

WACONIA CITY COUNCIL MEETING AGENDA



**Monday, October 7, 2024
6:00 PM**

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**
- 5. ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) [Approve City Council Minutes September 16, 2024](#)
Motion to approve the September 16, 2024 Council Minutes
- 2) [Approve October 7, 2024 Expenditures](#)
Motion to Approve Payment of October 7, 2024 Expenditures
- 3) [Approve Lodging Tax Fund Request - Waconia CVB](#)
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred July - September 2024.
- 4) [Contractor Pay Request #5 - Waconia Downtown Reconstruction - Phase 2](#)
Motion to approve Pay Estimate No. 5 to W.M. Mueller & Sons, Inc. for the Waconia Downtown Reconstruction - Phase 2 Project.

- 5) [Contractor Pay Request #9-Final - Waconia East Frontage Road Improvements](#)
Approve Pay Estimate No. 9-Final to GMH Asphalt, Inc. for the Waconia East Frontage Road Improvements
- 6) [Contractor Pay Request #1 - 2024 Infrastructure Improvements](#)
Motion to approve Pay Estimate No. 1 to Valley Paving, Inc. for the 2024 Infrastructure Improvements.
- 7) [Accepting Grant Proceeds from the Minnesota Department of Natural Resources Emerald Ash Borer Program](#)
Adopt Resolution No. 2024-206 Accepting Grant Proceeds from the Minnesota Department of Natural Resources Emerald Ash Borer Program
- 8) [Accepting Cash Donations for Operations of the Fire Department](#)
Adopt Resolution No. 2024-207 Accepting Cash Donations for Operations of the Fire Department
- 9) [Authorize City Staff to execute proposal and contract with Flexible Pipe Tools & Equipment for the purchase of a new 2026 Vacuum/Jetting Truck.](#)
Adopt Resolution No. 2024-208 Authorizing City Staff to Execute a Purchase Agreement for the Replacement of a Vacuum/Jetting Truck, CIP Project #644.
- 10) [Approve Contracts for the Construction of Well #9 and associated Modification to Water Treatment Plant 3](#)
Adopt Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Modifications to Water Treatment Plant 3 Piping.
- 11) [Authorize Obtaining Quotes for Test and Monitoring Wells for Future Well Development as Identified in the East Area Development Feasibility Study.](#)
Adopt Resolution No. 2024-210 Authorizing Staff to Obtain Quotes for Test and Monitoring Wells for Future Well Development.
- 12) [2024 Downtown Phase 2 Reconstruction Final Costs, Preparing Proposed Assessment, and Calling Public Hearing](#)
Adopt Resolution #2024-211 Declaring Cost to be Assessed and Ordering the Preparation of Proposed Assessment
Adopt Resolution #2024-212 Receiving Proposed Assessment and Calling for a Public Hearing on Proposed Assessment
- 13) [Approving Interfund Loan for Lion's Field Lighting Improvement - First Amendment to the Baseball Park Agreement](#)
Resolution No. 2024-213 Approving Interfund Loan for Lion's Field Lighting Improvement - First Amendment to the Baseball Park Agreement
- 14) [2025 GIS Analyst Shared Position Agreement with Carver County](#)
Adopt Resolution No. 2024-214 Approving Carver County GIS Analyst Shared Position Agreement for 2025
- 15) [Accepting Shores of Lake Waconia East Development Municipal Improvements](#)
Adopt Resolution No. 2024-215 Accepting Shores of Lake Waconia East Development Municipal Improvements
- 16) [Resignation of Street Lead and Recruitment of Stormwater/Street Lead](#)
Accept Resignation and Authorize Recruitment of Stormwater/Street Lead
- 17) [Appointment of Election Judges for 2024 General Elections](#)
Adopt Resolution No. 2024-217 Appointing Election Judges for 2024 Elections.
- 18) [Special Event Permit - Paws Inn Pet Parade](#)
Adopt Resolution No. 2024-218 Pet Parade Special Event Permit
- 19) [Contamination Cleanup and Investigation Grant Application](#)
Adopt Resolution No. 2024-219 Approving Contamination Cleanup Grant Application
Adopt Resolution No. 2024-220 Committing Local Match and Authorizing Contract Signature
[Recruitment for Assistant Public Services Director](#)
Adopt Resolution 2024-221, Authorizing Recruitment for Assistant Public Services Director

6. COUNCIL BUSINESS

- 61.) [Zoning Accommodation Request - Dormann - 145 Maple Terrace](#)
Motion to approve or deny the Zoning Accommodation Request submitted for the property located at

145 Maple Terrace and request staff draft the applicable resolution for review and consideration at the October 21, 2024 City Council meeting.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

- 1) Councilmember Sorensen
- 2) Councilmember Coleman
- 3) Councilmember Gleason
- 4) Councilmember Grengs
- 5) Mayor Waldron

10. ANNOUNCEMENTS

**11. RECESS TO CLOSED SESSION The City Council will meet in closed session pursuant to Minn.Stat.13D.05, subd 3.
Accommodation Request 145 Maple Terrace**

12. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Safari Island & Ice Arena Budgets, Intergovernmental Relations Contract

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Park Board - October 17th at 6:30 p.m.
City Council - October 21st at 6:00 p.m.
City Council - November 4th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024			
Item Name:		Approve City Council Minutes September 16, 2024			
Originating Department:		Administration			
Presented by:		Sue Schwalbe			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to approve the September 16, 2024 Council Minutes					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Approve City Council Minutes of September 16, 2024.					
<u>Attachments:</u>					
1. September 16, 2024 City Council Minutes					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
SEPTEMBER 16, 2024**

1) [**CALL MEETING TO ORDER AND ROLL CALL**](#)

Pursuant to due call and notice thereof, the regular meeting of the Waconia City Council was called to order by Mayor Waldron at 6:00 p.m.

The following Council Members were present: Nicole Waldron, Nick Gleason, Randy Sorensen, Jeff Grengs, and Jacob Coleman

The following staff were present: Shane Fineran, Jackie Schulze, Nicole Meyer, Nevin Waldron, Jon Haukaas, Lane Braaten, and City Attorney Mike Melchert

2) [**PLEDGE OF ALLEGIANCE**](#)

3) [**ADOPT AGENDA**](#)

Motion by Sorensen second by Grengs to adopt the agenda as published.

