



Wayzata Parks and Trails Board Meeting Agenda

Wednesday, January 17, 2018
6:00 pm

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

1. **Call to Order, Roll Call**
2. **Approval of Minutes of December 6, 2017 Board Meeting**
3. **Approval of Agenda for January 17, 2017 Board Meeting**
4. **Old Business**
 - a. **Review of 2018 CIP Projects**
 - b. **Other 2018 priorities**
 - c. **Update on Platform Tennis current status & next steps**
 - d. **Update on July 4, 2018 Boat Parade**
 - e. **Discuss P&T Brochure Update**
 - f. **Communications Update**
 - g. **Summer Music Series**
5. **New Business**
 - a. **Board Structure and P&T Citizens Advisory Group**
 - b. **Parks & Trails Master Plan Update**
 - i. **Interviews & selection process for Coordinator of Plan**
 - ii. **Meeting schedule for 2018**
 - iii. **Objectives & Design**
 - iv. **Process**
6. **Other Business**
7. **Adjourn**

Members of the Parks & Trials Board may meet after the board meeting for a Holiday Social Event

WAYZATA PARKS AND TRAILS BOARD MEETING MINUTES, DEC. 6, 2017

Meeting was called to order at 6:10 p.m. by Chairman.Baasen. All board members present, except T. Purdy. Public Service Director Dave Dudinsky also present. Visitor: Deb Dudinsky.

M. Bader moved (M. Babcock seconded) to approve minutes of previous meeting. Passed unanimously.

REAPPOINTMENTS - D. Dudinsky announced that the City Council had approved reappointment to the board for S. Showalter, J. McWethy and M. Bader, all for three-year terms. Chairman D. Baasen was reappointed as Executive Board Chair for a one-year term.

Five people applied for the four board openings. M. Babcock moved to invite the fifth candidate, Gerald Osmund, to an advisory board for the upcoming master plan. The motion passed unanimously. Chr. Baasen said he would call Osmund.

MUSIC IN THE PARKS – M. Babcock noted the need to plan early for 2018 concerts. The board discussed possible alternatives to Klapprich Park for concerts, such as the depot, the new Great Lawn, the Beach or Shaver Park. M. Babcock moved to consider an alternative site for concerts. S. Showalter seconded. Motion passed unanimously.

The board also discussed the need for someone to be in charge of hiring bands and the need for more pre-concert publicity. Chr. Baasen wants a plan to increase publicity. M. Bader said she would contact City communications specialist Kristin Classey.

PARK MASTER PLAN – Chr. Baasen said he would like the plan completed by May. Board discussed objectives and timeline for the plan. D. Dudinsky asked members to give him feedback on his RFP for a consultant to execute the planning process. Chr. Baasen asked members to send their comments to J. McWethy, who will coordinate responses.

Chairman Baasen said he would like three members to volunteer for a subcommittee to interview and recommend which consultant to hire. Members Babcock, Bader and Cunningham volunteered. D. Dudinsky said city staff would also be involved. (He noted that Three Rivers Park District wants to extend the Dakota Trail to Minnetonka, which could become a factor in planning.)

Chr. Baasen asked members to think of people who would be good for the citizen advisory group to be formed to help the board.

M. Bader noted that there are multiple names used for some of our parks, and she recommended the names be standardized and approved by the City Council before proceeding with signage for the parks.

J. Cunningham clarified that May 8 is the date set for the kickoff event for park programs.

M. Bader noted the e-newsletter will resume in January.

Chr. Baasen said plans for the July 4 boat parade are proceeding. The City Council has approved it, the sailing school is supporting it, and the chamber will handle the publicity.

S. Showalter updated board on the Lake Effect, which has formed a partnership with several organizations to offer a YMCA-led ecology program for 100 elementary and middle school kids near the site of the future eco-park.

