       | Operating Supplies (GENERAL) | \$161.77                        | 5427279 | SUPPLIES          |
| E 640-48000-251                       | Liquor For Resale            | \$227.31                        | 5476831 | LIQUOR            |
| E 640-48500-255                       | FOODIngredients For Resale   | \$1,909.59                      | 5476833 | FOOD              |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$151.08                        | 5476833 | SUPPLIES          |
| E 640-48000-251                       | Liquor For Resale            | \$48.63                         | 5476833 | LIQUOR            |
| E 640-48000-254                       | Soft Drinks/Mix For Resale   | \$74.91                         | 5476833 | MISC.BEV          |
| E 640-48500-255                       | FOODIngredients For Resale   | \$3,360.33                      | 5514819 | FOOD              |
| E 640-48000-254                       | Soft Drinks/Mix For Resale   | \$42.95                         | 5514819 | MISC.BEV          |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$38.63                         | 5514819 | SUPPLIES          |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$59.38                         | 5514819 | PROMO FOOD        |
| E 640-48000-251                       | Liquor For Resale            | \$41.22                         | 5514819 | LIQUOR            |
| E 640-48500-255                       | FOODIngredients For Resale   | \$6,899.12                      | 5568218 | FOOD              |
| E 640-48000-251                       | Liquor For Resale            | \$87.44                         | 5568218 | LIQUOR            |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$273.42                        | 5568218 | SUPPLIES          |
| E 640-48000-254                       | Soft Drinks/Mix For Resale   | \$115.67                        | 5568218 | MISC.BEV          |
| E 640-48000-210                       | Operating Supplies (GENERAL) | \$81.83                         | 5568218 | SUPPLIES          |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$38.59                         | 5568218 | PROMO FOOD        |
| E 640-48500-255                       | FOODIngredients For Resale   | \$179.05                        | 5608724 | FOOD              |
| E 640-48500-255                       | FOODIngredients For Resale   | \$2,611.83                      | 5608727 | FOOD              |
| E 640-48000-254                       | Soft Drinks/Mix For Resale   | \$354.54                        | 5608727 | MISC.BEV          |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$20.79                         | 5608727 | PROMO FOOD        |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$83.54                         | 5608727 | SUPPLIES          |
| E 640-48000-251                       | Liquor For Resale            | \$71.94                         | 5608727 | LIQUOR            |
| E 640-48500-255                       | FOODIngredients For Resale   | \$2,378.84                      | 5650296 | FOOD              |
| E 640-48000-210                       | Operating Supplies (GENERAL) | \$107.28                        | 5650296 | SUPPLIES          |
| E 640-48000-254                       | Soft Drinks/Mix For Resale   | \$155.83                        | 5650296 | MISC.BEV          |
| E 640-48500-210                       | Operating Supplies (GENERAL) | \$41.52                         | 5650296 | SUPPLIES          |
| E 640-48000-342                       | Promotions - Food/Drinks     | \$59.38                         | 5650296 | PROMO FOOD        |
| <b>Total US FOODS</b>                 |                              | <b>\$27,106.36</b>              |         |                   |
| Paid Chk# 106340                      | 6/16/2017                    | <b>VINO COPIA</b>               |         |                   |
| E 640-47000-254                       | Soft Drinks/Mix For Resale   | \$120.00                        | 0181416 | MISC.BEV          |
| E 640-47000-259                       | Freight                      | \$12.00                         | 0181416 | FREIGHT           |
| E 640-47000-252                       | Wine For Resale              | \$192.00                        | 0181417 | WINE              |
| E 640-47000-259                       | Freight                      | \$4.00                          | 0181417 | FREIGHT           |
| E 640-47000-251                       | Liquor For Resale            | \$516.57                        | 0182060 | LIQUOR            |
| E 640-47000-259                       | Freight                      | \$7.50                          | 0182060 | FREIGHT           |
| <b>Total VINO COPIA</b>               |                              | <b>\$852.07</b>                 |         |                   |
| Paid Chk# 106341                      | 6/16/2017                    | <b>WINE COMPANY</b>             |         |                   |

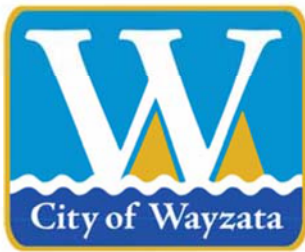
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June 2017

|                              |                 |                        | Check Amt           | Invoice | Comment     |
|------------------------------|-----------------|------------------------|---------------------|---------|-------------|
| E 640-47000-252              | Wine For Resale |                        | \$3,272.00          | 38313   | WINE        |
| E 640-47000-259              | Freight         |                        | \$36.30             | 38313   | FREIGHT     |
| E 640-47000-252              | Wine For Resale |                        | \$1,081.34          | 39027   | WINE        |
| E 640-47000-259              | Freight         |                        | \$11.55             | 39027   | FREIGHT     |
| <b>Total WINE COMPANY</b>    |                 |                        | <u>\$4,401.19</u>   |         |             |
| Paid Chk# 106342             | 6/16/2017       | <b>WINE MERCHANT</b>   |                     |         |             |
| E 640-47000-252              | Wine For Resale |                        | \$144.00            | 7135049 | WINE        |
| E 640-47000-259              | Freight         |                        | \$1.22              | 7135049 | FREIGHT     |
| E 640-48000-252              | Wine For Resale |                        | \$322.88            | 7135050 | WINE        |
| E 640-47000-252              | Wine For Resale |                        | \$2,153.00          | 7135115 | WINE        |
| E 640-47000-259              | Freight         |                        | \$13.42             | 7135115 | FREIGHT     |
| E 640-47000-252              | Wine For Resale |                        | \$584.00            | 7135182 | WINE        |
| E 640-47000-252              | Wine For Resale |                        | \$3,530.00          | 7136113 | WINE        |
| E 640-47000-259              | Freight         |                        | \$14.64             | 7136113 | FREIGHT     |
| E 640-48000-252              | Wine For Resale |                        | \$192.44            | 7136301 | WINE        |
| <b>Total WINE MERCHANT</b>   |                 |                        | <u>\$6,955.60</u>   |         |             |
| Paid Chk# 106343             | 6/16/2017       | <b>Z WINES USA LLC</b> |                     |         |             |
| E 640-47000-252              | Wine For Resale |                        | \$160.00            | 18112   | WINE RESALE |
| E 640-47000-259              | Freight         |                        | \$5.00              | 18112   | FREIGHT     |
| <b>Total Z WINES USA LLC</b> |                 |                        | <u>\$165.00</u>     |         |             |
| <b>10100 Anchor Bank</b>     |                 |                        | <u>\$135,414.72</u> |         |             |

**Fund Summary**

|                                 |                     |
|---------------------------------|---------------------|
| <b><u>10100 Anchor Bank</u></b> |                     |
| 640 LIQUOR                      | \$135,414.72        |
|                                 | <u>\$135,414.72</u> |



## City of Wayzata City Council Agenda Report

|                                                                                                   |                        |
|---------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                 | <b>AGENDA ITEM:</b> 7c |
| <b>TITLE:</b> Approval of Municipal Licenses                                                      |                        |
| <b>PROPOSED MOTION:</b> To approve the Municipal Licenses as attached                             |                        |
| <b>PREPARED BY:</b> Julie Kaufman, Payroll Clerk/HR Specialist and Lori Krismer, Office Assistant |                        |
| <b>REVIEWED BY:</b> Becky Malone, Deputy City Clerk                                               |                        |

**ACTION REQUESTED:**

Staff recommends approval of the Municipal Licenses.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

N/A

**ATTACHMENTS:**

1. List of Municipal Licenses for City Council Approval and Municipal Licenses Which Received Administrative Approval (Informational Only)
2. 1-Day Temporary On-Sale Liquor License for Wayzata American Legion Ribfest
3. 1-Day Temporary On-sale Liquor License for Community Investment Programs



07/05/2017

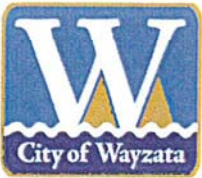
**THE FOLLOWING MUNICIPAL LICENSES  
WERE APPROVED ADMINISTRATIVELY**

| <b>2017 Itinerant Food License for Wayzata Art Experience on 6/24 &amp; 6/25/2017</b> |                 |
|---------------------------------------------------------------------------------------|-----------------|
| Peeps Hot Box Inc.                                                                    | Minneapolis, MN |
| <b>2017 Itinerant Food License for Wayzata American Legion Ribfest on 7/23/2017</b>   |                 |
| Wayzata American Legion Post #118                                                     | Wayzata, MN     |
| <b>2017 Gas Fitter's License</b>                                                      |                 |
| Riccar Heating & Air                                                                  | Andover, MN     |

**LIST OF MUNICIPAL LICENSES FOR CITY COUNCIL APPROVAL**

Recommended for approval, pending staff review for completeness of application materials

| <b>2017 Food License (New Ownership)</b>                                                                    |                 |
|-------------------------------------------------------------------------------------------------------------|-----------------|
| Sushi Fix                                                                                                   | Wayzata, MN     |
| <b>2017 1-Day Temporary On-Sale Liquor License for Wayzata American Legion Ribfest 7/23/2017</b>            |                 |
| Wayzata American Legion Post #118                                                                           | Wayzata, MN     |
| <b>2017 1-Day Temporary On-Sale Liquor License for CIP Summer Social at Wayzata Yacht Club on 7/25/2017</b> |                 |
| Community Investment Programs (CIP)                                                                         | Minneapolis, MN |



APPLICATION FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

NAME OF ORGANIZATION: Wayzata American Legion Post #118  
DATE(S) OF EVENT: July 23, 2017 START TIME: 1 pm STOP TIME: 6 pm  
NAME OF EVENT: Wayzata Legion Ribfest  
DESCRIPTION OF EVENT: a barbeque contest fundraiser  
NAME OF LOCATION WHERE EVENT WILL BE HELD: Wayzata Legion parking lot  
ADDRESS WHERE EVENT WILL BE HELD: 949 E. Wayzata Blvd  
NAME OF PERSON IN CHARGE AT EVENT: Paul Carlson / Eric Duc  
TELEPHONE NUMBER OF PERSON IN CHARGE AT EVENT: 612 801 4194 / 612 237 7973  
WHAT DO YOU PLAN TO CONSUME: Beer, wine  
(BEER, WINE, OR INTOXICATING LIQUOR)

DO YOU PLAN TO PROVIDE THE LIQUOR? ☐ NO, GUESTS WILL PROVIDE THEIR OWN LIQUOR  
☒ YES

A CERTIFICATE OF LIQUOR LIABILITY INSURANCE COVERAGE MUST BE ATTACHED. COVERAGE FOR THE ACTUAL EVENT LOCATION AND EXACT DATES OF THE EVENT MUST BE SHOWN. IS IT ATTACHED? ☒ YES

LOCATION LICENSE/PERMIT WILL BE USED. IF AN OUTDOOR AREA, DESCRIBE:  
will have a beer tent in parking lot where contest is to be held

PLEASE ATTACH A MAP AND/OR DRAWINGS WHICH ILLUSTRATE YOUR LOCATION AT THE EVENT INCLUDING LOCATION OF TABLES, LOCATION OR BAR, ILLUSTRATION OF CONTROL MEASURES, ETC.  
ARE MAP/DRAWINGS ATTACHED? ☒ YES

I, the undersigned, agree to indemnify and hold the City of Wayzata harmless from all losses, liabilities, damages, legal liabilities, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) that may arise in association with the above event.

SIGNATURE OF LICENSEE: Terrance R. Smith DATE: 6/02/17  
PRINT NAME: Terrance R. Smith

CITY FEE AMOUNT: \$25.00 DATE FEE PAID: 06/14/2017 RECEIPT # 37425

POLICE CHIEF SIGNATURE: [Signature] DATE SIGNED: 6/15/17

APPROVED BY WAYZATA CITY COUNCIL ON: 7/5/17

DEPUTY CITY CLERK SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/2/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

|                                              |  |                                         |                               |
|----------------------------------------------|--|-----------------------------------------|-------------------------------|
| PRODUCER                                     |  | CONTACT NAME: Barb Oak                  |                               |
| Ross Nesbit Agencies, Inc.                   |  | PHONE (A/C No. Ext): (952) 941-9418     | FAX (A/C No.): (952) 941-9616 |
| 5900 Rowland Road                            |  | E-MAIL ADDRESS: boak@nesbitagencies.com |                               |
| Minnetonka MN 55343                          |  | INSURER(S) AFFORDING COVERAGE           | NAIC #                        |
| INSURED                                      |  | INSURER A: Secura                       | 22543                         |
| Ernest Aselton American Legion Post 118, Inc |  | INSURER B: Milwaukee Casualty           | 26662                         |
| DBA: Wayzata American Legion Post 118        |  | INSURER C:                              |                               |
| 949 Wayzata Blvd East                        |  | INSURER D:                              |                               |
| Wayzata MN 55391                             |  | INSURER E:                              |                               |
|                                              |  | INSURER F:                              |                               |

## COVERAGES

**CERTIFICATE NUMBER: 17-18 All Lines**

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR<br>LTR                         | TYPE OF INSURANCE                                                           |                                                       | ADD'L<br>INSR                       | SUBR<br>WVD     | POLICY NUMBER | POLICY EFF<br>(MM/DD/YYYY) | POLICY EXP<br>(MM/DD/YYYY) | LIMITS                                                                         |                             |            |
|-------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------|-----------------|---------------|----------------------------|----------------------------|--------------------------------------------------------------------------------|-----------------------------|------------|
| A                                   | <input checked="" type="checkbox"/>                                         | COMMERCIAL GENERAL LIABILITY                          |                                     |                 | CP0032370107  | 5/1/2017                   | 5/1/2018                   | EACH OCCURRENCE                                                                | \$ 1,000,000                |            |
|                                     | <input type="checkbox"/>                                                    | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR |                                     |                 |               |                            |                            | DAMAGE TO RENTED PREMISES (Ea occurrence)                                      | \$ 300,000                  |            |
|                                     | <input type="checkbox"/>                                                    |                                                       |                                     |                 |               |                            |                            | MED EXP (Any one person)                                                       | \$ 10,000                   |            |
|                                     | <input type="checkbox"/>                                                    |                                                       |                                     |                 |               |                            |                            | PERSONAL & ADV INJURY                                                          | \$ 1,000,000                |            |
|                                     | <input type="checkbox"/>                                                    |                                                       |                                     |                 |               |                            |                            | GENERAL AGGREGATE                                                              | \$ 2,000,000                |            |
| GEN'L AGGREGATE LIMIT APPLIES PER:  |                                                                             |                                                       |                                     |                 |               |                            |                            |                                                                                |                             |            |
| <input checked="" type="checkbox"/> | POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC       |                                                       |                                     |                 |               |                            |                            | PRODUCTS - COMP/OP AGG                                                         | \$ 2,000,000                |            |
| <input type="checkbox"/>            | OTHER:                                                                      |                                                       |                                     |                 |               |                            |                            |                                                                                | \$                          |            |
| A                                   | AUTOMOBILE LIABILITY                                                        |                                                       |                                     |                 | CP0032370107  | 5/1/2017                   | 5/1/2018                   | COMBINED SINGLE LIMIT (Ea accident)                                            | \$ 1,000,000                |            |
|                                     | <input type="checkbox"/>                                                    | ANY AUTO ALL OWNED AUTOS                              | <input type="checkbox"/>            | SCHEDULED AUTOS |               |                            |                            | BODILY INJURY (Per person)                                                     | \$                          |            |
|                                     | <input checked="" type="checkbox"/>                                         | HIRED AUTOS                                           | <input checked="" type="checkbox"/> | NON-OWNED AUTOS |               |                            |                            | BODILY INJURY (Per accident)                                                   | \$                          |            |
|                                     | <input type="checkbox"/>                                                    |                                                       | <input type="checkbox"/>            |                 |               |                            |                            | PROPERTY DAMAGE (Per accident)                                                 | \$                          |            |
|                                     | <input type="checkbox"/>                                                    |                                                       | <input type="checkbox"/>            |                 |               |                            |                            |                                                                                | \$                          |            |
|                                     | UMBRELLA LIAB <input type="checkbox"/> OCCUR                                |                                                       |                                     |                 |               | ..                         |                            | EACH OCCURRENCE                                                                | \$                          |            |
|                                     | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE                            |                                                       |                                     |                 |               |                            |                            | AGGREGATE                                                                      | \$                          |            |
|                                     | <input type="checkbox"/> DED                                                | <input type="checkbox"/> RETENTION \$                 |                                     |                 |               |                            |                            |                                                                                | \$                          |            |
|                                     |                                                                             |                                                       |                                     |                 |               |                            |                            |                                                                                |                             |            |
| B                                   | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                               |                                                       | Y/N <input type="checkbox"/> N/A    |                 | MWC1017996    | 5/1/2017                   | 5/1/2018                   | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |                             |            |
|                                     | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) |                                                       |                                     |                 |               |                            |                            |                                                                                | E.L. EACH ACCIDENT          | \$ 500,000 |
|                                     | If yes, describe under DESCRIPTION OF OPERATIONS below                      |                                                       |                                     |                 |               |                            |                            |                                                                                | E.L. DISEASE - EA EMPLOYEE  | \$ 500,000 |
|                                     |                                                                             |                                                       |                                     |                 |               |                            |                            |                                                                                | E.L. DISEASE - POLICY LIMIT | \$ 500,000 |
| A                                   | Liquor Liability                                                            |                                                       |                                     |                 | CP0032370107  | 5/1/2017                   | Until Cancelled            | Each Common Cause                                                              | 1,000,000                   |            |
|                                     |                                                                             |                                                       |                                     |                 |               |                            |                            | Each Occurrence                                                                | 2,000,000                   |            |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
July 2017 Ribfest

**CERTIFICATE HOLDER**

(952) 404-5318

City of Wayzata  
600 Rice Street East  
Wayzata, MN 55391

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

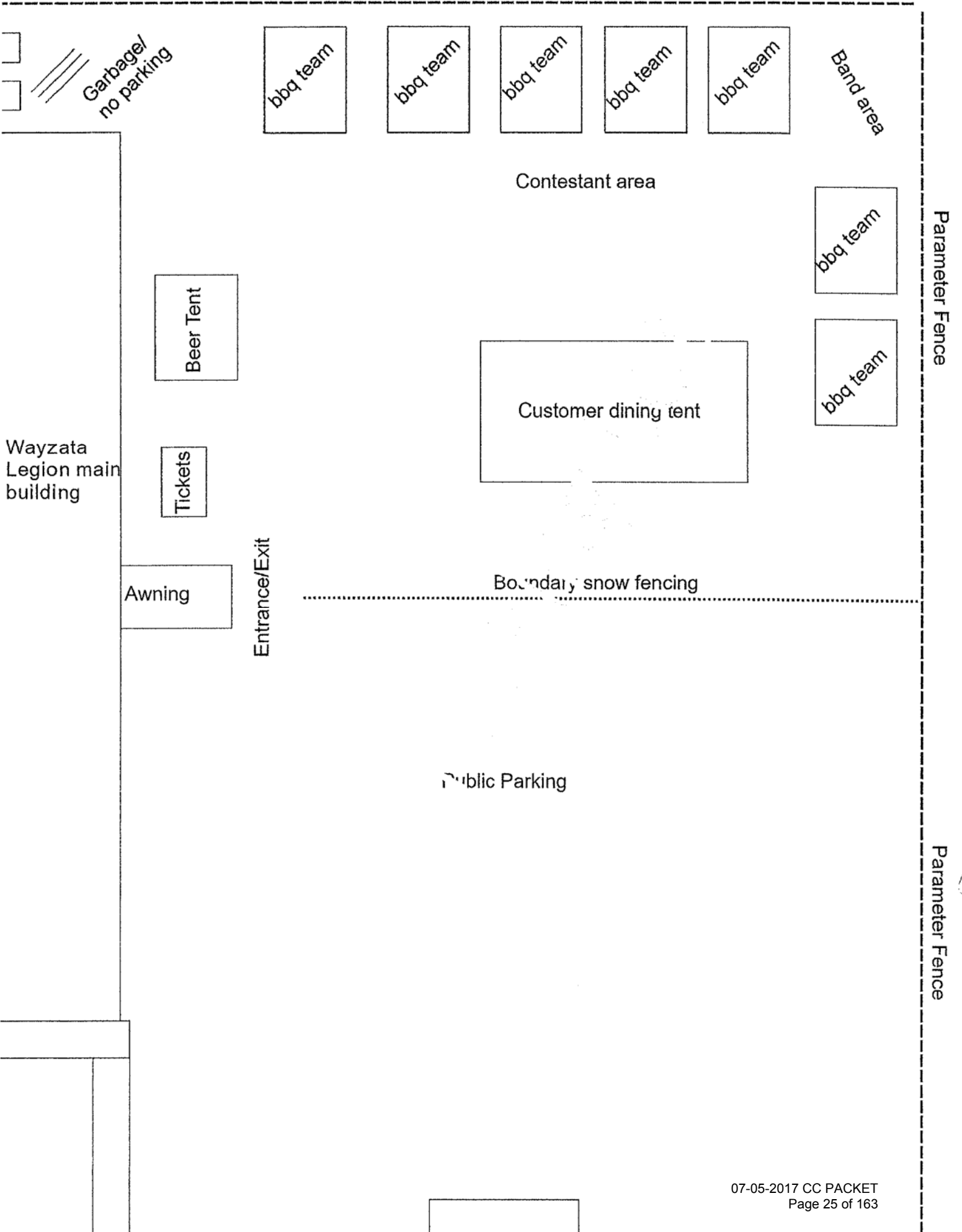
**AUTHORIZED REPRESENTATIVE**

Derek Larson/BARB1

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Parameter Fence



Wayzata  
Legion main  
building

Parameter Fence

Parameter Fence



## APPLICATION FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

RECEIVED

JUN 27 2017

NAME OF ORGANIZATION: Community Involvement Programs CITY OF WAYZATA  
DATE(S) OF EVENT: 7/25/17 START TIME: 5:30 pm STOP TIME: 8:00 pm  
NAME OF EVENT: CIP Summer Social  
DESCRIPTION OF EVENT: Fundraiser with bbq for our programs to support people with disabilities  
NAME OF LOCATION WHERE EVENT WILL BE HELD: Wayzata Yacht Club  
ADDRESS WHERE EVENT WILL BE HELD: 1100 Eastman Ln, Wayzata MN 55391  
NAME OF PERSON IN CHARGE AT EVENT: Rick Birmingham  
TELEPHONE NUMBER OF PERSON IN CHARGE AT EVENT: (c) 612-423-9310 (o) 612-362-4412  
WHAT DO YOU PLAN TO CONSUME: Beer/wine ~~CIGARETTES~~  
(BEER, WINE, OR INTOXICATING LIQUOR)

DO YOU PLAN TO PROVIDE THE LIQUOR? ☐ NO, GUESTS WILL PROVIDE THEIR OWN LIQUOR  
☒ YES

A CERTIFICATE OF LIQUOR LIABILITY INSURANCE COVERAGE MUST BE ATTACHED. COVERAGE FOR THE ACTUAL EVENT LOCATION AND EXACT DATES OF THE EVENT MUST BE SHOWN. IS IT ATTACHED? ☐ YES

LOCATION LICENSE/PERMIT WILL BE USED. IF AN OUTDOOR AREA, DESCRIBE:

Wayzata Yacht Club

PLEASE ATTACH A MAP AND/OR DRAWINGS WHICH ILLUSTRATE YOUR LOCATION AT THE EVENT INCLUDING LOCATION OF TABLES, LOCATION OR BAR, ILLUSTRATION OF CONTROL MEASURES, ETC.

ARE MAP/DRAWINGS ATTACHED? ☐ YES

N/A - using WYC private space including parking

I, the undersigned, agree to indemnify and hold the City of Wayzata harmless from all losses, liabilities, damages, legal liabilities, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) that may arise in association with the above event.

SIGNATURE OF LICENSEE: Rick Birmingham DATE: 6/27/17  
PRINT NAME: Rick Birmingham Development Director, Community Involvement Programs.

CITY FEE AMOUNT: \$25.00 DATE FEE PAID: 6-28-17 RECEIPT # 37351

POLICE CHIEF SIGNATURE: [Signature] DATE SIGNED: 6/28/17

APPROVED BY WAYZATA CITY COUNCIL ON: \_\_\_\_\_

DEPUTY CITY CLERK SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                      |                                             |                                          |               |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|---------------|
| <b>PRODUCER</b><br>NPJA, INC. - NONPROFITS' INSURANCE AGENCY<br>21034 HERON WAY, STE 107<br>LAKEVILLE, MN 55044-8093 | <b>CONTACT NAME:</b> MIKE STEVENS           | <b>FAX (A/C, No):</b>                    |               |
|                                                                                                                      | <b>PHONE (A/C, No, Ext):</b> (952) 469-5963 | <b>E-MAIL ADDRESS:</b> MSTEVENSONPJA.COM |               |
| <b>INSURED</b><br>COMMUNITY INVOLVEMENT PROGRAMS<br>1600 NE BROADWAY STREET #1<br>MINNEAPOLIS, MN 55413              | <b>INSURER(S) AFFORDING COVERAGE</b>        |                                          | <b>NAIC #</b> |
|                                                                                                                      | <b>INSURER A:</b> NONPROFIT INSURANCE TRUST |                                          |               |
|                                                                                                                      | <b>INSURER B:</b>                           |                                          |               |
|                                                                                                                      | <b>INSURER C:</b>                           |                                          |               |
|                                                                                                                      | <b>INSURER D:</b>                           |                                          |               |
|                                                                                                                      | <b>INSURER E:</b>                           |                                          |               |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                      | ADDL SUBR INSD WVD                                                                   | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                         |                                                                                                                                                                 |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> PROFESSIONAL |                                                                                      | PL0127-17     | 06/01/2017              | 06/01/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000<br>TENANT PROPERTY DAMAGE \$ 10,000 |                                                                                                                                                                 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER:                     |                                                                                      |               |                         |                         |                                                                                                                                                                                                                                                                                |                                                                                                                                                                 |
|          | <input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS                                                                       | <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS |               | PL0127-17               | 06/01/2017              | 06/01/2018                                                                                                                                                                                                                                                                     | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |
|          | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input checked="" type="checkbox"/> EXCESS LIAB                                                                                                   | <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE    |               | PL0127-17               | 06/01/2017              | 06/01/2018                                                                                                                                                                                                                                                                     | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>DED \$<br>RETENTION \$                                                                                |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                 | Y/N<br><input checked="" type="checkbox"/> N N/A                                     | WC0127-17     | 01/01/2017              | 01/01/2018              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                                                      |                                                                                                                                                                 |
| A        | FIDELITY/EMPLOYEE DISHONESTY                                                                                                                                                                           |                                                                                      | PL0127-17     | 06/01/2017              | 06/01/2018              | \$400,000                                                                                                                                                                                                                                                                      |                                                                                                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED.

LIQUOR LIABILITY IS INCLUDED WITHIN THE GENERAL LIABILITY.

RE: EVENT ON 7/25/2017 FROM 5:30 PM - 8PM

**RECEIVED**

JUN 27 2017

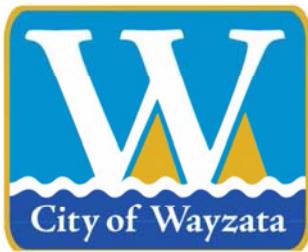
**CITY OF WAYZATA****CERTIFICATE HOLDER****CANCELLATION**CITY OF WAYZATA  
600 RICE ST E  
WAYZATA, MN 55391-1734

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## City of Wayzata City Council Agenda Report

|                                                                                                                                                       |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                                     | <b>AGENDA ITEM:</b> 7d |
| <b>TITLE:</b> Approval of second reading of Ordinance No. 772 amending Chapter 710 and Section 801.36 of the City Code pertaining to tree regulations |                        |
| <b>PROPOSED MOTION:</b> Adopt the second reading of Ordinance No. 772                                                                                 |                        |
| <b>PREPARED BY:</b> Jeff Thomson, Director of Planning and Building                                                                                   |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                                                                                                        |                        |

**ACTION REQUESTED:**

City staff recommends approval of Ordinance No. 772

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

On June 20<sup>th</sup>, the City Council adopted the first reading of Ordinance No. 772, amending Chapter 710 of the Wayzata City Code pertaining to planting, maintenance and removal of trees, and amending Section 801.36 of the Wayzata zoning ordinance related to tree preservation. The draft ordinance is attached for the Council's consideration of the second reading. There have been no other changes made to the draft ordinance since the Council adopted the first reading.

**ATTACHMENTS:**

1. Draft Ordinance No. 772

**CITY OF WAYZATA**  
**HENNEPIN COUNTY, MINNESOTA**  
**ORDINANCE NO. 772**

**AN ORDINANCE AMENDING SECTION 36 OF THE WAYZATA ZONING  
ORDINANCE (TREE PRESERVATION) AND AMENDING WAYZATA CITY CODE  
CHAPTER 710 (PLANTING, MAINTENANCE AND REMOVAL OF TREES)**

**THE CITY OF WAYZATA ORDAINS:**

**Section 1. Amendment to Ch. 710 of City Code.** Chapter 710 of the Wayzata City Code (Planting, Maintenance and Removal of Trees) is hereby amended to read in its entirety as set forth in Exhibit A attached hereto (~~struck~~ text deleted; underlined text added).

**Section 2. Amendment to Sec. 801.36 of City Code.** Section 801.36 of the Wayzata Zoning Ordinance is hereby amended to read in its entirety as set forth in Exhibit B attached hereto (~~struck~~ text deleted; underlined text added).

**Section 3. Findings.** The amendments made hereby are based upon the findings set forth in the Report and Recommendation of the Wayzata Planning Commission, dated May 1, 2017.

**Section 4. Effective Date.** This Ordinance will become effective upon passage and publication.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Ken Willcox  
Mayor

ATTEST:

\_\_\_\_\_  
Jeffrey Dahl  
City Manager

First Reading:  
Second Reading:  
Publication:

**EXHBIT A**

**Amendment of Ch. 710 of City Code**

DRAFT



## CHAPTER 710

### MAINTENANCE AND REMOVAL OF TREES CITY FORESTER AND SAFETY OF TREES ON PUBLIC AND PRIVATE PROPERTY

- 710.01.** Purpose. ~~The Wayzata City Council has determined the preservation of trees growing on public and private property are is necessary to maintain the general welfare of the public City and is set forth more fully in Section 710.13 of this Chapter, and Section 801.36 of the Zoning Ordinance. In order to maintain and enhance the quantity and quality of trees growing within the City, this Chapter is adopted to regulate the maintenance and removal of trees within the City of Wayzata by This Chapter:~~ (1) Defining the duties and responsibilities of the City Forester as the agent enforcing regulations relating to the planning, maintenance, and removal of trees within the City of Wayzata; (2) Establishing a Pathogen Control Program; (3) Defining nuisance conditions related to trees on private property and a process for abating the nuisances; (4) Providing for the issuing of ~~permits and/or~~ licenses for businesses that conduct any maintenance and/or removal of trees within the City of Wayzata; ~~and (3) Providing for the pruning and removal of trees on private property that endanger public safety;~~ (4) Providing for standards and specifications of all policy concerning trees on public property; ~~and (5) Providing for standards and specifications for care protection policy concerning trees within project construction limits.~~

(Ord. xxxx )

**710.02.** Duties and Qualifications of the City Forester.

- aA. Duties. The City Forester, as appointed by the City Manager, for the purposes of this Chapter shall identify diseased and hazardous trees that threaten the health and safety of the public and coordinate all activities of the City relating to the control and prevention of tree pathogens. It shall further be the duty of the City Forester and the City Manager and/or his/her designee to ~~identify and describe Significant Trees in any proposed subdivision or development project and to assist planners, developers, and architects in the development of a tree preservation plan for each construction development project.~~ perform the duties outlined in Section 801.36.
- Bb. Qualifications of the City Forester. The qualifications of the City Forester shall be, as a minimum, those qualifications prescribed for certified arborists by the International Society of Arboriculture, or such other appropriate qualifications as determined by the City Manager.
- cC. Limitations and Disclaimer. ~~The City Forester and other City Staff shall not make any definitive claims or guarantees related to the structural integrity of any tree, and any assessments made by the City Forester or other City representative~~

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related to a tree may not be relied upon by the property owner or a third party.

(Ord. xxxx)

- 710.03. Pathogen Control Program.** It is the intent of the City to conduct a program of plant pest control pursuant to the authority granted by Minn. Stat. §18.022. This Chapter provides full power and authority over all trees, plants, and shrubs located within the street rights-of-way, parks, and public places of the City, and to trees located on private property that constitute a hazard or threat as described herein; ~~and trees that fall under the tree protection policy as described in Section 710.17 of this Chapter.~~

(Ord. xxxx)

- 710.04. Nuisances.** It shall be unlawful for any person to permit any public nuisance as defined in this Section to remain on any property owned or controlled by him within the City. Such a nuisance shall be abated in the manner prescribed by this Chapter. Abatement shall be at the discretion of the City Forester in accordance with all State Law and City Code.

A. Nuisances Declared. The following ~~are things~~ hereby ~~are~~ declared to be public nuisances whenever they may be found within the City:

- ~~a~~1. Any living or standing elm tree or part thereof infected to any degree with the Dutch Elm disease fungus (as defined by the Minnesota Department of Agriculture) or which harbors any of the elm bark beetles known by the Minnesota Department of Agriculture to transmit the disease.
- ~~b~~2. Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed or sprayed with an effective Dutch Elm insecticide, or disposed of in a manner prescribed by the Commissioner of Agriculture.
- ~~3~~e. Any living or standing oak tree or part thereof infected to any degree with the Oak Wilt disease fungus, as defined by the Minnesota Department of Agriculture.
- ~~d~~4. Any infected oak tree or part thereof, including logs, branches, stumps, firewood or other oak material unless all bark material is removed and disposed of in a manner prescribed by the Commissioner of Agriculture.
- ~~5~~e. Any ash tree at risk of infestation of the Emerald Ash Borer (EAB) as determined by the City Forester after considering Minnesota Department of Agriculture guidance.

