

CITY OF WACONIA
November 7, 2022

1) **CALL MEETING TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Bloudek at 6:00 p.m. The following members were present: Kent Bloudek, Nicole Waldron, Randy Sorensen, Pete Leo

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Nicole Meyer, Craig Eldred, Ann Meyerhoff, Amanda Ortloff, Justin Sorensen.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Sorensen, seconded by Waldron 3) ADOPT AGENDA

MOTION carried.

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Carver County Attorney – Mark Metz gave a presentation 2023 Prosecution Contract

5) **PUBLIC HEARING**

5.1 **Certification of Delinquent Charges for Payment with Taxes - Pay 2023**

[22278res_Approving_delinquent_certifications_UB-AR_master.doc](#)

Amanda Ortloff informed Council that under Minnesota law, the City may certify for payment with tax collections, delinquent utility accounts and other charges for service that have not been paid during the course of normal collection procedures throughout each year.

A public hearing is required prior to certification of delinquent charges. Property owners have been notified of the past due amounts for goods or services that have benefited their property and have been notified of the public hearing opportunity.

A list of delinquent accounts was provided just prior to the hearing; this including outstanding amounts paid up until the end of business on November 7, 2022.

Mayor Bloudek opened the Public Hearing.

Motion by Waldron, seconded by Leo to Close the Public Hearing

Motion by Leo, seconded by Sorensen 5.1) Adopt Resolution 2022-278, Adopting Certification of Delinquent Utility and Other Charges for Services for Payment with Taxes in 2023.

MOTION carried

5.2 2022 Infrastructure Project Assessments

[22279res_Adopting_Assmt.doc](#)

[2022 Project Final Assessment Roll.pdf](#)

[2022 Project Assmt Hearing.pdf](#)

Jake Saulsbury, Project Manager from Bolton & Menk gave a short presentation touching on the project scope, schedule, cost summary and assessments.

On October 2, 2022 the City declared the final costs for the 2022 Infrastructure Rehabilitation Project. Mailed notice to the affected property owners was completed on October 17, 2022, as well as published notices were completed.

The final costs for the 2022 Infrastructure Rehabilitation Project are \$4,151,272.00. The proposed final assessed amount of this portion of the project is \$396,921.00.

The proposed assessment roll was presented. The interest rate is 4.78, over the next 10 years. The process of adopting the assessment roll is to comply with the 429-bond process, which allows parties to prepay special assessments prior to certification.

43 properties proposed to be assessed for the street & Utility reconstruction area. Single family residential assessments are capped at \$8,500.00.

Council Member Sorensen asked how the assessment relates to the corner lots. Saulsbury said they would be capped at 8500.00 if the corner lot is just for one project.

Mayor Bloudek called hearing to order

Catherine O'Connor, 325 w 3rd street - Has question on getting a larger tree. Feels that her property depreciated with losing the tree that they had. Frustrated that she didn't get a bigger tree. Craig Eldred stated that the tree is oversized already from what they can get from supplier.

Rich Michas, 400 W 4th St, corner lot and wanting to know if he will have a separate assessment when they do 4th Street. Saulsbury answered that he was only assessed for the streets so next assessment would be for utilities.

Gary Wolf, 240 3 1/2 St, had questions about the retaining wall and where they can pay the assessment if they choose to prepay. Fineran answered that he can pay at City Hall.

Jamie Langer, 316 Willow Place, pavers were put in and not sure if will work with garbage trucks and other traffic coming through. If it doesn't work will there be another assessment, or will it be just taken care of by the City? Saulsbury stated that if they were to become damaged it would be under warranty for some time and then would be a maintenance item there would not be a separate assessment for this.

Craig, 301 W 2nd St, questioned the date on the letter for first payment due in January 2023. Jake that is from the county.

Sorensen motioned, Waldron seconded to Close the Public Hearing.

MOTION carried.

Motion by Pete Leo , seconded by Nicole Waldron Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Motion by Leo , seconded by Waldron 5.2) Adopt Resolution 2022-279; Adopting Assessment Roll for 2022 Infrastructure Improvement Project Assessments

MOTION carried

6) **ADOPT CONSENT AGENDA**

6.1 October 17, 2022 City Council Meeting Minutes

[Minutes 10-17-22.docx](#)

6.2 November 7, 2022 Expenditures

[Council List-Expenditures 11.07.2022.pdf](#)

6.3 Contractor Pay Request #9 - Waconia Parkway South Improvements

[2022-10-26_WPS_Pay Request 9.pdf](#)

6.4 Contractor Pay Request #6 - Waconia 2022 Infrastructure Improvements

[2022-11-02 2022 Project Paymment #6.pdf](#)

6.5 Contractor Pay Request #6 - Waconia East Frontage Road Improvements

[2022-11-02 EFR Payment #6.pdf](#)