M. Bader moved to adjourn the meeting about 8:30. S. Showalter seconded. Passed unanimously.

Parks and Trails Improvement Fund Capital Project Summary Table (Fund #404)

Project Description	Estimated Year Needed	Project Costs				Type of Project			Financing Source			Notes
		Current Project Cost	Dollars Spent to Date	Project Costs (with additional costs)	Total Cost (with Inflation)	New	Maintenance	Status	Parks and Trails Improvement Fund	Total Other Sources	Fully Financed?	
SURFACES:												
Resurface Wayzata Middle School Tennis Courts (including replacement of Net Posts)	2020	36,016	-	36,016	39,400	-	39,400	Ongoing	39,400	-	✓	Changed from 2018 to 2020
Reconstruction of Wayzata Middle School Tennis Courts (every 20 to 25 years)	2020	193,463	-	193,463	211,500	-	211,500	Ongoing	105,750	105,750	✓	
Reconstruction of Bell Tennis Court (every 20 to 25 years)	2029	86,092	-	86,092	122,800	-	122,800	Ongoing	122,800	-	✓	
Subtotal:		315,570.74	0.00	315,570.74	373,700.00	0.00	373,700.00		267,950.00	105,750.00		
PARKS & STREETSCAPES:												
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		
PLAYGROUND EQUIPMENT & MISC. PROJECTS:												
Replace Klapprich Park Playground Equipment Built in 1995	2020	154,500	-	154,500	168,900	-	168,900	Ongoing	143,565	25,335	✓	Increased from 80,500 to 150k
Replace Beach Playground Equipment (was replaced in 2006 & 2007)	2021	73,240	-	73,240	82,500	-	82,500	Ongoing	82,500	-	✓	
Replace Klapprich Park Hockey Boards	2025	32,145	-	32,145	40,800	-	40,800	Ongoing	40,800	-	✓	
Subtotal:		259,885.24	0.00	259,885.24	292,200.00	0.00	292,200.00		266,865.00	25,335.00		
FORESTRY-TREE PLANTING, REMOVAL, & MANAGEMENT:												
Planting, Removal, & Management of City Trees (Including Est. EAB Management) 2017	2017	59,941	-	59,941	60,000	-	60,000	Ongoing	60,000	-	✓	
Bushaway Landscape Maintenance	2018	27,851	-	27,851	28,700	28,700	-	Ongoing	28,700	-	✓	
Planting, Removal, & Management of City Trees (Including Est. EAB Management) 2018	2018	61,739	-	61,739	63,600	-	63,600	Ongoing	63,600	-	✓	
Planting, Removal, & Management of City Trees (Including Est. EAB Management) 2019	2019	63,591	-	63,591	67,500	-	67,500	Ongoing	67,500	-	✓	
Planting, Removal, & Management of City Trees (Including Est. EAB Management) 2020	2020	65,499	-	65,499	71,600	-	71,600	Ongoing	71,600	-	✓	
Planting, Removal, & Maintenance of City Trees (Including Est. EAB Management) 2021	2021	67,464	-	67,464	76,000	-	76,000	Ongoing	76,000	-	✓	
Planting, Removal, & Maintenance of City Trees (Including Est. EAB Management) 2022	2022	69,488	-	69,488	80,600	-	80,600	Ongoing	80,600	-	✓	
Subtotal:		415,572.99	0.00	415,572.99	448,000.00	28,700.00	419,300.00		448,000.00	0.00		
TRAILS PLAN:												
Wayfinding Signs-Phase -3	2017	92,700	18,125	74,575	74,600	74,600	-	Ongoing	-	90,000	✓	
Wayfinding Signs-Phase -4 Park Signage	2018	40,001	-	40,001	41,300	41,300	-	Ongoing	41,300	-	✓	
Wayzata Boulevard - (US Bank Site to BP)	2022	266,008	-	266,008	308,400	308,400	-	Ongoing	308,400	-	✓	
Subtotal:		398,708.33	18,125.00	380,583.33	424,300.00	424,300.00	0.00		349,700.00	90,000.00		
PARKS & TRAILS BOARD PROJECTS:												
Adirondack Seating for City Parks-2018	2018	4,031	-	4,031	4,200	4,200	-	Ongoing	4,200	-	✓	
Parks & Trails Master Plan (in City's Strategic Plan) (including Study of Nature Center)	2018	75,000	-	75,000	77,300	77,300	-	Ongoing	77,300	-	✓	New-\$75,000:Council Approved
Platform Tennis Paddle Ball Courts (2) @ Klapprich Park	2018	257,500	-	257,500	265,300	265,300	-	Ongoing	125,000	140,300	✓	
Sunday Concerts in the Park (Klapprich Park)	2018	6,000	-	6,000	6,200	6,200	-	Ongoing	6,200	-	✓	Council Approved
Adirondack Seating for City Parks-2019	2019	4,031	-	4,031	4,300	4,300	-	Ongoing	4,300	-	✓	
Marina Improvements-Seating & Fire Place-Phase-1	2021	10,609	-	10,609	12,000	12,000	-	Ongoing	12,000	-	✓	Moved from 2018 to 2021
Marina/Shaver Park Improvements-Phase II	2022	21,218	-	21,218	24,600	24,600	-	Ongoing	24,600	-	✓	
Marina/Shaver Park Improvements-Phase III	2023	53,045	-	53,045	63,400	63,400	-	Ongoing	63,400	-	✓	
Subtotal:		431,434.84	0.00	431,434.84	457,300.00	457,300.00	0.00		317,000.07	140,299.93		
Parks & Trails Board New Proposed Projects:												
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		
TOTAL:		1,821,172.14	18,125.00	1,803,047.14	1,995,500.00	910,300.00	1,085,200.00		1,649,515.07	361,384.93		

- 1995 Land Subdivision contributions - David Carlson \$100,00 & Ron Clark \$42,000
- 2001 Land Subdivision contributions - Hammer site \$80,000 & Kaminsky \$4,500
- 2007 Land Subdivision contributions - Locust Hills \$34,200; Pillar Homes \$5,000; Erik Myhran \$2,000; John Adams \$4,000
- This Capital Improvement Plan funds the purchase, development and major maintenance costs of park land, buildings and equipment throughout the City.

Maintenance Fund Fund Capital Project Summary Table																			
Project Description	Project Costs					Type of Project			Financing Source							Notes			
	Estimated Year Needed	Current Project Cost	Dollars Spent to Date	Project Costs (with additional costs)	Total Cost (with Inflation)	New	Maintenance	Status	Maintenance Fund	State	County	Bonds	Development	Misc.	TIF		Special Assessment	Total Other Sources	Fully Financed?
Replace Boiler-2020	2020	16,983	-	16,983	18,500	-	18,500	Ongoing	18,500	-	-	-	-	-	-	-	-	-	✓
Replace Condensing Unit (2)-2020	2020	6,753	-	6,753	7,400	-	7,400	Ongoing	7,400	-	-	-	-	-	-	-	-	-	✓
Replace Exhaust Fans-2020	2020	4,502	-	4,502	5,000	-	5,000	Ongoing	5,000	-	-	-	-	-	-	-	-	-	✓
Replace Water Heater-2020	2020	3,377	-	3,377	3,700	-	3,700	Ongoing	3,700	-	-	-	-	-	-	-	-	-	✓
Replace Carpet (3,000 sq ft @ \$3.50 sq ft)	2023	11,817	-	11,817	14,200	-	14,200	Ongoing	14,200	-	-	-	-	-	-	-	-	-	✓
Replace Ceiling Tile (3,000 sq ft @ \$1.50 sq ft)	2023	5,065	-	5,065	6,100	-	6,100	Ongoing	6,100	-	-	-	-	-	-	-	-	-	✓
Replace Entry Heaters (2)	2023	4,502	-	4,502	5,400	-	5,400	Ongoing	5,400	-	-	-	-	-	-	-	-	-	✓
Replace Air Handling Unit	2025	13,506	-	13,506	17,200	-	17,200	Ongoing	17,200	-	-	-	-	-	-	-	-	-	✓
Subtotal:		77,098.35	0.00	77,098.35	88,500.00	4,000.00	84,500.00		88,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GENCIP-BUILDINGS; KLAPPRICH PARK WARMING HOUSE:																			
Paint Exterior of Building-2017	2017	8,240	-	8,240	8,300	8,300	-	Ongoing	8,300	-	-	-	-	-	-	-	-	-	✓
Reroof of Building	2025	21,623	-	21,623	27,400	-	27,400	Ongoing	27,400	-	-	-	-	-	-	-	-	-	✓
Repair Heave in Porch Roof	2018	2,732	-	2,732	2,900	2,900	-	Ongoing	2,900	-	-	-	-	-	-	-	-	-	✓
Subtotal:		32,594.82	0.00	32,594.82	38,600.00	11,200.00	27,400.00		38,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GENCIP-BUILDINGS; ROAD MASTER HOUSE:																			
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GENCIP-BUILDINGS; BEACH HOUSE:																			
Reroof of Building; (1,400 SQ FT @ 00 Per sq ft.)	2018	13,542	-	13,542	14,000	-	14,000	Ongoing	14,000	-	-	-	-	-	-	-	-	-	✓
Repainting of Exterior of Building-2017	2018	6,190	-	6,190	6,400	-	6,400	Ongoing	6,400	-	-	-	-	-	-	-	-	-	✓
Subtotal:		19,732.74	0.00	19,732.74	20,400.00	0.00	20,400.00		20,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-SURFACES:																			
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-PARKS & STREETSCAPES:																			
Harmony Circle Fence Maintenance	2020	3,914	-	3,914	4,300	-	4,300	Ongoing	4,300	-	-	-	-	-	-	-	-	-	✓
Locust Hills Park-Identify Future Needs	2022	6,910	-	6,910	8,100	-	8,100	Ongoing	8,100	-	-	-	-	-	-	-	-	-	✓