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~~6.f.~~ Any living or standing tree or shrub or part thereof infected to any degree by any organism to be controlled as set forth and described by the Commissioner of Agriculture.

~~7.g.~~ Any dead, dying, decaying or living tree, shrub or parts thereof that interferes with the public use of any public thoroughfare or right-of-way.

~~It shall be unlawful for any person to permit any public nuisance as defined in this Section to remain on any property owned or controlled by him within the City. Such a nuisance shall be abated in the manner prescribed by this Chapter. Abatement shall be at the discretion of the City Forester in accordance with all State Law and City Code.~~

(Ord. xxxx )

~~B. 710.05.~~ *Inspection and Investigation.* The City Forester shall inspect all premises and places within the City as often as practicable to determine whether any nuisances as described in this Chapter exist thereon. The City Forester shall investigate all reported incidents of diseased trees within the City. The City Forester or duly authorized representative(s) may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this Chapter. Except for cases of emergencies or the imminent threat of personal or property damage, the City shall notify the property owner at least five (5) days prior to the inspection through certified mail to the address listed on the Hennepin County tax records. The inspection may occur after five (5) days even if the certified letter is undeliverable or returned. The City Forester may, upon finding conditions indicating disease infestation is suspected and unconfirmed by a field diagnosis, immediately send appropriate specimens or samples to the Commissioner of Agriculture for analysis or take such other steps for diagnosis as may be recommended by the Commissioner. Except as provided in Section 710.0~~84.D~~<sup>7</sup>, or in the case of a positive field diagnosis, no action to remove infected trees or wood shall be taken until positive diagnosis of the disease has been made.

(Ord. xxxx)

~~710.06C.~~ *Abatement of Nuisances.* In abating the nuisances defined in Section 710.0~~54.A~~<sup>7</sup>, the City Forester shall cause the infected tree or wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy and prevent as fully as possible spread of the disease. Such abatement shall be carried out in accordance with current technical and expert opinions and plans as may be designated by the Commissioner of Agriculture.

(Ord. 614 [5-27-1999])



~~710.07D.~~ *Abatement Procedure.* Whenever the City Forester finds with reasonable certainty that an infestation defined in this Chapter exists in any tree or wood on any public or private property within the City, he shall proceed to abate said nuisance as follows:

- a1. If the City Forester finds that the danger of infestation of other trees is not imminent the City Forester shall notify in writing the person(s) owning or controlling the property upon which the nuisance is located that the nuisance must be abated within twenty one (21) days from the date of the mailing. If no action to abate the nuisance is taken within this period the City Forester then shall make a written report of findings to the City Council. The Council shall take action to abate the nuisance, and it may proceed to recover the costs of such abatement as provided in Section 710.094.E8.
- b2. If the City Forester finds that the danger of infestation of other trees is imminent the City Forester shall notify in writing the person(s) owning or controlling the property upon which the nuisance is located that the nuisance must be abated within seven (7) days from the date of the mailing, and shall report findings to the City Manager. If no action to abate the nuisance is taken within this period the City Forester then shall make a written report of actions to the City Council, which may proceed to recover the costs of such abatement as provided in Section 710.094.E8.
- e3. If the City Forester finds that the danger of infestation of other trees is imminent the City Forester shall notify in writing all persons owning or controlling property upon which is located trees in danger of becoming infested. Within this notice the City Forester shall state that action, if any, which should be taken to protect the trees in danger of becoming infested and the period within which such action must be taken. If no such action is taken within this period the City Forester then shall take appropriate action to protect these trees as an emergency measure and shall make a written report of this action to the City Council, which may proceed to recover the costs of such action as provided in Section 710.094.E8.

(Ord. xxxx)

710.08E. *Special Assessment Procedure.* Upon receipt of a report from the City Forester required by Section 710.04.D78, ~~subsections a. through e.,~~ the City Council may pass a resolution to provide for recovering the costs of abatement of a nuisance and/or for recovering the costs of protecting threatened trees by a special assessment procedure. Before such a resolution may be approved, the City Manager shall notify all affected property owners by mail that such a procedure is under consideration prior to the meeting thereon. This notice shall state the time and place of the meeting, the abatement action proposed to be taken or already taken, the estimated or actual cost of such abatement and the proposed basis of

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assessing such cost. At this meeting all affected property owners shall have the right to be heard with reference to the proposed assessments and assessment procedure. The Council thereafter by resolution may approve such special assessments for the purposes specified herein.

The City Forester shall keep a record of all abatement activities and all abatement costs for which special assessments are to be made or may be made, stating the description of the properties involved and the amounts chargeable to each property. On or before October 10th of each year the City Manager shall list the total unpaid charges for such abatement activities against each separate property to which they are attributable under this Chapter. The City Council then may spread the charges or any portion thereof against the property involved as a special assessment for certification to the Hennepin County Auditor and for collection the following year along with current taxes.

(Ord. 614 [5-27-1999])

**710.9-05** ~~\_\_\_\_\_~~ **Transporting Diseased Wood.** It shall be unlawful for any person to transport within the City any diseased wood without first having obtained a permit therefore from the City Forester. The City Forester may grant such a permit only when the purposes of this Chapter will be served thereby. The transporting of diseased wood out of the City shall be governed by current State Statutes related to transportation of infected material.

(Ord. xxxx)

**710.10-06** **Interference Prohibited.** It shall be unlawful for any person to prevent, delay or interfere with the City Forester or duly authorized representative(s) while they are engaged in the performance of duties imposed by this Chapter.

(Ord. 614 [5-27-1999])

**710.11-07** **Tree Business License Required.** No person shall conduct as a business, the cutting, trimming, pruning, removal, spraying or other treatment of trees within the City without first having been issued a license therefore. Refer to Chapter 519, Section .01 of the City Code.

(Ord. 614 [5-27-1999])

**710.08** **Tree Removal Permit Required.**

A. The removal of any Significant or Heritage Tree on public or private property in the City of Wayzata shall require a tree removal permit as described in this section. Any person with due authority desiring a tree removal permit shall submit a written application to the City. The application shall be in the form prescribed by the City and include the following information:

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1. Name and address of applicant
  2. Status of the applicant with respect to the land
  3. Written consent of the owner of the land, if the applicant is not the owner
  4. Name of the person preparing any map, drawing or diagram submitted with the application
  5. Location of the property, including a street address or legal description
  6. Diagram of the parcel of land, specifically designating the area or areas of proposed tree removal and the existing and proposed use of such area
  7. Designation of trees to be removed and trees to be maintained
  8. Purpose of tree removal (construction, driveway, recreation area, patio, building addition etc.)
  9. All materials to be planted as replacement trees, indicating size, species and method of planting.
- B. Upon receipt of the application, the City Forester may visit and inspect the site and adjoining lands. If it is determined that the proposed tree removal outlined in the application complies with the standards in Section 801.36 and this Chapter, the application shall be approved and permit issued. If the City Forester determines otherwise, the application shall be denied and the City shall advise the applicant on the reasons for denial and any steps that can be taken to correct deficiencies.
- C. The applicant may appeal the City Forester's decision by providing written notice to the City Council of appeal. The Council shall hear such appeal and rule on it by the first or second City Council meeting held on or after 30 days of the written notice to the Council.

(Ord. xxxx )

**710.12.09** — **Intentional or Deliberate Damage.** It shall be unlawful for any person(s) to intentionally damage, destroy or adversely alter any living tree, deciduous or coniferous, on ~~private~~**public** land within the limits of the City of Wayzata in violation of this Section. Minn. Stat. §561.04 strictly prohibits intentional damage to trees on public property in any form and provides that whoever willfully and without lawful authority injures any tree, timber or shrub on City property is liable for treble the amount of damages which may be assessed

insertions  
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~~moved from~~



therefore. ~~The City Forester and other City Staff shall not make any claims related to the structural integrity of any tree, and any assessments made related to a tree may not be relied upon by the property owner.~~

~~710.13. Violation. Unless expressly provided otherwise, it shall be a misdemeanor for any person to violate any provision of the City Code including this Section, any rule or regulation adopted in pursuance of any such provision, or any order lawfully enforcing the City Code or this Section. The term "misdemeanor" shall be as defined in Minn. Stat. §609.02, Subd. 3.~~

~~It shall also be a misdemeanor for any person to attempt to commit a misdemeanor or to cause, aid, assist, counsel or advise another to commit misdemeanor. Any person who commits a misdemeanor, upon conviction, shall be subject to the penalties therefore established by State Statute. Unless expressly provided otherwise, each act in violation of the City Code, including this Chapter, shall constitute a separate offense, and each and every day that such a violation occurs or continues shall constitute a separate offense.~~

~~710.14. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of the City Code, including this Chapter are severable, and if any phrase, clause, sentence, paragraph, or section of the City Code, including this Chapter, shall be declared unconstitutional, invalid or unenforceable, such unconstitutionality, invalidity, or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of the City Code, including this Chapter.~~

*(Ord. xxxx )*

*(7-21-81 Code; Chapter repealed and replaced by Ord. 574 [2-21-1995]; Ord. 588 [2-27-1997]; Chapter repealed and replaced by Ord. 614 [5-27-1999]; Ord. xxxx [xx-xx-2016])*

**EXHIBIT B**

**Amendment of Sec. 801.36 of City Code**

DRAFT

## SECTION 36

### TREE PRESERVATION

#### Section 801.36:

|                       |                                                    |
|-----------------------|----------------------------------------------------|
| 801.36.1:             | Purpose and Intent                                 |
| 801.36.2:             | Definitions                                        |
| <del>801.36.3:</del>  | <del>Establishment of Tree Preservation Zone</del> |
| 801.36.43:            | Applicability                                      |
| 801.36.54:            | Process                                            |
| 801.36.65:            | Tree Preservation Plan                             |
| 801.36.76:            | Tree Protection <u>Measures</u>                    |
| 801.36.87:            | Tree Replacement <u>Standards</u>                  |
| 801.36.98:            | Financial Guarantee                                |
| <del>801.36.10:</del> | <del>Penalties</del>                               |

#### 1. Purpose and Intent.

The Wayzata City Council finds it is in the best interest of the City, and critical to its health and welfare, to protect, preserve, and enhance tree coverage~~the natural environment of~~ in the City~~community,~~ and to encourage a resourceful and prudent approach to the development and alteration of wooded areas. ~~In the interest of achieving these~~To further these objectives, the City has established the comprehensive tree preservation regulations ~~herein of this section, which are intended to promote the furtherance of the following:~~

- A. Protection and preserv~~ation of~~ the natural environment and ~~natural~~ beauty of the City;
- ~~B. A Tree Preservation Zone is hereby established in the City in order to a~~Aid in the stabilization of soil by the prevention of erosion and sedimentation; reduce storm water runoff and the costs associated therewith and replenish ground water supplies; aid in the removal of carbon dioxide and generation of oxygen in the atmosphere; provide a buffer and screen against noise pollution; provide shade and the significant environmental benefit of counteracting the so-called "heat-island" effect; provide protection against severe weather; aid in the control of drainage and restoration of denuded soil subsequent to construction or grading; protect and increase property values; conserve and enhance the City's physical and aesthetic environment; provide a haven for birds, animals and flora to thrive; and generally protect and enhance the quality of life and the general welfare of the City.
- ~~BC.~~ Minimize tree and habitat loss ~~Assurance of and promote~~ orderly development within wooded areas ~~to minimize tree and habitat loss;~~



~~CD.~~ ~~Evaluation-Evaluate of the impacts of development to-on~~ trees and wooded areas ~~resulting from development;~~

~~DE.~~ Establish~~ment-of~~ minimal standards for tree preservation and the mitigation of environmental impacts resulting from tree removal

~~F.~~ Recognize that Heritage Trees are valued and special trees for the City of Wayzata due to their size and age and encourage that all possible measures be taken to preserve Heritage Trees.-

~~G.~~ Encourage the preservation of the maximum amount of trees possible and recognize that a certain amount of Significant Trees removal is sometimes necessary when construction, maintenance, redevelopment and similar activity occurs on a property, and -

that additional tree removal may occur after the construction of new houses or commercial developments, or the expansion of existing homes or commercial developments, but to a lesser degree than the original development.

~~EFH.~~ Provi~~desion-of~~ incentives for creative land use and environmentally compatible site design to which-preserves trees and minimizes tree removal ~~and clear-cutting~~ during development;~~and~~

~~F.~~ ~~Enforcement of tree preservation standards to promote and protect the public health, safety and welfare of the community.~~

## 2. Definitions.

For purposes of this section, the following definitions shall apply:

- A. “City Forester” means that person appointed by the City Manager as the City Forester with the duties and qualifications listed in Section 710.02~~(b)~~.
- B. “Coniferous Tree” means a woody plant bearing seeds and cones oftentimes, but not always, retaining foliage throughout the year.
- C. “Construction Area” means any area in which movement of earth, alteration in topography, soil compaction, disruption of vegetation, change in soil chemistry, or any other change in the natural character of the land occurs as a result of site preparation, grading, building construction or any other construction activity.
- D. “Critical Root Zone” means the area around a tree measured from the trunk of the tree with a radius that is equal to 1.5 feet (1.5’) for each one inch (1”) of DBH

of the tree. For example, if a tree's DBH is 10 inches, then its critical root zone radius is 15 feet ( $10 \times 1.5 = 15$ ).

- E. **“Deciduous Tree”** means a woody plant which has a defined crown, and which loses leaves annually.
- F. **“Diameter of Tree at Breast Height” or “DBH”** means the diameter of a tree as measured 4½ feet (54 inches) above the ground. Trees that branch near or below 4 ½ feet from the ground will be measured at the narrowest point below 4 ½ feet. Trunks that originate from the ground shall be considered separate trees. The City Forester shall have the final determination in the DBH calculation if there is a question of how it is to be measured.
- G. **“Hardwood Deciduous Tree”** means a Deciduous Tree recognized as hardwoods by the City Forester, including ironwood, catalpa, oak, maple (hard), walnut, ash, hickory, birch, black cherry, hackberry, locust and basswood.
- H. **“Healthy Tree”** means the average or better condition and vitality for the area as determined by the City Forester.
- I. **“Heritage Tree”** means a Healthy Softwood Deciduous Tree that is thirty inches (30") or greater in DBH , a Healthy Hardwood Deciduous Tree that is twenty five inches (25") or greater in DBH, or a Healthy Coniferous Tree that is twenty five inches (25") or greater in DBH.
- J. **“Landscape Architect”** means a person licensed by the State of Minnesota as a landscape architect.
- K. **“Nursery Stock Dealer” or “Nursery Stock Grower”** means a person licensed by the State of Minnesota as a nursery stock dealer or a nursery stock grower.
- L. **“Public Infrastructure”** means ~~the construction or maintenance of:~~
  - 1. Collector or arterial roads as defined by the City Transportation Plan;
  - 2. Public recreational trails;
  - 3. Stormwater infrastructure;
  - 4. ~~Installation or maintenance of~~ tTrunk utility infrastructure as described in the Comprehensive Sewer or Water Plans; or
  - 5. Any ~~other physical infrastructure that provides an e~~Essential sService Structure or constitutes a public improvement.
- M. **“Removal”, “Removed” or “Tree Removal”** means:

1. Manual, mechanical, chemical, or abiotic or biotic (fire, water, insects or inoculation) methods which results in the physical removal of a tree; or
  2. Grading impact, compaction, or other damage ~~up to~~ more than 40% of a tree's Critical Root Zone; ~~as~~ or
  3. Excessive pruning that, in the opinion of the City Forester, severely impacts the long term survivability of the tree; or
  4. Any other impact to a tree that, in the opinion of the City Forester, comprises the long term health or structural stability of a tree.
- N. **"Significant Tree"** means a Healthy Deciduous Hardwood Tree that is six inches (6") or greater in DBH, a Healthy Softwood Deciduous Tree that is twelve inches (12") or greater in DBH, or a Healthy Coniferous Tree that is twelve feet (12') or greater in height or twelve inches (12") or greater in DBH.
- O. **"Site Plan"** means the site plan ~~established and~~ described in this ~~Chapter~~Section.
- P. **"Softwood Deciduous Tree"** means a Deciduous Tree recognized as softwoods by the City Forester, including cottonwood, poplar/aspen, box elder, willow, silver maple and elm.
- Q. **"Tree Preservation Plan"** means the tree preservation plan ~~established and~~ described in this ~~Chapter~~Section.
- R. **"Tree Replacement Plan"** means a part of a Tree Preservation Plan as described in this Section.
- ~~R. **"Tree Preservation Zone"** means the tree preservation zone established and described in this ChapterSection.~~
- ~~3. **Establishment of Tree Preservation Zone**~~
- ~~A Tree Preservation Zone is hereby established in the City in order to aid in the stabilization of soil by the prevention of erosion and sedimentation; reduce storm water runoff and the costs associated therewith and replenish ground water supplies; aid in the removal of carbon dioxide and generation of oxygen in the atmosphere; provide a buffer and screen against noise pollution; provide shade and the significant environmental benefit of counteracting the so-called "heat island" effect; provide protection against severe weather; aid in the control of drainage and restoration of denuded soil subsequent to construction or grading; protect and increase property values; conserve and enhance the City's physical and aesthetic environment; provide a haven for birds, animals and flora to thrive; and generally protect and enhance the quality of life and the general welfare of the City.~~



~~The Tree Preservation Zone shall be applied to and superimposed upon all property within the City of Wayzata. The regulations and requirements imposed within the Tree Preservation Zone shall be in addition to the zoning districts within the existing and amended text and map of the Wayzata Zoning Ordinance, and the Floodplain, Shoreland, and Wetland regulations and requirements. In cases where there is a conflict between regulations applicable within such zones, the more restrictive requirements shall apply.~~

**43. Applicability.**

The provisions of this Section shall apply only to the following: land for or on which there is (i) an application under the Subdivision Ordinance; (ii) construction or maintenance of Public Infrastructure; (iii) construction of a new single-family home; (iv) expansion of an existing single family home; (v) a use requiring a land disturbance permit; and/or (vi) an application under the Design Standards, or such is required. The provisions of this Section shall be in addition to the requirements under City Code Chapter 710 which require a tree removal permit for tree removal in the City.

- A. *Subdivision, Public Infrastructure, Construction of Single-Family Home*: ~~The following tree removal thresholds~~specific standards shall apply to all land for or on which there is (i) an application under the Subdivision Ordinance; (ii) construction or maintenance of Public Infrastructure; (iii) construction of a new single-family home~~Subdivision applications, Public Infrastructure projects, and construction of a single family home on a vacant lot:~~
1. *Heritage Trees*: ~~Heritage Trees are valued and special trees for the City of Wayzata due to their size and age.~~ All possible measures must be taken to preserve Heritage Trees. Heritage Tree removal may occur only when there is not a practical alternative. There shall be a zero percent (0%) removal threshold of Heritage Trees, meaning every DBH inch of Heritage Tree removed requires full replacement in accordance with the standards within ~~subs~~Section 801.36.87, in addition to any other requirements hereunder.
  2. *Significant Tree Removal by Developers*: ~~Although the City encourages preservation of the maximum amount of trees possible, the City recognizes that a certain amount of Significant Trees removal is sometimes necessary when construction, maintenance, redevelopment and similar activity occurs on a property during development. Accordingly,~~  
~~Twenty five percent (25%) of the existing DBH inches of Significant Trees can be removed pursuant to a Tree Preservation Plan without obligation of replacement. Any tree removal beyond twenty five percent~~

(25%) will require replacement in accordance with the standards of ~~subs~~Section 801.36.87.

3. *Applicable Time Period*:- For purposes of this subsection, Tree Removal, subject to the replacement requirements of this Section, includes any Significant or Heritage Tree removed within the two years prior to submitting an application to the City for subdivision approval; public infrastructure construction or maintenance; or construction of a new single-family home, or when any of the foregoing is required, whichever is earlier.

~~34.~~ *Public Infrastructure*:- The City Council may waive the tree replacement requirements of this Section for Public Infrastructure construction and maintenance projects if the City Council makes a finding that the tree replacement requirements hereof would create an undue financial or other burden ~~on the project~~, and the public benefits of the Public Infrastructure project outweigh the benefits of the ~~required~~ tree replacement required in this Section hereof.

B. *Expansions to Single-Family Homes, Land Disturbance Permits, and Design Review*;~~and Expansions to Single-Family Homes~~:- The following specific standards shall tree removal thresholds apply to all land for or on which there is (i) expansion of an existing single family home; (ii) a use requiring a land disturbance permit under City Code Section 409.05; and/or (iii) an application under the Design Standards, or such is required under City Code Section 801.09.1.5.Bprojects that require a Land Disturbance Permit under City Code Section 409.05, projects that require Design Review under City Code Section 801.09.1.5.B., and expansions or additions to an existing single-family home:

1. *Heritage Trees*:-~~Heritage Trees are valued and special trees for the City of Wayzata due to their size and age.~~ All possible measures must be taken to preserve Heritage Trees. Heritage Tree removal may occur only when there is not a practical alternative. There shall be a zero percent (0%) removal threshold of Heritage Trees, meaning every DBH inch of Heritage Tree removed requires full replacement in accordance with the standards within ~~subs~~Section 801.36.87 in addition to any other requirements hereunder.

2. *Significant Tree Removal*:-~~The City recognizes that additional tree removal may occur after the construction of new houses or commercial developments, or the expansion of existing homes or commercial developments, but to a lesser degree than the original development. Therefore, T~~en percent (10%) of the existing DBH inches of Significant ~~T~~rees can be removed without obligation of replacement. Any removal

beyond ten percent (10%) will require replacement in accordance with the standards within ~~subs~~Section 801.36.78.

3. Applicable Time Period: For purposes of this subsection, Tree Removal, subject to the replacement requirements in this Section, includes any Significant or Heritage Tree removed within one year of submitting an application to the City for a land disturbance permit; Design Standards review and approval; or expansion to a single-family home, or when any of the foregoing is required, whichever is earlier.

C. Types of Trees Exempt From Replacement Requirements: The following types of trees shall not ~~be included as part of the tally of tree removals for purposes of calculating replacement in accordance with the standards within~~ require any tree replacement under ~~subs~~Section 801.36.78:

1. Dead, Diseased, Dying, or Hazard Trees as determined by the City Forester; or
2. Trees that are transplanted from the site to another appropriate location within the City, as approved by the City Forester; or
3. Trees that were planted as part of a commercial business, such as a tree farm or nursery; or
4. Trees that are structurally unstable and pose a risk to people or permanent structures, as deemed by a certified arborist with a Tree Risk Assessment Qualification and the City Forester

#### ~~54.~~ Process.

A. Construction of or Expansion to Single-Family Homes and Land Disturbance Permits: For construction of a single-family home, expansion to an existing single-family home, or ~~a project that requires~~when a Land Disturbance Permit ~~is required~~, a Site Plan must be submitted to the City prior to any ~~proposed~~tree removal on the applicable property. The Site Plan must ~~include the following information~~:

1. Identify the Significant and Heritage Trees on the property.
2. Identify the Significant and Heritage Trees to be removed due to grading or construction.



3. Identify the ~~Mandatory tree P~~ protection measures outlined in Section 801.36.6-A76 and any additional measures that will be used to protect the preserved trees during grading or construction on the property.
4. Comply with the City's tree replacement procedure and requirements set forth in this Section.

The Site Plan must receive the approval of the City Forester prior to the removal of any trees on the property. Any denial of a Site Plan by the City Forester may be appealed to the City Council.

- B. *Subdivision, Public Infrastructure, and Design Review*: Unless otherwise determined by the City Council, the following process ~~for preserving trees~~ shall be required for all Subdivision applications, Public Infrastructure construction and maintenance projects, and projects that require Design Standards rReview and approval:

1. Prepare a Tree Preservation Plan that is incorporated on the grading plan, which meets the requirements of Section 801.36.5.
2. Implement the Tree Preservation Plan prior to and during site development.
3. Submit a financial guarantee for compliance with the approved Tree Preservation Plan in accordance with Section 801.36.98.
4. Comply with the City's tree replacement procedure and requirements set forth in ~~this s~~Section 801.36.7.
5. Obtain certification of tThe Tree Preservation Plan ~~must be certified~~ by a Forester, Landscape Architect, Nursery Stock Dealer or a Nursery Stock Grower.

## **65. Tree Preservation Plan**

When a Tree Preservation Plan is required under this Section, an applicant is responsible for implementing the approved Tree Preservation Plan prior to and during site grading, construction, and plan development or other activity on the property. The Tree Preservation Plan will be reviewed by the City Forester and ~~any may be reviewed by~~ other ~~relevant~~ City planning and engineering staff to assess the best overall tree ~~design plan~~ for the project and activities involved, taking into account the preservation, renewal and health of Significant and Heritage Trees, and ways to enhance the efforts to mitigate damage to the trees on the property and the natural environment. The applicant is encouraged to meet with City staff prior to submission of a Subdivision application, application for a Public Infrastructure maintenance or construction project, or Design Standard rReview and approval

application to determine the placement of buildings, parking, driveways, streets, storage and other physical features which result in the fewest Significant and Heritage Trees being destroyed or damaged. The Tree Preservation Plan must include the following items:

- A. The name(s) and address(es) of property owners and applicants
- B. Delineation of the buildings, structures, impervious surfaces, utilities, and other site improvements situated ~~thereon~~ on the property or ~~contemplated to be constructed thereon~~ proposed for the property
- C. Delineation of all areas to be graded and limits of land disturbance on the property, including the contouring of all areas to be graded
- D. Size, species, location and condition of all Significant and Heritage Trees presently located on the property, as well as on adjacent properties where the Critical Root Zones of the trees are within the proposed Construction Area. The size of Deciduous Trees must be recorded in DBH and the size of Coniferous Trees must be recorded both in DBH and approximate height.
- E. Identification of all Dead, Diseased, Dying and Hazard Trees on the property
- F. The Critical Root Zone of all Significant and Heritage Trees proposed to be preserved on the property and adjacent properties
- G. Identification of all Significant and Heritage Trees proposed to be removed within the Construction Area
- H. Identification of all Significant and Heritage Trees on all individual lots comprising the property. The Developer must submit a list of all lot and block numbers identifying those lots.
- I. Measures to protect Heritage and Significant Trees as outlined in Section 801.36. ~~6-76.~~
- J. Size, species, and location of all replacement trees to be planted on the property in accordance with the tree replacement ~~requirements~~ standards of Section 801.36.87
- K. Signature of the person preparing the Tree Preservation Plan and statement which includes acknowledgment of the fact the trees to be used as replacements are appropriate species with respect to survival of the replacement trees

**76. Tree Protection Measures.**

~~The following tree protection measures are required:~~

- A. *Mandatory Protection*: Measures to preserve or protect Significant and Heritage Trees ~~must include which are required under this Section are:~~
1. Installation of snow fencing, silt fence, or polyethylene laminate safety netting placed at the Critical Root Zone of Significant and Heritage Trees to be preserved on or adjacent to the property ~~being developed~~.
  2. Identification of any oak trees requiring pruning between April 1 and July 15; any oak trees so pruned are required to have any cut areas sealed with an appropriate, non-petroleum based tree wound sealant, such as shellac.
- B. *Discretionary Protection*: Measures to preserve or protect Significant and Heritage Trees which may be required by the City include, but are not limited to:
1. Installation of retaining walls or tree wells to preserve trees by eliminating the filling or cutting of soil within Critical Root Zones of Significant and Heritage Trees on or adjacent to the ~~lot being developed~~ property.
  2. Placement of utilities in common trenches outside of the Critical Root Zone of Significant and Heritage Trees, or use of tunneled installation.
  3. Prevention of change in soil chemistry due to concrete washout and leakage or spillage of toxic materials, such as fuels or paints.
  4. Use of tree root aeration, fertilization, and irrigation systems when appropriate.
  5. Transplanting of Significant Trees into a protected area for later moving into permanent location within the Construction Area.
  6. Safety pruning for people working within the construction limits and for the trees involved.

## **87. Tree Replacement Standards.**

- A. *Tree Replacement Formula*: ~~Replacement of removed or disturbed trees removal in excess of the percentage allowed by this section shall be replaced according to the following ratios:~~
1. All Significant Trees removed ~~For any removal~~ that exceeds the percentage of allowable removal of Significant Trees as set in ~~sub~~ Section 801.36.743, ~~all Significant Trees~~ shall be replaced at the minimum ratio of one caliper inch (1") per one inch (1") of DBH removed.
  2. All Heritage Trees removed must be replaced at the minimum ratio of two caliper inches (2") per one inch (1") of DBH removed.



B. *Size, Types and Diversification of Replacement Trees*: Unless an approved Tree Preservation Plan sets forth a different requirement, all replacement trees must be of a similar species to those that are removed. A Tree Replacement ~~p~~Plan must include a diversity of tree species that are suitable for the property given soil conditions, hydrology, topography, and tree pathogens. Replacement trees must be no less than the following sizes:

1. Deciduous Trees shall be no less than two and a half caliper inches (2.5"); and
2. Coniferous Trees shall be no less than six feet (6') in height.

C. *Recommended Tree Replacement Species*: In order to encourage a diverse tree canopy in the City, the following list of tree species are recommended for planting as part of a ~~T~~tree ~~R~~Replacement ~~p~~Plan:

Arborvitae  
Black cherry  
Butternut  
Cedar  
Elm (disease resistant)  
Fir  
Hackberry  
Hickory  
Hemlock  
Kentucky Coffee  
Linden/Basswood  
Maple (except Silver Maples)  
Oak  
Pine  
Spruce (except Colorado Blue)  
Tamarack  
Walnut

D. *Prohibited Tree Replacement Species*: The ~~t~~Tree ~~R~~Replacement ~~p~~Plan may not include any tree species included in the Minnesota Department of Natural Resources Terrestrial Invasive Species List.

E. *Other Replacement Tree ~~Requirements~~Standards*: Choice of replacement trees species and location of the trees should also take into account the following information:

1. Soil Composition: Comparisons should be made between soil conditions and the ecology of the proposed species to make sure they are compatible.

2. Spatial Requirements: The potential height and crown spread of the proposed replacement trees should be known. Generally, half of the adult tree crown diameter is the amount of distance a tree should be planted from any aboveground objects.
  3. Pathogen Problems: Appropriate replacement choices shall also consider insect and disease problems that may be common with particular species in the part of the state in which the City of Wayzata is located.
- E. *Fee-In-Lieu Of Tree Replacement Or Replacement Trees Planted In Public Areas*: The City recognizes that there may be instances where the total amount of tree replacement required under this section cannot occur on ~~site~~the property in which Tree Removal is occurring. In those instances, the City may, at its option, accept a fee-in-lieu of tree replacement or allow the planting of replacement trees in public areas. Tree replacement is encouraged to happen on site as much as possible and fee in lieu-of-tree replacement should be used only when replacement on site is not feasible. The amount of fee-in-lieu of tree replacement will be determined annually by the City Council ~~through and be included in~~ the City fee schedule.

## **98. Financial Guarantee.**

- A. *Financial Guarantee*: The City may, at its option, withhold a certificate of occupancy or require cash escrow or a letter of credit satisfactory to the City in the amount of one hundred ten percent (110%) of the value of the tree replacement, securing the full performance of Tree Preservation Plan and the ~~Tree Replacement Plan~~. The amount of such security shall be calculated by the fee-in-lieu of tree replacement schedules. The financial security shall be sufficient to cover the costs of the replacement trees planted, including any needed replacement of the trees over a three (3) year period.
- B. *Use of Financial Guarantee*: If the ~~property owner does not implement the approved Tree Preservation Plan or Site Plan, including the Tree Replacement Plan, is not followed and implemented for any reason, in accordance with the City Council or City Forester approval,~~ the City may use the financial guarantee to correct or complete the plan for, and may enter the property as needed to make such corrections or completions, to correct or complete the work.
- C. *Release of Financial Guarantee*: ~~At least once annually,~~ The City Forester shall periodically review the financial securities provided under this Section, inspect the applicable trees, and release the financial securities ~~as necessary. The financial security shall be released based on~~ according to the following schedule:
1. ~~Upon~~ Within 30 days of installation of ~~a all healthy replacement trees according to an approved Tree Replacement Plan~~: 50% of the financial guarantee for ~~those~~ at trees shall be released.

2. ~~After the first anniversary of such initial planting, if an~~First-year inspection by the City Forester ~~determines~~ing that the installed trees ~~is are~~ still healthy: 15% of the financial guarantee for ~~that such healthy trees~~ shall be released.
3. ~~After the second anniversary of initial planting, if an~~Second-year inspection by the City Forester ~~determines~~ing that the installed trees ~~are is~~ still healthy: 15% of the financial guarantee for ~~such healthy that~~ trees shall be released.
4. ~~After the t~~Third anniversary of initial planting, if ~~any~~year inspection by the City Forester ~~determines~~ing that the installed trees ~~are is~~ still healthy: 20% or the remaining amount of the financial guarantee for ~~such healthy that~~ trees shall be released.

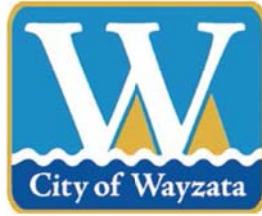
#### **10. — Penalties**

~~A. — Intentional or Deliberate Damage: It shall be unlawful for any person(s) to intentionally damage, destroy or adversely alter any living tree, deciduous or coniferous, on private land within the limits of the City of Wayzata in violation of this Section. Minn. Stat. §561.04 strictly prohibits intentional damage to trees on public property in any form and provides that whoever willfully and without lawful authority injures any tree, timber or shrub on City property is liable for treble the amount of damages which may be assessed therefore. The City Forester and other City Staff shall not make any claims related to the structural integrity of any tree, and any assessments made related to a tree may not be relied upon by the property owner.~~

~~B. — Violation: In addition to the remedies proscribed hereunder, u~~Unless expressly provided otherwise, it shall be a misdemeanor for any person to violate any provision of the City Code including this Section, any rule or regulation adopted in pursuance of any such provision, or any order lawfully enforcing the City Code or this Section. The term "misdemeanor" shall be as defined in Minn. Stat. §609.02, Subd. 3.

~~It shall also be a misdemeanor for any person to attempt to commit a misdemeanor or to cause, aid, assist, counsel or advise another to commit misdemeanor. Any person who commits a misdemeanor, upon conviction, shall be subject to the penalties therefore established by State Statute. Unless expressly provided otherwise, each act in violation of the City Code, including this Chapter, shall constitute a separate offense, and each and every day that such a violation occurs or continues shall constitute a separate offense.~~





## WAYZATA PLANNING COMMISSION

May 1, 2017

### REPORT AND RECOMMENDATION ON AN ORDINANCE AMENDING SECTION 36 OF THE WAYZATA ZONING ORDINANCE (TREE PRESERVATION) AND AMENDING WAYZATA CITY CODE CHAPTER 710 (PLANTING, MAINTENANCE AND REMOVAL OF TREES)

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#### **RECOMMENDATION**

**APPROVE** amendments to clarify and update City Code related to trees

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#### **REPORT**

##### **Section 1. BACKGROUND**

- 1.1 General. Since the City's adoption in 2016 of a comprehensive Tree Preservation Ordinance (City Code 801.36) and related revisions to existing City Code on Planting, Maintenance and Removal of Trees (City Code, Ch. 710), the Planning Commission and City staff have identified several areas of these ordinances that could be clarified and changed to better address the policy goals behind the ordinances. Based on the foregoing, staff has prepared a draft ordinance attached to this Report as Attachment A and Attachment B which would amend parts of Section 801.36 of the Zoning Ordinance and parts of Chapter 710 of City Code (collectively, the "Proposed Amendments").
- 1.2 Public Hearing. The Planning Commission held a public hearing on the Proposed Amendments on May 1, 2017. Notice of Public Hearing on the Proposed Amendments was published in the *Lakeshore Weekly News* on April 20, 2017.

## **Section 2. LEGAL AUTHORITY AND STANDARDS**

- 2.1 City Council has the discretion and authority under state law and City Code to amend the City's Zoning Ordinance and other parts of City Code. Minn. Stat. Sec. 462.357; Wayzata City Code Section 801.03. A zoning ordinance amendment may be initiated by the governing body, the planning agency or by a property owner. Minn. Stat. Sec. 462.357, Subd. 4; City Code Section 801.03.
- 2.2 Under the City's Zoning Ordinance, the City Council acts on any proposed amendment upon receiving the report and recommendation of the Planning Commission. Sec. 801.03.2. In considering a proposed amendment to the Zoning Ordinance, the Planning Commission shall consider the possible adverse effects of the proposed amendment. Its judgment shall be based upon (but not limited to) the following factors:
  1. The proposed action in relation to the specific policies and provisions of the official City Comprehensive Plan.
  2. The proposed use's conformity with present and future land uses of the area.
  3. The proposed use's conformity with all performance standards contained herein (i.e., parking, loading, noise, etc.).
  4. The proposed use's effect on the area in which it is proposed.
  5. The proposed use's impact upon property value in the area in which it is proposed.
  6. Traffic generation by the proposed use in relation to capabilities of streets serving the property.
  7. The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and the City's service capacity.

Wayzata City Code Section 801.03.2.F.

## **Section 3. FINDINGS**

- 3.1 Based on the studies and reports of City Staff, comments and information presented at the public hearing on the Proposed Amendments, and information provided by the City Forester and other City staff, the Planning Commission of the City of Wayzata makes the following findings with respect to the Proposed Amendments:

1. The Proposed Amendments would not allow a use that would contravene any specific policies and provisions of the official City Comprehensive Plan.
2. The Proposed Amendments would only allow uses that conform to present and future land uses in the City's business and commercial districts.
3. The Proposed Amendments would not allow uses that do not conform with the performance standards contained in the Zoning Ordinance (parking, loading, noise, etc.).
4. The Proposed Amendments would not allow uses that would have a negative impact on the areas in which they are proposed in that the Proposed Amendments would reasonably regulate and preserve the City's vital natural resources and the urban forest.
5. The Proposed Amendments will not negatively impact upon property values in the City.
6. The Proposed Amendments will not allow any use that would have a negative impact traffic generation in the City.
7. The Proposed Amendments will not allow a use that would negatively impact existing public services and facilities and would provide a framework for needed telecommunications services in the City.

#### **Section 4. Recommendation**

- 4.1 Proposed Amendments. Based on the Findings of this Report, the Planning Commission recommends approval of the Proposed Amendments, as set forth in Attachment A and Attachment B.

Adopted by the Wayzata Planning Commission this 1st day of May, 2017.

Voting In Favor: Buchanan, Flannigan, Murray, Young

Voting Against: Gonzalez, Gruber

Abstaining: None

Absent: Iverson

Attachment A: Section 801.36 (~~struck~~ text deleted; underlined text added)

Attachment B: Chapter 710 (~~struck~~ text deleted; underlined text added)

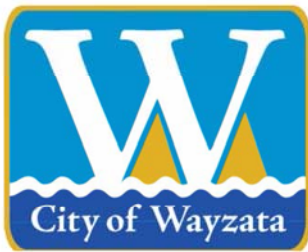


Attachment A:

Section 801.36

Attachment B:

Chapter 710



## City of Wayzata City Council Agenda Report

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                 | <b>AGENDA ITEM:</b> 7e |
| <b>TITLE:</b> Approval of Resolution No. 24-2017 amending the City's fee schedule |                        |
| <b>PROPOSED MOTION:</b> Adopt Resolution No. 24-2017                              |                        |
| <b>PREPARED BY:</b> Jeff Thomson, Director of Planning and Building               |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                                    |                        |

### **ACTION REQUESTED:**

City staff recommends approval of the fee schedule amendment to include a \$35 fee for tree removal permits.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The proposed permit fee would generate additional revenue, and is consistent with the City's general practice to charge a fee that covers any costs that the City incurs to review permit applications. The City's costs would include the staff time to process and review the permit, which may include an inspection of the property, if needed.

### **BACKGROUND:**

At its meeting on June 20, 2017, the City Council adopted the first reading of Ordinance 772 amending the City's tree ordinances. The ordinance amendment requires a permit from the City for anyone who is proposing to remove a significant or heritage tree from a property. The tree removal permit fee in 2016 was \$35, and the proposed fee schedule amendment would reinstate the \$35 fee.

### **ATTACHMENTS:**

1. Resolution 24-2017



**DRAFT RESOLUTION NO. 24-2017**

**RESOLUTION AMENDING 2017 MUNICIPAL FEES BY ADOPTING NEW  
MUNICIPAL FEE FOR TREE REMOVAL PERMIT AND INSPECTION**

**WHEREAS**, the City Council of Wayzata, Minnesota has adopted a Code of Ordinances; and

**WHEREAS**, Wayzata City Code provides that fees are adopted by reference and are as established by City Council Resolution; and

**WHEREAS**, the City Council adopted Resolution No. 39-2016 on October 18, 2016, which adopted the 2017 municipal fees; and

**WHEREAS**, the City Council adopted the second reading of Ordinance No. 772 on July 5, 2017, which requires a tree removal permit for the removal of any significant or heritage trees in the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Wayzata that the City's fee schedule is amended to include the new fee in Exhibit A, effective July 5, 2017.

Adopted this 5<sup>th</sup> day of July, 2017.

---

Mayor Ken Willcox

ATTEST:

---

City Manager Jeffrey Dahl

**ACTION ON THIS RESOLUTION:**

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution Adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 5, 2017.

---

Deputy City Clerk Becky Malone

SEAL

DRAFT

**RESOLUTION NO. 24-2017**

**EXHIBIT A**

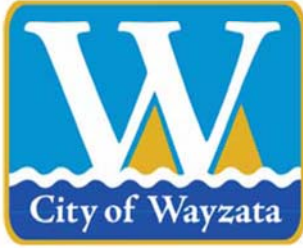
**ADMINISTRATION-MISCELLANEOUS LICENSES**

Tree Removal Permit & Inspection

\$35.00

DRAFT





## City of Wayzata City Council Agenda Report

|                                                                                                                                      |                        |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                    | <b>AGENDA ITEM:</b> 7f |
| <b>TITLE:</b> Approval of Professional Services Proposal from Craig Rapp, LLC to Conduct an Update to the 2014 Organization Analysis |                        |
| <b>PROPOSED MOTION:</b> To Approve the Professional Services Proposal from Craig Rapp, LLC to Conduct an Organizational Analysis     |                        |
| <b>PREPARED BY:</b> Jeffrey Dahl, City Manager                                                                                       |                        |
| <b>REVIEWED BY:</b> N/A                                                                                                              |                        |

### **ACTION REQUESTED:**

Staff recommends approval of the attached proposal.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The proposal will cost \$10,550 which is planned to be taken out of General Fund Contingency which currently has a balance of \$50,000.

### **BACKGROUND:**

In 2014, the City contracted with Craig Rapp, LLC to conduct and organizational analysis. The 2014 Organizational Analysis is attached. As discussed in the recent Strategic Planning session, there have been a lot of changing forces, so, and update is warranted. Some of the changing dynamics include:

- How to fill job vacancies with needed skillset;
- Succession planning with pending retirements;
- Dwindling talent pool;
- Utilizing consultants vs. in house staff (Building Inspections and Finance);
- Sustainability of current Fire Department model;
- Horizontal organizational structure; and
- Even busier work load.

### **ATTACHMENTS:**

1. Draft Proposal for Professional Services from Craig Rapp, dated June 19, 2017
2. Organizational Analysis Report from Craig Rapp, LLC, dated January 2014

## **SERVICE AGREEMENT**

Entered into by and between

**CRAIG RAPP, LLC**

(herein referred to as CRAIG RAPP)

and

**City of Wayzata**

(herein referred to as the “Client or the City”)

**WHEREAS** CRAIG RAPP wishes to provide to the Client certain services described in this Agreement and the Client wishes CRAIG RAPP to provide such services / work:

### **THE PARTIES THEREFORE NOW AGREE AS FOLLOWS:**

#### **1. DESCRIPTION OF WORK**

CRAIG RAPP shall provide an organizational analysis to the Client as outlined in the proposal attached hereto as Appendix A that forms part of this Agreement.

#### **2. SCOPE OF WORK**

CRAIG RAPP shall conduct an organizational analysis for the City of Wayzata, as described in the proposal attached in Appendix A, focusing the scope of work on the following:

- Organizational structure—specifically City Manager span of control, Fire Department structure
- Gaps in back-up and support for essential tasks
- Capabilities and capacity in: Finance, Building, and Fire Departments
- Operating approaches and consultant costs: Finance, Engineering, IT
- Succession planning needs: Police Department, Public Works
- Employee retention and Wayzata’s competitive challenges

#### **3. ALTERATIONS / ADDITIONS TO WORK**

- 3.1 The CLIENT or CRAIG RAPP may terminate this agreement at any time for any or no reason, upon written notice. Upon such termination, the required fees shall be prorated according to work produced, not to exceed the payments tied to certain work product

- 3.2 Should the scope and parameters of work change materially after the signing of this Agreement; the parties shall draw up and sign a new Agreement which new Agreement shall cancel and revoke the terms and provisions of this Agreement.

#### **4. DURATION OF WORK**

- 4.1 The work shall be completed within 60 business days of contract execution.
- 4.2 Should CRAIG RAPP determine that it will be unable, for whatever reason, to complete the mandate by the completion date, then CRAIG RAPP shall give written notice to that effect to the Client at least two weeks prior to the completion date and apply to the Client for an extension of the completion date.
- 4.3 On receipt of such notice / application for extension the Client shall not unreasonably withhold approval of such application provided that CRAIG RAPP shows good cause in support of its application.

#### **5. CONTRACT PRICE AND PAYMENT SCHEDULE**

- 5.1 The fee for this project is **\$10,550.00**, which includes all costs, including incidental expenses.
- 5.2 Upon approval of execution of the contract, payment shall be made to the CRAIG RAPP in the following manner- upon receipt of an invoice:

1/3 of total (\$3,516.66) upon contract approval  
1/3 of total (\$3,516.67) upon submission of draft analysis to the City Manager  
1/3 of total (\$3,516.67) upon delivery of final report to the City Manager

#### **6. CONTACT PERSONS**

- 6.1 For this Agreement, the contact person for CRAIG RAPP is Craig Rapp.
- 6.2 For this Agreement, the contact person for the Client is Jeffrey Dahl, City Manager.
- 6.3 The persons referred to in Clauses 6.1 and 6.2 shall be regarded as the contact persons for all matters concerning the work and any substitution of either person by either party shall be effected by way of written notice to the other party.

#### **7. GOOD FAITH**

The parties shall act with the utmost good faith between each other in all matters concerning this Agreement and the parties shall use their best efforts to ensure that the objectives of this Agreement are met and realized.



**8. DUTIES OF CRAIG RAPP**

8.1 CRAIG RAPP shall ensure that all work to be done in terms of this Agreement shall be performed by or supervised by competent and qualified personnel.

8.2 CRAIG RAPP is acting as an independent contractor and neither CRAIG RAPP nor any of its employees shall be deemed employees of the City

8.3 CRAIG RAPP may not assign its rights and obligations under this agreement to a third party

**9. DUTIES OF CLIENT**

The Client shall ensure that:

9.1 All assistance given to CRAIG RAPP shall be timely to ensure that the terms and objectives of this Agreement are met.

9.2 Payments due as required by terms of this Agreement are made in accordance with the provisions of Clause 5 hereof.

**10. INDEMNIFICATION**

Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Party (the "Indemnified Party") from and against any and all claims, damages, and liabilities, including any and all expense and costs, legal or otherwise, asserted against the Indemnifying Party for actions taken by the Indemnifying Party. Nothing herein shall waive any statutory protections provided to either party.

**11. INTELLECTUAL PROPERTY**

The product of all work performed under this Agreement, including without limitation all notes, reports, documentation, work-in-progress and deliverables will be the sole property of the City of Wayzata

**12. CONFIDENTIALITY**

CRAIG RAPP will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the City without the City's prior written permission except to the extent necessary to perform services on Client's behalf.

**13. VARIATIONS / AMENDMENTS**

No variation or amendment of the terms and provisions of this Agreement shall have any force or effect unless same are reduced to writing and such amending document is signed by the parties.

**13. ENTIRE AGREEMENT**

13.1 This Agreement, including its Addenda, shall constitute the entire Agreement and no other conditions, warranties, stipulations or representations shall be binding on the parties.

13.2 This Agreement will be governed by Minnesota law, without giving effect to conflict of laws principles

**14. SIGNATORIES**

The signatories to this Agreement warrant that they are duly authorised to bind their respective employers, CRAIG RAPP and the Client.

**CRAIG RAPP:**

40 East Chicago Avenue # 340  
Chicago, IL 60611

**Client:**

600 Rice Street E.  
Wayzata, MN 55391

Accepted for and on behalf of

**CRAIG RAPP, LLC**

and duly authorized

Signature:  \_\_\_\_\_

Name: Craig Rapp

Title: President

Date: June 28, 2017

Accepted for and on behalf of

**CITY OF WAYZATA**

and duly authorised

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

June 19, 2017

Jeff Dahl  
City Manager  
City of Wayzata  
600 Rice Street East  
Wayzata, MN 55391

RE: Proposal to conduct an organizational analysis

Dear Jeff,

Based upon your interest in updating a previous organizational analysis and incorporating new issues, I am pleased to provide the attached proposal. The proposal addresses the concerns we discussed including progress on the previous study, the introduction of new employees, the impending retirement of key staff, and the on-going challenges of performance in certain areas.

Our project team has extensive experience in all areas of municipal operations, organizational restructuring, and alternative service delivery. We pride ourselves on delivering actionable solutions, and serving as an objective, trusted advisor. I will manage and lead the project, but each of our consultants has many years of direct experience managing operations in local government.

Thank you for this opportunity to assist the City of Wayzata.



Craig R. Rapp  
President



## Proposal

The following describes the process that will be used for the organizational analysis. It is our understanding that the City seeks to identify gaps in the implementation of the previous organizational analysis, and conduct a review of the following:

- Organizational structure—specifically City Manager span of control, Fire Department structure
- Gaps in back-up and support for essential tasks
- Capabilities and capacity in: Finance, Building, and Fire Departments
- Operating approaches and consultant costs: Finance, Engineering, IT
- Succession planning needs: Police Department, Public Works
- Employee retention and Wayzata's competitive challenges

Our team will review the previous study and conduct an assessment with the following questions in mind:

1. What are options for aligning and deploying resources of the departments that best support the goals of the city and provide efficient and effective operations?
2. What are the capabilities of current staff to produce desired results? What are the gaps? What are the most effective measures the City can take to address the current situation?
3. Alternative service delivery— are there new ways of delivering service that should be considered for restructuring or redeploying assets?
4. What are leading practices in organizational design? Do the latest concepts provide useful models for Wayzata?

## Project Approach

- I. Project overview with City Manager. The first step in the process will be a project team meeting with the City Manager to confirm and clarify as necessary, the desired outcomes, discuss any unique issues to be addressed and align expectations. This meeting will also be used to determine the project schedule, and finalize communications and mobilization.
  - a. Meeting with City Manager.
- II. Review of documents, including relevant work plans and studies. A review of relevant documents at both the department and enterprise-wide level including, but not limited to: organizational charts, administrative and operating policies, budgets, strategic plans, capital and asset management plans, and human resource documents such as labor agreements. In addition, any recent in-house or consultant studies relating to operations and staffing will be reviewed.

This review will familiarize the team with (1) the current operational structure, resource allocation and deployment, (2) the current challenges and objectives within the departments, and (3) structure and alignment issues within organization.

- a. Review and analysis of background materials.
  - b. Clarifying discussions with key department staff, including City Manager, as appropriate.
- III. Conduct interviews and review of operations. The project team will conduct on-site interviews with the Department Heads. The purpose of the interviews is to gain an understanding of the operational issues, the deployment of resources, and the capabilities of staff. If needed, additional interviews with key supervisors will occur.

In addition to the interviews, a review of department operations will occur in specific areas to be studied—including Finance, Building, Fire and Public Works. This will be conducted at a general level, but in sufficient detail to gain an understanding of management approaches and how

services are delivered, including use of consultants and contract labor. The interviews and operational reviews will be consolidated to the extent possible to best utilize staff availability.

- a. Conduct interviews
- b. Review operations
- c. Prepare key staff capabilities assessment
- d. Prepare summary analysis

IV. Analyze organizational capabilities and capacity. A review and analysis of the current capabilities and capacity in specific departments will be conducted. Both a general review of back-up capacity for essential tasks and a specific review of the Finance, Building and Fire Departments will occur. The reviews will focus on spans of control, effectiveness of operations and decision-making. This analysis will yield a set of recommendations regarding optional structures, resource use, deployment and implementation.

- a. Synthesis of operations reviews
- b. Draft analysis
- c. Development of recommendations, optional approaches, organizational structures

V. Analyze recruitment, retention, and succession challenges. A review of the challenges retaining qualified staff and recruiting key personnel. This will involve reviewing the competitive environment, staff capabilities and use of consultants in specific departments. Additional focus will be placed upon Police and Public Works succession issues in order to provide a general recommendation regarding leadership transition.

- a. Review current situation
- b. Evaluate competitive environment
- c. Develop assessment
- d. Prepare summary analysis

VI. Prepare and present draft analysis. A draft analysis, synthesizing all of the study elements will be presented to the City Manager for review. This will enable the team to adjust any miscommunications or misunderstandings that may have developed during the process.

- a. Draft preliminary analysis
- b. Transmit to City Manager

VII. Present Final Report A final report will be presented to the City Manager summarizing the analysis, including reviews of the organizational alignment and effective use of resources.

- a. Consolidate findings and analyses
- b. Incorporate comment from draft analysis
- c. Present summary report

#### **Projected Schedule- Timeline for Delivery**

The project will begin immediately upon approval of an agreement between the parties. The estimated time to complete the analysis and deliver a final report is 60 days. This estimate is subject to receiving timely access to requested documents and the scheduling of interviews within reasonable time parameters.

#### **Proposed Fee**

The fee for the proposed project is **\$10,550.00**, which includes all incidental expenses.

Upon approval of this proposal and execution of the contract, payment shall be made to the consultant in the following manner- upon receipt of an invoice:

1/3 of total (\$3,516.66) upon contract approval

1/3 of total (\$3,516.67) upon submission of draft analysis to the City Manager

1/3 of total (\$3,516.67) upon delivery of final report to the City Manager



For Craig Rapp, LLC

For the City of Wayzata



June 19, 2017 \_\_\_\_\_ date:

Craig R. Rapp

Its

President \_\_\_\_\_

### **Project Team**

#### **Craig Rapp, President**

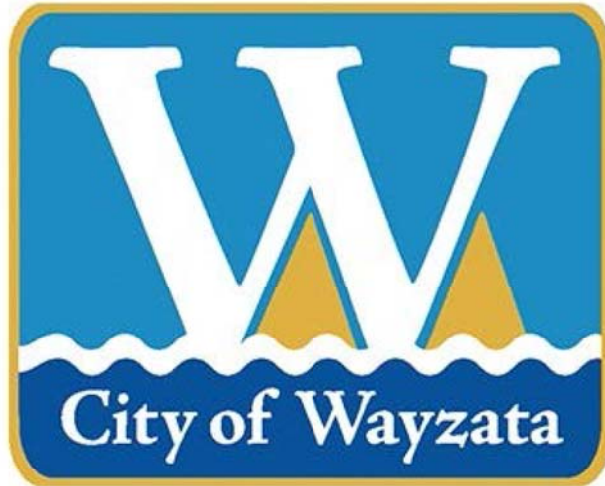
Craig Rapp will serve as the principal in charge for this project. Craig provides strategic advisory services to local governments in the areas of: organizational improvement, strategic planning, and leadership development. His background includes over 35 years' experience as a senior executive in both the public and private sectors. He was the Director of Consulting for the International City-County Management Association, City Manager in three Minnesota cities, Director of Community Development for the Metropolitan Council, and Vice President of a local government consulting firm. He recently co-edited a handbook on local government alternative service delivery. Craig has conducted numerous organizational analyses for cities, including St. Louis Park, MN, Eau Claire, WI, Troy, MI, East Peoria, IL, and the previous study in Wayzata.

#### **Matt Fulton, Consultant- Consultant-Former City Manager**

Matt Fulton is an experienced City Manager who has served in that capacity in several communities over the course of his career including the Cities of New Brighton, Coon Rapids, and West St Paul. Matt has extensive experience in strategic planning and organizational development, community and economic development, and neighborhood engagement efforts. Matt is recognized for his proactive and visionary leadership style and commitment to improving the quality of life in the communities he has served in. He has held numerous leadership positions on Regional, State, and National Associations, including the Minnesota City/County Management Association, League of Minnesota Cities, and ICMA Board of Directors. He has conducted organizational studies for the cities of Daly City, CA and Edina, MN.

#### **Jessica Loftus, Consultant- Former City Manager**

Jessica Loftus has over ten years of local government experience in the Lake Minnetonka area, recently serving as City Administrator in Orono and Tonka Bay. She is currently a Board Manager for the Minnehaha Creek Watershed District. Jessica holds a Master's degree in Public Administration and a Business degree from the University of St. Thomas. Her 15 years of comprehensive experience with cities includes overseeing all aspects of municipal operations. In her most recent position, Jessica undertook reorganizations and a significant merger of two police departments to improve service delivery while reducing cost.



# Organizational Analysis

## **Summary Report**

January 2014

**CRAIGRAPP, LLC**  
*IMPROVING ORGANIZATIONS & THE PEOPLE WHO LEAD THEM*



January 2, 2014

Heidi Nelson  
City Manager  
City of Wayzata  
600 Rice Street East  
Wayzata, MN 55391

RE: Organizational Analysis

Dear Ms. Nelson,

I am pleased to present this report to you in support of the City's effort to address operational effectiveness, strategic direction and organizational structure.

An analysis of the City's current operations in the administration, finance, liquor, and public works departments, as well as a review of motor vehicle licensing and engineering functions was conducted from mid-October through early December. This examination culminated in a wide range of findings and alternatives for change presented for your consideration.

The consulting team-Richard Johnson, Mark Nagel, and Jon Thiel, and I wish to thank you and the many employees throughout the departments who participated in interviews and provided valuable information during the process. This report would not have been possible without their efforts.

Yours truly,

A handwritten signature in black ink, appearing to read "Craig R. Rapp". The signature is fluid and cursive, with a large loop at the end.

Craig R. Rapp  
President

CRAIGRAPP, LLC

---

CHICAGO: 40 East Chicago Avenue #340, Chicago, IL 60611 • MINNEAPOLIS: 3208 West Lake Street #142, Minneapolis, MN 55416

TWITTER: CraigRappLLC • FACEBOOK: CraigRappLLC • TOLL FREE: 800-550-0692 • CraigRapp.com, CompassPeerGroup.com

## Table of Contents

|                                               |     |
|-----------------------------------------------|-----|
| Introduction/Purpose .....                    | 4   |
| Approach .....                                | 5   |
| Background .....                              | 6   |
| General Findings .....                        | 10  |
| Organizational Review & Summary .....         | 12  |
| Administration and Finance Departments .....  | 11  |
| Observations and issues .....                 | 11  |
| Opportunities .....                           | 13  |
| Recommendations .....                         | 13  |
| Liquor Operations Department .....            | 15  |
| Observations and issues .....                 | 15  |
| Opportunities .....                           | 19  |
| Recommendations .....                         | 20  |
| Public Works Department .....                 | 22  |
| Observations and issues .....                 | 22  |
| Opportunities .....                           | 24  |
| Recommendations .....                         | 24  |
| Conclusions and Overall Recommendations ..... | 26  |
| Reorganizing/Restructuring Options .....      | 30  |
| Appendix A .....                              | A-1 |

## **Introduction/Purpose**

The City of Wayzata, like other cities, is emerging from a period of significant fiscal challenge, which required a series of difficult choices in order to balance financial prudence with service demands. Those choices, while necessary, have tested the organization's ability to maintain historic levels of service.

This period also included a change in leadership with the hiring of a new City Manager. The leadership transition and resource challenges, coupled with key staff departures and the prospect of additional retirements, led to the decision to conduct an analysis of operations across a number of core departments.

This study provides an analysis of operations in the administration, finance, liquor, and public works departments. In addition, the motor vehicle licensing and engineering departments were examined due to the complementary nature and relationships of those functions. The analysis included an evaluation of strategic alignment, spans of control, and effective deployment of resources to meet priority outcomes. The results, which follow, provide an opinion regarding the current deployment of human and capital resources, and whether they are adequate to meet current and future challenges. Based upon those opinions, recommendations are offered regarding organizational restructuring, strategic alignment and enterprise management.

The study methodology included direct observation, analysis of financial statements, key document review, and a series of interviews conducted with key management and front line staff in each department. An examination of leading practices in the various areas was also conducted, leading to a set of recommendations, drawn from this collective effort.



### **Approach**

To address the City's objectives, a series of framing questions were used to focus the team's efforts and to test the information gathered. The questions were:

1. What are the departments' strategies and objectives for the future? Are they clear? Are they documented? Are there plans in place to reach the desired outcomes? Are they aligned with the City's strategic plan? With Council and City Manager expectations?
2. What are the service delivery expectations? How are they communicated?
3. What is the accountability system for results?
4. Do the departments have the necessary human and capital resources to achieve their vision and strategic objectives?
5. Are the human and capital resources structured, aligned and deployed to achieve maximum efficiency and effectiveness?
6. Are there systems in place to direct, measure, and continuously improve operations?
7. What are the key issues and challenges that the departments' must confront to remain viable and achieve their objectives?

## **Background**

More than two decades ago, Peter M. Senge reflected on our increasingly complex and interconnected world in his groundbreaking book, *The Fifth Discipline*. According to Senge, for organizations to survive and thrive in the future, they need to be less controlling and much more flexible and adaptable. His vision was for what he called a “learning organization”; an organization that is constantly renewing itself even as it effectively accomplishes its most urgent goals.

In the years since the notion of the learning organization was first introduced, more people have come to see the potential of this organizational model. A 2007 study from the John J. Heldrich Center for Workforce Development at Rutgers University asked 160 public and private sector employers throughout New Jersey to identify the skills and abilities they most needed in employees now and in the future.

According to respondents, the greatest demand was for workers with tacit knowledge, which they characterized as “adaptability skills.” Adaptability was defined as a combination of critical thinking, problem solving, managing change, lifelong learning, and flexible role orientation. “Adaptability was also found to be one of the six practices of high-impact nonprofits in a multi-year research project described in the 2008 book, *Forces for Good* (Crutchfield, McLeod-Grant).

The public sector has lagged behind the private sector in embracing and implementing this vision for the 21<sup>st</sup> century organization. There are relatively few examples of governmental entities *not* based on specialized departments and hierarchical management. The City of Wayzata, due to its size, operates within the more traditional, specialized framework. While this approach has served Wayzata’s residents well in the past, it will be difficult to maintain. Given the City’s small size, high service demands, and likely continuation of financial constraints, it will be important for the city to begin developing a flexible organization, staffed by flexible people, in structures that support them.

Flexibility by itself, however, is not enough. Change and adaptation must be linked to a compelling business reason – typically strategic outcomes or organizational priorities. In other words, answering the question: *change in the service of achieving what objective or strategic priority?* The City of Wayzata, like many organizations, places a high priority on delivering prompt, efficient, high quality service to its residents- therefore making this a reasonable starting point.

In most local governments, including Wayzata, the structure of the organization is hierarchical and built to produce outputs, e.g., miles of street paved, number of vehicles serviced, acres of parks mowed, linear feet of pipe installed, etc. The citizen and customer however, don’t generally care about how many feet of pipe or miles of street are maintained. They care about water being available from the faucet, a smooth ride home and a ball field that’s ready at game time. For that reason, organizing resources to produce results that matter to customers is the key to delivering high quality, responsive service.

Most leading edge organizations have adopted organizational structures that are carefully designed to meet key outcomes. In the private sector, the highest priority typically is satisfying customer needs. Widespread use of self-managing/collaborative teams empowered to meet

customer requirements have long been standard practice. While local government hasn't embraced this approach to the same degree, some examples do exist.

In development services, for example, many local governments now have one-stop shops where plans and permits are reviewed and approved as part of a team effort rather than in individual departments. In some organizations they partner with developers and consultants up front, to minimize application problems, all in the service of making the customer's experience better.

In addition to satisfying customers, a key outcome common to all organizations, which remains constant from year to year, is the need for financial sustainability. In the private sector, this is embedded in the need to be profitable. For that reason, the inputs to production – human and capital assets – are carefully managed to ensure maximum efficiency, and return on utilization. Leading private sector organizations use integrated structures with the aforementioned self-managing teams, focusing on process improvement as the way to maintain lean, efficient operations. In some cases, this also includes outsourcing of specific jobs or entire departments.

In the public sector, particularly during the recent national recession, financial sustainability brought into focus the effective utilization of assets. Without a profit motive as an incentive, the public sector generally relies on cost containment, efficiency and productivity improvements to address financial sustainability. From a human and capital asset management perspective, this means close examination of spans of control, alignment of the means of delivery and the efficient processing of core functions.

In summary, organizational structure should support achievement of strategic objectives and be aligned with mission. It should not be the result of a decision to copy another organization or follow a trend. Ideally, a decision to restructure should be made as a part an on-going management commitment to evolve and change to meet organizational objectives and the needs of its customers (citizens/stakeholders) in the most cost effective, efficient manner possible.

This study was conducted with that perspective in mind: understanding that the management of the City of Wayzata is committed to aligning its core functions to responsively meet community expectations and the strategic direction established by the City Council.

The information that follows includes a set of general findings which provides an overall picture of the current situation, followed by an organizational review which documents more detailed observations and issues to consider. This is followed by a set of opportunities and recommendations for change. The final section documents options for restructuring the departments, including corresponding organization charts contained in Appendix A.



## **General Findings**

As indicated in the introduction, interviews were conducted with a wide range of management, supervisory and front-line staff from each department. The following general findings are based upon those interviews, supplemented by a review of relevant available budgets, policies and practices in each department.

**1. The departments have an experienced leadership team and dedicated workforce that deliver high quality service.**

It is apparent that the leadership team is very experienced; that the employees are dedicated to public service, and that the quality of services delivered was high. The workforce expressed pride in their accomplishments and their desire to provide good customer service was evident. These circumstances provide a solid foundation upon which to build.

**2. The City “plays bigger” than its size would indicate.**

The City of Wayzata has a small population, but it is a center for business and leisure activity for the surrounding area. Consequently, its service demands and operations are comparable to a City 3-4 times its size. To effectively live up to stakeholder expectations in this reality, staff capabilities and organizational capacity will need to be equal to the circumstances.

**3. There is a commitment to strategic thinking, but a need to align operations.**

The City has made a commitment to strategic planning, including an update that occurred during this analysis. The Council has articulated broad goals, and a detailed work plan and accountability system is in place. The challenge confronting the organization will be how to move beyond production of work and into an integration of effort.

The City has a talented staff, many of whom appear to be very good strategic thinkers. In fact, there have been many initiatives conceived and launched by the organization that support this observation. However, the departments generally exhibit a “task” orientation. Specifically this means that for the most part, staff thinks in terms of how to accomplish daily tasks, or puts challenges in the context of tasks to be accomplished rather than strategic issues and systematic approaches for achieving results, continuous learning and improvement. This is partly due to the small size of the organization, however, the opportunity exists with the deployment of the new strategic plan to address this issue.



**4. The current organizational structure limits flexibility, cross training and sharing of resources.**

The City has a traditional hierarchical, and specialized structure, typical of many organizations, and common to most cities. This structure concentrates decision-making at the top, which, given the small size of the organization, negatively impacts the City Manager's time and flexibility. There is also a great deal of specialization, and dedication of resources to narrowly defined functions.