MOTION CARRIED

4) [**VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**](#)

Jennifer Ray of Chanhassen addressed the Council regarding absentee ballot election integrity in Minnesota. Ray gave a detailed explanation of the process regarding how absentee and mail-in ballots have the most potential for fraud. Ray is requesting the City's support an action item for changes in the Carver County Process.

5) [**ADOPT CONSENT AGENDA**](#)

5.1 [**Approve City Council Minutes September 3, 2024**](#)

[**Cover Page**](#)

[**September 3, 2024 City Council Minutes**](#)

5.2 [**Approve September 16, 2024 Expenditures**](#)

[**Cover Page**](#)

[**Council Listing Purchasing Card 09-16-2024**](#)

[**Council Listing Expenditures 09-16-2024**](#)

[**Council Listing Expenditures Regular 09-16-2024**](#)

- 5.3 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred August 2024

[Cover Page](#)

[08-24-24 Safari Island - Applied Payments](#)

- 5.4 Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred August 2024

[Cover Page](#)

[08-24-24 Ice Arena - Applied Payments](#)

- 5.5 Approve Kraus-Anderson Construction Pay Request #24 for the New Fire Station

[Cover Page](#)

[Pay Request #24 Fire Station with Kraus Anderson Construction](#)

- 5.6 Approve Kraus-Anderson Contractor Pay Request for the New Fire Station

[Cover Page](#)

[Pay Application #16 Fire Department Construction Management Services Kraus Anderson](#)

- 5.7 Request for Qualifications for City Insurance Agent for Property/Liability and Workers' Compensation

[Cover Page](#)

[Resolution No. 2024-192 Authorizing Staff Obtain Quotes for Insurance Agent](#)

[RFQ Insurance Broker Services](#)

[Broker Information Proposal Response Form](#)

- 5.8 Contract with Suburban Waste Services for Garbage and Recycling Services

[Cover Page](#)

[Resolution No. 2024-193 Authorizing Contract with Suburban Waste for Garbage and Recycling](#)

[Library Quote](#)

[City Hall Quote](#)

[Public Services Quote](#)

[Fire Station Quote](#)

5.9 Authorize Contract for Fuel Island Concrete Pavement Replacement

[Cover Page](#)

[Resolution No. 2024-194 Contract Replacement of Fuel Island Concrete Pavement](#)

[Pump and Meter Service Inc. Proposal](#)

[Public Services Facility Fuel Island Concrete Slab](#)

5.10 Authorize Acquisition of Tire Changer Machine

[Cover Page](#)

[Resolution No. 2024-195 Authorizing Contract for Tire Replacement Machine](#)

[Mohawk Lifts Quote 08-15-24](#)

5.11 Approve Contract of the 2024 Storm Catch Basin & Storm Manhole Rehabilitation

[Cover Page](#)

[Resolution No. 2024-196 Authorizing Contract for 2024 Storm Sewer Structure Rehabilitation](#)

[09-10-2024 Storm Sewer Lining Project Quotes](#)

5.12 Approve Purchase of a Crash Attenuator

[Cover Page](#)

[Resolution No. 2024-197 Authorizing Acquisition of Crash Attenuator](#)

[Street Smart Quote 09-06-2024](#)

[TraFFix Devices Inc. Scorpion Fact Sheet](#)

5.13 Certification for Payment with Taxes - Payable 2025

[Cover Page](#)

[Resolution No. 2024-198 Calling for a Public Hearing for Delinquent Utility and Other Charges](#)

- 5.14 [Accepting Cash Donations for Operations of the Fire Department](#)

[Cover Page](#)

[Resolution No. 2024-199 Accepting Cash Donation for Fire Department](#)

- 5.15 [Authorize Hire for Finance Clerk](#)

[Cover Page](#)

[Resolution No. 2024-200 Authorizing Finance Clerk Hire](#)

- 5.16 [Approve Temporary On-Sale Liquor Licenses for the Waconia Brewing Company](#)

[Cover Page](#)

[Resolution No. 2024-201 Approving Temporary Liquor License](#)

- 5.17 [Approve Temporary On-Sale Liquor Licenses for the Waconia Legion Post 150](#)

[Cover Page](#)

[Resolution No. 2024-202 Approving Temporary On-Sale Liquor License](#)

Motion by Sorensen second by Coleman to adopt the Consent Agenda as published.

MOTION CARRIED

6) **COUNCIL BUSINESS**

- 6.1 [Waconia High School Homecoming Parade](#)

[Cover Page](#)

[Resolution No. 2024-203 Approving Special Event Permit Waconia High School Homing Parade](#)

[2024 Homecoming Parade Route.png](#)

[Homecoming Parade App 2024](#)

Shane Fineran, City Administrator stated the Waconia High School Student Council submitted a Special Event Permit for the annual homecoming parade. Under City policy this is a City supported event. The parade will be on Friday, October 4, 2024, from 5:00

p.m. to 5:45 p.m. and will require street closure at Oak Avenue, traveling west to the high school from the middle school; then back east to the parade staging area at the middle school.

The leadership team for the Waconia High School Student Council provided a description of the Homecoming Events included the parade route and spirit week which includes:

Monday is comfy day

Tuesday is tacky day

Wednesday is county vs country club day

Thursday is BBQ dad and soccer mom day

Friday is game day with the spirit wear

Motion by Coleman second by Gleason to adopt Resolution No. 2024-203 Approving a Special Event Permit for the Waconia High School Homecoming Parade.

MOTION CARRIED

6.2 Amend Section 900.04 Definitions and Section 900.05.7 B-1 Highway Business District - Rural Retail Use

Cover Page

Ordinance No. 773 Amending Section 900.04 and Section 900.05.7

Narrative for Text Amending Section 900.04 and Section 900.05.7

Proposed Text Amending Section 900.04 and Section 900.05.7

Site Plan Tractor Supply Company

Tractor Supply Company Typical Building Elevations

Tractor Supply Company Mobile Loading Ramp

Tractor Supply Company Typical Site Examples

Redline Proposed Attorney Revision Section 900.04 and 900.05.7

Resolution No. 2024-204 Approving Summary Publication of Ordinance No. 775

Lane Braaten, Community Development Director stated that David Soto submitted an Ordinance Amendment application proposed to amend Sections 900.04, Definitions and 900.05.7, B-1, Highway Business District. The applicant is proposed to define rural lifestyle retail which would allow outdoor storage and display within designated areas without screening, allowing a moveable loading dock, and fencing to exceed the 8-foot height maximum allowed. The Ordinance Amendment is in response to conversations with the applicant related to the possible future location and construction of a Tractor Supply Company building on Marketplace Drive.

The Planning Commission reviewed the information, made some recommended revisions based on the attorney's language, held a public hearing, and recommends approval with specific conditions as Ordinance No. 775.

Jacob Saufley of Larkin Hoffman on behalf of the applicant responded to numerous questions from the Council regarding fence height. He indicated fences provide security and brand esthetic, and a better tapered down of the building height. The height is a discussion at the next phase of the project.

David Soto working with the Atwater Group explained the height escalation of the fence going to 12 feet.

Motion by Gleason second by Grengs to Approve Ordinance No. 775 Amending Section 900.04 and Section 900.05.7 of the Waconia City Code to Allow Rural Retail Use as a Permitted Use with Special Restriction in the B-1, Highway Business District.

MOTION CARRIED

Motion by Gleason second by Coleman to Adopt Resolution No. 2024-204 Approving Summary Publication of Ordinance No 775.

MOTION CARRIED

[6.3 2025 Budget & Preliminary Levy](#)

[Cover Page](#)

[Resolution No. 2024-205 Approving Preliminary Tax Levy Collectible 2024](#)

[Financial Model Updated 08-29-2024](#)

Nicole Meyer, Finance Director stated that staff has prepared the preliminary 2025 budgets for all City departments in the General Fund. The City is required to set a preliminary levy by September 30th of each year and this levy may not be increased. Budgets are still being reviewed in work sessions this fall include the PIR Capital Project, Capital Equipment, Safari Island, Ice Arena, Water, Sewer, Storm Water, and Street Light utility budgets. Final General fund budget reviews will be scheduled for work sessions in October and November with the Council and the Council will establish a final budget and levy for 2025. For the preliminary levy, staff is recommending a 13.8% increase from 2024 to the general property tax levy for operations of the City. Staff will be working to finalize contracts and budgeted line items to see if this increase can be adjusted down before the final levy is approved. The current operating levy plan brings the City's General Fund balance to 40%. The special debt levy increased 7.1% from the 2024 levy. This is due to the City issuing bonds related to street, sidewalk, and utility improvements that are budgeted 2024 infrastructure projects. The overall net levy to taxpayers is preliminarily increasing from 2024 levels by 10.86%. With this tax rate, the average valued home in Waconia will see a 1.09% increase in their home's market value and 5.99% or \$114.21 in the City portion of their annual tax bill.

Motion by Sorensen second by Grengs to adopt Resolution No. 2024-205 Approving a Preliminary Tax Levy Collectible in 2025

MOTION CARRIED

7) ITEMS REMOVED FROM CONSENT AGENDA

NONE

8) STAFF REPORTS

NONE

9) BOARD REPORTS

Sorensen: On 09-16-24 attended CIP Meeting at City Hall. More information to follow as discussion progresses.

Coleman: Nothing to report

Gleason: On 09-16-24 attended CIP Meeting at City Hall. More information to follow as discussion progresses.

Grengs: Nothing to report.

Waldron: Nothing to report.

10) ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator reminded Council and residents that the Teddy Bear Band will be performing at the Waterford Park this Thursday, September 19, 2024.

Early/Absentee Voting starts on Friday, September 20, 2024. at 7:30 at City Hall and more information can be found on the City website.

11) ADJOURN REGULAR MEETING

Motion by second Grengs by Gleason to adjourn the September 16, 2024, City Council Meeting at 7:00 p.m.

MOTION CARRIED

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe, Office Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Approve October 7, 2024 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Payment of October 7, 2024 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements register for the City of Waconia as of October 7, 2024. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Approve Lodging Tax Fund Request - Waconia CVB					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred July - September 2024.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Chamber Convention & Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued from July - September 2024. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures. Staff recommends approval of the request in the amount \$12,875.41. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Lodging Tax Fund (701)							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024			
Item Name:		Contractor Pay Request #5 - Waconia Downtown Reconstruction - Phase 2			
Originating Department:		Finance			
Presented by:		Amanda Ortloff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to approve Pay Estimate No. 5 to W.M. Mueller & Sons, Inc. for the Waconia Downtown Reconstruction - Phase 2 Project.					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Staff has reviewed the contractor pay request for the Waconia Downtown Reconstruction - Phase 2 Project and recommends payment of \$434,871.58 based on the engineering request for payment. This payment represents approximately 80.0% of the total approved contract for the project.					
Attachments:					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: PIR, Water, Sewer, Storm Water					
Budget Information:			Planning Commission		
☒ Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Contractor Pay Request #9-Final - Waconia East Frontage Road Improvements					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve Pay Estimate No. 9-Final to GMH Asphalt, Inc. for the Waconia East Frontage Road Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia East Frontage Road Improvements and recommends payment of \$4,712.20 based on the engineering request for payment. This payment represents approximately 92% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024			
Item Name:		Contractor Pay Request #1 - 2024 Infrastructure Improvements			
Originating Department:		Finance			
Presented by:		Amanda Ortloff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒	X	Regular Session	Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to approve Pay Estimate No. 1 to Valley Paving, Inc. for the 2024 Infrastructure Improvements.					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Staff has reviewed the contractor pay request for the Waconia 2024 Infrastructure Improvements and recommends payment of \$184,452.05 based on the engineering request for payment. This payment represents approximately 68% of the total approved contract for the project.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: Streets					
Budget Information:			Planning Commission		
☒ Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 7, 2024						
Item Name:	Accepting Grant Proceeds from the Minnesota Department of Natural Resources Emerald Ash Borer Program						
Originating Department:	Finance						
Presented by:	Nicole Meyer						
Previous Council Action (if any):	Resolution No. 2022-54 - Resolution Authorizing Approval of Staff to Submit MNDNR Grant for EAB - Preparing for EAB Grants Program - Dated February 22, 2022 Resolution No. 2022-99 - Resolution Authorizing Approval of MNDNR Grant for EAB - Preparing for EAB Grants Program - Dated: April 4, 2022						
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-206 Accepting Grant Proceeds from the Minnesota Department of Natural Resources Emerald Ash Borer Program							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City submitted an application to the Minnesota Department of Natural Resources in February 2022 and was awarded grant funds for implementation of the City's Emerald Ash Borer Management Plan. City staff completed all of the grant deliverables; this including adoption of an EAB management plan, ash tree removal and replacement, and project evaluation impact review. The City recently received the funds totaling \$19,867.50. These funds will be recorded as 2024 grant revenue in the General Fund - Parks Department; this off-setting the costs for execution of plan that were expensed in 2022-2024.							
Attachments:							
1. Resolution No. 2024-206 Accepting Grant Proceeds from the Minnesota DNR Emerald Ash Borer Program							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Parks							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-206**

**RESOLUTION ACCEPTING GRANT PROCEEDS FROM THE MINNESOTA
DEPARTMENT OF NATURAL RESOURCES EMERALD ASH BORER PROGRAM**

WHEREAS, City staff applied for the Minnesota Department of Natural Resources Emerald Ash Borer Program Grant in February 2022 to secure funds for execution of the City's emerald ash borer management plan; including replacement of ash trees in the City limits; and

WHEREAS, the City met the grant criteria and was awarded funds for the project.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby graciously accepts the grant proceeds of \$19,867.50 from the Minnesota Department of Natural Resources and acknowledges funds will be recorded in the City's General Fund -Parks Department as grant revenue.

Adopted by the City Council of Waconia, Minnesota this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Accepting Cash Donations for Operations of the Fire Department					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-207 Accepting Cash Donations for Operations of the Fire Department							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Fire Department staff received the following donation with a thank you letter for the service provided by City staff: - Joan Leiferman - \$25 - Smoke Detector Battery Replacement - Nancy Janski - \$25 - Smoke Detector Battery Replacement - Anonymous - \$20 - Smoke Detector Battery Replacement With the Council's acceptance of the donation, staff will recognize the donation as revenue in the Fire Department's 2024 budget. Attachments: 1. Resolution No. 2024-207 Accepting Cash Donations for Operations of the Fire Department							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Fire (101)							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-207**

**RESOLUTION ACCEPTING CASH DONATION FOR OPERATIONS OF THE FIRE
DEPARTMENT**

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Joan Leiferman	Cash	\$25
Nancy Janski	Cash	\$25
Anonymous	Cash	\$20

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 7, 2024
Item Name:	Authorize City Staff to execute proposal and contract with Flexible Pipe Tools & Equipment for the purchase of a new 2026 Vacuum/Jetting Truck.
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution No. 2024-208 Authorizing City Staff to Execute a Purchase Agreement for the Replacement of a Vacuum/Jetting Truck, CIP Project #644.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The Public Services Department has planned for the replacement of a Utility Department Vacuum/Jetting Truck Unit #35, a 2007 Aquatech B10/3100 on a tandem chassis in the 10 year Capital Improvement Plan. Similar to the recent authorization to order the new Fire Department Rescue Truck, lead times on these vehicles are 12-24 months. In order to maintain the level of service to the community and the financial plan, staff recommends ordering in 2024 for delivery in the budgeted replacement of 2026.

Department staff reviewed quotes and conducted demonstrations of multiple brands of units. The most competitively priced unit is a 900 Eco Sewer Equipment Collection Basin/Jet Rodder mounted on a Western Star cab and chassis priced per Minnesota State Contract 191958 as shown in the attached quote.

Unit	Unit Price	Chassis	Chassis Allowance	Trade-In Value	Net Cost
2025 900 Eco Sewer Equipment Collection Basin/Jet Rodder	\$ 448,218.75	2026 Western Star 47X Tandem DD13 450HP	\$ 167,218.00	\$ (50,000.00)	\$ 565,436.75
2025 Aquatech Model B10/1450 Collection Basin/Jet Rodder	\$ 487,172.00	2026 Western Star 47X Tandem DD13 450HP	\$ 167,218.00	\$ (50,000.00)	\$ 604,390.00

The 2026 budget included \$700,000 for this purchase. The attached quote for the 900 Eco Sewer Equipment Collection Basin/Jet Rodder prices the recommended unit at \$565,436.75 including an allowance for the Western Star 47X Tandem DD13 450hp Chassis and a trade in allowance for our existing unit.

Staff is recommending approval of No. Resolution 2024-208 authorizing staff to execute a purchase agreement for the replacement of our 2007 Vacuum/Jetting Truck Unit #35, per CIP Project #644. Placing the order in 2024 will allow the City to take delivery and payment in 2026 .

Attachments:

1. [Resolution No. 2024-208 Authorizing Purchase Agreement Vacuum Jetting Truck Replacement](#)

2. 900 Eco Combo Unit Quote

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Sewer Cash

Budget Information:

☒ Budgeted

☐ Non Budgeted

☐ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2024-208**

**RESOLUTION AUTHORIZING CITY STAFF TO EXECUTE PURCHASE
AGREEMENT FOR VACUUM/JETTING TRUCK REPLACEMENT**

WHEREAS, replacement of the Utility Department Vacuum/Jetting Truck is currently budgeted in the 2026 CIP; and

WHEREAS, lead time on the cab and chassis portion of the truck is currently 12-24 months followed by several months lead time to install all the equipment; and

WHEREAS, in order to receive the equipment in the year programmed in the budget and maintain both operational capabilities and financial planning models; and

WHEREAS, staff have received specifications, quotations, and equipment demonstrations from companies within the State of Minnesota Cooperative Purchasing Program and wish to proceed with the purchase of a 900 Eco Sewer Equipment Collection Basin/Jet Rodder mounted on a Western Star Tandem Axle Chassis to replace the current unit, plus declaring the old unit as surplus for trade in; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that City staff are authorized to execute the quote and purchase agreement for the replacement of the Vacuum/Jetting Truck currently identified in the CIP as project #644 with Flexible Pipe Tools & Equipment of Cold Spring, MN.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



22606 186th Ave
Cold Spring, MN 56320
1-800-450-6969



Doug Bode
Public Works
310 E 10th Street
Waconia, MN 55387

Date: 9/15/2024

From: *Shane Smetana*

We are pleased to submit the following quotation. All prices are subject to immediate acceptance. Clerical errors are subject to correction. All agreements are contingent upon fires, accidents, labor difficulties and causes beyond our reasonable control. No statement, contract or order will be binding on the Company unless made or approved on behalf of the Company by one of its officers.

One (1) 2025 900 Eco Sewer Equipment Collection Basin/Jet Rodder priced per Minnesota State Contract 191958 and including the following features/options:

1.0	Base Unit Price	\$	353,581.00
2.1	12 cubic yard debris body		Standard
2.2	Top hinged full opening rear door		Standard
2.3	Exten Steel construction		Standard
2.4	Splash shield		Standard
2.5	Hydraulic door locks		Standard
2.6	Dump height 60"		Standard
2.8	Dual Port rear door w/knife valve		Standard
2.14	Debris body tank Vibrator	\$	3,705.00
2.15	Debris body washout system (includes dual nozzles in debris box)	\$	1,523.00
2.16	Decant Screen on rear door port	\$	1,797.00
2.18	Debris liquid level audible alarm	\$	1,110.00
3.1	Stainless steel float ball shutoff		Standard
3.2	Air operated vacuum breaker		Standard
3.3	4400 CFM Blower 18" Hg Vacuum Rating		Standard
3.4	Dual Cyclone Separator		Standard
3.5	Dual Element 10 micron final filter		Standard
3.6	Variable volume delivery		Standard
3.7	Analog Vacuum display		Standard
3.11	Dual Variable Vacuum Control, front and midship	\$	3,193.00
4.1	28' Extendable Boom		Standard
4.2	Extra heavy duty rubber intake hose		Standard
4.3	(3) aluminum extension tube, 8"X6' (band lok style)		Standard
4.4	(1) Aluminum Extension tube 8"X4' (band lok style)		Standard
4.5	(1) Aluminum crown tube 8"X6' (band lok style)		Standard
4.6	(6) Quick Clamp		Standard
4.7	Tube Rack (Holds 6 Tubes)		Standard
4.8	Telescoping Boom System		Standard

4.9	Boom joy stick control		Standard
4.10	Aluminum crown dig tube (band lok style)	\$	365.00
4.12	(2) Aluminum extension tube 8" x 6' (band lok style)	\$	708.00
4.13	(2) Aluminum extension tube 8" x 8' (band lok style)	\$	780.00
4.18	8" Fluidizer tube (band lok style)	\$	283.00
4.20	Manual/Electric Boom Control Valve	\$	537.00
5.2	Cold weather recirculation		Standard
5.3	Water pump cavity drains		Standard
5.5	Triplex Giant Water Pump 80GPM @ 2000 PSI	\$	11,920.00
6.1	Front mounted Hose reel with 20" Extention		Standard
6.2	180 degree articulation on hose reel		Standard
6.3	800' CapacityHose reel		Standard
6.4	Single Side Control		Standard
6.5	10' Leader Hose		Standard
6.6	Auto Levelwind w/up/down action	\$	9,539.00
6.7	Digital "Smart" footage counter	\$	3,809.00
6.11	1" x 700 foot sewer hose installed	\$	4,025.00
7.1	Curb side fill		Standard
7.3	1300 gallon Black duraprolene water tanks capacity		Standard
7.5	Dual fill system	\$	2,247.00
7.7	Additional 200 Gallons water Between Rails	\$	6,955.00
7.9	Fill hose basket	\$	265.00
7.10	Digital Water Tank Level Gauge	\$	1,186.00
7.11	Standard Hydroexcavation kit w/8"x6' Digging tube and Gun	\$	7,899.00
7.17	Central Washdown System w/retractable reel	\$	1,800.00
8.2	(2)Rear mounted tool boxes 18"x18"x30"		Standard
8.3	Behind the cab tool box 72"W x 15"D x 36"H		Standard
8.4	Aluminum long storage rear		Standard
8.5	Additional 18"x 18" x 30" Aluminum tool box w/ladder	\$	2,025.00
8.7	Driver side tube storage rack	\$	1,432.00
8.8	Long handled tool storage (two 4" tubes) and cabinet	\$	1,865.00
8.10	Rear Tool Box Group w/center section w/pass thru opening	\$	2,838.00
9.1	NEMA 4 control panel		Standard
9.2	Vacuum/pressure gauge		Standard
9.3	Engine throttle		Standard
9.4	Tachometer		Standard
9.5	Water pressure gauge		Standard
9.6	Low water warning light		Standard
9.7	Water Pump Hour Meter		Standard
9.8	Blower Hour Meter		Standard
9.9	25' Fill Hose		Standard
9.10	Washdown gun w/50' hose		Standard
9.11	Daul retractable LED work lights on boom	\$	1,194.00
9.12	Flood Light (4) mounted in customer location	\$	2,312.00
9.14	LED flush mount premium strobe package (12)	\$	4,012.00
9.16	LED arrow stick on unit	\$	1,372.00
9.18	Central lubrication manifold	\$	3,609.00
9.20	Camera System Front/Rear	\$	1,958.00
9.30	14 Function Wireless Remote	\$	5,806.00
11.1	Freight Charge	\$	2,568.75

Subtotal for Sewer Equipment 900 Eco Jet/Vac body \$ **448,218.75**

FACTORY SUPPLIED CHASSIS 2026 Western Star 47X Tandem DD13 450HP \$ **167,218.00**

Trade in allowance for 2007 Aquatech B10/1300 \$ **(50,000.00)**

Complete Unit Total \$ **565,436.75**

By: *Shane Smetana*



Grand Total: \$ 565,436.75



Nicole Waldron Mayor
City of Waconia, MN



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024				
Item Name:		Approve Contracts for the Construction of Well #9 and associated Modification to Water Treatment Plant 3				
Originating Department:		Public Services				
Presented by:		Jon Haukaas				
Previous Council Action (if any):		Resolution 2024-098 Authorizing the Solicitation of Pricing for Capital Project #314 - Construction of Well #9, May 6, 2024 Resolution No. 2024-181 Rejecting Bids and Rebid for the Construction of Well #9, August 19, 2024				
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Modifications to Water Treatment Plant 3 Piping.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

On September 24, 2024 bids were received to construct an approximately 400 feet deep municipal well. This was the rebid for the project after there were problems with the submitted bids in our first attempt last month that resulted in one with a price of \$697,400 and one invalid bid. Those bids were rejected, and a rebid was authorized.