6.6 Contractor Pay Request #5 - East Frontage Road Parking Lot

[2022-11-02 EFR Parking Lot Payment #5.pdf](#)

- 6.7 Contractor Pay Request #4 - Waterford Park - Water Reuse Station Project
[2022-11-02 Waterford Reuse Payment #4.pdf](#)
- 6.8 Use of Park: Chamber of Commerce – Tree Lighting Ceremony
[City Council Request Tree Lighting2022.pdf](#)
- 6.9 Application for Exempt Permit Waconia Hockey Association
[22280res waconia hockey association raffle.doc](#)
- 6.10 Minnesota State Fire Department FEMA SAFER Grant
[22281res SAFER_Grant_Res.doc](#)
- 6.11 Joint Assessment Contract with Carver County
[22282res_2023_Joint_Assessment_Contract_res.docx](#)
[2022 23 Service Agreement WACONIA CITY.pdf](#)
- 6.12 2023 Prosecution Contract
[22283res_Prosectuion_Contract_RES.docx](#)
[2023 Prosecution Contract_Waconia \(002\).docx](#)
[Prosecution Contract Presentation](#)
- 6.13 MetroNet Fiber Agreement
[22284res_Approving_MetroNet_Fiber_Agreement__Draft_10-13-2022_.docx](#)
[Fiber Agreement Waconia](#)
- 6.14 2022 4th Quarter Budget Amendments
[22285res-Budget_Amendment_master \(2\).doc](#)
[Budget Amendments Q4-2022.pdf](#)
- 6.15 Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100
- 6.16 Authorize City Staff to Obtain Pricing for Utility Vehicle Replacement
[22286res Utility_Vehicle_Resolution.docx](#)

- 6.17 Set Public Hearing Date for Ordinance Amending Street Names for Campfire Court and a section of Oak Avenue - City of Waconia

[Location Map_Campfire Court.pdf](#)

[Location Map_Oak Court.pdf](#)

[Public Hearing_Ord Changing Street Name.pdf](#)

- 6.18 Special Vehicle Ordinance

[Ord 753 Special_Vehicles_Ordinance_Update_Non-Redlined.docx](#)

[Special Vehicles Ordinance Update Redlined](#)

- 6.19 Hiring of Probationary Firefighters

[22287res Appointment_of_Firefighters_11.7.22.docx](#)

- 6.20 Approve Towing Fee Schedule for Winter Parking Violations

[22288res_-_Towing_Fees_2022-2023_Resolution.doc](#)

- 6.21 Approve Snow Removal Agreement

[22289res
_2023_Snow_Removal_Agreement_Resolution.doc](#)

[Approval_of_2022_-](#)

[Henning Excavating.pdf](#)

Motion by Leo, seconded by Sorensen 6) ADOPT CONSENT AGENDA
MOTION carried

7) COUNCIL BUSINESS

- 7.1 Economic Development Program Policies

[22290res_Econ_Dev_Program_RES.doc](#)

[Facade improvement program.docx](#)

[Start Up Grant Program.docx](#)

[Waconia Works Loan Program.docx](#)

Fineran shared that an adopted strategic priority of the City Council is “Effective Growth Management” with a desired outcome of downtown vitality. To support this priority the City Council directed staff to engage with business and property owners to assist in crafting a downtown stability program as identified in the strategic initiatives and action plan. Over the summer staff convened four sessions with a group of small business owners, and Chamber of Commerce representation to discuss and review potential policies and program samples to meet desired targets and outcomes.

Three separate programs were developed that target the downtown commercial core, commercial & industrial sectors, and small business start-ups with an eye toward impactful program support, tax base vitality, and job impacts that these programs have. The programs will be funded with uncommitted fund balance targeted for programs via sustainable sources if the programs continue. The uncommitted funds currently do not have an identified funding source and decisions past the pilot period will be dependent upon tax levy support for grant type programs with loan programs being sustainable through the repayment of loan funds.

Highlights of the program policies are:

Façade Improvement Grant Program

Requires a 50/50 match with business or property owner with up to \$5,000 grant funds for eligible exterior façade improvements on buildings in the downtown core. Eligible projects could include exterior painting, exterior tuck pointing, window/door replacement, awning and signage, and accessibility improvements. This program will be piloted with an initial \$50,000 investment.

Small Business Start-up Grant Program

Grant funds up to \$5,000 for new small business start-up located in the downtown core providing retail, and food/beverage service to the public. These must be new businesses in their first 3-12 months of operation and eligible expenses include marketing, payroll, operating supplies, and professional services expenses related to running a business. This program will be piloted with an initial \$50,000.

Waconia Works Loan Program

This program will be a complimentary loan program to the existing Revolving Loan Fund program which can provide up to \$50,000 in low interest loan funds for commercial or industrial projects located throughout the city. It provides a low risk funding source for acquisition, expansion, leasehold improvements, trade fixture acquisition or upgrades. The program will be piloted with an initial \$200,000 investment with re-payment of loan funds making this program sustainable.