Subtotal:		10,823.64	0.00	10,823.64	12,400.00	0.00	12,400.00		12,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-PLAYGROUND EQUIPMENT & MISC. PROJECTS:																			
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-FORESTRY-TREE PLANTING, REMOVAL, & MANAGEMENT:																			
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2017	2017	2,575	-	2,575	2,600	-	2,600	Ongoing	2,600	-	-	-	-	-	-	-	-	-	✓
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2018	2018	4,635	-	4,635	4,800	-	4,800	Ongoing	4,800	-	-	-	-	-	-	-	-	-	✓
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2019	2019	2,575	-	2,575	2,800	-	2,800	Ongoing	2,800	-	-	-	-	-	-	-	-	-	✓
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2020	2020	4,635	-	4,635	5,100	-	5,100	Ongoing	5,100	-	-	-	-	-	-	-	-	-	✓
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2021	2021	2,575	-	2,575	2,900	-	2,900	Ongoing	2,900	-	-	-	-	-	-	-	-	-	✓
Prairie Maint. of City Hall, Mill St. & Road Masters Areas-2022	2022	4,635	-	4,635	5,400	-	5,400	Ongoing	5,400	-	-	-	-	-	-	-	-	-	✓
Subtotal:		21,630.00	0.00	21,630.00	23,600.00	0.00	23,600.00		23,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-TRAILS PLAN:																			
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ParkImp-PARKS & TRAILS BOARD PROJECTS:																			
Dakota & Luca Line Trails: Striping Signage Between Trails along Path	2017	23,920	-	23,920	24,000	-	24,000	Ongoing	4,152	-	-	-	-	19,848	-	-	-	19,848	✓
Plant Bare Root Trees in City Parks	2017	4,371	-	4,371	4,400	-	4,400	Ongoing	4,400	-	-	-	-	-	-	-	-	-	✓
Post Office Park-Repair Boardwalk Walkway	2017	6,578	-	6,578	6,600	-	6,600	Ongoing	6,600	-	-	-	-	-	-	-	-	-	✓
Update Parks & Trails Brochure Including Printing	2018	5,000	-	5,000	5,200	-	5,200	Ongoing	5,200	-	-	-	-	-	-	-	-	-	✓
4th of July Boat Parade @Wayzata Depot	2018	1,000	-	1,000	1,100	1,100	-	Ongoing	1,100	-	-	-	-	-	-	-	-	-	✓
Subtotal:		40,868.90	0.00	40,868.90	41,300.00	1,100.00	40,200.00		21,452.00	0.00	0.00	0.00	0.00	19,848.00	0.00	0.00	0.00	19,848.00	
LakefrontCIP-CAPITAL IMPROVEMENTS:																			
Marina Maintenance / Minor Repairs / Landscaping-2017	2017	7,764	-	7,764	7,800	-	7,800	Ongoing	7,800	-	-	-	-	-	-	-	-	-	✓
Dredging Channel	2018	11,592	-	11,592	12,000	-	12,000	Ongoing	12,000	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2018	2018	7,764	-	7,764	8,000	-	8,000	Ongoing	8,000	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2019	2019	7,764	-	7,764	8,300	-	8,300	Ongoing	8,300	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2020	2020	7,764	-	7,764	8,500	-	8,500	Ongoing	8,500	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2021	2021	7,764	-	7,764	8,800	-	8,800	Ongoing	8,800	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2022	2022	7,764	-	7,764	9,100	-	9,100	Ongoing	9,100	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2023	2023	7,764	-	7,764	9,300	-	9,300	Ongoing	9,300	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2024	2024	7,764	-	7,764	9,600	-	9,600	Ongoing	9,600	-	-	-	-	-	-	-	-	-	✓
Marina Maintenance / Minor Repairs / Landscaping-2025	2025	7,764	-	7,764	9,900	-	9,900	Ongoing	9,900	-	-	-	-	-	-	-	-	-	✓