One bid was received in the amount of \$447,750.00. The low bid was submitted by Traut Companies from St. Joseph, MN. Evaluation of the bid indicates the pricing received is commensurate for the proposed work. The bid submitted was 2.7% below the engineer's estimated amount of \$460,000.00. Traut Companies has successfully completed projects of this type in the past and therefore meet the standards to be considered a responsible contractor.

A second bid opening was also conducted on September 24, 2024 for Modification to Piping at Water Treatment Plant 3 to accommodate the addition of water from the new Well #9. This project and recommended additional alternate improvements include the following:

- Furnish and install raw watermain to the WTF and within the WTF.
- Remove and replace select valves within the WTF.
- Connect the proposed Well No. 9 to the facility's electrical system.
- Furnish and install a new Variable Frequency Drive for the proposed well.
- Replacing valves and valve actuators: V-WW-1, VWW-2, V-WW-3, V-WW-4, V-WW-5, V-WW-6.
- Replacing valves and valve actuators: V-BW-1, V-BW-2, V-BW-3, & V-BW-4.
- Replacing valves and valve actuators: V-PD-1, V-PD-2, V-PD-3, & V-PD-4.

Two Bids were received for the Base work and all alternates:

Municipal Builders, Inc.	\$728,156.00
Magney Construction, Inc.	\$734,500.00

Evaluation of the bids indicates the bidding process was competitive. The excellent pricing allows staff to recommend the low bid and all alternates. The low bid of \$728,156.00 is 7% below the engineer's estimated of \$785,000 and 1% below the high base bid with all alternates. Municipal Builders has successfully completed projects of this type in the past and therefore meets the standards to be considered a responsible contractor.

The 2024 Capital Improvement Plan identified \$1,700,000 for this work. The total of the two contracts is

\$1,175,906.

Based on the items above, staff recommends the City award a contract in the amount of \$447,750 to Traut Companies for the construction of Well #9, and also award a contract, Base Bid plus Alternate No. 4 (all items), in the amount of \$728,156 to Municipal Builders, Inc. of Anoka, MN for Modification to Piping at Water Treatment Plant 3.

Attachments:

1. [Resolution No. 2024-209 Authorizing Award of Contracts Construction Well #9 and Water Treatment Plant #3 Piping](#)
2. [09-27-2024 Well No. 9 Award](#)
3. [09-27-2024 Water Treatment Facility Piping Award](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Revenue Bonds and Water Cash

ADVISORY BOARD RECOMMENDATIONS:

Budget Information:

☒ Budgeted
☐ Non Budgeted
☐ Amendment Required

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2024-209**

**RESOLUTION AUTHORIZING AWARD OF CONTRACTS FOR THE
CONSTRUCTION OF WELL #9 AND ASSOCIATED WATER TREATMENT PLANT 3
PIPING MODIFICATIONS**

WHEREAS, the City Council authorized on May 6, 2024 the public bid for the construction of Well #9 and associated Water Treatment Plant 3 piping modifications; and

WHEREAS, the work requires two different specialty contractors and are both required for the delivery of additional water to our water system; and

WHEREAS, two separate construction project plans and specifications were developed and advertised for competitive bidding; and

WHEREAS, bids for each project were received separately on September 24, 2024 via a virtual bidding process; and

WHEREAS, the total for both bids and all alternate work was \$1,175,906 well within the budgeted amount of \$1,700,000; and

WHEREAS, Staff and City Engineer recommends the City award contracts to the low bidder for each component of the overall project.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes award a contract in the amount of \$447,750 to Traut Companies for the construction of Well #9, and also award a contract, Base Bid plus Alternate No. 4 (all items), in the amount of \$728,156 to Municipal Builders, Inc. of Anoka, MN for Modification to Piping at Water Treatment Plant 3.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

September 27, 2024

City of Waconia
Attn: Jon Haukaas
201 South Vine Street
Waconia, MN 55387

Re: Well No. 9 Award

Dear Mr. Haukaas:

Bids were received to construct an approximately 400 feet deep municipal well on September 24, 2024. One bid was received in the amount of \$447,750.00. The low bid was submitted by Traut Companies from St. Joseph, MN. Please note this was a rebid for this project. Bids were originally received last month that resulted in one with a price of \$697,400 and one invalid bid. Those bids were rejected, and a rebid was authorized.

Evaluation of the bid indicates the pricing received is commensurate for the proposed work. The bid submitted was 2.7% below the engineer's estimated amount of \$460,000.00.

Traut Companies has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of \$447,750.00 to Traut Companies. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Jake Saulsbury, P.E.

cc: Doug Bode, City of Waconia
Seth Peterson, Bolton & Menk



September 27, 2024

City of Waconia
Attn: Jon Haukaas
201 South Vine Street
Waconia, MN 55387

Re: Water Treatment Facility (WTF) Piping Project Award

Dear Mr. Haukaas:

Bids were received on September 24, 2024, for the above referenced project. This project includes the following:

- Furnish and install raw watermain to the WTF and within the WTF.
- Remove and replace select valves within the WTF.
- Connect the proposed Well No. 9 to the facility's electrical system.
- Furnish and install a new Variable Frequency Drive for the proposed well.
- Alternates for select valve replacements:
 - Alternate No. 1 – Replacing the following valves and valve actuators: V-WW-1, V-WW-2, V-WW-3, & V-WW-4.
 - Alternate No. 2 – All work included in Alternate No. 1 and replacing the following valves and valve actuators: V-BW-1, V-BW-2, V-BW-3, & V-BW-4.
 - Alternate No. 3 – All work included in Alternates No. 1 & 2 and replacing the following valves and valve actuators: V-WW-5 & V-WW-6.
 - Alternate No. 4 – All work included in Alternates No. 1, 2, & 3 and replacing the following valves and valve actuators: V-PD-1, V-PD-2, V-PD-3, & V-PD-4.

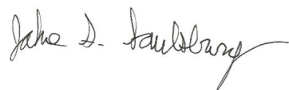
Two bids were received and are tabulated below. The low bid was submitted by Municipal Builders, Inc. from Anoka, MN.

WTP Piping Modifications		
Bid Item	Municipal Builders, Inc.	Magney Construction, Inc.
Base Bid	\$492,172.00	\$562,435.00
Base Bid + Alt No. 1	\$602,968.00	\$632,445.00
Base Bid + Alt No. 2	\$669,634.00	\$687,390.00
Base Bid + Alt No. 3	\$706,459.00	\$710,525.00
Base Bid + Alt No. 4	\$728,156.00	\$734,500.00

Evaluation of the bids indicates the bidding process was competitive. Due to the competitive costs, we recommend the city proceed with including Alternate No. 4 in the project scope. The low base bid with Alternate No. 4 submitted was \$728,156.00, 7% below the engineer's estimated amount of \$785,000 and 1% below the high base bid with Alternate No. 4 amount.

Municipal Builders has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract, Base Bid plus Alternate No. 4, in the amount of \$728,156.00 to Municipal Builders, Inc. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

A handwritten signature in cursive script, appearing to read "Jake D. Saulsbury".

Jake Saulsbury, P.E.

cc: Doug Bode, City of Waconia
Seth Peterson, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 7, 2024
Item Name:	Authorize Obtaining Quotes for Test and Monitoring Wells for Future Well Development as Identified in the East Area Development Feasibility Study.
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	January 6, 2020: Authorize Staff and City Engineer, Bolton & Menk to Initiate Test Wells for Wells 9 & 10; CIP Project 313 August 19, 2024: Adopt Resolution No. 2024-182 Authorizing Water System Study & Water Model Update September 3, 2024: Adopt Resolution No. 2024-191 Receiving Feasibility Report for the Southeast Area Growth Study

Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution No. 2024-210 Authorizing Staff to Obtain Quotes for Test and Monitoring Wells for Future Well Development.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

On January 6th, 2020, Council authorized staff to begin work exploring future source water for drinking water and fire protection. As a result, Staff and City Engineer Bolton & Menk worked with Leonard Rice Engineers, Inc (LRE). reviewing potential source water locations. This preliminary work was included in the East Area Feasibility Study recently reviewed with the City Council. Goals were to find two different ground water formations with volumes of water to support municipal pumping applications.

Current City wells are within Sand/Gravel and Mount Simon formations. Mount Simon wells are restricted as a last resort source by Minnesota Statute for potable use only. This leaves us with potential sources of Jordan, Sand /Gravel and Tunnel City Wonewoc (TCW) formations. LRE assisted in determining the best locations based upon our current well formations and well formation logs within our proposed target areas. Sand/Gravel wells will be the target for larger water volumes and the TCW for lesser volumes allowing for multiple source water opportunities. The specific target areas are near 102nd Street in the Southeast study area and near Airport Road on the Northeast study area. City Engineer recommends to review both areas for the Sand/Gravel and TCW formations and include a pumping well and monitoring well approximately 1,000 LF apart. This process will allow Engineers to determine the source water value and impacts of pumping municipal volumes on the formations and what recharge rates look like for the individual aquifers.

The East Area Feasibility Study was discussed with the City Council on August 5, 2024 and accepted by Council on September 3, 2024. A related action was taken by the Council on August 19, 2024 to begin the process of updating the water model and system study.

Staff is requesting the ability to obtain quotes for drilling wells at multiple locations for pumping and monitoring for the future development of wells as shown in the East Area Feasibility Study. Staff will coordinate with target

area parcel owners to conduct the test wells and complete pumping to determine the formation water source values for the community. Contractors are scheduled 10-18 months out and in order to keep pace with our growing water demand, staff will need to begin the process as soon as possible.

Staff recommends approval of this request of City Council action, allowing staff and City Engineer, Bolton & Menk to obtain quotes for the drilling of the pumping and monitoring wells as detailed.

Attachments:

1. [Resolution No. 2024-210 Authorizing Solicitation Quotes for Test and Monitoring Wells](#)
2. [Project Location Maps](#)
3. [Future Well and Water Distribution Map](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Water Cash

ADVISORY BOARD RECOMMENDATIONS:

Budget Information:

☒ Budgeted
☐ Non Budgeted
☐ Amendment Required

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2024-210**

**RESOLUTION AUTHORIZING SOLICITATION FOR QUOTES
FOR TEST AND MONITORING WELLS
CIP PROJECTS 315 & 319**

WHEREAS, one of the City’s Priorities for Infrastructure is “Plan for Management, Maintenance, and Improvements to Current and Future Physical Assets”; and

WHEREAS, the Test and Monitoring Wells are a necessary part of the development of future wells and has been planned within the Capital Improvement Plan as Projects 315 and 319 to meet future water supply planning and community growth; and

WHEREAS, two potential source water areas have been determined through Engineering review and data collection of the source water formation areas; and