These programs would become effective January 1, 2023 with applications being developed and marketing to occur prior to the end of the year.

Motion by Nicole Waldron , seconded by Pete Leo 7.1) Adopt Resolution 2022-290, Approving Economic Development Program Policies and Funding
MOTION carried

7.2 Carver County CDA CDGP Grant Funds

[22291res_Carver_CDA_Legion_Grant_Funds.doc](#)

[REDLINED Community Development Grant Agreement--Waconia 2022 Round 2 Legion 5PCKT3N4FJJ3-1632425529-23 \[5PCKT3N4FJJ3-1632425529-26\].pdf](#)

[2022.11.02 DRAFT Subrecipient Agreement 5PCKT3N4FJJ3-1632425529-24 \[5PCKT3N4FJJ3-1632425529-25\].pdf](#)

Fineran stated that the City was successful in the grant application for a second round of funding through the Carver County CDA Community Growth Development Partnership program. Staff submitted application on behalf of the Waconia American Legion for funding related to the remodeling of the 4 E Main Street parcel and specifically the utility trunk fees associated with this remodel.

The City was awarded \$50,000 in grant funds to pass through to the project pending completion and payment of utility trunk fees related to this project. The City will enter into the attached grant agreement with the CDA and in turn the Waconia American Legion will enter into a sub-recipient agreement with the City. Funds will be reimbursed once eligible project costs are paid by the sub-recipient.

Motion by Waldron , seconded by Leo 7.2) Adopt Resolution 2022-291, Carver County CDA 2022 Community Growth Partnership Initiative Community Development Grant Funds Acceptance
MOTION carried

7.3 Re-Authorize Chassis Bid Requests

[22292res_Dump_Unit_Chassis_Re-Bid.doc](#)

[Dump Unit Addition Memo.docx](#)

[Executed Waconia Res. Dump Unit Project 267.pdf](#)

Craig Eldred shared that most recently staff was informed that the 2022 F550 Chassis ordered in August of 2021 through Waconia Ford was cancelled by Ford Motor Company. The Winter Equipment is still secured with Crysteel for installation. The previous pricing structure for all items was \$128,631.00 for the \$160,000.00 available as part of the overall purchase.

Staff is requesting the ability to obtain new F550 Chassis pricing to complete a new order to complete this much needed vehicle acquisition. As part of this request staff has

corresponded with multiple vendor's and the need to complete order's for 2023 are critically important to obtain chassis for delivery in 2023. This particular units unavailability has caused delays in maintenance operations to effectively deliver services.

Motion by Leo , seconded by Waldron 7.3) Adopt Resolution 2022-292; Authorizing Staff to Obtain Updated Chassis Pricing for Capital Project 267 of 2022 Capital Equipment Improvement.

MOTION carried

7.4 Approve Chassis Pricing for 2023 Capital Projects

[22293res_Chassis_Pricing_for_2023_Units.doc](#)

Eldred stated that as part of the 2023 Capital Improvement, Capital Equipment plan Public Services has two vehicle replacements and one addition programmed for calendar year 2023. Focus of these efforts are centered around the vehicle sizing and classification, since they are larger mid-sized vehicles programmed for multiple services for the departments. All units are Three-quarter ton or larger due to their operations. It will be the goal to look at current stock available verses ordering new. However previous discussions have found that Dealer sources are quite limited with pressure to make orders quickly for 2023.

The three Capital Equipment Projects for 2023 include:

- Replacement of Current F350, intentions of up-sizing to support use for staff. F450 or F550 size depending on availability. Winter season, dedication to Winter Operations.
- Replacement of F450 Crane Truck, intentions tot update with similar equipment, Crane & Service Body
- Addition of F350 service type vehicle for Parks Department. Similar to units provided to Streets and Utilities. Winter Operations use.

Motion by Waldron , seconded by Leo 7.4) Adopt Resolution 2022-293; Authorizing Approval of Chassis Pricing for Capital Projects 536 & 537 & 697 of the Capital Equipment Improvements for 2023

MOTION carried

8) ITEMS REMOVED FROM CONSENT AGENDA

9) STAFF REPORTS

Craig gave a report on what is going to happen with the American Legion Demolition on Olive Street.

Sargent Tyler Stahn, gave a report for the Carver County Sheriff calls from October.

10) BOARD REPORTS

Council Member Leo gave a brief update on the last School Board Meeting.

11) ANNOUNCEMENTS

Fineran gave a reminder that tomorrow November 8th is Voting Day. Polls open at 7 and close at 8. 1,551 voted at city hall with 800 in the last week for earl voting.

7:28

12) ADJOURN REGULAR MEETING

Motion by Sorensen, seconded by Waldron 12) Adjourn Regular Meeting at 7:28 p.m.

MOTION carried.

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Kent Bloudek, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant