



Wayzata Parks and Trails Board Meeting Agenda

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

Wednesday, October 17, 2018
6:00 pm

1. Call to Order and Roll Call
2. Approval of Agenda for October 17, 2018 Board Meeting
3. Approval of Minutes of September 19, 2018 Board Meeting
4. Public Comments
5. Old Business
 - a. Updates
 - i. Minnetonka Community Education
 1. Review latest invoice and current contract
 2. Discuss milestones for potential 2019 contract
 - ii. Master Plan - Next Steps
6. New Business
7. Other Business
 - a.
 - b.
 - c.
8. Adjourn

Members of the Parks & Trails Board may meet after the board meeting for a social event.

Wayzata Parks and Trails Board

Meeting Minutes: September 19, 2018

Meeting was called to order at 6:05 by Board Chair, Dan Baasen, at Wayzata City Hall

Present: Dan Baasen as Chair, Merrily Borg Babcock, Joanie Cunningham, Jim McWethy, Sarah Randolph, Tyler Purdy, Sarah Showalter and Mike Kelly from City. Also present were Emily Neuenschwander and Brad Aldrich from Confluence.

Absent: Mary Bader

Agenda was approved as presented by motion of Borg Babcock and second of Randolph. Motion carried 7-0.

Minutes from August 15, 2018 meeting were approved as presented, unanimously, by motion of Borg Babcock and second by McWethy.

- Public comments: Lindsay Bashoum expressed concerns about bike lanes down Lake Street and encouraged the board to continue to explore other options.
- Nadine McGuire addressed the board to suggest a balance between activation and quiet reflective space and to consider not only improvement costs but also maintenance costs.

Old Business:

1. James J Hills Recap –
 - a. Booth - Board thought that event went well and good comments from public were received. Confluence participated on Saturday on Saturday with board coverage. 20 residents completed the survey following the event.
 - b. Concert impacts to beach access – During Beach Bash concerts, no access to the toilets and limited to beach. Set-up has been similar in past years and staff had given permission. A porta-potty was set-up for marina users. A possible solution might be to keep women's restroom (on west side of pavilion) open for marina users. Board would like to explore options to keep beach and pavilion open to public and not restricted by concerts in the future. Comments will be passed along to council
2. Minnetonka Community Education – we received an invoice from MCE for summer programming, which included a request for a bonus for exceeding 350 participants (428 total participants). Board instructed Mike Kelly to recirculate a breakdown of attendance for each event and a copy of the contract to confirm achievement of stipulated goals. Tabled until October meeting.
3. Preliminary CIP – Mike Kelly address the board re-orienting west tennis court at bell courts into 4 pickleball courts. By restriping into 4 pickleball courts, the middle court would have to be converted into a singles-only court. Board expressed reservations about losing double alleys on second court. Option might be to orient the pickleball courts east/west, but this presents challenges with sun. Board to research pickleball courts and discuss again at October meeting.

Workshop Meeting with Confluence:

Recap James J. Hills Day feedback and input and presentation of revised park plans:

Confluence has collected and collated all the feedback received from the community during James J. Hills. Given the volume, only highlights were address, all feedback will provided in individual board packets. Board to review packets and provide feedback by Monday, September 24th by 3:00pm prior to joint workshop with council.

Discussion included:

- Four peer communities have responded to benchmark survey. PROS Consulting is compiling results and will provide report findings at a later date.
- Community events resulted in 165+ participants focused primarily on Wayzata residents
 - Park-a-palooza = 15+ participants
 - Art Experience = 50+
 - Open Houses = 50+ (collectively)
 - JJ Hills = 50+
- Online Participation (survey) yielded 189 participants

Confluence and board discussed summary review of feedback gathered across the process on a park specific basis which confluence combined into a “preferred draft” for each park that were presented to board.

New Business:

1. None

Other Business:

1. Showalter inquired with the group as to thoughts regarding commenting on the redesign of Lake Street and the value of connectivity. Group decided discussion needs to continue along with planning and design of final plan.

Meeting adjourned at 9:02 moved by Borg Babcock and seconded by Purdy. Motion carried 7-0.



INVOICE

Minnetonka Community Education

4584 Vine Hill Road
Excelsior, MN 55331
Phone: (952)401-6842 Fax: (952)401-6805

INVOICE NO. 1718-630
DATE 9/11/2018
DATE DUE 11/30/2018

To:
City of Wayzata
Attention: Mike Kelly
600 Rice Street East
Wayzata, MN 55391

Payable to:
Minnetonka Community Education
Attention: Alexis Beckman
4584 Vine Hill Road
Excelsior, MN 55331
(952)401-6842

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Summer 2018 Performance Bonus			\$4,000.00

Bonus based on the following contract goals:

- 1) 350 participants or more for the summer of 2018 (total participation was 428)
- 2) Wayzata City Parks Board goal - increased use of their parks
- 3) City of Wayzata general satisfaction of services provided

TOTAL DUE \$4,000.00

Make all checks payable to Minnetonka Community Education. THANK YOU!

Mike
Thank you for the great summer. Looking forward to meeting with you and your Board this fall about 2019. Thanks again.
Tim Litcher

Recreation Programming Agreement

This Service Agreement is made and will be effective on January 22, 2018

BETWEEN

Minnetonka Community Education
4584 Vine Hill Road
Excelsior, MN 55331

AND

City of Wayzata
600 Rice Street East
Wayzata, MN 55391

Minnetonka Community Education & the City of Wayzata Summer 2018 Recreation Programming Agreement

These two organizations will work together to offer recreational programming in the City of Wayzata Parks & City buildings from June through August of 2018.

A.) Services provided by City of Wayzata:

- Use of city parks and buildings.
- Staff support to make indoor classrooms and outdoor spaces available and safe for student participation.
- Promotion through the city outlets using materials designed by Minnetonka Community Education.

B.) Services provided by Minnetonka Community Education (MCE):

- Online registration software management system
 - o 24/7 registration access for customers and instructors
 - o Email confirmation when registration is completed
 - o Email to confirm class start in advance of class date
- Customer service support
 - o Office hours are Monday-Friday from 8am-4:30pm
 - o Answering questions and assisting customers online registration process
 - o Assistance in completing registrations over the phone
 - o Processing paper registrations
 - o Customer convenience
 - Customers searching for Wayzata offerings will also see offerings in Minnetonka

- Customers searching for Minnetonka offerings will also see offerings in Wayzata
 - Evaluation of classes through electronic surveys after the class is completed
 - Program Manager, Coordinator and Executive Director - staff time and expertise
 - Creating, planning and executing class offerings
 - Recruiting, training, hiring staff and handling payment of employees
 - Student communication
 - Weather cancellation management as needed
 - On-site Program Manager support
 - Meeting/greeting participants and families
 - Orienting and managing instructors
 - Marketing support
 - Design, create, print and mail three customized Wayzata promotional pieces (Our printing and postage costs are estimated at \$7,000)
 - Email blasts
 - Banner at Bell Courts (Our cost is \$500. If the city would like additional banners around town let me know. We will need to charge back for additional banners.)
 - MCE will develop content for use on the City of Wayzata web site
 - All classes offered in Wayzata will be included in the MCE summer catalog within the topic area.
 - MCE will also create a full page ad for the summer MCE Catalog promoting the new Wayzata offerings.
 - Budget and Finance
 - Human Resources support
 - Payroll and benefits
 - Payment of credit card company fees
 - Handle cancellation refunds: issuing checks or overhead expense from credit card company fees
 - Bad debt associated with credit card cancellations, bounced checks, etc.
 - Mileage reimbursement
 - All class fees go to MCE.

C.) Compensation:

- 1.) The City of Wayzata agrees to pay MCE \$12,000 to offer classes and programs listed in the attached document entitled – “2018 Wayzata Summer Recreational Programming” for the Summer of 2018.
 - \$12,000 on or by June 1, 2018
- 2.) The City of Wayzata agrees to pay MCE a performance bonus of \$4,000 on or by November 30, 2018 if MCE reaches the following goals:
 - a. 350 participants
 - b. The Wayzata City Parks Board achieves their goal of increasing use of their parks in the summer of 2018 through this partnership.

- c. The City of Wayzata (represented by the City Manager or his assigned designee) is generally satisfied with the services provided by MCE in regard to:
 - i. Marketing
 - ii. Customer Service
 - iii. Communication between MCE and the City of Wayzata's Communication Specialist.
- 3.) The remaining funds from \$16,000 to \$20,000 approved by the Wayzata City Council can be used by Wayzata to invest in staffing or equipment purchases to better prepare parks for the summer programming, as you have the two previous years.

D.) Indemnification and Insurance

The City of Wayzata shall, to the fullest extent permitted by law, indemnify, hold harmless and defend MCE for all claims, including third party claims, for bodily injury, sickness or death, property damage or destruction, and other loss or damages arising out of or related to the services to be provided under this agreement.

The City of Wayzata shall purchase and maintain insurance coverage as required to protect the City of Wayzata and MCE from claims or damage set forth below which may arise out of, result from, or are in any manner connected with, the services to be provided under this agreement. Such insurance shall include, without limitation, coverage and endorsements as will insure the City of Wayzata's indemnification obligations set forth above. The required coverages and minimum limits of liability are as follows:

- A commercial liability insurance policy with limits of \$2 million dollars per occurrence and \$4 million dollars aggregate;
- Worker's compensation insurance meeting all statutory requirements; and
- A comprehensive automotive bodily injury and property damage insurance policy for business use covering all vehicles operated by MCE in connection with this agreement, with a combined single limit of not less than \$2 million dollars.

The City of Wayzata shall cause MCE to be named as an additional insured on all policies obtained pursuant to this section. All insurance shall contain (1) a provision which precludes subrogation claims against MCE; and (2) a provision that coverages, afforded under any of the aforesaid insurance policies, shall not be canceled or materially changed without at least thirty (30) calendar days (or such shorter period required by applicable law, if any, for giving notice to the primary policyholder) prior written notice to MCE as an additional insured. The City of Wayzata will provide MCE with a certificate of insurance for any and all coverage required to be obtained under this section by March 1, 2018.

E.) Modifications to Agreement

Any amendment or modification in any clause of this agreement or additional heading can be added to the agreement by either party in connection to this agreement but with

consent of the other party and they must get the new clause or amended clause signed and approved by the other party.

F.) Entire Agreement

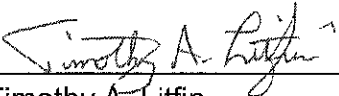
It is agreed by both parties that there is no representation, warranty, collateral agreement or condition affecting this agreement except what is expressed in this agreement.

G.) Governing Law

It is the intention of the parties that this agreement and the performance under this agreement all special proceedings under this agreement shall be construed in accordance with and under the laws of Minnesota without regard to the jurisdiction in which any action or special proceeding may be instituted.

H.) Engagement of Contract

IN WITNESS WHEREOF the parties have duly executed this Service Agreement on the seventeenth day of January 2018.



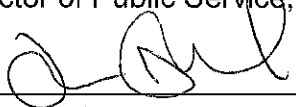
Timothy A. Litfin
Executive Director of Minnetonka Community Education

01/29/2018
Date



Dave Dudinsky
Director of Public Service, Wayzata

1-29-2018
Date



Jeffrey Dahl
City Manager, Wayzata

3/20/2018
Date

Course Name	Full Number	Buildings	Start Date	Days	Earliest Start Time	Latest End Time	Min Size	Max Size	Enrolled	Free events
Morning Lakeside Yoga Flow	18-503-S9	Wayzata Beach	06/19/2018	Tuesdays	7:00 AM	7:50 AM	6	20	7	
Summer Solstice Yoga	18-503-SU20	Wayzata Beach	06/21/2018	Thursday	7:00 AM	8:00 AM	6	20	18	Bocce Participants
Court Bocce Ball	18-680-S1	Wayzata Bell Tennis Courts	06/05/2018	Tuesdays	6:00 PM	7:30 PM	2	4	4	Teams
Court Bocce Ball	18-680-S2	Wayzata Bell Tennis Courts	06/05/2018	Tuesdays	7:30 PM	9:00 PM	2	4	2	Teams
Court Bocce Ball	18-680-S3	Wayzata Bell Tennis Courts	06/13/2018	Wednesdays	6:00 PM	7:30 PM	2	4	4	Teams
Dodgeball Tournament Grades 5-8	18-127-DB	Wayzata Bell Tennis Courts	06/16/2018	Saturday	11:00 AM	3:00 PM	5	20	0	Total
Tennis	78-184-TGA18	Wayzata Bell Tennis Courts	07/09/2018	Mon/Wed	4:00 PM	5:00 PM	5	16	0	
Tennis	78-184-TGA19	Wayzata Bell Tennis Courts	07/09/2018	Mon/Wed	5:00 PM	6:00 PM	5	16	6	
Tennis	78-184-TGA13	Wayzata Bell Tennis Courts	06/11/2018	Mon/Wed	4:00 PM	5:00 PM	5	16	0	
Tennis	78-184-TGA14	Wayzata Bell Tennis Courts	06/11/2018	Mon/Wed	5:00 PM	6:00 PM	5	16	0	
Adult Tennis Lessons: Beginner to Advanced Beginner	18-881-S1	Wayzata Bell Tennis Courts	06/06/2018	Wednesdays	9:00 AM	10:00 AM	4	8	5	
Adult Tennis Lessons: Beginner to Advanced Beginner	18-881-S2	Wayzata Bell Tennis Courts	07/18/2018	Wednesdays	7:00 PM	8:00 PM	4	8	7	
Intro to Pickleball Clinic	18-680-S5	Wayzata Bell Tennis Courts	06/14/2018	Thursday	6:00 PM	7:00 PM	6	16	16	
Intro to Pickleball Clinic	18-680-S6	Wayzata Bell Tennis Courts	07/17/2018	Thursday	9:30 AM	10:30 AM	6	16	10	
Intro to Pickleball Clinic	18-680-S7	Wayzata Bell Tennis Courts	08/15/2018	Wednesday	6:00 PM	7:00 PM	6	16	14	
Tennis	78-184-TGA20	Wayzata Bell Tennis Courts	07/09/2018	Mon/Wed	6:00 PM	7:00 PM	5	16	0	
Tennis	78-184-TGA15	Wayzata Bell Tennis Courts	06/11/2018	Mon/Wed	6:00 PM	7:00 PM	5	16	0	
Court Bocce Ball	18-680-S4	Wayzata Bell Tennis Courts	06/04/2018	Mondays	6:00 PM	7:30 PM	2	4	0	
Youth Bike Rodeo	78-127-YBR1	Wayzata City Hall	07/10/2018	Tuesday	9:00 AM	10:30 AM	1	100	12	
5 Elements Qigong	18-656-S1	Wayzata City Hall Park	06/20/2018	Wednesdays	6:00 PM	6:45 PM	4	15	4	
5 Elements Qigong	18-656-S2	Wayzata City Hall Park	08/01/2018	Wednesdays	6:00 PM	6:45 PM	4	15	5	
Butti Yoga	18-503-SU19	Wayzata City Hall Park	06/07/2018	Thursdays	5:00 PM	6:00 PM	4	15	0	
Boating & Water Safety	78-160-BSC21	Wayzata Fire Station	07/16/2018	Monday	8:00 AM	12:00 PM	6	12	0	
Boating & Water Safety	78-160-BSC20	Wayzata Fire Station	07/13/2018	Friday	8:00 AM	12:00 PM	6	12	12	
Boating & Water Safety	78-160-BSC19	Wayzata Fire Station	07/10/2018	Tuesday	8:00 AM	12:00 PM	6	12	12	
Boating & Water Safety	78-160-BSC11	Wayzata Fire Station	06/20/2018	Wednesday	8:00 AM	12:00 PM	6	12	10	
Boating & Water Safety	78-160-BSC10	Wayzata Fire Station	06/18/2018	Monday	8:00 AM	12:00 PM	6	12	0	
Boating & Water Safety	78-160-BSC08	Wayzata Fire Station	06/12/2018	Tuesday	8:00 AM	12:00 PM	6	12	10	
T-Ball Skills	78-179-Z1	Wayzata Klapprrich Park	06/21/2018	Thursdays	9:00 AM	9:45 AM	4	10	5	
T-Ball Skills	78-179-Z2	Wayzata Klapprrich Park	06/21/2018	Thursdays	10:00 AM	10:45 AM	4	10	7	
Wayzata Family Run Club	78-169-YR	Wayzata Klapprrich Park	06/18/2018	Mondays	6:00 PM	7:15 PM	5	60	11	
Summer Rec	78-174-Wayzata	Wayzata Klapprrich Park	06/19/2018	Tuesdays	9:00 AM	12:00 PM	20	40	14	
Summer Rec	78-174-Wayzata	Wayzata Klapprrich Park	06/20/2018	Wednesdays	9:00 AM	12:00 PM	20	40	36	
Summer Rec	78-174-Wayzata	Wayzata Klapprrich Park	06/21/2018	Thursdays	9:30 AM	11:00 AM	10	20	16	
Mini Hawk Camp	78-172-MH3	Wayzata Klapprrich Park	07/23/2018	Mon-Fri	9:00 AM	12:00 PM	12	20	0	
Game Camp	78-172-GC2	Wayzata Klapprrich Park	07/09/2018	Mon-Fri	1:00 PM	4:00 PM	12	24	0	
Amazing Athletes	78-128-AA12	Wayzata Klapprrich Park	06/11/2018	Mondays	9:00 AM	9:45 AM	5	10	10	
Dog Obedience & Behavior Level 1	18-708-S7	Wayzata - Klapprrich Park Ice Rink (dog park)	06/11/2018	Mondays	6:00 PM	7:00 PM	4	8	7	
Dog Obedience & Behavior: Level 2	18-708-S8	Wayzata - Klapprrich Park Ice Rink (dog park)	06/11/2018	Mondays	7:15 PM	8:15 PM	4	8	4	
Archery Summer Camps	78-129-W1 (Grades 3-8)	Wayzata Public Works	07/23/2018	Mon-Thu	9:00 AM	10:15 AM	5	20	0	
Archery Summer Camps	78-129-W2 (Grades 3-8)	Wayzata Public Works	08/13/2018	Mon-Thu	9:00 AM	10:15 AM	5	10	0	
Archery for All	78-129-W	Wayzata Public Works	07/23/2018	Mon-Thu	6:00 PM	7:15 PM	6	20	0	
Summer Screenings	78-164-SSS3	Wayzata Shaver Park	06/15/2018	Friday	9:00 PM	11:00 PM	0	200	29	
Outdoor Family Yoga	18-503-SU16	Wayzata Shaver Park	06/16/2018	Saturday	9:00 AM	10:00 AM	10	30	0	
Outdoor Family Yoga	18-503-SU17	Wayzata Shaver Park	07/21/2018	Saturday	9:00 AM	10:00 AM	10	30	0	
Outdoor Family Yoga	18-503-SU18	Wayzata Shaver Park	08/18/2018	Saturday	9:00 AM	10:00 AM	10	30	0	
Bird Walk	18-845-S2	Wayzata Wood-Rill Trail	07/07/2018	Saturday	7:00 AM	9:00 AM	6	20	2	
Bird Walk	18-845-S3	Wayzata Wood-Rill Trail	08/25/2018	Saturday	7:00 AM	9:00 AM	6	20	4	
Summer Kick-Off BBQ		Wayzata City Hall Community Room	5/8/2018	Tuesday	5:00 PM	7:00 PM			62	
Wayzata Beach Safety Day									33	
									363	
									40	bocce
							TOTAL		403	