Although specialized organizations do achieve results, progressive organizations have increasingly moved toward grouping of similar functions to eliminate duplication and provide greater opportunities for teaming, sharing resources and cross training. This approach also enables the organization to increase spans of control and accelerate the speed of decision-making. Ultimately, this facilitates the development of self-managing teams, replacing "stove-piped" departments that have limited resources and a narrow focus.

**5. The City's experience with collaboration and entrepreneurial service delivery will serve it well in the future**

The City has a successful track record of collaboration and entrepreneurial service delivery – witnessed by the Long Lake police contract, the investment in expanded liquor operations at the Muni, and the recent discussions regarding the merger of public works services with Long Lake. Given Wayzata's small size, on-going expectation for high quality service delivery, and the likelihood of fiscal constraint, this experience should enable the City to adapt and thrive in the future.

**6. The organization is transitioning to a more open and inclusive leadership style, with some variation among the departments.**

The change in leadership has resulted in more openness and transparency. The departments have generally welcomed this. However, the cultural change has been significant. Each functional area continues to make changes to address the new environment, with varying degrees of success and understanding. The most difficult period of adjustment appears to have occurred, but the transition is still a work in progress.

**7. The departments will experience turnover in key positions and are not well prepared for the impact.**

In the departments analyzed, there are managers and supervisors eligible for retirement in the near to mid-term. There are no succession plans in place to address this change in leadership. While normal recruitment and hiring may yield qualified candidates to fill vacancies, the organization will suffer a significant loss of institutional knowledge. However, the projected vacancies represent an important opportunity to examine the management and deployment of resources in these areas. Decisions regarding restructuring, and the deployment and alignment of staff should be a precursor to recruiting the replacements for retiring incumbents.

### **Organizational Review**

The consulting team conducted an operational review of functions in the administration, finance, liquor operations, motor vehicle licensing, public works and engineering departments. The review included interviews with staff at all levels, direct observation, and the examination of enterprise-wide and department documents.

The following is a summary by department of observations and issues to consider resulting from that review. Many findings are similar across departments. The comments addressing similar issues are expressed in identical wording in each section to represent that commonality they are not meant to represent exact statements or conditions.

#### **The following are general observations common to all departments:**

- The city's Strategic Plan is supported by the Department Heads and they felt that it provided good direction to the departments.
- The departments feel supported by the City Council and City Manager.
- In general, the organization understands and accepts that leadership is transitioning to a more open and inclusive style.
- The departments feel that Capital projects funding is sufficient.
- The departments feel that funding for needed equipment, tools and supplies has been good.
- The departments feel that support from HR, IT and Finance has been acceptable but could be improved.

**A. The Administration and Finance Departments have the following functional areas:**

City Clerk  
Elections  
Municipal licensing  
Accounting/Financial Reporting  
Budgeting  
Human Resources/Payroll  
Passport Processing  
Motor Vehicle Licenses

**1. Observations and issues to consider in the Administration and Finance Departments:**

- The staff members in each of these areas are committed to delivering high quality customer service and are very responsive to citizen questions and needs.
- The staff members within the City Clerk and Finance functions handle the front counter and citizen telephone calls in addition to their other duties.
- The staff members within the Motor Vehicles function stay within their own area and do not provide any support to the front office.
- The work of the Deputy City Clerk and Finance Manager is fragmented due to frequent interruptions for customer service and questions from employees and other departments.
- The workload is increasing due to more emphasis on customer service, improved communications to both the City Council and the community at large, and more focus on process.
- There are few written policies and procedures in any of the areas.
- The processing of passports is demanding since Hennepin County dropped the function and some of that work has come to the city. It is hard to increase staff for the function since it is not a predictable stream of work and it is unknown what the quantity will be over time since the shift just occurred on November 1<sup>st</sup>. Also, due to new federal requirements, it must be kept separate from the Motor Vehicle function.
- The City Manager indicated that the processing of passports is approximately a break-even transaction for the City, but it is a desired convenience by the residents. There should be a continued evaluation of the processing of passports since the segregation of responsibilities that it requires will limit other improvements that can be made in the overall productivity of the administration and finance functions. The federal government seems to be placing more restrictive requirements on the processing of passports, which will increase the cost of the transaction and limit how staff can be assigned. The post office is conveniently located nearby and could be the place where passports are



obtained.

- The Finance Manager is primarily focused on daily processing of financial transactions and overseeing payroll and employee benefits. The Finance Manager estimated that 40-50% of her time was spent on the financial transactions of the liquor operation given the volume of the invoices, daily reporting and need to assist the interim managers who are new to their respective assignments.
- There have been no major issues identified in the Management Letters provided by the Auditors (MMKR) in recent years. Segregation of duties is always mentioned, but is difficult to totally solve in a small organization with limited staff. The sign-off process for invoices is adequate given the size of the organization and the limits set on who can approve invoices.
- Abdo Eick & Meyers provides audit preparation and some reports along with limited financial oversight and assistance and the financial analysis and forecasting needed for big projects or longer term planning. The firm recently provided more assistance in the budget process for 2014.
- Abdo Eick & Meyers prepared and delivered an internal control transaction cycle analysis of the City's liquor operations on October 23, 2012. The report included ADDENDUM 1: Fraud Risk Areas Procedures and Results. A number of risk areas were identified with recommendations for reducing the risks. They also more recently provided a draft scorecard for the Liquor Store Manager to use in evaluating results.
- Abdo Eick & Meyers prepared a month end close analysis/recommendations report. They identified seven conditions for improving the close process by using changing procedures, relying more on the existing financial system (Banyon) and reducing reliance on paper.
- There is a concern by the Finance Manager and other Department Directors that there is no one immediately available for consultation on financial issues that may be more involved than accounting issues. Also, there appears to be no specific oversight, other than the City Manager, for the follow-up on the implementation of the recommendations outlined in the two reports identified.
- The Motor Vehicle Department Manager is new within the last year and is in his first supervisory position. He brings good experience from working in licensing in Hennepin County and Golden Valley. The Manager is pursuing providing licensing services to more automotive dealers and is actively marketing the City's services. He is also looking at other services that could be provided, such as driver's licenses. There appears to have been no cost/benefit analysis on these types of services.
- Development and mentoring of the managers in these functional areas would be beneficial, particularly for the new supervisor. One person indicated that given the workload it was hard to take time off to attend a seminar for development or improving skills.

## **2. Opportunities**

- **Improved Coordination**

While the Administration, Finance and Motor Vehicle areas have very competent and committed managers and staff, their ability to address coordination and alignment of work issues is hampered by the high workload and the small staff. No one is accountable to take charge of this responsibility and address work roles and assignments among all of the staff. Also a clearer delineation of backup roles would improve productivity when someone is absent. A person to take on this responsibility would improve productivity, work satisfaction and overall customer service.

- **Financial Leadership**

The City has functioned for a number of years with the Finance Manager handling day-to-day activities and the reliance on Abdo Eick & Meyers providing higher level financial guidance and support. The Finance Manager and other Department Directors have identified the need for a more available resource to provide guidance in addition to what the Finance Manager can do in her role.

- **Leadership Development**

The City has two long time managers in the Finance Manager and the Deputy City Clerk and a new supervisor in Motor Vehicles. The ongoing mentoring and development of these individuals would strengthen the organization as well as ensure strong leadership during any transitions that may occur in the City.

### **3. Recommendations**

- **Hire an Administrative Services Director**

There is a need for a strong day-to-day leader in the Administration and Finance functions as well as Motor Vehicles. This position would relieve the City Manager of a number of tasks, but would also address the areas of opportunities outlined above. This position should also be responsible for overseeing the Liquor Operations and supervising the two managers. This will be further addressed under the recommendations for the Liquor Operations.

An Administrative Services Director would bring a broader range of skills to the position than a Finance Director. The individual will need strong financial management skills, but also should have experience with liquor operations and business planning.

The availability of this position would reduce the reliance on Abdo over time, saving funds that could be applied to pay for the position, but they could still be a valuable resource to retain.

- **Focus on Leadership Development**

There is a clear need for the continued development of the Deputy City Clerk and Finance Manager since they are the critical staff in the Administration and Finance functions. Also the Motor Vehicles Department Manager is new and needs ongoing support and development to ensure that he becomes as strong a manager and leader as he can be. This is critical given the small size of the staff and the need for everyone to perform at their best. The Administrative Services Director could take on this responsibility.

- **Productivity Improvement**

There needs to be improved coordination and assignment of work between the Administration, Finance and Motor Vehicle functions. There are opportunities to more clearly define which person has which responsibilities, who backups whom, and to integrate Motor Vehicle staff more closely into the overall office environment. This would be another responsibility of the Administrative Services Director to determine how this can be done without sacrificing customer service and ensuring all legal requirements are met. This would also include evaluating which work should be performed in the operating departments versus in Administration and Finance, i.e., utility billing.



**B. The Liquor Operations Department has the following functional areas:**

Liquor Store  
Bar and Grill

**1. Observations and issues to consider in the Liquor Operations Department:**

- The Interim Liquor Store Manager (LSM) has been running the 5,000 square foot store since August 1, 2013. He has been w/ the City for 10 years and in the liquor business for 24 years managing stores.
- The LSM's focus for the last four months has been on improving operations. Based on the Abdo Report of October 23, 2012, he has done the following to implement the recommendations:
  - a. He has delegated the purchasing of beer and its display to the Interim Assistant Manager so he can focus on wine and spirits.
  - b. He is implementing the recommendations related to: (1) inventory counts and reconciliations; (2) reducing "the significant quantity of aged inventory" to increase turnover rates; and (3) reviewing/reducing the large vendor list and aged inventory. There is some challenge in doing all of this since the City's current software system, RITE, is unable to provide this information without costly upgrades.
  - c. He is implementing the recommendations regarding both the purchasing process and policy. He is also reviewing the current Wine Club discounts, as to their actual cost to the City, for possible changes.
  - d. He is competitively pricing wine, beer and liquor.
- The LSM has implemented a number of changes on the floor:
  - a. He has lowered prices by as much as 20% to be more competitive and to increase both sales and turnover, especially as it relates to wines.
  - b. He has reset the beer coolers, installed better signage, and upgraded the micro/craft brew section to increase revenues.
  - c. He has instituted a Winery of the Month, identified a section for 90+ point wines in the front of the store, changed the Wine Cellar, which had been vacant, and created a closeout section. All of these actions will have to be evaluated closely for financial success by using the cash register to divide the sales to each and then into the computer system for analysis monthly.
- The LSM has a 7 point plan that he is working on in this area, but has not written it down – although, he does share it with employees during meetings.

- Abdo prepared a scorecard for evaluating the Liquor Store. The LSM thinks this will be very helpful. He needs to know which three to five measures are the most important to focus over the next 6 months.
- There seems to be a more open environment being instilled by the LSM to try new ways of increasing sales using a “bottom up approach” in which any employee can make a suggestion. The LSM has implemented many of these suggestions, which appears to be increasing staff morale.
- The LSM is also networking with the Minnesota Municipal Beverage Association and other Municipal Liquor stores to learn about and receive input on new ideas to increase revenues.
- He is concerned about the increasing competition in the market area, but currently lacks time to develop a “game plan” to meet it due to the focus on improving operations.
- There is no current, written Business Plan for either the Liquor Store or Bar/Grill. The last one was done in mid-2007 by Restaurant Strategies, LLC, and remains the blueprint to update. Neither Interim Manager has had the opportunity to read it.
- Both managers agree that there needs to be an updated Business Plan for both operations, since the competitive landscape in their defined market area of Plymouth, Long Lake, Wayzata and Minnetonka is changing – large, discount wine stores, brewery/taprooms (Plymouth is considering an ordinance allowing them) and more restaurants with wine and beer licenses.
- As part of an updated Business Plan, a Customer Survey should be done to more specifically define their market area as well as specifically measure the wants of the customers. Both managers take time to get feedback from customers. However, a Customer Survey would provide empirical verification of their conclusions based on informal customer feedback.
- Cross marketing with the Bar/Grill operation is also being expanded, but a specific plan as to how to proceed and measure results should be developed.
- Both operations contribute to paying for a marketing firm, but neither manager could identify the split of the \$60,000 a year contract and the exact services being received. If there is a written marketing plan and performance measures for the firm, then steps should be taken to update it by the marketing firm in concert with the 2 new managers. For example, when the LSM asked what the results were from a billboard on TH 12, the marketing firm could not provide specifics.
- Social media marketing is being performed “in house” by the City’s Communications Specialist and seems to be having some success based on the number of “hits” and informal customer surveys at the liquor store. There appears to be little coordination of the marketing firm’s program and the social media work being done by the

Communications Specialist to maximize impact of the entire marketing program and budget.

- Neither manager was familiar with the 2014 budget and could not explain increases in the personnel services line. They also did not know the specifics of the compensation plan and when it was last updated. Both managers recognize that this is a vital part of their position and expressed a willingness to learn the budgeting process.
- Both managers will need to learn to take a “larger view” of the organization. They need to move from their current focus on controlling their current operations to doing more business planning and developing a financial/budgeting capability. They both expressed the desire to learn more about these aspects of the operations.
- The Interim Bar & Grill Manager (BGM) started on August 1, 2013. He has been with Wayzata since 1996 after a variety of bar and restaurant jobs. He also has an AA in Hospitality Management from Normandale Community College. He leads an experienced, seasoned management team most of who have been with City for over 10 years. This is a competitive advantage, since turnover in the industry is much higher.
- The BGM has focused on operational improvements:
  - a. Fine tuning the service, the food quality, price points and attracting a more diverse clientele to grow the sales and profits and keep customers coming back;
  - b. Developing a better training program;
  - c. Reducing Cost of Goods Sold; and
  - d. Finding ways to increase sales during slow periods.
- Like the liquor store, there appears to be a more open environment being instilled in which feedback and ideas are taken from employees and implemented and evaluated for success.
- Lack of available parking is a drawback for both operations. It was noted that customers tell them that they go somewhere else due to insufficient parking. An estimate of lost sales at both due to parking has not been determined, and should be done, but it may have an even greater impact on sales as the parking becomes increasingly scarce with future downtown development. This impact should also be studied and options for providing more parking should be developed.
- The BGM notes that it is time to think long range – an updated Business Plan and Strategic Goals and Objectives, along with better differentiation from the competition, as the “newness” of the Bar & Grill begins to wear off. A Business Plan that focuses on the future growth areas for the business would be beneficial, plus a



better set of performance measures to compare to industry standards.

- There is little, if any, way to expand the space for the Bar & Grill, which could impact future sales and profits. Among the areas an updated Business Plan could focus on addressing are:
  - a. There are no private rooms for banquets and parties (35 – 50 would be ideal);
  - b. The kitchen may not be large enough to do much catering (12 to 15 per year estimated currently, which are mostly City functions); and no delivery service- although, there is takeout (estimated to be 12 a day – mostly area businesses and very few at dinner).
- In evaluating the financial results, the Liquor Store has not met projections outlined in the Restaurant Strategies study and is still struggling to improve its bottom line and improve inventory turnover. It is too early to evaluate the results of the changes the LSM has made and is in the process of making, but agreed upon measures of success should be developed to monitor progress.
- In evaluating the financial results, the Bar and Grill has exceeded projections and expectations. It seems to have a real niche in serving the community. Its challenges going forward are maintaining revenue growth given the physical limitations of the space and the parking challenges.
- As noted previously, both managers need training on the budget and other financial information as well as longer-term management development to become better managers.
- The former Director of Liquor Operations was a trained sommelier. It is not clear as to what benefit this had for the Liquor Store. It did not seem to translate to a stronger bottom line, and it may have contributed to some of the inventory issues that exist today. The LSM expressed interest in having this type of resource (trained sommelier) again in the future. None of the larger municipal liquor store operations (Edina, Eden Prairie, and Richfield) have anyone trained as a sommelier. The impact of a trained sommelier should be evaluated as part of a Business Plan update.

## **2. Opportunities**

- **Market Strength**

Both the Liquor Store and Bar and Grill have a committed customer base. The Liquor Store has maintained its volume of sales, but needs to focus on pricing, marketing and inventory strategies to capitalize on this base. The Bar and Grill has been able to expand its customer base and demonstrate remarkable growth since it opened. The challenge now is how to continue to keep these customers and grow given the limitations of the physical space and parking.

- **City Commitment**

The City Council and City Manager are committed to the Liquor Operations Bar/Grill Operations and see it as a vital part of the community. This provides the managers the latitude and opportunity to be creative and explore new strategies.

### 3. Recommendations

- **Retain the “Interim” Status for Both Managers**

Both managers have been in their respective roles for four months. The results for the Liquor Store have been mixed so far but changes are being made in which the results will have to be evaluated through the scorecard. Four months is too short of a time to draw any significant conclusions.

The Bar and Grill Manager has had better results, but this is also indicative of the strong market position that the Bar and Grill has in the community. Four months is also too short of a time to draw any significant conclusions.

Evaluate the results obtained by the managers at the conclusion of one year in the job, following the hiring of an Administrative Services Director. This will allow them sufficient time to establish themselves and make their own mark on the operations. They both have solid backgrounds, which should help them be successful.

- **Assign Oversight Responsibilities to the New Administrative Services Director**

There is no compelling need for a Liquor Operations Director. There is no evidence that this position would add sufficiently to the bottom line to justify the salary and benefits. Both managers have sufficient experience and background to manage their respective areas. Also, it would be difficult to find a Liquor Operations Director who would have experience in both sides of this business and therefore would still be relying heavily on one manager or the other.

With the recommendation to hire an Administrative Services Director, it is also recommended that this person be responsible for the oversight of the Liquor Operation. This individual would bring business planning expertise to the operation as well as be responsible for the development of the two managers. This position would train the managers in budgeting and the financial management of the operation. The Administrative Director would evaluate the performance of the two managers and make recommendations at the end of their year as to whether the interim title is removed or other steps are necessary.



- **Develop a Business Plan**

One of the first tasks of the new Administrative Services Director should be the development of an updated Business Plan for both the Liquor Operation and the bar/grill Operation. Both Managers have ideas but will need help in documenting and formatting an overall plan of execution.

The Business Plan for the Liquor Store could address sustainability and improving market share by:

- Continued implementation of the recommendations of the Abdo Report.
- Evaluation and identification of their market area.
- Determination of their strategy given new competition.
- Develop a specific and measurable marketing plan.
- Evaluate the benefit and need for a trained sommelier.

The Business Plan for the Bar and Grill could address such opportunities for increasing sales and profits as:

- Reconfiguring the existing space to have more tables.
- Winterizing the patio space.
- Finding a space for catering offsite.
- Cross promotions with the Liquor Store.
- Better off-peak marketing of the space (2 to 5 PM weekdays and after 10:30 PM on Saturdays).
- Considering offering a Saturday/Sunday Brunch.
- Considering adding breakfast although the kitchen may be a limitation.
- Greater social media presence.
- A coordinated, overall marketing plan with performance measures.

**C. The Public Works Department has the following functional areas:**

Engineering Services  
Public Works Administration  
Park/Forestry Maintenance  
Street/Fleet Maintenance  
Utilities Maintenance

**1. Observations and issues to consider in the Public Works Department:**

- The departments deliver a high level of services in a very responsive manner. However, specific level of service (LOS) and service expectations are not explicitly articulated, except through the budget process.
- The Public Works Department has a basic Operations Policy Manual.
- The Departments have various infrastructure maintenance, rehabilitation and replacement plans that provide a strategy for long-term preservation and improvement of assigned assets. Examples are the Storm Water Management Plan, Surface Water Management Plan, Comprehensive Water System Plan, and Comprehensive Sanitary Sewer System Plan. These plans and other information are used to develop input for the well done Capital Improvement Plan (CIP) and Equipment Replacement Plan (ERP), which are the department(s) strategic plan for long term preservation and improvement of all city assets.
- Consultants are used on a case-by-case as needed basis.
- Energy related improvements are accomplished as the opportunity arises. Consider an increased emphasis on energy conservation programs.
- A concern about the age of some city assets (primarily streets and utilities) was mentioned several times (the majority are over 50 years old).
- The department manages human and capital resources well but somewhat informally. Increased formalization of management practices including business planning, enhanced operations/procedure manuals and a formal asset/inventory condition report is advised.
- The departments have not regularly benchmarked against other agencies.
- The Director of Public Service (Public Works) and the Street/Utilities Superintendent will both likely retire in approximately five years.
- The need for a plan to address impending manager/supervisor retirements was mentioned at all levels.

- The union contract does include a Public Service Worker pay-for-performance five-step pay system. It also includes the ability to temporarily appoint Lead Workers.
- The Director of Public Service (versus Public Works) title has been used since 1990 due to the additional duties assigned beyond what is typical to public works. The additional duties are emergency management coordinator, recreation coordinator, marina manager, cemetery manager, security coordinator, and utility billing.
- In 1999, the Park Maintenance, Street Maintenance and Utilities Maintenance functional areas each had a Superintendent (supervisor) position.

In 2000, the Street Maintenance and Utilities Maintenance functional areas were combined under a Utilities/Street Superintendent.

In 2008, the Park Maintenance Superintendent position was eliminated.

In 2009, the rotating Parks Lead Worker position was implemented. Initially the rotation period was one week; it is now three months. The Lead Workers both indicated that the three month period is too long and recommend a change to one month periods.

- Park Maintenance front line staff indicated the need for more help to meet service demands/expectations.
- The need to use personal phones without any reimbursement was a concern.
- The fairness of application of the city's step system pay plan between Public Works and City Hall positions was mentioned several times.
- The need to enhance utility billing backup from City Hall was mentioned.
- The need for higher-level financial support at times was mentioned.
- The communications within Public Works and with other departments was deemed effective by all levels.
- The need for additional technical training for front line personnel was mentioned.
- The impending Emerald Ash Borer (EAB) problem was mentioned several times.
- The secondary emphasis on forestry in general was mentioned.
- The need to enhance various pieces of equipment was mentioned.
- The implementation of the Parks and Trails Advisory Board has raised expectations for parks improvement and services.

- The possible Long Lake public works services provision by Wayzata was mentioned as a positive possibility by all levels.

## **2. Opportunities for the Public Works Department:**

- **Improved Coordination**

If the Engineering Department were combined with the Public Works Department there would be an opportunity to improve and streamline the coordination of similar and crossover functions/issues. If the City Engineer moved to the Public Works Facility he would have direct contact with the Director of Public Service and Utilities/Streets Superintendent and, as needed, help from Public Service Workers. He would also be more directly available to assist the maintenance staff.

- **Leadership Development**

The City has three long time managers in the Director of Public Services, Utilities/Streets Superintendent and City Engineer. Increased mentoring and development of these individuals, particularly the Utilities/Street Superintendent and City Engineer would benefit the organization now and ensure a strong leadership transition during the changes likely to happen within five years.

- **Possible Long Lake Public Works Services Provision**

If the provision of public works services by Wayzata to Long Lake becomes a reality it could be beneficial to both cities. The larger overall size would help with economy of scale issues and should lower overall costs. The cities are similar enough that any levels of service variations should be manageable. This possibility was expressed as a good opportunity by staff.

## **3. Recommendations for Public Works Department:**

- **Reorganize the Departments**

Transfer and move the City Engineer into the Public Works Department. This would improve coordination of "public works" related issues as expressed in the opportunities section.

If the option of promotion of the Utilities/Streets Superintendent to a Public Works Operations Superintendent and assigning regular Lead Workers for parks, streets and utilities divisions is also adopted, the department would gain in depth and breadth of management and supervision. The City Engineer could learn operational skills and could assist with the enhancement of the Public Works Operations Manual. He could also assist with additional contracts administration to allow the Public Works Operations Superintendent to concentrate on maintenance staff utilization and training and on equipment maintenance and acquisition.



The three Lead Workers could serve as team leaders and fill in for the Public Works Operations Superintendent when needed. Their primary role would be hands on maintenance and training of new full time, part time and seasonal part time employees. If a six month Public Service Worker is added in the Parks/Forestry Division it would provide additional effort in the parks maintenance/forestry area where existing and future demands appear to be the most.

The City Engineer and Public Works Operations Superintendent would provide possible internal candidates for the department director position and the three Lead Workers would provide possible internal candidates for the operations superintendent position.

The addition of another manager within Public Works would allow some duties of the Director of Public Services to be reallocated. Examples of duties for possible reassignment are security coordinator, marina manager and cemetery manager. A title change of City Engineer to City Engineer/Assistant Director could be considered if additional assigned responsibilities warrant the change.

- **Focus on Leadership Development**

The City Engineer and the Public Works Operations Superintendent would need support for development in their new roles. Appropriate training should be provided and mentoring by the Director of Public Service is critical. The three Lead Workers should also receive teamwork training, train-the-trainer training and mentoring.

- **Public Works or Public Services**

The director of the Public Works Department has the title of Director of Public Service. This was done in 1990 due to additional duties assigned to the position than is typical to public works. The title of the department could be changed to Public Services, this is unusual but not unheard of in Minnesota, but it is done more commonly in some other states. Nearly all city ordinances, documents and publications refer to the department as public works. For customer service purposes it may be advisable to change the department director position title to Director of Public Works. This would require a minimal amount of ordinance, documents and publications changes and would be more consistent with Minnesota/Midwest practices.

## Conclusions and Overall Recommendations

The findings, observations and opportunities identified in the previous sections suggest three broad conclusions and a set of recommendations for change. In addition, a set of restructuring recommendations are also included-and are described in more detail in the next section and the attached Appendix.

The following recommended actions apply to the entire organization:

### 1. Reorganize departments – align to achieve desired outcomes and service priorities

The following section entitled Reorganization/Restructuring Options contains a list of possible restructuring scenarios – including a no-change option. While this report offers a number of viable options for consideration, the no-change option is not advised.

The recommendations to pursue some type of restructuring are based upon the following:

- The need for greater capacity to simultaneously deliver core services while responding to “high touch” service demands.
- To address the need for workforce development, and the eventual departure of key staff.
- The need for more efficient operations and improved cross training and sharing of responsibilities.
- To perform as a high functioning organization with well trained employees who have the capacity to adapt to change.

The no-change option is not viable in our opinion because it results in inadequate deployment of staff over the long-term. In the short-term, or perhaps even long-term, staff may continue to deliver service at the current level. However, the current structure and deployment does not make best use of staff and complicates responsiveness and the sharing of operational resources.

## **2. Create a workforce development strategy and program for restructured departments**

The City should make workforce development and knowledge transfer a high priority in the restructured departments. The overarching goal should be to develop a workforce development strategy and program that includes succession planning, leadership/employee development and engagement. The strategy and program should include:

- Creation of a department-based succession plan (ideally as part of a larger organization-wide plan) – making a determination as to its usefulness in guiding short-term staffing and recruitment decisions.
- Develop an organizational philosophy regarding employee development, including such things as training and mentoring, identification of future leaders, internal and external recruitment, and job flexibility.
- Perform gap analysis. This involves inventorying the core competencies and skills of the current workforce and comparing them with the expertise needed within the organization over the next five years.
- Establish and support knowledge transfer and employee development by creating expectations of long-term incumbents related to delegation of key tasks and focused mentoring.
- Make greater use of cross training, and more coordination internally. The goal here is for cross-functional collaboration to become a standard way of doing business rather than a special event. By offering employees opportunities to use the full range of their talents the organization creates support for the workforce development philosophy by allowing the organization to maximize existing staff, providing expanded opportunities, and perhaps moving people to different positions in the organization.

## **3. Expand the effectiveness and capacity of department leadership**

Based upon the operational review conducted, the following are suggested measures that could be taken to improve the overall management of department operations, regardless of how the City chooses to move forward. These recommendations are based upon a combination of leading practices and observed opportunities in the departments studied.

The suggested measures relate to enhancing efficiency and effectiveness of service delivery and staff.

**A. Administration and Finance Departments**

- i. Develop written policies and procedures. Since many of the functions are only staffed by one or two people if anyone is out of the office for any extended period of time or decides to leave, the ability of the organization to pick up the tasks are currently limited.
- i. Conduct a job analysis to specifically understand each position and how much time is given to each task. Individual staff members do not have an understanding of how much time they are spending on specific tasks.
- ii. Based on the job analysis, review job responsibilities and make specific assignments for backup roles and handling specific customer issues.
- iii. Incorporate the Motor Vehicle staff into the day-to-day operation of the front desk and expand their opportunity to learn other jobs and provide back up if necessary. They should not be allowed to do passports given federal regulations.

**B. Liquor Operations Department**

- i. Identify for both operations the 5-7 significant outcomes with measurable critical success factors and install a scorecard for both operations.
- ii. In the Liquor Store, continue to implement, monitor and measure the success of the recommendations of the Abdo report.



**C. Public Works Department**

- i. Develop for each major functional area 1-3 significant desired outcome statements with 2-6 measurable critical success factors. Produce a progress report on the critical success factors at least annually.
- ii. Enhance the existing Public Works Operations Manual, especially as related to maintenance standards and levels-of-service (LOS).
- iii. Continue vehicle/equipment utilization review efforts, especially possible enhanced sharing between divisions, and upgrade/add or rent equipment to improve efficiency and/or safety.
- iv. Consider enhanced use of technology such as laptops, smart phones, GPS, etc. with more availability to Public Service Workers.
- v. A training survey should be conducted for all front-line maintenance personnel and a plan/program developed to address identified technical training needs/deficiencies.
- vi. Consider the implementation of a more formal pay-for-performance qualifications based system for the union step pay system. Examples are systems used by the cities of Edina, Minnetonka and Brooklyn Park.
- vii. Review the forestry program for more emphasis, especially in light of the impending EAB issue.
- viii. Consider increasing contract services to improve service levels where it has proven difficult to meet LOS expectations.
- ix. Consider transfer of Utility Billing back to Finance if the recommendation to hire an Administrative Services Director is pursued.
- x. Consider supervisor span-of-control ratios in any reorganization. Current practices and research are indicating up to 10 is possible with 5 to 8 now the average versus the old rule of thumb of 4 to 5.

### **Reorganization/Restructuring Options**

To effectuate the recommendations offered, a set of reorganization and restructuring options is presented for consideration in Appendix A. A current organization chart is included, followed by individual organization charts for each option. A new organization chart for the entire organization with our recommended options is listed as the final example.

Each set of department options begins with Option 1 – No Change and continues through other options, each depicting greater consolidation and alignment of functions. The department structures are summarized as follows:

#### **A. Administration and Finance Departments**

##### **Option 1 – No Change**

- Improvement occurs only by the City Manager taking a more hands-on approach in these functional areas or increasing the presence and cost of Abdo.

##### **Option 2 – Hire a Full-time Finance Director**

- Addresses the concerns raised about available financial expertise.
- May not have experience in Liquor Operations/Bar & Grill Operations.
- Determine other responsibilities that the individual in this position could assume.

##### **Option 3 – Hire an Administrative Services Director**

- Hiring of this position assumes the candidate has broader experience and skill than just finance.
- Eliminates the need for a Liquor Director and reduces the workload of the City Manager.
- Reduces direct reports to the City Manager.

##### **Option 4 – Joint Finance Director with Another City**

- Improve the availability for the staff and Department Directors.
- Provides immediate infusion of on-site financial expertise.
- Determine role of Abdo under this arrangement.

**A. Liquor Operations Department**

**Option 1 – No Change**

- Improvement occurs through the ability and development of existing managers.
- Short term cost minimal.

**Option 2 – Hire a New Liquor Operations Director**

- Salary, benefits and overhead costs of the position.
- Does not appear to add significant value vs. maintaining current situation

**Option 3 – Assign the Administrative Services Director**

- Provides more depth of management without increasing staff.
- Provides opportunity for the two managers to demonstrate what they can accomplish.
- Improves the bottom line without adding substantially to the cost side.

**B. Public Works Department**

**Option 1 – No Change**

- Improvement occurs only by implementing other recommendations.

**Option 2 – Combine Engineering into Public Works**

- Move City Engineer to the Public Works facility.
- Potential to improve and streamline coordination between Engineering and Public Works.
- Increase City Engineer involvement in maintenance operations.
- Gives more depth and breadth of management to both departments.
- Decreases direct reports to City Manager.
- Consider appointing City Engineer to dual role of City Engineer/Assistant Public Works Director if additional assigned responsibilities warrant the change.

**Option 3 – Create Public Works Operations Superintendent**

- Promote Utilities/Streets Superintendent to Public Works Operations Superintendent to acknowledge supervision of parks maintenance and forestry.
- Designate permanent Lead Worker positions (3) in streets, utilities and parks divisions to assist Public Works Operations Superintendent.
- Backfill Parks Lead Worker position promotion with a 6 month PSW.
- Exempt manager/supervisor span of control of approximately 1 to 7 FT/PT/SPT.

#### **Option 4 – Reinstitute Parks Supervisor**

- Increase ability to focus on parks and forestry issues.
- Include buildings and recycling responsibilities.
- Adds back depth to parks maintenance division.
- If it is a PSW promotion backfill with 6 month PSW.
- Exempt manager/supervisor span of control of approximately 1 to 5 FT/PT/SPT.

#### **\*\*\*Additional Consideration\*\*\*- Combine Planning and Building Inspection**

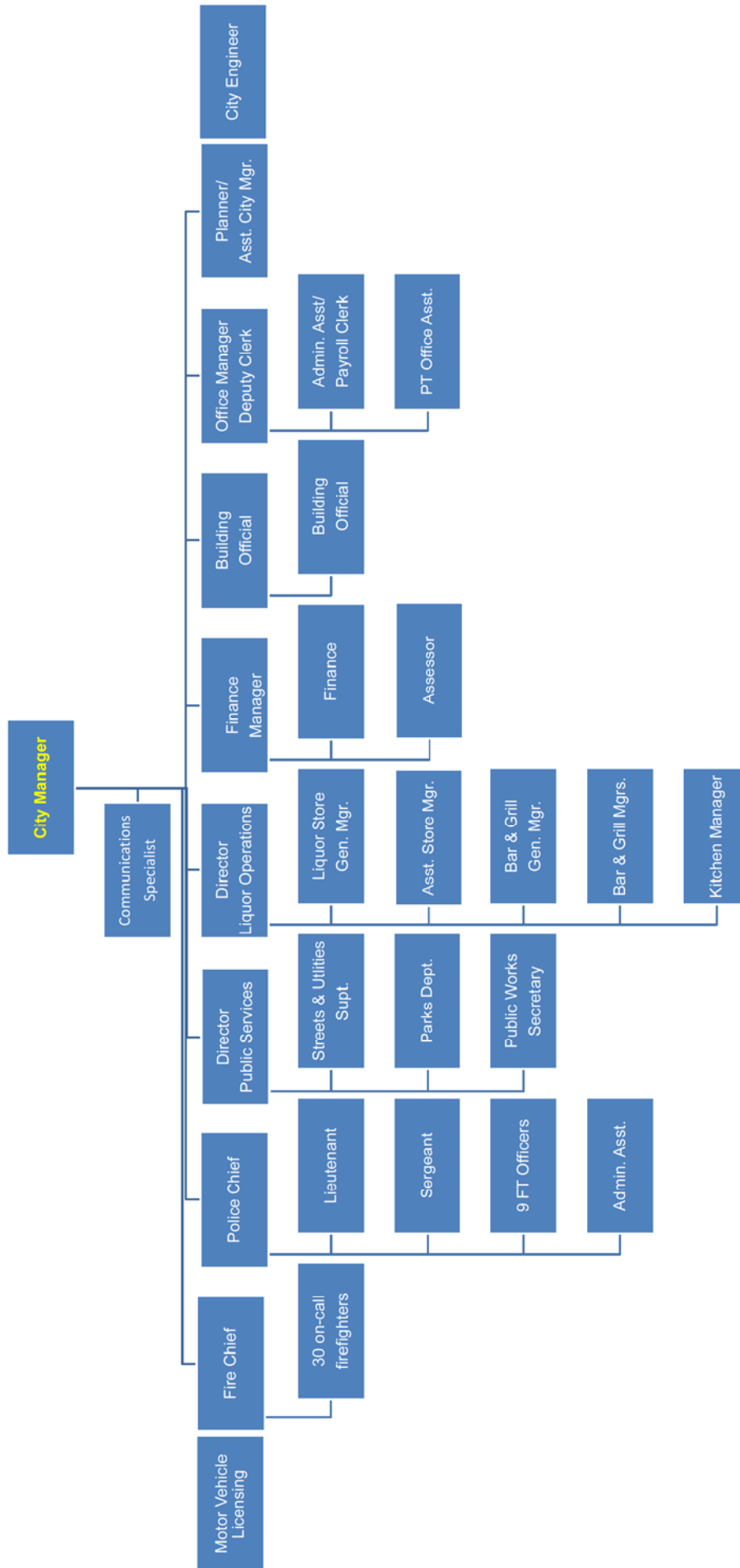
The scope of this study did not include a review of the Planning and Building Inspection functions, however, given the underlying purposes of this study, it may be appropriate to consider combining the Planning and Building Inspection functions. For example, the Building department is likely to experience retirements in the near-mid term future, the departments have complementary missions, and each is narrowly focused. The creation of a broader focus for “community development” activities may be a useful exercise and ultimately yield long-term benefits for the City.

The structuring of this combined department is depicted in the Recommended organizational structure on page A-12.

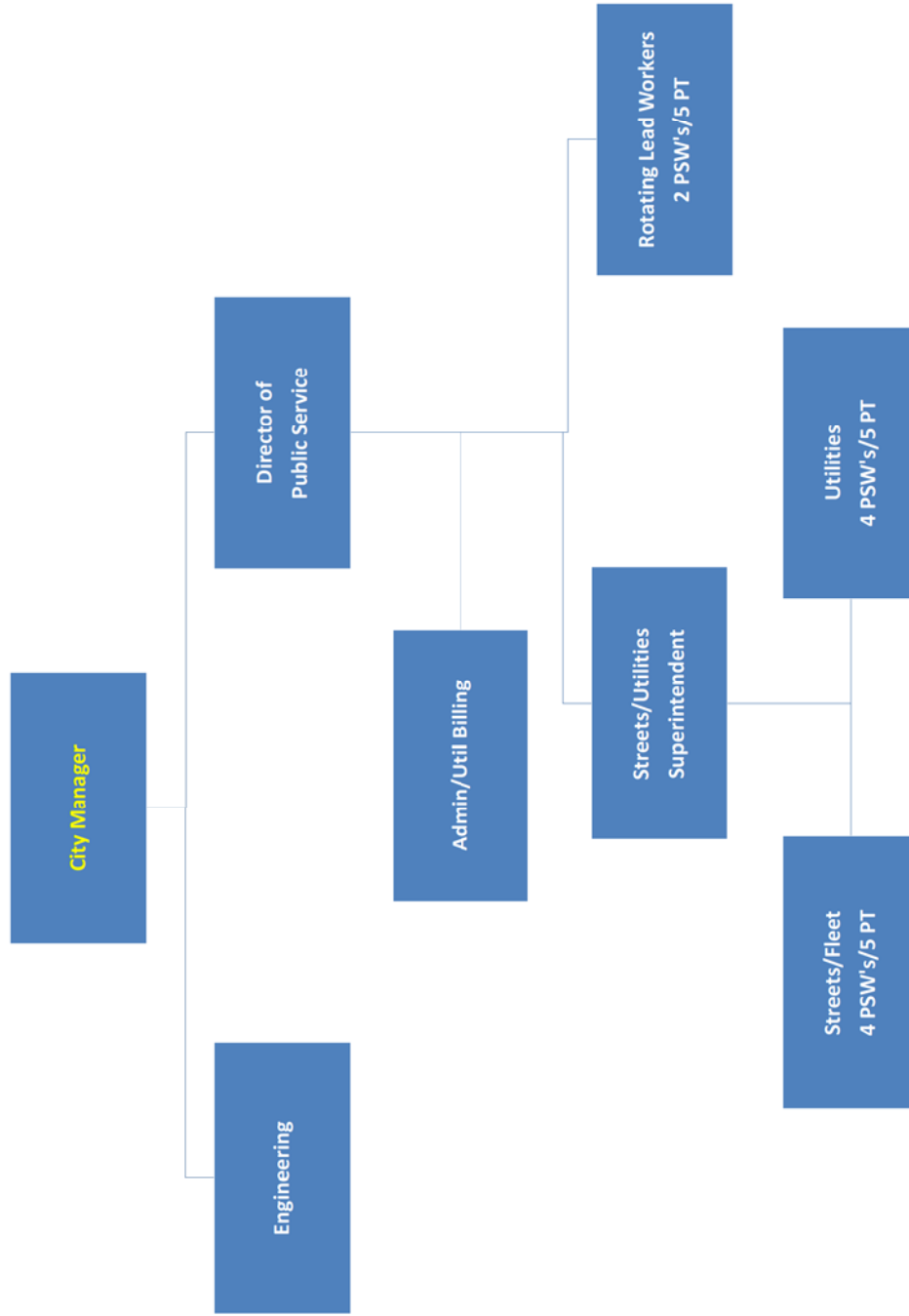


# Appendix A

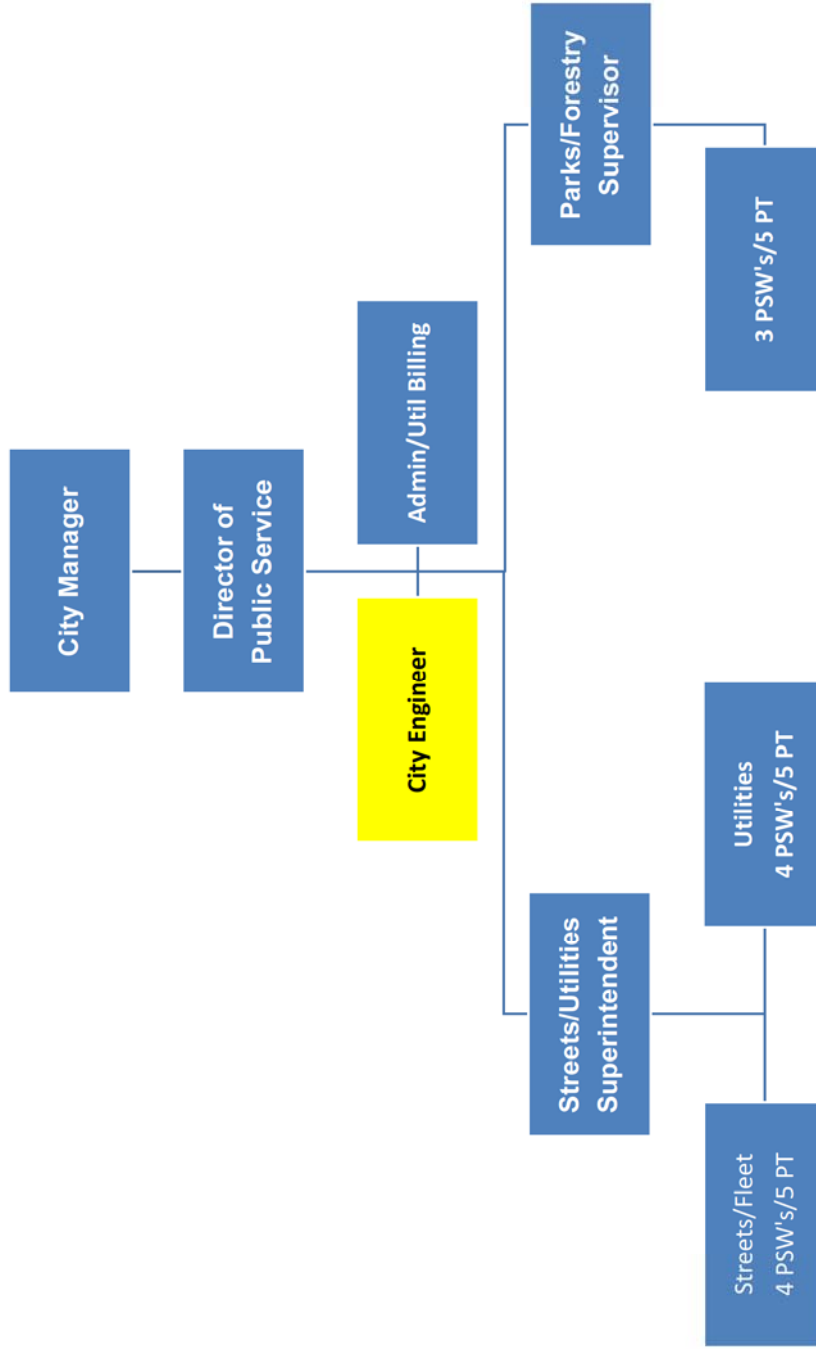
## EXISTING ORGANIZATION



## PUBLIC WORKS — NO CHANGE

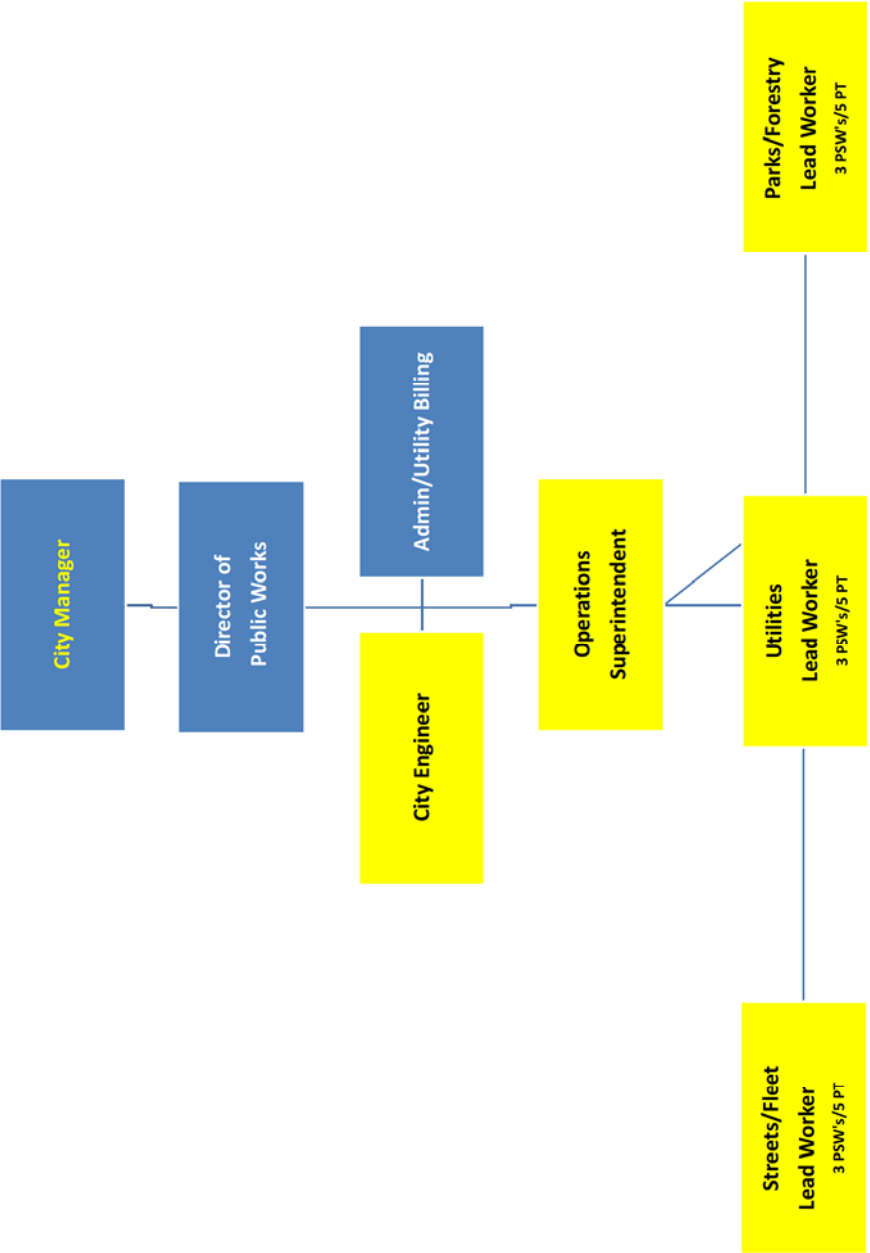


## PUBLIC WORKS — OPTIONS 2 & 4

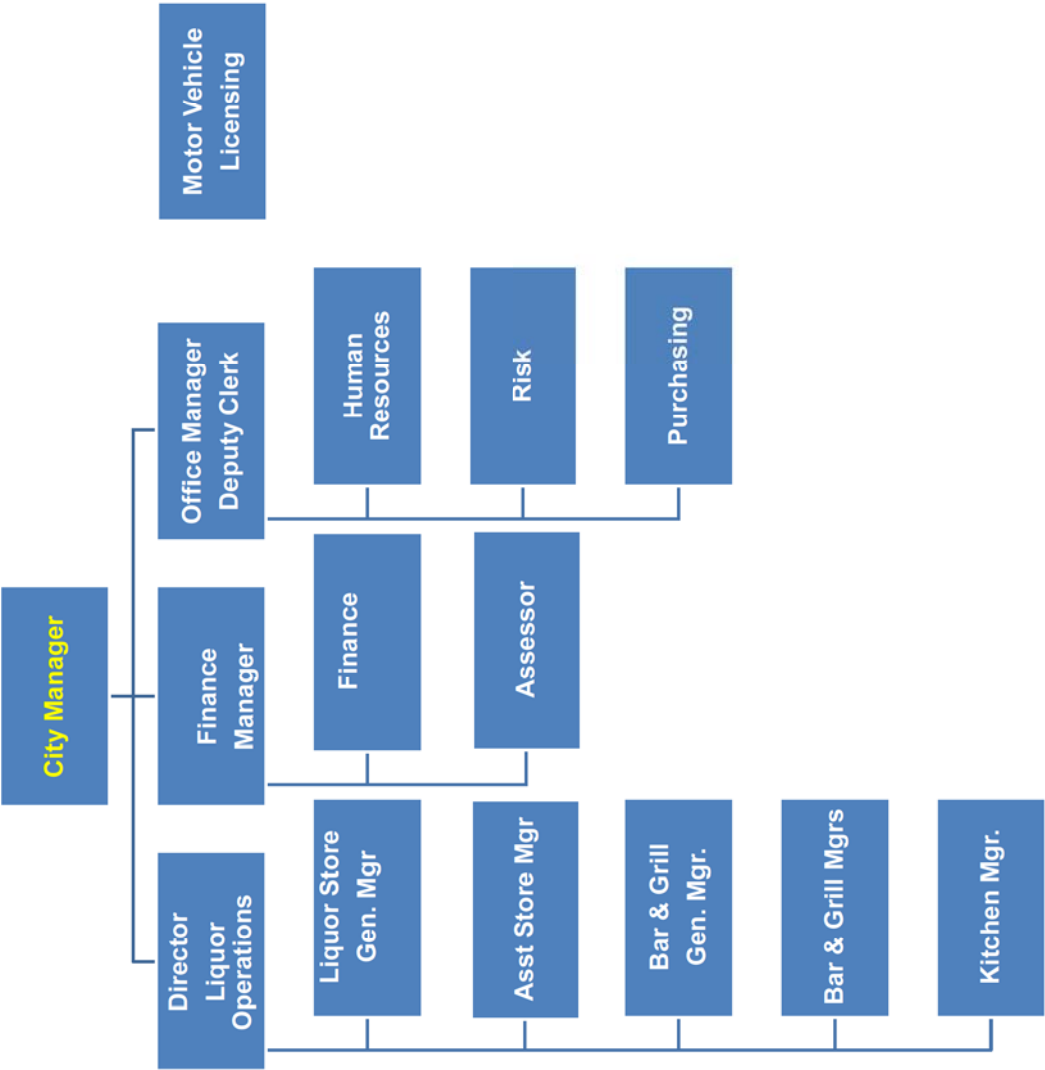




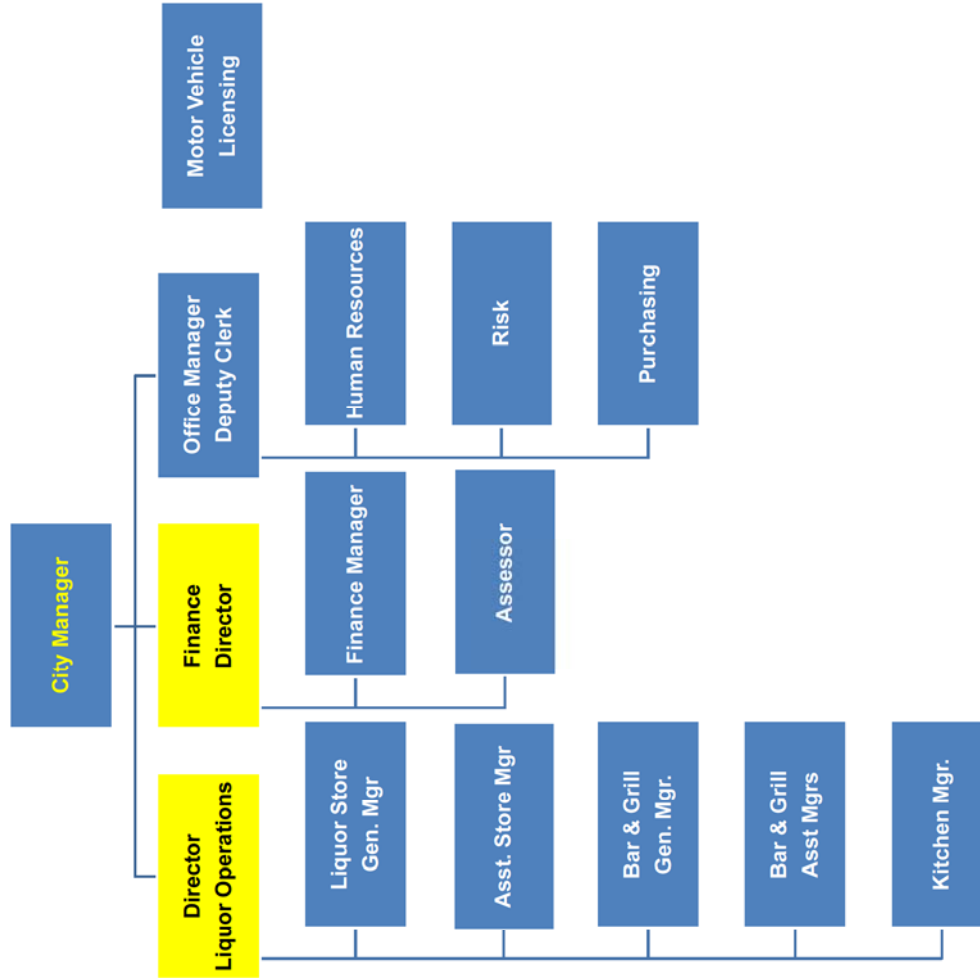
PUBLIC WORKS — OPTIONS 2 & 3



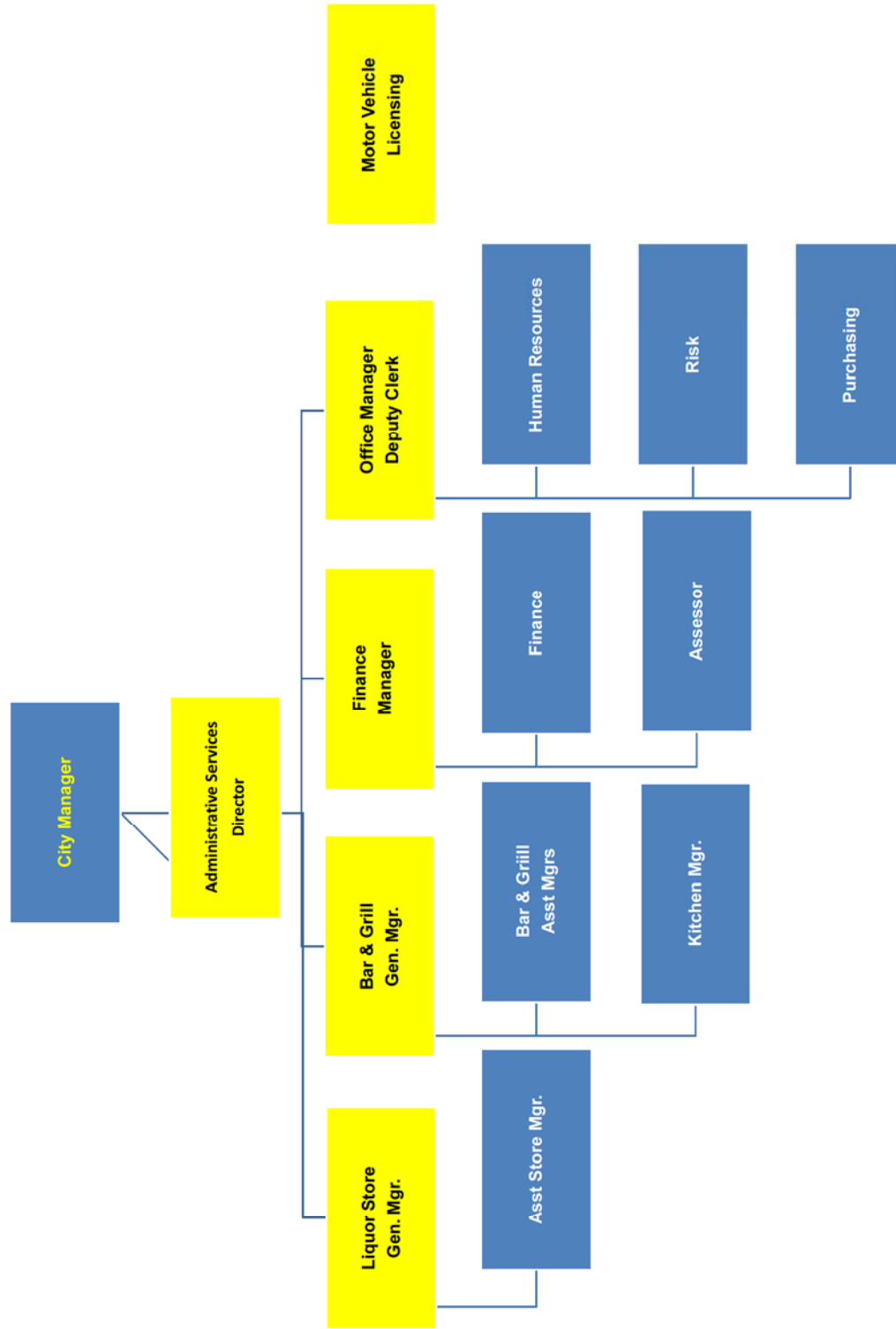
ADMINISTRATION/FINANCE — NO CHANGE



## ADMINISTRATION/FINANCE — LIQUOR OPTION 2

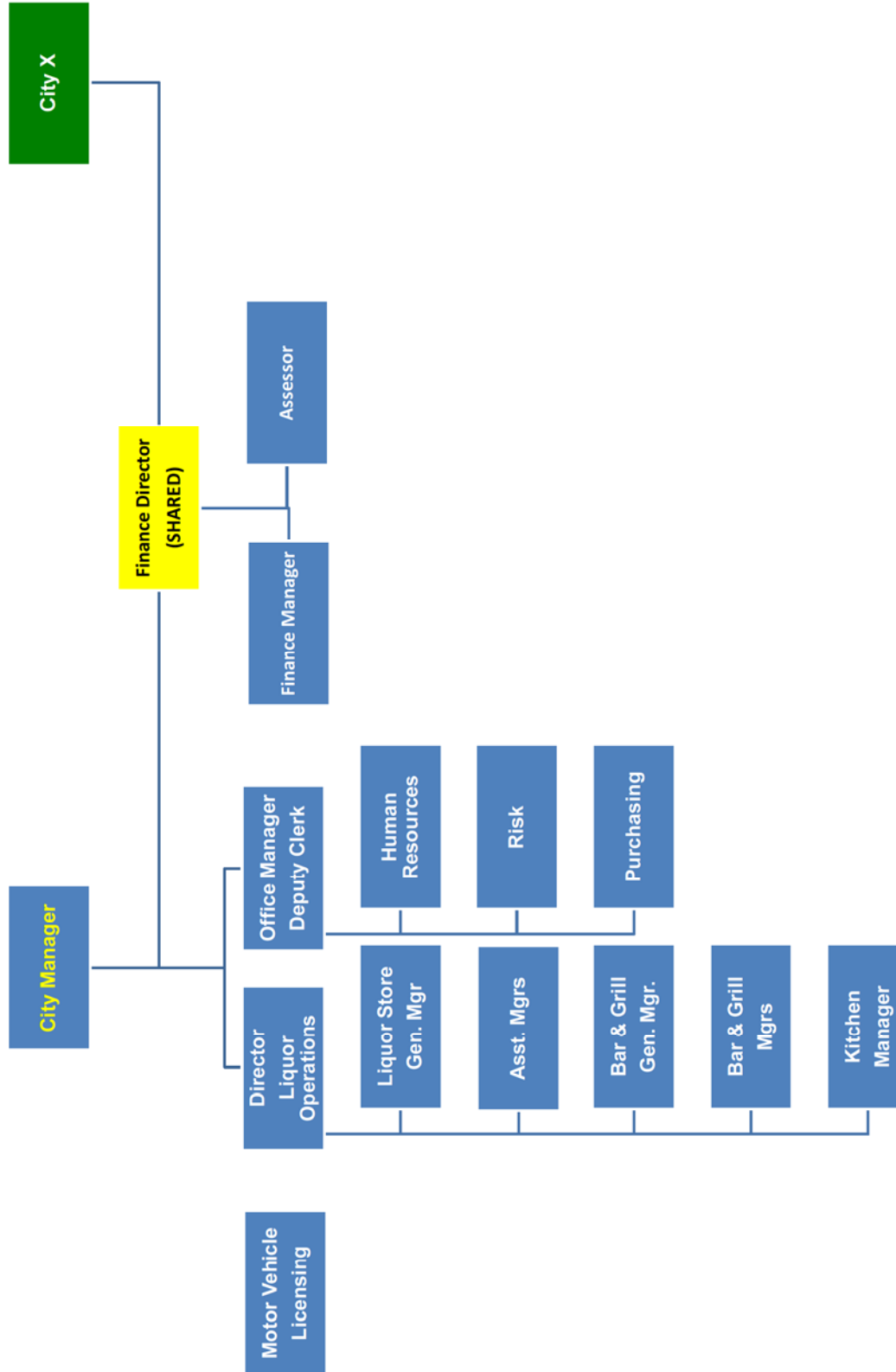


## ADMINISTRATION/FINANCE — LIQUOR OPTION 3

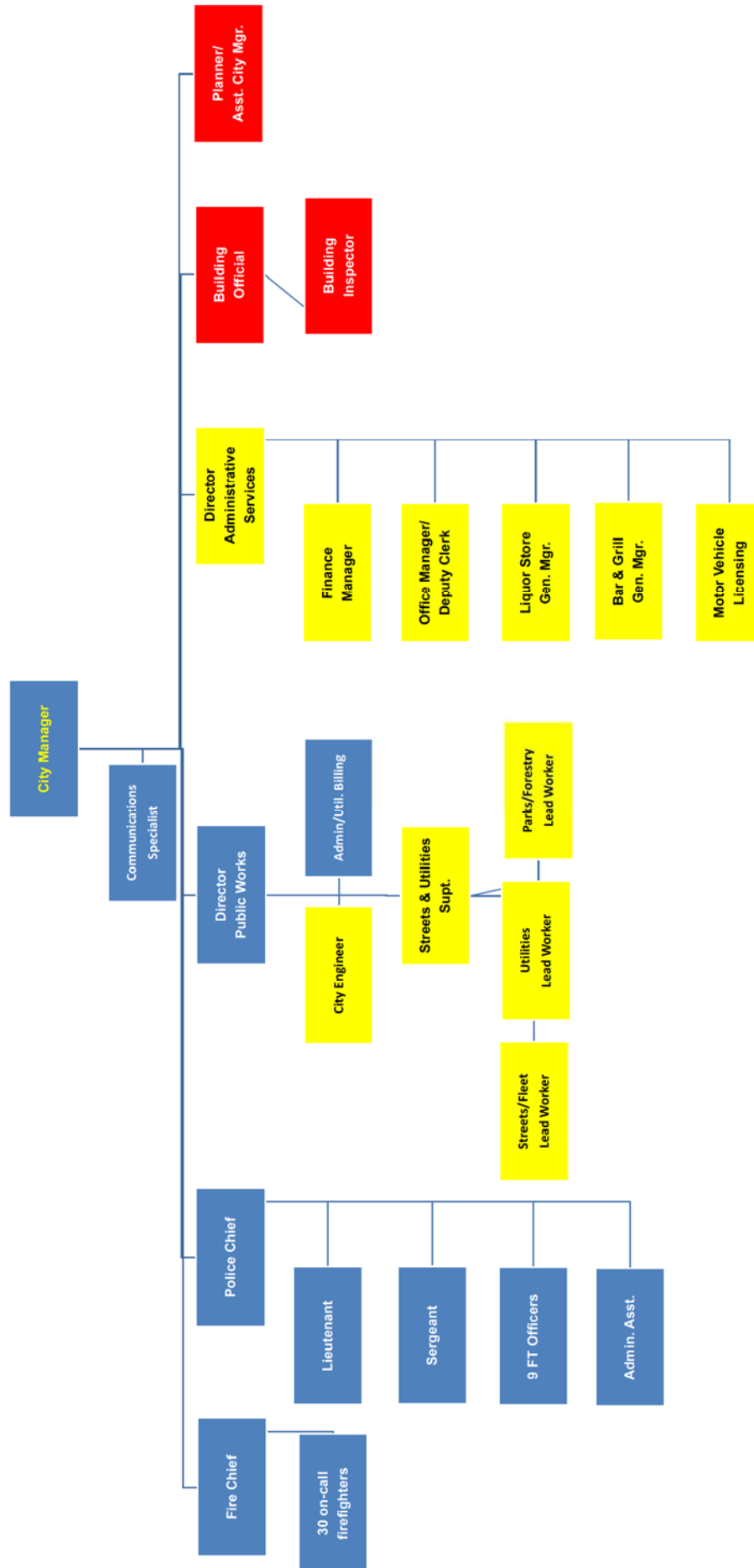




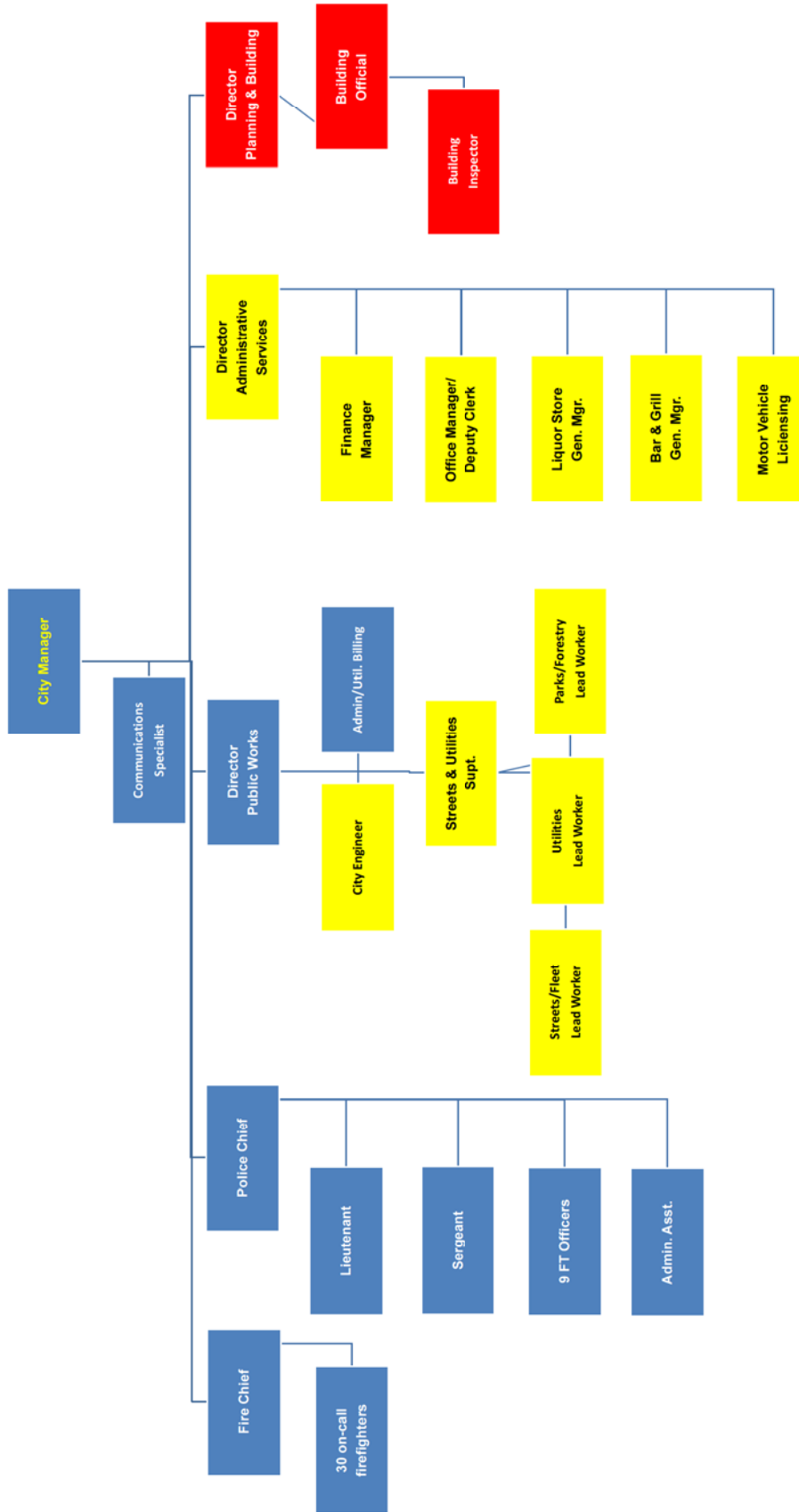
## ADMINISTRATION/FINANCE — LIQUOR OPTION 4

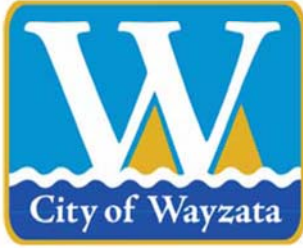


# RECOMMENDED ALL



## RECOMMENDED





## City of Wayzata City Council Agenda Report

|                                                                                                                                                                                                                              |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                                                                                                            | <b>AGENDA ITEM:</b> 7g |
| <b>TITLE:</b> Adopt Resolution 23-2017 Authorizing the Execution of a Joint Cooperation Agreement Between the City of Wayzata and Hennepin County for Participation in the CDBG Program in 2018-2020                         |                        |
| <b>PROPOSED MOTION:</b> To Adopt Resolution Resolution 23-2017 Authorizing the Execution of a Joint Cooperation Agreement Between the City of Wayzata and Hennepin County for Participation in the CDBG Program in 2018-2020 |                        |
| <b>PREPARED BY:</b> Jeffrey Dahl, City Manager                                                                                                                                                                               |                        |
| <b>REVIEWED BY:</b> N/A                                                                                                                                                                                                      |                        |

### **ACTION REQUESTED:**

Staff recommends approval of the attached Resolution 23-2017.

### **FINANCIAL OR BUDGET CONSIDERATION:**

There is no cost to participate. Rather, the City is able to receive grant dollars for qualified projects.

### **BACKGROUND:**

While the current Joint Cooperation Agreement (JCA) for the Hennepin County CDBG program is set to auto-renew, it has since been determined that amendments to the JCA are needed in order to ensure compliance with various HUD regulations, improve administrative efficiency, and prepare for the possibility of federal funding cuts to the CDBG program. As such, the County has asked cities to consider a resolution of approval.

The City of Wayzata participates in the County's Consolidated Pool for federal Community Development Block Grant funds. Participation in this program alone does not introduce any financial obligations or administrative requirements, rather, it provides the following benefits:

- Allows residents of Wayzata to apply for assistance for home repairs through the county-operated single family housing rehab loan program;
- Allows residents of Wayzata to receive assistance through various public service activities, including homeownership counseling, reverse mortgage counseling, home maintenance help for seniors, senior center programming, among other programs; and
- Provides the City the option of applying for CDBG funds for eligible housing or public facility projects.

### **ATTACHMENTS:**

1. Draft Resolution 23-2017 Authorizing the Execution of a Joint Cooperation Agreement between the City of Wayzata and Hennepin County for Participation in the Urban Hennepin County Community Development Block Grant Program in Fiscal Years 2018-2020
2. Draft Updated Joint Cooperation Agreement (JCA)



**CITY OF WAYZATA**

**RESOLUTION NO. 23-2017**

**RESOLUTION AUTHORIZING THE EXECUTION OF A JOINT COOPERATION AGREEMENT BETWEEN THE CITY OF WAYZATA AND HENNEPIN COUNTY FOR PARTICIPATION IN THE URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IN FISCAL YEARS 2018 – 2020**

WHEREAS, the City of Wayzata, Minnesota and the County of Hennepin have in effect a Joint Cooperation Agreement for purposes of qualifying as an Urban County under the United States Department of Housing and Urban Development Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG) Program, and HOME Investment Partnerships (HOME) Programs; and

WHEREAS, the City and County wish to execute a new Joint Cooperation Agreement in order to continue to qualify as an Urban County for purposes of the Community Development Block Grant, ESG and HOME Programs.

BE IT THEREFORE RESOLVED that a new Joint Cooperation Agreement between the City and County be executed effective October 1, 2017 and that the Mayor and the City Manager be authorized and directed to sign the Agreement on behalf of the City.

Adopted by the Wayzata City Council this 5<sup>th</sup> day of July, 2017.

---

Mayor Kenneth Willcox

ATTEST:

---

City Manager Jeffrey Dahl

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution:

I hereby certify that the foregoing is a true and correct copy of Resolution No. 23-2017 adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 5, 2017.

---

Becky Malone, Deputy City Clerk

SEAL

**JOINT COOPERATION AGREEMENT  
URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

THIS AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, State of Minnesota, hereinafter referred to as "COUNTY," A-2400 Government Center, Minneapolis, Minnesota, 55487, and the cities executing this Master Agreement, each hereinafter respectively referred to as "COOPERATING UNIT," said parties to this Agreement each being governmental units of the State of Minnesota, and made pursuant to Minnesota Statutes, Section 471.59.

**WITNESSETH:**

COOPERATING UNIT and COUNTY agree that it is desirable and in the interests of their citizens that COOPERATING UNIT shares its authority to carry out essential community development and housing activities with COUNTY in order to permit COUNTY to secure and administer Community Development Block Grant and HOME Investment Partnership funds as an Urban County within the provisions of the Act as herein defined and, therefore, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions.

COOPERATING UNIT acknowledges that by the execution of this Agreement that it understands that it:

1. May not also apply for grants under the State CDBG Program from appropriations for fiscal years during which it is participating in the Urban County Program; and
2. May not participate in a HOME Consortium except through the Urban County.
3. May not receive a formula allocation under the Emergency Solutions Grants (ESG) Program except through the Urban County.

**I. DEFINITIONS**

The definitions contained in 42 U.S.C. 5302 of the Act and 24 CFR §570.3 of the Regulations are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.).
- B. "Activity" means a CDBG-funded activity eligible under Title I of the Housing and Community Development Act of 1974, as amended. Example: single family rehab activity.
- C. "Annual Program" means those combined activities submitted by cooperating units to COUNTY for CDBG funding as part of the Consolidated Plan.
- D. "Analysis of Impediments to Fair Housing Choice" or "AI" means an assessment of how laws,



regulations, policies and procedures affect the location, availability, and accessibility of housing, and how conditions, both private and public, affect fair housing choice. All HUD grantees must certify that they will affirmatively further fair housing, which means conducting an Analysis of Impediments to Fair Housing Choice (AI), taking appropriate actions to overcome the effects of any impediments identified through that analysis, and keeping records of these actions.

- E. "Consolidated Plan" means the document bearing that title or similarly required statements or documents submitted to HUD for authorization to expend the annual grant amount and which is developed by the COUNTY in conjunction with COOPERATING UNITS as part of the Community Development Block Grant Program.
- F. "Cooperating Unit(s)" means any city or town in Hennepin County that has entered into a cooperation agreement that is identical to this Agreement, as well as Hennepin County, which is a party to each Agreement.
- G. "HUD" means the United States Department of Housing and Urban Development.
- H. "Metropolitan City" means any city located in whole or in part in Hennepin County which is certified by HUD to have a population of 50,000 or more people, or which has previously been granted Metropolitan City status by HUD.
- I. "Program" means the HUD Community Development Block Grant Program as defined under Title I of the Housing and Community Development Act of 1974, as amended.
- J. "Program Income" means gross income received by the recipient or a subrecipient directly generated from the use of CDBG.
- K. "Public service activities" means the provision of public services described in 24 CFR 570.201(e).
- L. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- M. "Urban County" means the entitlement jurisdiction within the provisions of the Act and includes the suburban Hennepin County municipalities which are signatories to this Agreement.

## **II. PURPOSE**

The purpose of this Agreement is to authorize COUNTY and COOPERATING UNIT to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities and authorizes COUNTY to carry out these and other eligible activities for the benefit of eligible recipients who reside within the corporate limits of the COOPERATING UNIT which will be funded from annual Community Development Block Grant, Emergency Solutions Grants (ESG) Programs and HOME appropriations for the Federal Fiscal Years 2018, 2019 and 2020 and from any program income generated from the expenditure of such funds.

## **III. AGREEMENT**

The initial term of this Agreement is for a period commencing on October 1, 2017 and terminating no sooner than the end of the program year covered by the Consolidated Plan for the basic grant amount for the Fiscal Year 2020, as authorized by HUD, and for such additional time as may be required for the expenditure of funds granted to the County for such period. Prior to the end of the initial term and the end of each subsequent qualification



period, the COUNTY, as the lead agency of the URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, shall provide a written notice to the COOPERATING UNIT of their right not to participate in a subsequent qualification period. The written notice will provide the COOPERATING UNIT a minimum thirty (30) day period to submit a written withdrawal. If the COOPERATING UNIT does not submit to the COUNTY a written withdrawal during the notice period, this Agreement shall be automatically extended for a subsequent three-year qualifying period.

This Agreement must be amended by written agreement of all parties to incorporate any future changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for the year in which the next qualification of the County is scheduled. Failure by either party to adopt such an amendment to the Agreement shall automatically terminate the Agreement following the expenditure of all CDBG and HOME funds allocated for use in the COOPERATING UNIT's jurisdiction.

This Agreement shall remain in effect until the CDBG, HOME and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed. COUNTY and COOPERATING UNIT cannot terminate or withdraw from this Agreement while it remains in effect.

Notwithstanding any other provision of this Agreement, this Agreement may be terminated at the end of the program period during which HUD withdraws its designation of the COUNTY as an Urban County under the Act.

This Agreement shall be executed by the appropriate officers of COOPERATING UNIT and COUNTY pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolution and executed Agreement shall be filed promptly by the COOPERATING UNIT in the Hennepin County Department of Housing, Community Works and Transit so that the Agreement can be submitted to HUD by July 24, 2017.

COOPERATING UNIT and COUNTY shall take all actions necessary to assure compliance with the urban county's certifications required by Section 104(b) of the Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964; the Fair Housing Act, and affirmatively furthering fair housing. COOPERATING UNIT and COUNTY shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and other applicable laws.

#### **IV. ACTIVITIES**

COOPERATING UNIT agrees that awarded grant funds will be used to undertake and carry out, within the terms of this Agreement, certain activities eligible for funding under the Act. The COUNTY agrees and will assist COOPERATING UNIT in the undertaking of such essential activities by providing the services specified in this Agreement. The parties mutually agree to comply with all applicable requirements of the Act and the Regulations and other relevant Federal and/or Minnesota statutes or regulations in the use of basic grant amounts. Nothing in this Article shall be construed to lessen or abrogate the COUNTY's responsibility to assume all obligations of an applicant under the Act, including the development of the Consolidated Plan, pursuant to 24 CFR Part 91.

COOPERATING UNIT further specifically agrees as follows:

- A. COOPERATING UNIT will, in accord with a COUNTY-established schedule, prepare and provide to the COUNTY, in a prescribed form, requests for the use of Community Development Block Grant Funds consistent with this Agreement, program regulations and the Urban Hennepin County Consolidated Plan.
- B. COOPERATING UNIT acknowledges that, pursuant to 24 CFR §570.501 (b), it is subject to the same requirements applicable to subrecipients, including the requirement for a written Subrecipient Agreement set forth in 24 CFR §570.503. The Subrecipient Agreement will cover the implementation requirements for each activity funded pursuant to this Agreement and shall be duly executed with and in a form prescribed by the COUNTY.
- C. COOPERATING UNIT acknowledges that it is subject to the same subrecipient requirements stated in paragraph B above in instances where an agency other than itself is undertaking an activity pursuant to this Agreement on behalf of COOPERATING UNIT. In such instances, a written Third Party Agreement shall be duly executed between the agency and COOPERATING UNIT in a form prescribed by COUNTY.
- D. COOPERATING UNITS shall expend all funds annually allocated to activities pursuant to the Subrecipient Agreement.
  - 1. All funds not expended pursuant to the terms of the Subrecipient Agreement will be relinquished to the COUNTY and will be transferred to a separate account for reallocation on a competitive request for proposal basis at the discretion of the COUNTY where total of such funds is \$100,000 or greater. Amounts less than \$100,000 shall be allocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- E. COUNTY and COOPERATING UNITS shall expend all program income pursuant to this Agreement as provided below:
  - 1. Program income from housing rehabilitation activities administered by the COUNTY will be incorporated into a pool at the discretion of the COUNTY. The pool will be administered by COUNTY and will be used for housing rehabilitation projects located throughout the entire Urban County. When possible, COUNTY will give priority to funding housing rehabilitation projects within the COOPERATING UNIT where the program income was generated. Funds expended in this manner would be secured by a Repayment Agreement/Mortgage running in favor of the COUNTY. Program income generated by METROPOLITAN CITY COOPERATING UNITS that administer their own housing rehabilitation activities may be retained by the COOPERATING UNIT at its discretion.
  - 2. COUNTY reserves the option to recapture program income generated by non-housing rehabilitation activities if said funds have not been expended within twelve (12) months of being generated. These funds shall be transferred to a separate account for reallocation on a competitive request for proposal basis administered by COUNTY or, where the total of such funds does not exceed \$100,000, shall be reallocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- F. COOPERATING UNITS are encouraged to undertake joint activities involving the sharing of funding when such action furthers the goals of the Consolidated Plan and meets the expenditure goals.



- G. If COUNTY is notified by HUD that it has not met the performance standard for the timely expenditure of funds at 24 CFR 570.902(a) and the COUNTY entitlement grant is reduced by HUD according to its policy on corrective actions, then the basic grant amount to any COOPERATING UNIT that has not met its expenditure goal shall be reduced accordingly.
- H. COOPERATING UNIT will take actions necessary to assist in accomplishing the community development program and housing goals, as contained in the Urban Hennepin County Consolidated Plan, and will comply with COUNTY's direction to redirect the use of funds when necessary to accomplish said goals.
- I. COOPERATING UNIT shall ensure that all activities funded, in part or in full by grant funds received pursuant to this Agreement, shall be undertaken affirmatively with regard to fair housing, employment and business opportunities for minorities and women. It shall, in implementing all programs and/or activities funded by the basic grant amount, comply with all applicable Federal and Minnesota Laws, statutes, rules and regulations with regard to civil rights, affirmative action and equal employment opportunities and Administrative Rule issued by the COUNTY.
- J. COOPERATING UNIT acknowledges the recommendations set forth in the current Analysis of Impediments to Fair Housing Choice. COOPERATING UNIT that does not affirmatively further fair housing within its own jurisdiction or that impedes action by COUNTY to comply with its certifications to HUD may be prohibited from receiving part or all CDBG funding for its activities, and may be required to reimburse COUNTY for part or all of funds it has received.
- K. COOPERATING UNIT shall participate in the citizen participation process, as established by COUNTY, in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.
- L. COOPERATING UNIT shall reimburse COUNTY for any expenditure determined by HUD or COUNTY to be ineligible.
- M. COOPERATING UNIT shall prepare, execute, and cause to be filed all documents protecting the interests of the parties hereto or any other party of interest as may be designated by the COUNTY.
- N. COOPERATING UNIT has adopted and is enforcing:
  - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
  - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- O. COOPERATING UNIT shall not sell, trade, or otherwise transfer all or any portion of grant funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

COUNTY further specifically agrees as follows:

- A. COUNTY shall prepare and submit to HUD and appropriate reviewing agencies, on an annual basis, all plans, statements and program documents necessary for receipt of a basic grant amount under the Act.
- B. COUNTY shall provide, to the maximum extent feasible, technical assistance and coordinating services to COOPERATING UNIT in the preparation and submission of a request for funding.
- C. COUNTY shall provide ongoing technical assistance to COOPERATING UNIT to aid COUNTY in fulfilling its responsibility to HUD for accomplishment of the community development program and housing goals.
- D. COUNTY shall, upon official request by COOPERATING UNIT, agree to administer local housing rehabilitation activities funded pursuant to the Agreement, provided that COUNTY shall receive Twelve percent (12%) of the allocation by COOPERATING UNIT to the activity as reimbursement for costs associated with the administration of COOPERATING UNIT activity.
- E. COUNTY may, at its discretion and upon official request by COOPERATING UNIT, agree to administer, for a possible fee, other activities funded pursuant to this Agreement on behalf of COOPERATING UNIT.
- F. COUNTY may, as necessary for clarification and coordination of program administration, develop and implement Administrative Rules consistent with the Act, Regulations, HUD administrative directives, and administrative requirements of COUNTY; and COOPERATING UNIT shall comply with said Administrative Rules.

## **V. ALLOCATION OF BASIC GRANT AMOUNTS**

Basic grant amounts received by the COUNTY under Section 106 of the Act shall be allocated as follows:

- A. Planning and administration costs are capped to 20 percent of the sum of the basic grant amount plus program income that is received during the program year. During the term of this Agreement the COUNTY will receive a planning and administrative retainage of up to fifteen percent (15%) of the basic grant amount; included in this administrative amount is funding for county-wide Fair Housing activities.
- B. Funding for public service activities are capped to 15 percent of the sum of the basic grant amount plus program income that is received during the previous program year. During the term of this Agreement the COUNTY will retain up to 15% of the basic grant amount for allocation to public service activities county-wide. Funds retained for public service activities will be awarded in a manner determined by COUNTY on a competitive request for proposal basis.
- C. The balance of the basic grant amount shall be made available by COUNTY to COOPERATING UNITS in accordance with the formula stated in part D and the procedure stated in part E of this section utilizing U.S. Census Bureau data. The allocation is for planning purposes only and is not a guarantee of funding.
- D. Allocation of funding will be based upon a formula using U.S. Census Bureau data that bears the same ratio to the balance of the basic grant amount as the average of the ratios between:
  - 1. The population of COOPERATING UNIT and the population of all COOPERATING UNITS.



2. The extent of poverty in COOPERATING UNIT and the extent of poverty in all COOPERATING UNITS.
  3. The extent of overcrowded housing by units in COOPERATING UNIT and the extent of overcrowded housing by units in all COOPERATING UNITS.
  4. In determining the average of the above ratios, the ratio involving the extent of poverty shall be counted twice.
- E. Funds will be made available to communities utilizing the formula specified in C of this Section in the following manner:
1. All COOPERATING UNITS which are also METROPOLITAN CITIES will receive funding allocations in accordance with the COUNTY formula allocations.
  2. All COOPERATING UNITS with aggregate formula percentages of greater than five percent (5%) of the total using the procedure in part D. of this section will receive funding allocations in accordance with the COUNTY formula allocations, unless the resulting allocation would total less than One Hundred Thousand Dollars (\$100,000.00).
  3. COOPERATING UNITS with aggregate formula percentages of five percent (5%) or less of the total using the procedure in part D. of this section or with funding allocations of less than One Hundred Thousand Dollars (\$100,000.00) will have their funds consolidated into a pool for award in a manner determined by COUNTY on a competitive request for proposal basis. Only the COUNTY and COOPERATING UNITS whose funding has been pooled will be eligible to compete for these funds.
  4. COOPERATING UNITS shall have the option to opt-in to the consolidated pool specified in item 3. of this part by providing written notice to COUNTY by November 15<sup>th</sup> annually.
- F. The COUNTY shall develop these ratios based upon data to be furnished by the U.S. Census Bureau. The COUNTY assumes no duty to gather such data independently and assumes no liability for any errors in the data.
- G. In the event COOPERATING UNIT does not request a funding allocation, or a portion thereof, the amount not requested shall be made available to other participating communities, in a manner determined by COUNTY.

## **VI. METROPOLITAN CITIES**

Any metropolitan city executing this Agreement shall defer their entitlement status and become part of Urban Hennepin County.

This agreement can be voided if the COOPERATING UNIT is advised by HUD, prior to the completion of the re-qualification process for fiscal years 2018-2020, that it is newly eligible to become a metropolitan city and the COOPERATING UNIT elects to take its entitlement status. If the agreement is not voided on the basis of the COOPERATING UNIT's eligibility as a metropolitan city prior to July 16, 2017, the COOPERATING UNIT must remain a part of the COUNTY program for the entire three-year period of the COUNTY qualification.

## **VII. OPINION OF COUNSEL**

The undersigned, on behalf of the Hennepin County Attorney, having reviewed this Agreement, hereby opines that the terms and provisions of the Agreement are fully authorized under State and local law and that the COOPERATING UNIT has full legal authority to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly-assisted housing.

---

Assistant County Attorney

### VIII. HENNEPIN COUNTY EXECUTION

The Hennepin County Board of Commissioners having duly approved this Agreement on \_\_\_\_\_, 2017, and pursuant to such approval and the proper County official having signed this Agreement, the COUNTY agrees to be bound by the provisions herein set forth.

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant County Attorney

Date: \_\_\_\_\_

COUNTY OF HENNEPIN, STATE OF MINNESOTA

By: \_\_\_\_\_  
Chair of its County Board

Attest: \_\_\_\_\_  
Deputy Clerk of the County Board

Date: \_\_\_\_\_

By: \_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Assistant County Administrator – Public Works

Date: \_\_\_\_\_

Recommended for Approval:

\_\_\_\_\_  
Director, Community Works

Date: \_\_\_\_\_

## IX. COOPERATING UNIT EXECUTION

COOPERATING UNIT, having signed this Agreement, and the COOPERATING UNIT'S governing body having duly approved this Agreement on \_\_\_\_\_, 2017, and pursuant to such approval and the proper city official having signed this Agreement, COOPERATING UNIT agrees to be bound by the provisions of this Joint Cooperation Agreement.

CITY OF

By: \_\_\_\_\_  
Its Mayor Kenneth Willcox

And: \_\_\_\_\_  
Its City Manager Jeffrey Dahl

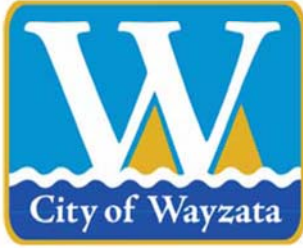
ATTEST: \_\_\_\_\_

CITY MUST CHECK ONE:

The City is organized pursuant to:

\_\_\_\_ Plan A    \_\_\_\_ Plan B    \_\_\_\_ Charter





## City of Wayzata City Council Agenda Report

|                                                                                                                                                                          |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                                                        | <b>AGENDA ITEM:</b> 7h |
| <b>TITLE:</b> Approval of Resolution No. 25-2017 Calling for a Public Hearing on September 5, 2017 for the Modification to Tax Increment Financing District #3 (Widsten) |                        |
| <b>PROPOSED MOTION:</b> Adopt Resolution No. 25-2017 Calling for a Public Hearing on September 5, 2017 to Consider Amendments to TIF Plan #3 (Widsten)                   |                        |
| <b>PREPARED BY:</b> Jeffrey Dahl, City Manager                                                                                                                           |                        |
| <b>REVIEWED BY:</b> N/A                                                                                                                                                  |                        |

### **ACTION REQUESTED:**

Staff recommends adoption of the attached resolution.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The Widsten TIF Amendment will allow the City to:

- Transfer back unrestricted funds that were temporarily moved to help provide upfront cash for the parking ramp;
- Pay off the parking ramp debt quicker with future increment.

While staff is still determining the specific amount of funds that can be transferred back, the amendment will allow the TIF district to be open until December 31, 2022. It is estimated that the district will generate approximately \$400,000 annually over the next 6-years or approximately \$2.4 million.

### **BACKGROUND:**

After three years of lobbying, the City was finally successful in getting approval of Special Legislation to amend the Widsten TIF District to allow the Mill Street Parking Ramp to be considered an eligible expense despite its later-than-anticipated construction date. This means the City will be able to utilize the increment generated to help pay/finance the Mill Street Parking Ramp.

On June 20<sup>th</sup>, the City Council adopted a Resolution 22-2017, that approved the Special Legislation. At its June 22 meeting, the HRA requested that the City Council amend the TIF Plan. In addition to the attached Resolution, please see a more information from Stacie Kvilvang, Financial Advisor from Ehlers and Associates including a draft timeline. The next step in the process to utilize the increment is to adopt the attached resolution calling for a public hearing to amend the TIF Plan on September 5<sup>th</sup>, 2017.

### **ATTACHMENTS:**

1. Draft Resolution No. 25-2017
2. Memo from Stacie Kvilvang, Ehlers and Associates, Dated June 27, 2017
3. Schedule of Events

**CITY OF WAYZATA  
HENNEPIN COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 25-2017**

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY  
COUNCIL ON THE PROPOSED ADOPTION OF A MODIFICATION TO  
THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT  
FINANCING DISTRICT NO. 3.**

BE IT RESOLVED by the City Council (the "Council") for the City of Wayzata, Minnesota (the "City"), as follows:

Section 1. Public Hearing. This Council shall meet on September 5, 2017, at approximately 7:00 P.M., to hold a public hearing on the proposed adoption of a modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 3 (the "TIF Plan Modification"), all pursuant to and in accordance with Minnesota Statutes, Sections 469.001 to 469.047, and Sections 469.174 to 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Plans. City staff is authorized and directed to work with Ehlers to prepare the TIF Plan Modification and to forward documents to the appropriate taxing jurisdictions including Hennepin County and Independent School District No. 284. The City Manager is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to September 5, 2017, and to place a copy of the TIF Plan Modification on file in the City Manager's office at City Hall and to make such copy available for inspection by the public.

The motion for the adoption of the foregoing resolution was made by Council member \_\_\_\_\_, and duly seconded by Council member \_\_\_\_\_, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Adopted by the Wayzata City Council this 5<sup>th</sup> day of July, 2017.

\_\_\_\_\_  
Mayor Kenneth Willcox

ATTEST:

\_\_\_\_\_  
City Manager Jeffrey Dahl

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution:

I hereby certify that the foregoing is a true and correct copy of Resolution No. 25-2017 adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 5, 2017.

---

Becky Malone, Deputy City Clerk

SEAL





# Memo

**To:** Jeffrey Dahl, City Manager  
**From:** Stacie Kvilvang and James Lehnhoff, Ehlers  
**Date:** June 27, 2017  
**Subject:** Widsten TIF District #3 Plan Modification

---

The Widsten TIF District #3 was originally certified on March 1, 1996 and included provisions for constructing a new municipal parking ramp. However, because the ramp did not start construction within five years of the District's certification (known as the "5-year rule"), special permission was needed from the legislature to use the tax increment generated in the District to pay for costs related to the parking ramp. In May 2017, Governor Dayton signed the tax bill that included the City's request for special legislation effectively waiving the 5-year rule.

On December 20, 2016, the City issued \$7,725,00 in general obligation TIF bonds to pay for the construction of the parking ramp. TIF generated from District #5 (Wayzata Bay Center) was pledged to payment on the bonds which is approximately \$500,000 per year. The Widsten TIF District has an existing cash balance that the City can use for payment of debt service on these bonds in addition to the projected annual TIF to be generated in 2017 – 2022 of \$400,000. This will "free up" TIF from District #5 for the City to use on other public improvements related to redevelopment within the City and/or future debt payments on the bonds after 2022.

The proposed TIF Plan modification will incorporate the special legislation, update the TIF Plan's budget to reflect actual TIF received to date and expected through the term of the district, bring the budget into conformance with Office of the State Auditor reporting requirements and update current statutory requirements. Additionally, the term of the TIF District will be amended to change the decertification date from March 1, 2020, to December 31, 2022, which is the statutory maximum term of the District.

The schedule for the TIF Plan modification is attached to this memo. Approval of the attached resolution will set the public hearing to review the TIF Plan modification at the September 5, 2017, City Council meeting.

Please contact me at 651-697-8506 with any questions.



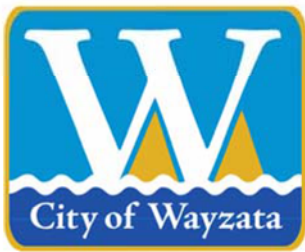
# SCHEDULE OF EVENTS

## WAYZATA HOUSING AND REDEVELOPMENT AUTHORITY AND THE CITY OF WAYZATA HENNEPIN COUNTY, MINNESOTA

### FOR THE MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 3: WIDSTEN SCHOOL PROJECT (a redevelopment TIF District – 2017 Modification)

#### Draft as of June 9, 2017

|                   |                                                                                                                                                                                                                                                                                                                                               |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 22, 2017     | HRA requests that the City Council call for a public hearing.                                                                                                                                                                                                                                                                                 |
| July 5, 2017      | City Council calls for a public hearing.                                                                                                                                                                                                                                                                                                      |
| July 18, 2017     | Letter received by County Commissioner giving notice of a potential modification to a redevelopment tax increment financing district (at least 30 days prior to publication of public hearing notice). <i>[Ehlers will fax and mail on or before July 18, 2015]</i>                                                                           |
| August 3, 2017    | HRA adopts a resolution approving the TIF Plan Modification.                                                                                                                                                                                                                                                                                  |
| August 4, 2017    | Fiscal/economic implications received by School Board Clerk and County Auditor (at least 30 days prior to public hearing). <i>[Ehlers will fax and mail on or by August 4, 2017.]</i>                                                                                                                                                         |
| August 14, 2017   | Ehlers conducts internal review of the TIF Plan Modification.                                                                                                                                                                                                                                                                                 |
| August 17, 2017   | Date of publication of hearing notice and map (at least 10 days but not more than 30 days prior to hearing). <i>[Wayzata Plymouth Sun Sailor publication deadline: August 10, 2017 – Ehlers will submit notice, map, and instructions on or by August 10, 2017, via email to sunlegals@ecm-inc.com]</i>                                       |
| August 21, 2017   | Planning Commission reviews TIF Plan Modification to determine if it is in compliance with City's comprehensive plan and adopts a resolution approving the TIF Plan Modification.                                                                                                                                                             |
| September 5, 2017 | City Council holds a public hearing at 7:00 P.M. on the Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 3: Widsten School Project and passes resolution approving the TIF Plan Modification. <i>[Ehlers will send Council packet information, via email, to the City on or by August 29, 2017.]</i> |
| <u>TBD</u>        | Ehlers files TIF Plan Modification with the MN Department of Revenue, Office of the State Auditor, and Hennepin County.                                                                                                                                                                                                                       |



## City of Wayzata City Council Agenda Report

|                                                                                                                                                                                                             |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                                                                                                                                           | <b>AGENDA ITEM:</b> 8a |
| <b>TITLE:</b> Public Hearing and Consider Approval of an On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating Liquor License for Sushi Fix Holdings LLC DBA "Sushi Fix" at 862 Lake Street E |                        |
| <b>PROPOSED MOTION:</b> To approve an On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating Liquor License for Sushi Fix Holdings LLC DBA "Sushi Fix" at 862 Lake Street E                    |                        |
| <b>PREPARED BY:</b> Becky Malone, Deputy City Clerk                                                                                                                                                         |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                                                                                                                                                              |                        |

### **ACTION REQUESTED:**

Pending any additional feedback from the public hearing, staff recommends approval of both liquor licenses.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The applicant applied for an on-sale intoxicating liquor license and Sunday on-sale intoxicating liquor license for the license period of July 10, 2017 through April 30, 2018. The applicant paid a pro-rated license fee of \$8,750.00. In addition, the applicant paid a background investigation fee of \$500.00.

### **BACKGROUND:**

Sushi Fix Holdings LLC, the new owner of Sushi Fix, has applied for an on-sale intoxicating liquor license and Sunday on-sale intoxicating liquor license for their restaurant located at 862 Lake Street E. The licensed premises will include the first floor indoor restaurant.

A background investigation as it pertains to liquor licensing is still being conducted on the owners as of Thursday, June 29, 2017, but thus far has been found to be in satisfactory order. We will provide an update at the Council meeting.

The license must be reviewed by Alcohol and Gambling Enforcement following approval by the Wayzata City Council.

Treasurer Mr. Shoji Suzuki and Restaurant Manager Ms. Mikiko Inamoto will be present at the meeting to answer questions.

### **ATTACHMENTS:**

1. Municipal Licenses for City Council Approval

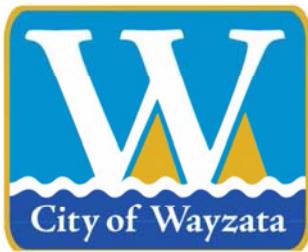
**07/05/2017**

**LIST OF MUNICIPAL LICENSES FOR CITY COUNCIL APPROVAL**

(Recommended for approval, pending staff review for completeness of application materials.)

| <b>NEW On-Sale Intoxicating Liquor License and Sunday On-Sale Intoxicating<br/>Liquor License 07/10/2017 - 04/30/2018</b> |                   |
|---------------------------------------------------------------------------------------------------------------------------|-------------------|
| Sushi Fix Holdings LLC DBA "Sushi Fix"                                                                                    | 862 Lake Street E |





## City of Wayzata City Council Agenda Report

|                                                                                         |                        |
|-----------------------------------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                                                       | <b>AGENDA ITEM:</b> 9a |
| <b>TITLE:</b> Consider termination of covenant at 150 Lake St W                         |                        |
| <b>PROPOSED MOTION:</b> Approve the agreement terminating the covenant at 150 Lake St W |                        |
| <b>PREPARED BY:</b> Jeff Thomson, Director of Planning and Building                     |                        |
| <b>REVIEWED BY:</b> Jeffrey Dahl, City Manager                                          |                        |

### **ACTION REQUESTED:**

City staff recommends that the City Council terminate the covenant on the property. An agreement approving the termination will be provided to the Council at the meeting.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The termination of the covenant would not have any impact on the City budget.

### **BACKGROUND:**

TCF National Bank currently owns the property located at 150 Lake St W, and Inland Development Partners has a purchase agreement to purchase the property. There is a covenant that was filed against the property in 1998 that restricts the use of the lower level basement. The covenant states that:

The basement space to be constructed under the principal structure on the Property shall be used solely for storage purposes and to house building mechanicals. The basement space shall not be used for any office or other purposes.

City staff's understanding is that the covenant was put in place in order to ensure that the site would provide adequate parking to serve the uses within the building. Based on the size of the existing building and number of parking stalls on the site, there would not be enough off-street parking on the site to meet the City's minimum parking requirements if the basement was used for office space. The basement of the existing building is currently used for mechanical systems for the building, and storage.

Inland Development Partners has stated that they would like to continue to use the basement for mechanical and storage, with the potential of adding common amenities (lunch room, workout room, etc.) for the tenants of the building. Inland is not planning on converting the space to any use that would increase parking demand and require additional parking.

After reviewing the covenant, staff has determined that the covenant is not needed. The City's parking ordinance, which applies to the existing building and any future changes in use, would require that the site meet the minimum parking requirements if the basement included floor area devoted to retailing activities, production or processing of goods, or to business or professional offices. If the uses in the basement changed, the potential for parking issues would be addressed by the City's parking requirements. Therefore, the existing covenant can be terminated, which requires a written agreement by all owners of the property and the City.



**ATTACHMENTS:**

1. Letter requesting termination of covenant
2. Existing covenant



June 15, 2017

City of Wayzata  
600 Rice Street East  
Wayzata, MN 55391

Re: 150 Lake Street West, Wayzata (the "Property")

Dear Sir or Madam:

TCF National Bank is the owner of the above Property. There is currently a Covenant dated November 11, 1998, and filed November 17, 1998 as Document No. 3086732 filed against the Property which restricts the use of the basement located in the principal structure on the Property. A copy of the Covenant is attached.

In connection with its possible purchase of the Property, Inland Development Partners, LLC has requested the termination of the Covenant. Therefore, TCF as owner of the Property hereby requests that the City of Wayzata agree to terminate the Covenant, and execute a Termination Agreement evidencing such agreement, to be recorded against title to the Property.

If you have any questions, please call Michelle Schmitt at 763-337-6936.

Very truly yours,

TCF National Bank

By Michelle Schmitt  
Its VP Corporate Real Estate

3086732

1005611

11-17-98

10am

2C

OFFICE OF THE REGISTRAR  
OF TITLES  
HENNEPIN COUNTY, MINNESOTA  
CERTIFIED FILED ON

NOV 17 1998

10am

BY *Michael J. Bunn*  
REGISTRAR OF TITLES  
DEPUTY

3086732

1998 AND PRIOR TAXES PAID  
TAXPAYER SERVICES  
TRANSFER ENTERED

NOV 17 1998

*[Signature]*  
HENNEPIN COUNTY MINN.  
DEPUTY

### COVENANT

This Covenant is entered into this 17<sup>th</sup> day of November, 1998, by John L. Laurent and Ann M. Laurent, husband and wife (collectively "Owner") who are the owners of Lot 24, Block 1, Westlake, Hennepin County, Minnesota.

Owner hereby agrees as follows:

WHEREAS, Owner is the sole owner of the property legally described as Lot 24, Block 1, Westlake, Hennepin County, Minnesota (the "Property"); and

WHEREAS, in order to settle a dispute between the Owner and the City of Wayzata, a Minnesota municipal corporation (the "City") and the Housing and Redevelopment Authority in and for the City of Wayzata, a body corporate and politic under the laws of Minnesota (the "HRA") the Owner has agreed to record this Covenant against the title to the Property;

NOW, THEREFORE, for the reasons set forth herein, and in consideration of One Dollar, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Owner hereby agrees that following Covenant shall be recorded against the title to the Property:

1. The basement space to be constructed under the principal structure on the Property shall be used solely for storage purposes and to house building mechanicals. The basement space shall not be used for any office or other purposes. For purposes of this covenant, "basement space" shall mean any space which is wholly or partially below grade level.

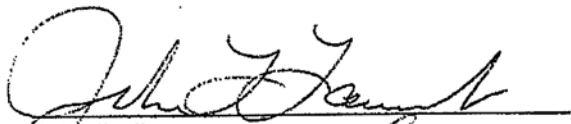
2. This covenant shall be binding upon Owner and all successors and assigns of Owner and shall run with the land. The Covenant may only be terminated by written agreement executed by all owners of the Property and the City of Wayzata and only if recorded against the title to the Property.

3. The Owner warrants that it has received all necessary corporate approval to enter into this Covenant and to make the same a binding agreement of the Owner.

4. This Covenant shall be in effect for so long as the basement space is located on the Property and for so long as this Covenant is not terminated as outlined above.

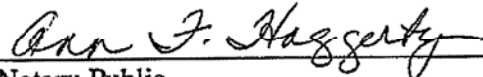
5. The City and HRA shall have the right to enforce the terms of this Covenant, and if a cause of action is brought by the City and/or HRA to enforce this Covenant, and the City and/or HRA prevails in said action, the Owner or its successors and assigns, shall be responsible for all costs and reasonable attorneys fees incurred by the City and/or HRA in bringing said action.

6. The Owner, the City or the HRA shall have the right to record this Covenant of record against the Property and the Owner agrees to cooperate in the recording of this Covenant with the appropriate County land recorder. If in order to record this Covenant, changes are required by the County land recorder, the Owner shall cooperate with the City and/or HRA in drafting and executing a document incorporating said required changes.

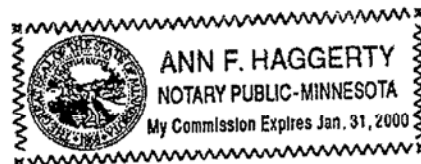
  
John L. Laurent  
  
Ann M. Laurent

STATE OF MINNESOTA  
COUNTY OF HENNEPIN } ss.

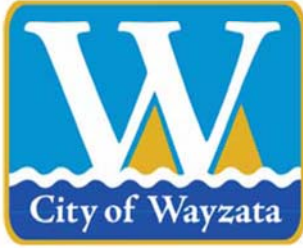
The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of November, 1998, by John L. Laurent, and Ann M. Laurent, husband and wife.

  
Notary Public

This instrument drafted by:  
Paul E. Kaminski  
Best & Flanagan LLP  
4000 US Bank Place  
601 Second Avenue South  
Minneapolis, MN 55402-4331







## City of Wayzata City Council Agenda Report

|                                                                 |                        |
|-----------------------------------------------------------------|------------------------|
| <b>MEETING DATE:</b> July 5, 2017                               | <b>AGENDA ITEM:</b> 9b |
| <b>TITLE:</b> Consider Approval of 2017-2020 Strategic Plan     |                        |
| <b>PROPOSED MOTION:</b> To Approve the 2017-2020 Strategic Plan |                        |
| <b>PREPARED BY:</b> Jeffrey Dahl, City Manager                  |                        |
| <b>REVIEWED BY:</b> N/A                                         |                        |

### **ACTION REQUESTED:**

Staff recommends approval of the 2017-2020 Strategic Plan and appreciates the collaboration and forward thinking of the City Council, department heads, and the overall organization.

### **FINANCIAL OR BUDGET CONSIDERATION:**

The initiatives highlighted in the Strategic Plan are either already budgeted, or, will be programed into the Capital Improvement Program and future annual budgets.

### **BACKGROUND:**

On April 20 and April 21, the City Council, City staff, and Facilitator Nick Ruehl held a two-day retreat to update the City's Strategic Plan, which was originally drafted in 2012. The Plan is critical in that it establishes a vision for our future, provides clear direction for reaching our goals, and establish priorities and measurable targets that the City can budget around and track. Because the community and organization is constantly evolving, we need to follow and update the plan on a regular basis.

Overall, the Strategic Plan helps us to:

- Involve the community in directing our future and making strategic decisions;
- Provide clear guidance for established City goals;
- Focus our efforts over a defined period;
- Continually assess City services/operations and address deficiencies;
- Establish priorities for City services, operations, departments, and projects;
- Guide tough decisions related to City resources and finances; and
- Integrate our budgeting decisions with new financial tools and established goals

After a lot of discussion at the retreat, there was consensus on the following five strategic objectives which serve as the foundation for the 2017-2020 Strategic Plan. These strategic objectives underpin all of our programs:

1. Wayzata has a strong financial foundation;
2. Wayzata offers efficient and effective operations;
3. Wayzata provides thoughtful growth;
4. Wayzata is an active and healthy community; and
5. Wayzata celebrates an engaged community.

In addition, there was agreement on the details on the specific objectives, strategies and guiding principles, which determine how we will evaluate our success over the next four years (See attached Work Plan).

**UPDATE:**

Since April, staff met on several occasions to internally digest the discussion at the retreat, drafted a Plan and then held a work shop on before the June 6 Council Meeting. Feedback received at the work shop focused on:

- Ensuring that we track/update the Plan twice per year;
- Internal discussion as to whether timing of initiatives are realistic; and
- Making the Strategic Plan document more user friendly/marketable.

Since June, staff has updated the draft Strategic Plan by shifting some initiatives further into the future and we also developed a two-page handout that better summarizes the Plan.

**ATTACHMENTS:**

1. Draft Summary of Strategic Planning Session
2. Draft 2017-2020 Strategic Plan Summary
3. Draft 2017-2020 Strategic Plan Work Plan



## Mission / Vision / Values Summary

At the strategic planning workshop in April, Council and Staff reviewed and discussed the results of the survey relative to the Mission, Vision, and Values questions answered by the respondents (see appendix A), as well as reviewed various City of Wayzata documents that contained Vision and Values references. Below are images of the worksheets we developed at the workshop. The key points identified by the Council and Staff, summarized below, provided a foundation for evaluating the strategic objectives and initiatives formulated during the session, and will be used to inform the decision making going forward.

**MISSION - TO SERVE**

- Preserve QUALITY OF LIFE FOR RESIDENTS
- Citizens, businesses, visitors, landowners, future, itself
- STAKEHOLDERS (citizens, visitors, landowners, future, itself)
- Community Shared Values
- Reputation (Brand) bigger than city
- Stewardship - safety - security, home, comfort, well being, prosperity, future

**A Shared Vision for Wayzata - From Comp. Plan 2030**

- Wayzata will continue to be a community with a great spirit and passion for all that it is - a destination on Lake Minnetonka, a desirable place to live, and a profitable place for commerce.
- We are an engaged community comprised of well-minded independent thinking people who see the value in doing good for the community. We understand this will create tension at times and during those times we expect our civic leaders to take charge.
- Wayzata will continue to evolve in a manner that has pride in its heritage, joy of living in the present, and an orientation toward the future.
- We value parks, open spaces, other public areas, and public art to help broaden our perspectives.
- We value community building opportunities.
- We are concerned about not being able to capitalize on opportunities because of high property values. We also recognize that high property values allow us to be who we are today.
- We see redevelopment as an opportunity for new investment. We also value redevelopment to protect our natural and physical resources.
- We understand we are part of a larger metropolitan area and have a role to serve in the region.

**Values critical for serving the residents and businesses of Wayzata?**

**14 Level Responses**

- Integrity
- Fairness
- Respect
- Transparency
- Accountability
- Stewardship
- Community
- Excellence
- Innovation
- Creativity
- Collaboration
- Communication
- Commitment
- Compassion

**13 Level Responses**

- Professionalism
- Excellence
- Commitment
- Accountability
- Courtesy
- Trustworthiness
- Enthusiasm
- Support
- Progressiveness
- Efficiency
- Effectiveness
- Reliability
- Resilience

**12 Level Responses**

- Integrity
- Fairness
- Respect
- Transparency
- Accountability
- Stewardship
- Community
- Excellence
- Innovation
- Creativity
- Collaboration
- Communication
- Commitment
- Compassion

**11 Level Responses**

- Professionalism
- Excellence
- Commitment
- Accountability
- Courtesy
- Trustworthiness
- Enthusiasm
- Support
- Progressiveness
- Efficiency
- Effectiveness
- Reliability
- Resilience

**10 Level Responses**

- Integrity
- Fairness
- Respect
- Transparency
- Accountability
- Stewardship
- Community
- Excellence
- Innovation
- Creativity
- Collaboration
- Communication
- Commitment
- Compassion



## Key Points Summarized

### Our Mission:

- **To Preserve and Enhance the Quality of Life for Residents, Businesses, and Community**
- Descriptors for our Mission:
  - Stewardship, Service, Safety, Security, Home, Comfort, Well Being, Prosperity, Future
  - Reputation / Brand is bigger than the city, itself
  - To Serve

### Our Vision: (This should be considered a “Tag Line”)

- **The Lake Place to Be!**
- A healthy, vibrant, safe, home town on the lake.
- Where Mayberry meets Manhattan
- Smile, you are home!
- Ideal place on the lake to live, work, shop, and play.

There is a Vision Statement in the 2030 Comprehensive Plan (Appendix B), and we recommend that a copy of the survey results regarding the Vision and Mission, along with the key points above be provided to the 2040 Comprehensive Plan Committee for consideration.

### Community Values

The Community Values statement embodied with in the Lake Effect document is reaffirmed. (See Appendix B)

### City Values (Council & City Administration)

The following Council and City Administration Values were developed as part of the workshop:

#### Service Attitude

- Community over Self

#### Professionalism

- Efficient
- Do the right thing well
- Competence (Skilled)
- Interact with Community – Calm in the storm (Well-being)

#### Respect

- Treat others as you would like to be treated
- Transparency, (Define)
- Openness & Accessible
- Willingness to Listening
- Modeled by Staff & Council

#### Open Communication

- Two-way Street
- Accessible to Council & Staff

- Published information for transparency

#### Integrity

- Do what we say we will do
- Pride
- Caring
- Passion
- Inclusive and Engaged

#### Fiscal Responsibility

- Fiduciary relationship of Trust
- Stewardship: “Not mine, Ours”
- Proper planning
- Responsible spending
- Prudent bonding – Strong Rating
- Proper internal controls
- Transparency
- Proper budget vetting
- Frequent reporting





## Appendix A

### Pre-Workshop Survey Questions

3/21/2017

#### Mission / Vision / Values

##### *All Participants*

##### **Question #1:**

***What 3-5 expectations do the residents and businesses have for the City of Wayzata?***

##### **1st Level Responses**

- Pedestrian & bike accessibility
- Provide friendly, professional, responsive, and knowledgeable customer service
- Safe
- A balance of small town charm with shops, restaurants and parks that are attractive to all
- That the organization, first and foremost, will provide efficient and effective essential services and public safety to its community members.
- Balancing the need for controlled growth against retention of the small town feel of Wayzata
- Delivery of dependable, quality services with a positive, helpful attitude.
- Safe
- SAFE
- Friendly
- Reliable infrastructure (water, sewer, roads, sidewalks, plowing, docks, parks, parking)
- Protect and preserve what they love about the City (natural beauty, small town, vibrant/interesting businesses, good neighborhoods, etc.)
- Expedient responses to their concerns
- Safe, secure and livable community
- Communications-Community Involvement
- An easily accessible business/commerce district

##### **2<sup>nd</sup> Level Responses**

- Maintain small town character
- Be responsible stewards of taxes, fees, and City expenditures
- Clean
- Readily available public conveniences, such as smooth traffic flow, convenient parking and clean, walkable sidewalks
- That it will maintain and improve the aesthetic landscape of the community to the highest level.
- Essential services will continue to be offered at a high level without a big tax levy
- Open communication to encourage community involvement and to maintain the trust and respect of those we serve.
- Clean
- CLEAN
- Caring
- Reliable, professional public safety (fire, police)
- Improve and revive areas of the City that need help (Lake Effect, downtown parking)
- Decisions are made with the best interest of the community in mind
- Available Staff, Council and resources for public questions, programs and infrastructure projects
- Reliable City Services
- A clean and safe downtown

### **3<sup>rd</sup> Level Responses**

- Fiscal responsibility
- Engage the community in decision-making
- Reliable Utilities
- Balance new development with preservation of what's left of the historic charm
- That government will be transparent and place a high priority on communications.
- That Wayzata will continue to be at the forefront in being sensitive to residents' environmental concerns; e.g. Water quality, invasive species, tree health, etc.
- Lively but not rowdy. Maintain the family oriented community but invite and welcome visitors for work, dining, shopping, and recreation.
- Sound Infrastructure
- BEAUTIFUL
- Courteous
- Public amenities like flowers, benches, views that make the experience of being in Wayzata attractive
- Carefully consider and channel new development in ways consistent with the above
- Fair and equitable treatment for businesses and individuals alike
- Sound fiscal management, reasonable tax levies, no diminution of property values
- Reliable Public Safety-Police & Fire
- Ample parking

### **4<sup>th</sup> Level Responses**

- Coordination with other agencies (MnDOT, Henn. Cty, etc.)
- A responsive city staff
- Healthy single family neighborhoods
- More efficient planning and interagency coordination for roads and public improvements (following prolonged Bushaway Road and Pres Homes projects)
- Provide a vibrant community for residents, businesses, property owners, and visitors
- Reliable Services
- That we be strong financial stewards, plan accordingly, and keep tax increases reasonable.

### **5<sup>th</sup> Level Responses**

- Try to hang on to the small town character, feel, friendliness, which includes city staff
- Balanced development and historical preservation to maintain hometown feel

### **Question #2:**

***What 3-5 expectations do the residents and businesses have of the Wayzata Council?***

### **1<sup>st</sup> Level Responses**

- Fiscal responsibility
- Responsive
- Communicate
- Make balanced decisions that don't sway too far one way or the other (promote smart growth/change)
- That they will take time to listen to all questions/concerns.
- Fair hearing and consideration of all concerns
- Support well-planned, responsible community development.
- Fair
- BE THOUGHTFUL IN PLAN DESIGN OF FUTURE WAYZATA
- Available
- Transparency, Openness - willing to hear all sides and deliberate carefully and respectfully
- Protect and preserve the character of Wayzata
- Preservation of the small town appeal

- Fair and open public process and hearings; fair enforcement of Charter and ordinances
- Sustaining our Community
- A fair review of all items concerning downtown commercial health
- Maintain small town character
- Transparent
- Act in the Best Interests of the Citizens
- Make decisions that foster a vibrant and attractive atmosphere for small businesses
- That they will be fair and make decisions that balance personal vision of the community with the needs of the constituents
- Residents - keep taxes low and retain the charm of Wayzata
- Responsible stewards ensuring long-term management of quality services & infrastructure.
- Progressive

#### **2<sup>nd</sup> Level Responses**

- Will Listen
- Competency, conservative fiduciary budgeting and oversight, minimize taxes
- Carefully steward the finances and resources of the City
- Decisions are made with the best interest of the citizens
- Well-conceived public policy and long term planning (comprehensive, strategic, capital improvements, etc.)
- Enhancing City Assets
- Quick response to problems/concerns for businesses and residents alike

#### **3<sup>rd</sup> Level Responses**

- Communication
- Engage the community
- Honest
- Keep real estate taxes as low as possible while maintaining the financial strength of the city
- That they prioritize what is good for the whole versus the individual.
- Businesses - lower taxes and rents
- Maintaining and expanding our outdoor amenities, improving connectivity & walkability within Wayzata.
- Fiscally Responsible
- Will fix issues or problems immediately
- Fairness
- Listen
- Be active and approachable in the community
- Responsible and transparent fiscal management oversight, reasonable annual budgets and tax levies
- Ensuring Fiscal Stability
- An annual review of how to promote/market our downtown

#### **4<sup>th</sup> Level Responses**

- Be open minded. Listen to and consider their, thoughts, concerns and opinions when making decisions
- That they will take their roles seriously and treat all with a level of respect.
- Both Residents and Businesses - solve parking constraints
- Polite and receptive interaction both with colleagues and the public
- Engage in the community
- Protection of neighborhoods and livability of community

#### **5<sup>th</sup> Level Responses**

- That they be progressive and think strategically about how to best position the City.
- Dedication and commitment to the city, to include steady attendance and energetic leadership
- Make decisions consistent with the above



**Question #3:**

***What 3-5 expectations do the residents and businesses have of the Wayzata staff?***

**1<sup>st</sup> Level Responses**

- Timely responses
- Knowledgeable in the area of expertise
- Communicate
- Maintain a high level of customer service at City Hall
- That they listen and provide them with the basic respect every human being deserves.
- Maintain a high degree of professional knowledge; be experts in their field
- Delivery of dependable, quality services with a positive, helpful attitude.
- Responsive
- TO REALLY CARE ABOUT THEIR CITY
- Friendly
- Many of the same as above re the Council, friendliness, open, receptive
- Professionalism
- Put the community first
- Timely, informed and knowledgeable responses to questions and concerns
- Professional
- Quick response

**2<sup>nd</sup> level Responses**

- Communication
- Friendly
- Responsive
- Public works staying on top of keeping the city clean, snow cleared, parks and public areas well maintained...
- That they will work hard and be mindful when spending taxpayer dollars.
- Culture of helpfulness
- Open communication to encourage community involvement and to maintain the trust and respect of those we serve.
- Courteous
- Helpful; Will drop everything to help them right away
- Even handed approach to dealing with developers
- Accessibility
- Be a positive influence
- Expertise on ordinances and administrative procedures
- Competent
- Professional etiquette to all items of concern large and small

**3<sup>rd</sup> Level Responses**

- Trust
- Flexible
- Customer Service
- Deliver constant communication with residents through various media outlets
- That they embody the small town atmosphere, call each other by name, and place a high value on relationships.
- That all essential services be offered consistently and without disruption
- Manage routine operations of the City for each of the departments within a well-maintained and safe community.
- Professional
- Professional
- Access and prompt response to requests/questions



- Friendliness
- Be approachable
- Fair, courteous and respectful treatment
- Honest
- Professional conduct of all departments outside of city hall

#### **4<sup>th</sup> Level Responses**

- Professionalism
- Responsive
- That they are healthy, well-trained, well-compensated, happy, and motivated employees.
- Proactive
- Experienced
- Strong communication with the public
- Helpfulness
- Honesty, integrity and safety in city operations
- Friendly
- Quick communication among staff regarding items of concern from residents

#### **5<sup>th</sup> Level Responses**

- That they respond to them promptly and provide a certain level of expertise.
- Dedicated
- State of the art technology and internet presentation
- Knowledgeable
- Efficiency and economy in city operations
- Follow Through

#### **Question #4:**

##### ***What do you believe the Mission of Wayzata should be?***

- To provide a well-maintained, accessible, safe community.
- Provide public services with the best customer service for a premier/leading community
- Make Wayzata the Best it can be
- The City of Wayzata aims to be the premier community in which to live, work, shop, eat and relax.
- The idyllic place to live, work, and play on Lake Minnetonka.
- Wayzata - a safe, charming and pristine waterfront community that is enjoyed by its residents, welcoming to its visitors and home to a vibrant retail marketplace of shops and restaurants.
- Provide a safe and well maintained lakeside community that is a vibrant and healthy place to live, work and play.
- Provide quality, professional, and personal service to the citizens and visitors of Wayzata while maintaining a safe community and preserving and enhancing the quality of life.
- PROTECT AND PRESERVE THE QUALITY OF LIFE FOR IT'S RESIDENTS
- To provide services to the citizens and business community to make Wayzata excel and thrive for our residents and visitors to our community.
- Provide cost effective state of the art infrastructure for residents and businesses while offering city amenities that enhance the experience of living in and visiting this Gateway to Lake Minnetonka.
- should incorporate the above
- To smoothly integrate progressive change while maintaining the small town appeal.
- The City of Wayzata is a vibrant hometown community with a high quality of life, safe and secure neighborhoods, an efficient and well run city government and where citizen engagement and participation is valued and an important way of life.
- Sustaining Our Community
- To be THE thriving commercial shopping and dining destination for the Lake Minnetonka Area, and West Metro. Emphasis on accessibility.

**Question #5:*****What do you believe the Vision of Wayzata should be?***

- To be a great place to live, work, shop, and play.
- Vibrant, healthy, connected, diverse community
- Make it a Happening Place while trying to keep the Small Town feel as best as we can
- We strive to maintain a balance of our historic small town charm that has been the heart of this community, with forward thinking innovation that is deserving of our residents, visitors and businesses.
- The City of Wayzata is an idyllic community with small town charm, diverse and sophisticated residents, and a thriving business district that straddles the shores of the most popular and beautiful lake in the Midwest.
- To be a model of a true Minnesota community; one which cities would want to emulate around the state and the country.
- Wayzata will be an active lakeside community with a "home town" feel for people to live, work and play.
- To provide for a safe and economically thriving community for generations to come.
- COUNCIL HAS THE VISION OF WHAT THEY WANT WAYZATA TO BE, STAFF MAKES IT HAPPEN.
- Wayzata is a well maintained and safe community.
- The Chamber had as a vision: "Where Mayberry meets Manhattan." I would say to be the premier location on Lake Minnetonka to live and visit offering a welcoming small town ambiance with style and fun.
- should incorporate the above
- Putting residents first and making decisions which will benefit the many over decisions which will benefit the few.
- The City of Wayzata will enhance the vibrancy and livability of our community, follow best practices for efficient and fiscally sound city government operations, seek appropriate public-private partnerships and opportunities to enhance our Lake Minnetonka setting and continue to strive for a balance between development and historical preservation.
- Continue to support a strong commercial base and maintain our residential neighborhoods.
- To create a clean, safe, and entertaining family friendly environment for its residents. From shopping to dining, and outdoor parks/activities.

**Question #6:*****What 6 core values are critical for serving the residents and businesses of Wayzata?*****1<sup>st</sup> Level Responses**

- Professionalism
- Excellence
- Communicate
- Small town charm
- Respect.
- Retaining a pristine waterfront reputation
- Safety: Provide quality public safety services to protect life and property in our community, and maintain our natural environment, infrastructure and facilities to provide a well maintained community.
- Efficient
- INTEGRITY
- Open communication
- Maintain small town feel, character, scale
- Preserve and continue to be what makes Wayzata great
- Integrity
- Fiscal strength with reasonable tax levies
- Wayzata is a Safe Place to be
- Safe and Clean

## **2<sup>nd</sup> Level Responses**

- Trust
- Responsiveness
- Honest
- A great place to live for all generations
- Open Communication.
- To be vibrant yet charming city with a small town, middle-America feel
- Fiscal Soundness: Sound use of public fund and maintain a stable financial foundation.
- Responsible
- PRIDE
- Accountability
- Provide a superior lake experience for residents and visitors
- Continue to Embrace the Lake
- Selflessness
- Proactive development with balanced growth and preservation
- Communication: Current, Target Interested Groups when necessary
- Well rounded dining options that are family friendly

## **3<sup>rd</sup> Level Responses**

- Fiscal responsibility
- Dedicated
- Committed
- Vibrant business community
- Accountability.
- A welcoming place for its residents, visitors, retailer, and commercial enterprises
- Courtesy: Delivery of dependable, quality services with a positive and helpful attitude.
- Trustworthy
- COMMITMENT
- Environment
- Support the commercial core that helps make home ownership more affordable.
- Promote a vibrant downtown area
- Progressive/ Long Term Thinking
- Efficient and effective city operations and delivery of stakeholder services
- City Government is reliable when in crisis mode
- Fun, but not rowdy nightlife

## **4<sup>th</sup> Level Responses**

- Respect
- Open/Inclusive
- Integrity
- Community involvement
- Trust.
- A city that remains cognizant of and retains its historical roots
- Culture of Excellence: We respect all members of the public and each other, and treat all with courtesy and dignity.
- Thoughtful
- Safety
- Protect the single family home neighborhoods
- Protect neighborhoods
- Honoring/Preserving History
- Enhance community engagement and respect public views
- Sound, friendly experience from all who visit any department of the City
- Dining destination for Lake Minnetonka

#### **5<sup>th</sup> Level Responses**

- Collaboration
- Stewardship
- Well maintained public parks and spaces
- Relationships.
- To be a well-maintained and safe community
- Communication: We promote open and honest communication and easy access to information.
- Courteous
- Trust
- Provide a lively (not rowdy) atmosphere
- Preserve history
- Compassion/Understanding
- Enhance community amenities
- Always another option of contact if more information expression is desired
- Financially responsible planning

#### **6<sup>th</sup> Level Responses**

- Forward thinking
- Accomplishment
- Active, healthy residents
- Commitment to Excellence.
- A well-run city
- Environment: We will protect and enhance the unique natural environment of our lakeside community.
- Accountable
- Fairness
- Provide reliable, quality infrastructure
- Promote smart growth
- Decisive Leadership
- Utilize public-private partnerships to design, finance and bring Lake Effects elements to fruition
- We Care





## Appendix B

### Vision, Community Values, & Principles from Current Wayzata Documents

#### From the 2014-2017 Strategic Plan

The Strategic Plan 2014 to 2016 will be an internal action plan for the City of Wayzata. It will establish a vision for our future, provide clear direction for reaching our goals and establish priorities and measurable targets that the City can budget around and track.

The Strategic Plan will help us to:

- Involve the community in directing our future and making strategic decisions
- Provide clear guidance for established City goals
- Focus our efforts over a 2-year period
- Continually assess City services/operations and address deficiencies
- Establish priorities for City services, operations, departments, and projects
- Guide tough decisions related to City resources and finances
- Integrate our budgeting decisions with new financial tools and established goals

#### Guiding Principles

The Strategic Plan includes further details on the specific objectives, strategies and guiding principles, which determine how we will evaluate our success over the next 2 years. This plan was built off of the strategic plan that was drafted in 2012 and was informed by the City Council and City staff, as well as Boards and Commissions staff.

The following 6 guiding principles are the foundation for our Strategic Plan. These principles underpin all of our programs.

1. Wayzata is a well-maintained and safe community.
2. Wayzata is an active community with a “Home Town” feel.
3. Wayzata provides a world-class guest experience.
4. Wayzata celebrates its proud history on the lake.
5. Wayzata offers an exceptional lakefront destination.
6. Wayzata has a strong, stable financial foundation.

#### Focus Areas

To help us reach our vision of Wayzata, we have established 3 focus areas, accompanied by strategic initiatives to help us achieve our goals:

- Focus Area 1: Sustaining our community
- Focus Area 2: Ensuring financial stability
- Focus Area 3: Enhancing City assets

## From the Lake Effect Framework

### Vision

This vision imagines a Wayzata that retains its small-town charm, yet serves as a regional destination for lake recreation the Gateway to Lake Minnetonka.

### Community Values

- Be Wayzata --Wayzata is a charming family friendly community that welcomes visitors as the Gateway to Lake Minnetonka. Be Wayzata; honor and build on Wayzata's unique lakefront location, history, ecology, scale, architecture, retail, service, cultural, and neighborhood assets. Draw from the Hippocratic Oath: First Do no harm.
- Embrace the Lake -- Lake Minnetonka's physical, recreational, scenic, and spiritual assets are keys to Wayzata's unique sense of place, year round appeal, culture, and economic vitality. The residential, retail, and commercial community faces, embraces, and integrates with the lake's many assets. Enhance the quality of life and lake-living culture. Visitors will go where the locals go; touch the water, boat, swim, fish, and skate the lake. Protect important view corridors.
- Thoughtful Economic Growth--Continue economic growth with small focused projects and programs that create direction, success, synergy, and momentum toward community plans and goals. The sum is greater than the parts. Restore, repurpose, build and program with balance and diversity. Champion local businesses and encourage a mix of affordable retail and service businesses.
- Engaged Community--Wayzatans care about the future and actively participate in shaping their community. Everyone's voice and involvement is important. Continuing community engagement is key to long term success.
- Reimagine the Railroad--James J. Hill's historic lakeside railroad preserved the community's view to the lake and saved the lakeshore from private development. Its operation simultaneously compromises access to and from the downtown and the lake, use of the lakefront, and raises safety concerns for both the railroad and community. Reimagine the railroad to realize opportunities and address issues along the BNSF downtown reach.
- Access for All--Wayzata's lakefront downtown serves the local community and is also part of a regional network of shopping, entertainment, service, and recreation. Provide safe, affordable, all-season universal access – for all ages and abilities, residents and visitors – to walk, bike, boat, drive, park, see and connect Wayzatans and regional visitors to Lake Street retail and services, lakefront amenities and activities, and the lake. Connect the parts visually, physically, and with information and “way finding” signage.
- Lively, but Not Rowdy--Wayzata is a peaceful and vibrant family community that invites and welcomes visitors by providing diverse attractions and experiences for all ages. Enhance and develop a variety of affordable every day and unique opportunities for year ‘round shopping, dining, culture, recreation, celebration, gathering, and relaxation.
- Design Matters--Wayzata's lakefront downtown picture postcard should look great. From storefronts to housing, from landscaping to signage, design matters. Invest in, and build upon, the identity of the lakefront downtown with quality design, architecture, and signage, of appropriate scale, that safely knits together and connects the fabric of Lake Street and the lakefront.

- Environmental + Historical Stewardship---*The environmental health and history of Wayzata and the Lake Minnetonka watershed are integral to Wayzata's economy, sense of place, and community well-being. Stewardship and sustainable development practices will support a healthy ecology, Wayzata's heritage, and strengthen the community development partnership. Wayzata's natural beauty and cultural heritage means you don't have to "go up north" for a resort experience, when you already live in, or near, Wayzata.*

## Community Priorities

- Lake Walk (Path, piers, docks that allow closer proximity to the water)
- Lake Access (Better, safer, more attractive railroad crossings)
- Connectivity (From the East to West and North to South sides of downtown)
- Enhancing Lakefront Venues (Leverage current assets such as the Section Foreman's House, Depot, Shaver Park, Municipal Marina, plus identify new opportunities for public gathering spaces)
- Parking and Circulation (Create a balanced approach for automobiles, pedestrians, bicycles, and boats)
- Purposeful Public Investment

## From the 2030 Comprehensive Plan

### A Shared Vision for Wayzata

- Wayzata will continue to be a community with a great spirit and passion for all that it is – a destination on Lake Minnetonka, a desirable place to live, and a profitable place for commerce.
- We are an engaged community comprised of well-minded independent thinking people who see the value in doing good for the community. We understand this will create tension at times and during those times we expect our civic leaders to take charge.
- Wayzata will continue to evolve in a manner that has pride in its heritage, joy of living in the present, and an orientation toward the future.
- We value parks, open spaces other public areas and public art to help broaden our perspectives.
- We value community building opportunities.
- We are concerned about not being able to capitalize on opportunities because of high property values. We also recognize that high property values allow us to be who we are today.
- We see redevelopment as an opportunity for new investment. We also value redevelopment to protect our natural and physical resources. We understand we are part of a larger metropolitan area and have a role to serve in the region.



## Community Objectives

In addition to Wayzata's Vision Statement, the Task Force developed 10 broader objectives to guide the preparation of the Comprehensive Plan.

### 1. Preserve and enhance Wayzata's "small town" character

- Scale, walkability, land use patterns, street and boulevard character

### 2. Strong residential neighborhoods

- Reinforce and enhance residential neighborhoods

### 3. A vibrant and healthy business climate

- A strong downtown is key to the economic and social base of the community
- Preserve and enhance the business structure for primary retail/commercial areas

### 4. Family orientation

- Built the physical environment to allow for the development cultural and social activities that provide the opportunity for social engagement

### 5. Community heritage

- Built community form; redevelopment of significant properties; small town roots
- Preservation of historic or significant properties

### 6. Maintain and enhance the diversity of housing options

- Continue to recognize housing diversity is a community asset
- Address the need and opportunities for life cycle housing

### 7. A connected community

- Build physical and psychological connections between all residential neighborhoods, business areas, and links to other recreational amenities

### 8. Protection of amenities

- Preserve and protect significant natural resource areas
- Promote access to community park and open space resources

### 9. Strengthen and reinforce community gateways

- Provide announcement and a sense of place to areas of the community at key entry points through architectural, landscape and urban design elements

### 10. Sustainability

- As addressed in: policy decisions, legislative actions, administrative actions, and project implementation





# 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

### 1.1 Explore Financial Sustainability of Core Services & Enterprise Operations

- |       |                                                |           |
|-------|------------------------------------------------|-----------|
| 1.1.1 | Study of Current Fire Department Model         | Apr. 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. 2018 |
| 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 |

### 1.3 Relocate Telecom Site

- |       |                                |           |
|-------|--------------------------------|-----------|
| 1.3.1 | Continue Negotiations on Lease | Dec. 2018 |
|-------|--------------------------------|-----------|

## 2.0 Efficient & Effective Operations

### 2.1 Expand Technology for Efficiency and Convenience

- |       |                                                          |           |
|-------|----------------------------------------------------------|-----------|
| 2.1.1 | Implement Paperless Council Packets                      | Dec. 2017 |
| 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. 2018 |
| 2.3.2 | Complete energy audit for city vehicles & equipment | Dec. 2018 |

### 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. 2019 |
| 2.5.2 | Fire                 | Dec. 2018 |
| 2.5.3 | Public Works         | Dec. 2019 |
| 2.5.4 | Building Inspections | Apr. 2018 |

### 3.0 Thoughtful Growth

#### 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 Branding & Marketing Campaign for Organization and Broader Community | Mar. 2019 |
|-------|------------------------------------------------------------------------------|-----------|

#### 3.4 Complete City Wide Traffic Study

- |       |                                                       |            |
|-------|-------------------------------------------------------|------------|
| 3.4.1 | Complete Analysis of Superior/Wayzata option          | Feb. 2018  |
| 3.4.2 | Construction of Superior/Wayzata Option               | Sept. 2018 |
| 3.4.3 | Other traffic issues considered in Comprehensive Plan | Mar. 2018  |

### 4.0 An Active and Healthy Community

#### 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                                          | Nov. 2017 |
| 4.2.2 | Assist Lake Effect Conservancy in Fundraising Efforts | Jun. 2020 |
| 4.2.3 | Design Lake Street/Pop Up Park Plans                  | Oct. 2018 |
| 4.2.4 | Build Lake Street/Pop Up Park                         | Oct. 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

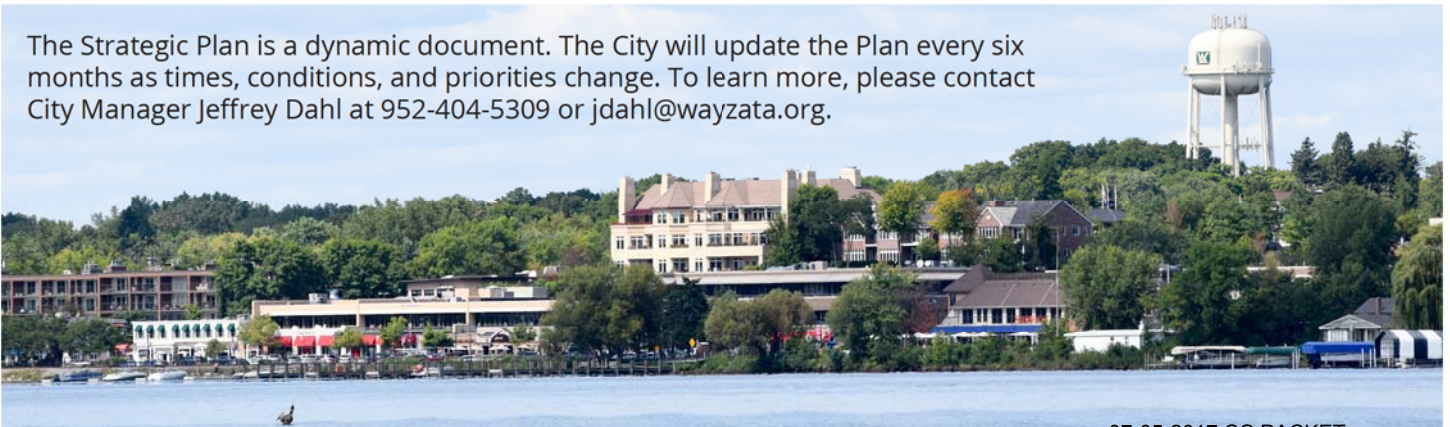
#### 5.1 Complete 2040 Comprehensive Plan

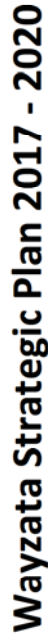
- |       |                                                          |           |
|-------|----------------------------------------------------------|-----------|
| 5.1.1 | Incorporate Separate Public Engagement Process           | Dec. 2017 |
| 5.1.2 | Update Traffic and Utility Information                   | Jun. 2018 |
| 5.1.3 | Incorporate Wayzata Blvd. Corridor Study/Small Area Plan | Jun. 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](mailto:jdahl@wayzata.org).





**Goals: What we will do to accomplish these objectives**

**Goals: What we will do to accomplish these objectives**

**Initiatives:** Individual activities leading to goals

[illegible]









# Wayzata Strategic Plan / 2017 - 2020

Strategic Objectives: The City's Priorities for the Next 4 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

## 1.0 A Strong Financial Foundation

| 1.1 Explore financial sustainability of Core Services & Enterprise Operations |                                                                            |        |        |                              |                   |  |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------|--------|------------------------------|-------------------|--|
| 1.1.1                                                                         | Study of Current Fire Department Model                                     | Start  | Finish | Resp                         | Comments / Status |  |
| 1.1.1.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Jul-17 | Sep-17 | Klapprich                    |                   |  |
| 1.1.1.2                                                                       | Scope of work milestones                                                   | Sep-17 | Feb-18 | Klapprich                    |                   |  |
| 1.1.1.3                                                                       | Complete study, Present findings to the Council, Deliberations             | Mar-18 | Apr-18 | Klapprich                    |                   |  |
| 1.1.2                                                                         | Study of Municipal Liquor                                                  | Start  | Finish | Resp                         | Comments / Status |  |
| 1.1.2.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Jan-18 | Feb-18 | McDonald/Castellano/Pietrini |                   |  |
| 1.1.2.2                                                                       | Scope of work milestones                                                   | Mar-18 | Oct-18 | McDonald/Castellano/Pietrini |                   |  |
| 1.1.2.3                                                                       | Complete study, Present findings to the Council, Deliberations             | Nov-18 | Dec-18 | McDonald/Castellano/Pietrini |                   |  |
| 1.2                                                                           | Diversify revenue to reduce levy                                           |        |        |                              |                   |  |
| 1.2.1                                                                         | Study grant writing options & opportunities                                | Start  | Finish | Resp                         | Comments / Status |  |
| 1.2.1.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Mar-18 | Aug-18 | Dahl                         |                   |  |
| 1.2.1.1                                                                       | Present Grant Opportunities to Council and Prioritize                      | Aug-18 | Oct-18 | Dahl                         |                   |  |
| 1.2.2                                                                         | Implement Special Services District                                        | Start  | Finish | Resp                         | Comments / Status |  |
| 1.2.2.1                                                                       | Work with Consultant on Engagement and Development of Budget               | Jun-17 | Sep-17 | Dahl                         |                   |  |
| 1.2.2.2                                                                       | Assist Property Owners in Petition/Approval Process                        | Aug-17 | Dec-17 | Dahl                         |                   |  |
| 1.2.2.3                                                                       | Determine Operational Board of SSD                                         | Nov-17 | Jan-18 | Dahl                         |                   |  |
| 1.2.3                                                                         | Study feasibility for a Sales Tax/Visitors and Convention Bureau w/Chamber | Start  | Finish | Resp                         | Comments / Status |  |
| 1.2.3.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Jan-19 | Feb-19 | Dahl                         |                   |  |
| 1.2.3.2                                                                       | Scope of work milestones                                                   | Mar-19 | Oct-19 | Dahl                         |                   |  |
| 1.2.3.3                                                                       | Complete study, Present findings to the Council, Deliberations             | Nov-19 | Dec-19 | Dahl                         |                   |  |
| 1.2.4                                                                         | Study Monetizing Docks                                                     | Start  | Finish | Resp                         | Comments / Status |  |
| 1.2.4.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Jan-18 | Feb-18 | McDonald                     |                   |  |
| 1.2.4.2                                                                       | Scope of work milestones                                                   | Mar-18 | May-18 | McDonald                     |                   |  |
| 1.2.4.3                                                                       | Complete study, Present findings to the Council, Deliberations             | May-18 | Jun-18 | McDonald                     |                   |  |
| 1.2.5                                                                         | Study Monetizing Parking                                                   | Start  | Finish | Resp                         | Comments / Status |  |
| 1.2.5.1                                                                       | Retain Consultant : Research, Scope of Work, Interview, Hire               | Jan-19 | Feb-19 | McDonald                     |                   |  |
| 1.2.5.2                                                                       | Scope of work milestones                                                   | Mar-19 | May-19 | McDonald                     |                   |  |
| 1.2.5.3                                                                       | Complete study, Present findings to the Council, Deliberations             | May-19 | Jun-19 | McDonald                     |                   |  |
| 1.3                                                                           | Relocate Telecom Site                                                      |        |        |                              |                   |  |
| 1.3.1                                                                         | Continue negotiations on lease                                             | Start  | Finish | Resp                         | Comments / Status |  |
| 1.3.1.1                                                                       | Negotiate with four existing providers and one new provider                | Jul-17 | Aug-18 | Dudinsky                     |                   |  |
| 1.3.1.2                                                                       | Present Findings to Council, Deliberations                                 | Sep-18 | Oct-18 | Kelly                        |                   |  |
| 1.3.1.3                                                                       | Transition all Telecom Equipment from water tower to new monopole          | Oct-18 | Dec-18 | Kelly                        |                   |  |



# Wayzata Strategic Plan / 2017 - 2020

**Strategic Objectives: The City's Priorities for the Next 4 Years**

**Goals: What we will do to accomplish these objectives**

Initiatives: Individual activities leading to goals

## 2.0 Efficient & Effective Operations

| <b>2.1 Expand Technology for Efficiency and Convenience</b> |                                                                                         |                                                                                           |  |        |        |                      |  |  |  |  |  |                   |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--|--------|--------|----------------------|--|--|--|--|--|-------------------|
|                                                             | 2.1.1                                                                                   | Implement Paperless Council Packets                                                       |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.1.1.1                                                                                 | Research best practices and process/method of delivery                                    |  | Jun-17 | Aug-17 | Malone               |  |  |  |  |  |                   |
|                                                             | 2.1.1.2                                                                                 | Purchase devices and software                                                             |  | Sep-17 | Oct-17 | Malone               |  |  |  |  |  |                   |
|                                                             | 2.1.1.3                                                                                 | Implementation and Council/Staff Training                                                 |  | Nov-17 | Dec-17 | Malone               |  |  |  |  |  |                   |
|                                                             | 2.1.2                                                                                   | Streamline and Digitize Permitting and Licensing Process                                  |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.1.2.1                                                                                 | Research best practices and process/method of delivery                                    |  | Jan-18 | Mar-18 | Dahl/Admin           |  |  |  |  |  |                   |
|                                                             | 2.1.2.2                                                                                 | Purchase devices and software                                                             |  | Apr-18 | May-18 | Dahl/Admin           |  |  |  |  |  |                   |
|                                                             | 2.1.2.3                                                                                 | Implementation, Staff Training, and Marketing of new Technology                           |  | Jun-18 | Dec-18 | Dahl/Admin           |  |  |  |  |  |                   |
|                                                             | <b>2.2 Optimize City Management Organization for Efficiency</b>                         |                                                                                           |  |        |        |                      |  |  |  |  |  |                   |
|                                                             | 2.2.1                                                                                   | Study of management organizational structure, HR practices, Processes, Transition         |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             |                                                                                         | Work with Consultant : Organizational Analysis, Succession Planning, Comp & Class, Update |  |        |        |                      |  |  |  |  |  |                   |
|                                                             | 2.2.1.1                                                                                 | Employee Policy, Review All HR processes                                                  |  | Jul-17 | Nov-17 | Dahl/Kaufman         |  |  |  |  |  |                   |
|                                                             | 2.2.1.2                                                                                 | Complete study, Present finding to the Council, Deliberations                             |  | Dec-17 | Dec-17 | Dahl/Kaufman         |  |  |  |  |  |                   |
|                                                             | <b>2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment</b> |                                                                                           |  |        |        |                      |  |  |  |  |  |                   |
|                                                             | 2.3.1                                                                                   | Complete energy audit for facilities                                                      |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.3.1.1                                                                                 | Retain Consultant : Research, Scope of Work, Interview, Hire                              |  | Jan-18 | Mar-18 | Building Inspections |  |  |  |  |  |                   |
|                                                             | 2.3.1.2                                                                                 | Scope of work milestones                                                                  |  | Apr-18 | Nov-18 | Building Inspections |  |  |  |  |  |                   |
|                                                             | 2.3.1.3                                                                                 | Complete audit, Present findings to the Council, Deliberations                            |  | Dec-18 | Dec-18 | Building Inspections |  |  |  |  |  |                   |
|                                                             | 2.3.2                                                                                   | Complete energy audit for city vehicles and equipment                                     |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.3.2.1                                                                                 | Identify energy savings strategies for PW equipment and City vehicles                     |  | Jan-18 | Apr-18 | Dudinsky             |  |  |  |  |  |                   |
|                                                             | 2.3.2.2                                                                                 | Adopt energy savings strategy and create action steps for implementation                  |  | May-18 | Dec-18 | Kelly                |  |  |  |  |  |                   |
|                                                             | <b>2.4 Continue Development of Ordinances</b>                                           |                                                                                           |  |        |        |                      |  |  |  |  |  |                   |
|                                                             | 2.4.1                                                                                   | Study Neighborhood Zoning Standards Ordinance                                             |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.4.1.1                                                                                 | Retain Planning Consultant and Planning Commission to review BMP                          |  | Jan-18 | Mar-18 | Thomson              |  |  |  |  |  |                   |
|                                                             | 2.4.1.2                                                                                 | Scope of work milestones                                                                  |  | Apr-18 | Nov-18 | Thomson              |  |  |  |  |  |                   |
|                                                             | 2.4.1.3                                                                                 | Complete draft ordinance, Present findings to the Council, Deliberations                  |  | Dec-18 | Dec-18 | Thomson              |  |  |  |  |  |                   |
|                                                             | 2.4.2                                                                                   | Study Signage Ordinance                                                                   |  | Start  | Finish | Resp.                |  |  |  |  |  | Comments / Status |
|                                                             | 2.4.2.1                                                                                 | Retain Planning Consultant and Planning Commission to review BMP                          |  | Jan-19 | Mar-19 | Thomson              |  |  |  |  |  |                   |
|                                                             | 2.4.2.2                                                                                 | Scope of work milestones                                                                  |  | Apr-19 | Nov-19 | Thomson              |  |  |  |  |  |                   |

|  |         |                                                                          |        |        |                      |                   |
|--|---------|--------------------------------------------------------------------------|--------|--------|----------------------|-------------------|
|  | 2.4.2.3 | Complete draft ordinance, Present findings to the Council, Deliberations | Dec-19 | Dec-19 | Thomson              |                   |
|  |         |                                                                          |        |        |                      |                   |
|  | 2.4.3   | Explore Alternative Energies Ordinance                                   | Start  | Finish | Resp.                | Comments / Status |
|  | 2.4.3.1 | Retain Planning Consultant and Planning Commission to review BMP         | Jan-19 | Mar-20 | Thomson              |                   |
|  | 2.4.3.2 | Scope of work milestones                                                 | Apr-19 | Nov-20 | Thomson              |                   |
|  | 2.4.3.3 | Complete ordinance, Present findings to the Council, Deliberations       | Dec-19 | Dec-20 | Thomson              |                   |
|  |         |                                                                          |        |        |                      |                   |
|  |         |                                                                          |        |        |                      |                   |
|  | 2.5     | Explore Expansion of Shared Services                                     |        |        |                      |                   |
|  | 2.5.1   | Police                                                                   | Start  | Finish | Resp.                | Comments / Status |
|  | 2.5.1.1 | Retain Consultant : Research, Scope of Work, Interview, Hire             | Jan-19 | Mar-19 | Risvold              |                   |
|  | 2.5.1.2 | Scope of work milestones                                                 | Apr-19 | Nov-19 | Risvold              |                   |
|  | 2.5.1.3 | Complete study, Present findings to the Council, Deliberations           | Dec-19 | Dec-19 | Risvold              |                   |
|  |         |                                                                          |        |        |                      |                   |
|  | 2.5.2   | Fire                                                                     | Start  | Finish | Resp.                | Comments / Status |
|  | 2.5.2.1 | Retain Consultant : Research, Scope of Work, Interview, Hire             | Jan-18 | Mar-18 | Klapprich            |                   |
|  | 2.5.2.2 | Scope of work milestones                                                 | Apr-18 | Nov-18 | Klapprich            |                   |
|  | 2.5.2.3 | Complete study, Present findings to the Council, Deliberations           | Dec-18 | Dec-18 | Klapprich            |                   |
|  |         |                                                                          |        |        |                      |                   |
|  | 2.5.3   | Public Works                                                             | Start  | Finish | Resp.                | Comments / Status |
|  | 2.5.3.1 | Retain Consultant : Research, Scope of Work, Interview, Hire             | Jan-19 | Mar-19 | Dudinsky             |                   |
|  | 2.5.3.2 | Scope of work milestones                                                 | Apr-19 | Nov-19 | Dudinsky             |                   |
|  | 2.5.3.3 | Complete study, Present findings to the Council, Deliberations           | Dec-19 | Dec-19 | Dudinsky             |                   |
|  |         |                                                                          |        |        |                      |                   |
|  | 2.5.4   | Building Inspections                                                     | Start  | Finish | Resp.                | Comments / Status |
|  | 2.5.4.1 | Retain Consultant : Research, Scope of Work, Interview, Hire             | Jul-17 | Sep-17 | Building Inspections |                   |
|  | 2.5.4.2 | Scope of work milestones                                                 | Sep-17 | Mar-17 | Building Inspections |                   |
|  | 2.5.4.3 | Complete study, Present findings to the Council, Deliberations           | Mar-18 | Apr-17 | Building Inspections |                   |



# Wayzata Strategic Plan / 2017 - 2020

**Strategic Objectives:** The City's Priorities for the Next 4 Years

**Goals:** What we will do to accomplish these objectives

**Initiatives:** Individual activities leading to goals

## 3.0 Thoughtful Growth

| 3.1 Develop Lake Street Vision |                                                                                                                                                                         |        |        |              |                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------------|-------------------|
|                                |                                                                                                                                                                         | Start  | Finish | Resp.        | Comments / Status |
| 3.1.1                          | Study Downtown Retail Market                                                                                                                                            | Jan-18 | Feb-18 | Dahl/Thomson |                   |
| 3.1.1.1                        | Retain Consultant : Research, Scope of Work, Interview, Hire                                                                                                            | Mar-18 | Oct-18 | Dahl/Thomson |                   |
| 3.1.1.2                        | Scope of work milestones                                                                                                                                                | Nov-18 | Dec-18 | Dahl/Thomson |                   |
| 3.1.1.3                        | Complete study, Present findings to the Council, Deliberations                                                                                                          |        |        |              |                   |
| 3.1.2                          | Develop public/private development plan for Lake Street west of Barry                                                                                                   | Start  | Finish | Resp.        | Comments / Status |
| 3.1.2.1                        | Enter into pre-development agreement with all property owners Develop and Establish TIF District in area to help fund public parking and offset other development costs | Jul-17 | Aug-17 | Dahl/Thomson |                   |
| 3.1.2.2                        |                                                                                                                                                                         | Aug-17 | Dec-17 | Dahl/Thomson |                   |
| 3.1.2.3                        | Work with developers on individual redevelopment approvals                                                                                                              | Aug-17 | Dec-18 | Dahl/Thomson |                   |
| 3.2                            | Develop Master Wayfinding/ Signage Plan                                                                                                                                 | Start  | Finish | Resp.        | Comments / Status |
| 3.2.1                          | Develop Master Wayfinding/Signage Plan for all roads/trails/gateways                                                                                                    | Jul-17 | Aug-17 | Dudinsky     |                   |
| 3.2.1.1                        | Discuss Signage: Gateway, Trail, Parking, Downtown                                                                                                                      | Sep-17 | Jun-18 | Dudinsky     |                   |
| 3.2.1.2                        | Consider forming Wayfinding Committee-report to City Council quarterly                                                                                                  | Jul-18 | Aug-18 | Dudinsky     |                   |
| 3.2.1.3                        | Final Recommendations to City Council and Implementation Steps                                                                                                          |        |        |              |                   |
| 3.3                            | Develop Branding and Marketing Campaign                                                                                                                                 | Start  | Finish | Resp.        | Comments / Status |
| 3.3.1                          | Develop Branding and Marketing Campaign for Organization and Community                                                                                                  | Jun-18 | Jul-18 | Dahl/Classey |                   |
| 3.3.1.1                        | Retain Consultant : Research, Scope of Work, Interview, Hire                                                                                                            | Aug-18 | Feb-19 | Dahl/Classey |                   |
| 3.3.1.2                        | Scope of work milestones                                                                                                                                                | Feb-19 | Mar-19 | Dahl/Classey |                   |
| 3.3.1.3                        | Complete campaign, Present findings to the Council, Deliberations                                                                                                       |        |        |              |                   |
| 3.4                            | Complete City Wide Traffic Study                                                                                                                                        | Start  | Finish | Resp.        | Comments / Status |
| 3.4.1                          | Complete Analysis and Design of Superior/Wayzata Intersection Option                                                                                                    | Jul-17 | Jul-17 | Kelly        |                   |
| 3.4.1.1                        | Retain Consultant for Design : Research, Scope of Work, Interview, Hire                                                                                                 | Aug-17 | Jan-18 | Kelly        |                   |
| 3.4.1.2                        | Scope of work milestones                                                                                                                                                | Jan-18 | Feb-18 | Kelly        |                   |
| 3.4.1.3                        | Complete design, Present findings to the Council, Deliberations                                                                                                         |        |        |              |                   |
| 3.4.2                          | Coordinate Construction of Preferred Superior/Wayzata Intersection                                                                                                      | Start  | Finish | Resp.        | Comments / Status |
| 3.4.2.1                        | Complete financial feasibility report/approve any needed funding                                                                                                        | Jan-18 | Mar-18 | Kelly        |                   |
| 3.4.2.2                        | Go out for bid and award project at Council, Deliberations                                                                                                              | Feb-18 | Mar-18 | Kelly        |                   |
| 3.4.2.3                        | Construction                                                                                                                                                            | Apr-18 | Sep-18 | Kelly        |                   |
| 3.4.3                          | Other traffic issues considered in Comprehensive Plan                                                                                                                   | Start  | Finish | Resp.        | Comments / Status |
| 3.4.3.1                        | Retain Consultant : Research, Scope of Work, Interview, Hire                                                                                                            | Aug-17 | Sep-17 | Kelly        |                   |
| 3.4.3.2                        | Scope of work milestones                                                                                                                                                | Sep-17 | Jan-18 | Kelly        |                   |
| 3.4.3.3                        | Complete study, Present findings to the Council, Deliberations                                                                                                          | Feb-18 | Mar-18 | Kelly        |                   |





# Wayzata Strategic Plan / 2017 - 2020

**Strategic Objectives:** The City's Priorities for the Next 4 Years

**Goals:** What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

## 4.0 An Active and Healthy Community

|                                          |                                                                                              |  |  |  |  |  |  |  |  |
|------------------------------------------|----------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|
| <b>4.1 Develop a Master Park Plan</b>    |                                                                                              |  |  |  |  |  |  |  |  |
| 4.1.1                                    | Develop a Comprehensive Park Plan for the Community                                          |  |  |  |  |  |  |  |  |
| 4.1.1.1                                  | Draft RFP for Parks Master Parks Plan-Advertise for Proposals-Receive Proposals              |  |  |  |  |  |  |  |  |
| 4.1.1.2                                  | Parks & Trails Board Makes Recommendation- CC approves Consultant for P & T Master Plan      |  |  |  |  |  |  |  |  |
| 4.1.1.3                                  | Development of Draft Master Parks Plan-reviewed by P & T Board-recommendation to adopt by CC |  |  |  |  |  |  |  |  |
| <b>4.2 Continue Lake Effect Projects</b> |                                                                                              |  |  |  |  |  |  |  |  |
| 4.2.1                                    | Complete EAW                                                                                 |  |  |  |  |  |  |  |  |
| 4.2.1.1                                  | Retain Consultant: Research, Scope of Work, Interview, Hire for Archeological Study          |  |  |  |  |  |  |  |  |
| 4.2.1.2                                  | Go through Public Notice Process                                                             |  |  |  |  |  |  |  |  |
| 4.2.1.3                                  | Address any feedback received                                                                |  |  |  |  |  |  |  |  |
| 4.2.2                                    | Assist Lake Effect Conservancy with Fundraising Effort                                       |  |  |  |  |  |  |  |  |
| 4.2.2.1                                  | Attend all board meetings and assist with information gathering                              |  |  |  |  |  |  |  |  |
| 4.2.2.2                                  | Help facilitate fundraising events                                                           |  |  |  |  |  |  |  |  |
| 4.2.2.3                                  | Track delta between fundraising obtained and project costs                                   |  |  |  |  |  |  |  |  |
| 4.2.2.4                                  | Retain Project Manager Consultant : Research, Scope of Work, Interview, Hire                 |  |  |  |  |  |  |  |  |
| 4.2.3                                    | Design Lake Street/Pop Up Park Plans                                                         |  |  |  |  |  |  |  |  |
| 4.2.3.1                                  | Retain Consultant : Research, Scope of Work, Interview, Hire                                 |  |  |  |  |  |  |  |  |
| 4.2.3.2                                  | Scope of work milestones including public engagement                                         |  |  |  |  |  |  |  |  |
| 4.2.3.3                                  | Complete design, Present findings to the Council, Deliberations                              |  |  |  |  |  |  |  |  |
| 4.2.4                                    | Build Lake Street/Pop Up Park Plans                                                          |  |  |  |  |  |  |  |  |
| 4.2.4.1                                  | Complete financial feasibility report/approve any needed funding                             |  |  |  |  |  |  |  |  |
| 4.2.4.2                                  | Go out for bid and award project at Council, Deliberations                                   |  |  |  |  |  |  |  |  |
| 4.2.4.3                                  | Construction                                                                                 |  |  |  |  |  |  |  |  |
| 4.2.5                                    | Design Boardwalk/Eco Park Plans                                                              |  |  |  |  |  |  |  |  |
| 4.2.5.1                                  | Retain Consultant : Research, Scope of Work, Interview, Hire                                 |  |  |  |  |  |  |  |  |
| 4.2.5.2                                  | Scope of work milestones including public engagement                                         |  |  |  |  |  |  |  |  |
| 4.2.5.3                                  | Complete design, Present findings to the Council, Deliberations                              |  |  |  |  |  |  |  |  |
| 4.2.6                                    | Build Boardwalk/Eco Park Plans                                                               |  |  |  |  |  |  |  |  |
| 4.2.6.1                                  | Complete financial feasibility report/approve any needed funding                             |  |  |  |  |  |  |  |  |
| 4.2.6.2                                  | Go out for bid and award project at Council, Deliberations                                   |  |  |  |  |  |  |  |  |
| 4.2.6.3                                  | Construction                                                                                 |  |  |  |  |  |  |  |  |



# Wayzata Strategic Plan / 2017 - 2020

**Strategic Objectives:** The City's Priorities for the Next 4 Years

**Goals:** *What we will do to accomplish these objectives*

**Initiatives:** Individual activities leading to goals

## 5.0 An Engaged Community

| <b>5.1 Complete 2040 Comprehensive Plan</b>            |                                                                                            |  |        |        |                   |                   |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------|--|--------|--------|-------------------|-------------------|
|                                                        |                                                                                            |  | Start  | Finish | Resp              | Comments / Status |
| 5.1.1                                                  | Incorporate Separate Public Engagement Process                                             |  | Jul-17 | Jul-17 | Thomson           |                   |
| 5.1.1.1                                                | Retain Consultant : Research, Scope of Work, Interview, Hire                               |  | Jul-17 | Oct-17 | Thomson           |                   |
| 5.1.1.2                                                | Scope of work milestones                                                                   |  | Nov-17 | Dec-17 | Thomson           |                   |
| 5.1.1.3                                                | Complete engagement process, Present findings to the Council, Deliberations                |  |        |        |                   |                   |
| 5.1.2                                                  | Update Traffic and Utility Information                                                     |  | Start  | Finish | Resp              | Comments / Status |
| 5.1.2.1                                                | Retain Consultant : Research, Scope of Work, Interview, Hire                               |  | Aug-17 | Sep-17 | Kelly             |                   |
| 5.1.2.2                                                | Scope of work milestones                                                                   |  | Sep-17 | Jun-18 | Kelly             |                   |
| 5.1.3                                                  | Incorporate Wayzata Blvd. Corridor Study/Small Area Plan                                   |  | Start  | Finish | Resp              | Comments / Status |
| 5.1.3.1                                                | Retain Consultant : Research, Scope of Work, Interview, Hire                               |  | Aug-17 | Sep-17 | Thomson/Kelly     |                   |
| 5.1.3.2                                                | Scope of work milestones                                                                   |  | Sep-17 | Jun-18 | Thomson/Kelly     |                   |
| 5.1.4                                                  | Incorporate environmental component in each section and submit to Met Council for Approval |  | Start  | Finish | Resp              | Comments / Status |
| 5.1.4.1                                                | Review draft Comp Plan and incorporate sustainable initiatives                             |  | Mar-18 | Apr-18 | Thomson           |                   |
| 5.1.4.2                                                | Complete draft Comprehensive Plan Process, Present findings to the Council, Deliberations  |  | May-18 | Jun-18 | Thomson           |                   |
| 5.1.4.3                                                | Receive feedback from other local entities and submit to Met Council                       |  | Oct-18 | Dec-18 | Thomson           |                   |
| <b>5.2 Promote Volunteering/Activism at City Level</b> |                                                                                            |  |        |        |                   |                   |
| 5.2.1                                                  | Create promotion program for Boards and Commissions                                        |  | Start  | Finish | Resp              | Comments / Status |
| 5.2.1.1                                                | Continue promotion of applications                                                         |  | Jun-17 | Dec-20 | Classey           |                   |
| 5.2.1.2                                                | Look at other communities for additional ideas                                             |  | Jul-17 | Sep-17 | Classey           |                   |
| 5.2.2                                                  | Create promotion program for various activities                                            |  | Start  | Finish | Resp              | Comments / Status |
| 5.2.2.1                                                | Promote opportunities for volunteers to public                                             |  | Jul-17 | Dec-20 | Classey           |                   |
| 5.2.2.2                                                | Plan for succession of Volunteer Coordinator and other key roles                           |  | Jan-18 | Dec-19 | Classey           |                   |
| 5.2.3                                                  | Create promotion program for Fire Fighters                                                 |  | Start  | Finish | Resp              | Comments / Status |
| 5.2.3.1                                                | Promote recruitment with video                                                             |  | Jul-17 | Jun-18 | Klapprich/Classey |                   |
| 5.2.3.2                                                | Advertise recruitment in utility bill insert                                               |  | Aug-17 | Jun-18 | Klapprich/Classey |                   |
| 5.2.3.3                                                | Look at other communities for additional ideas                                             |  | Aug-17 | Jun-18 | Klapprich/Classey |                   |