Lakefront Improvement Fund Capital Project Summary Table (Fund #233)

Project Description	Estimated Year Needed	Project Costs				Type of Project			Financing Source			Notes
		Current Project Cost	Dollars Spent to Date	Project Costs (with additional costs)	Total Cost (with Inflation)	New	Maintenance	Status	Lakefront Improvement Fund	Total Other Sources	Fully Financed?	
CAPITAL IMPROVEMENTS:												
Depot Docks (1996)- Replace Decking and Misc. as required including lighting	2017	69,094	-	69,094	69,100	-	69,100	Ongoing	69,100	-	✓	
Security Cameras: Beach-Marinas-Parking Lots	2017	33,990	-	33,990	34,000	34,000	-	Ongoing	34,000	-	✓	
Transient Boat Slip Purchase	2017	102,000	-	102,000	102,000	102,000	-	Ongoing	102,000	-	✓	
Transient Boat Slips-Lease & In and Out Yearly	2017	148,526	81,526	67,000	67,100	67,100	-	Ongoing	67,100	-	✓	Last Year of 3 Yr. Program
Wayfinding Signs-Phase-2	2017	180,000	9,523	170,478	170,500	170,500	-	Ongoing	-	180,000	✓	On-going
Docks (Additional)-Permanent @ Broadway	2019	250,000	-	250,000	265,300	265,300	-	Ongoing	265,300	-	✓	New-Ball Park Estimate
Docks (Additional)-Permanent @ Depot	2019	125,000	-	125,000	132,700	132,700	-	Ongoing	132,700	-	✓	New-Ball Park Estimate
Broadway Docks (2000)-Replace Decking and Misc. as required including lighting	2020	142,196	-	142,196	155,400	-	155,400	Ongoing	155,400	-	✓	
Complete Replacement of Marina Docks & Decking; (Decking last replaced in 2012)	2027	232,903	-	232,903	313,100	-	313,100	Ongoing	313,100	-	✓	
Subtotal:		1,283,709.51	91,048.15	1,192,661.36	1,309,200.00	771,600.00	537,600.00		1,138,700.00	180,000.00		
LMCD (Yearly Levy):												
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Park and Trails Board Projects:												
Improve Depot Bathroom Facilities	2017	10,609	-	10,609	10,700	10,700	-	Ongoing	10,700	-	✓	
Lake Front Ice Skating-Just West of Lake Entrance from Beach During Winter Season	2017	1,061	-	1,061	1,100	1,100	-	Ongoing	1,100	-	✓	
Little Beach Pier	2017	5,150	-	5,150	5,200	5,200	-	Ongoing	5,200	-	✓	
Subtotal:		16,819.90	0.00	16,819.90	17,000.00	17,000.00	0.00		17,000.00	0.00		
UNALLOCATED EXPENDITURES:												
Subtotal:		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		
TOTAL:		1,300,529.41	91,048.15	1,209,481.26	1,326,200.00	788,600.00	537,600.00		1,155,700.00	180,000.00		

1. This Capital Improvement Plan funds the major maintenance costs of the City's marina at lakefront property as well as the City's contribution to the Lake Minnetonka Conservation District (LMCD).
2. The major revenue source is generated by the net profit from the City's marina and fees for charter boats using the Depot Docks.
3. Operating costs for the marina, docks and the City's lakefront property is funded primarily by property taxes and paid out of the Parks Department budget in the General Fund.

Minutes-Taking Schedule for Wayzata Parks and Trails Board 2018

2018

January	Cunningham
February	Purdy
March	Randolph
April	McWethy
May	Babcock
June	Showalter
July	Bader
August	Cunningham
September	Purdy
October	Randolph
November	McWethy
December	Babcock
November	Showalter
December	Bader