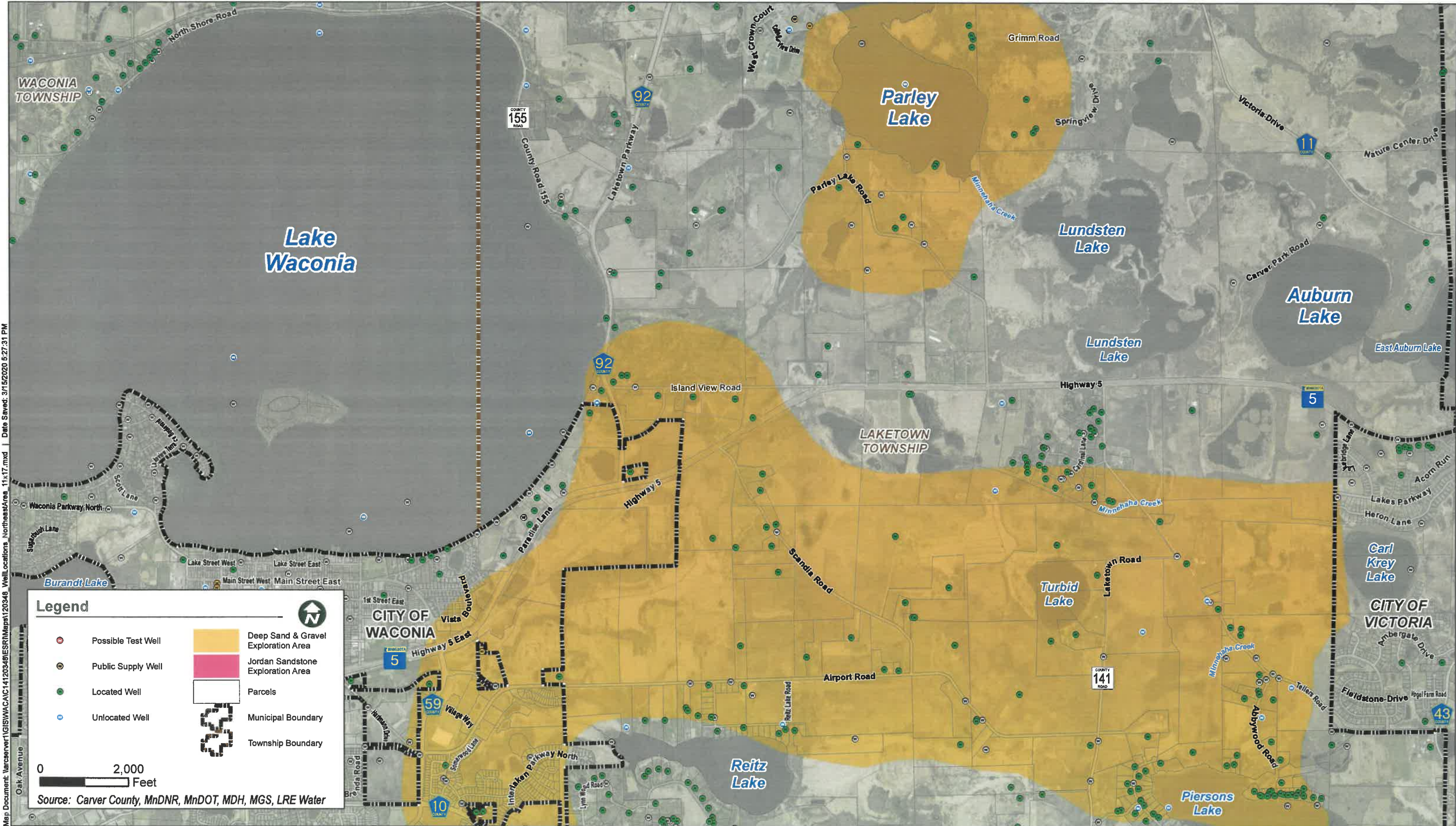
WHEREAS, the City Engineer, Bolton & Menk are authorized to obtain quotes for test wells and monitoring wells to support the source water study.

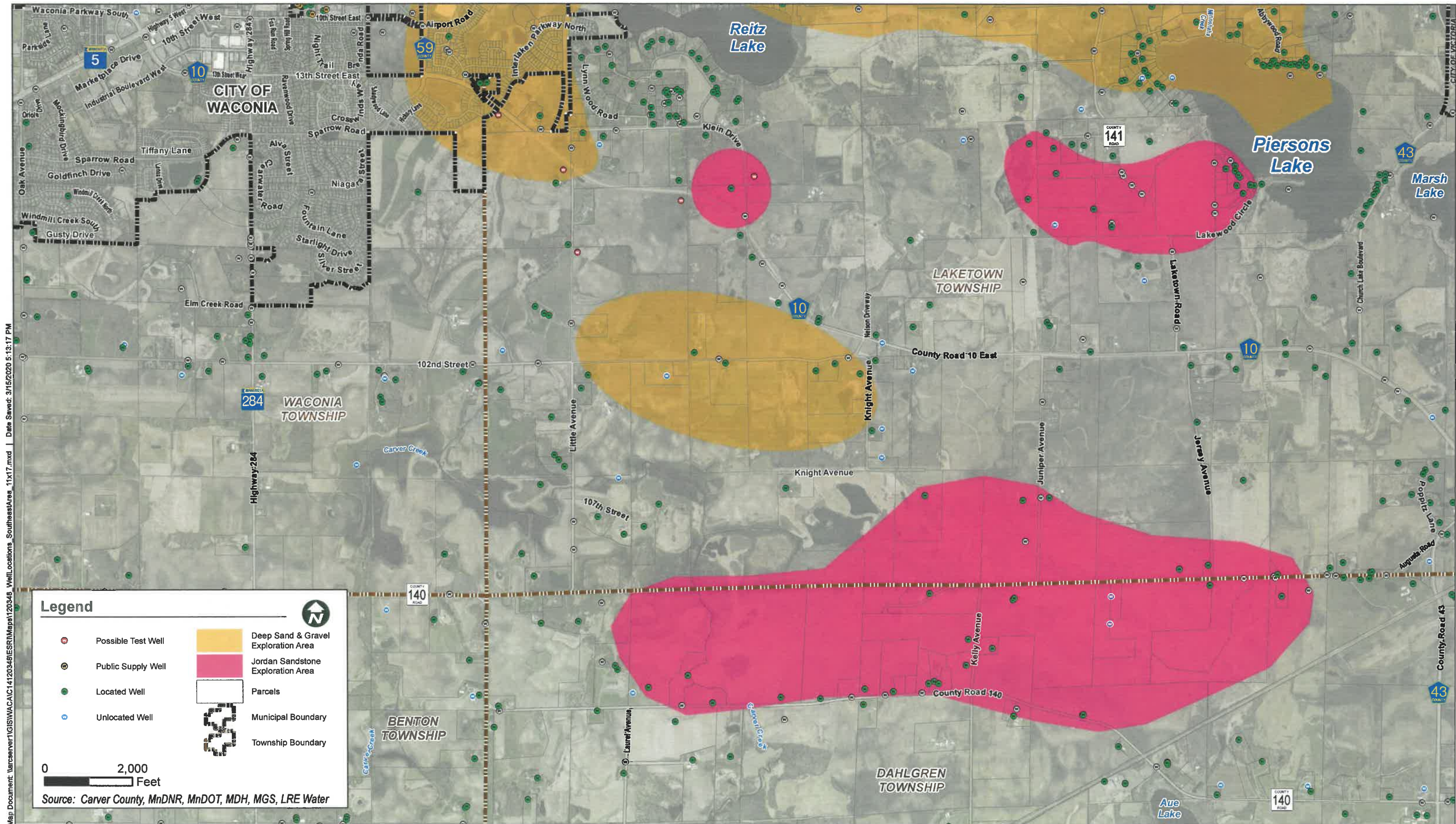
NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of City Engineer, Bolton & Menk to obtain quotes for test and monitoring wells under CIP Projects 315 & 319.

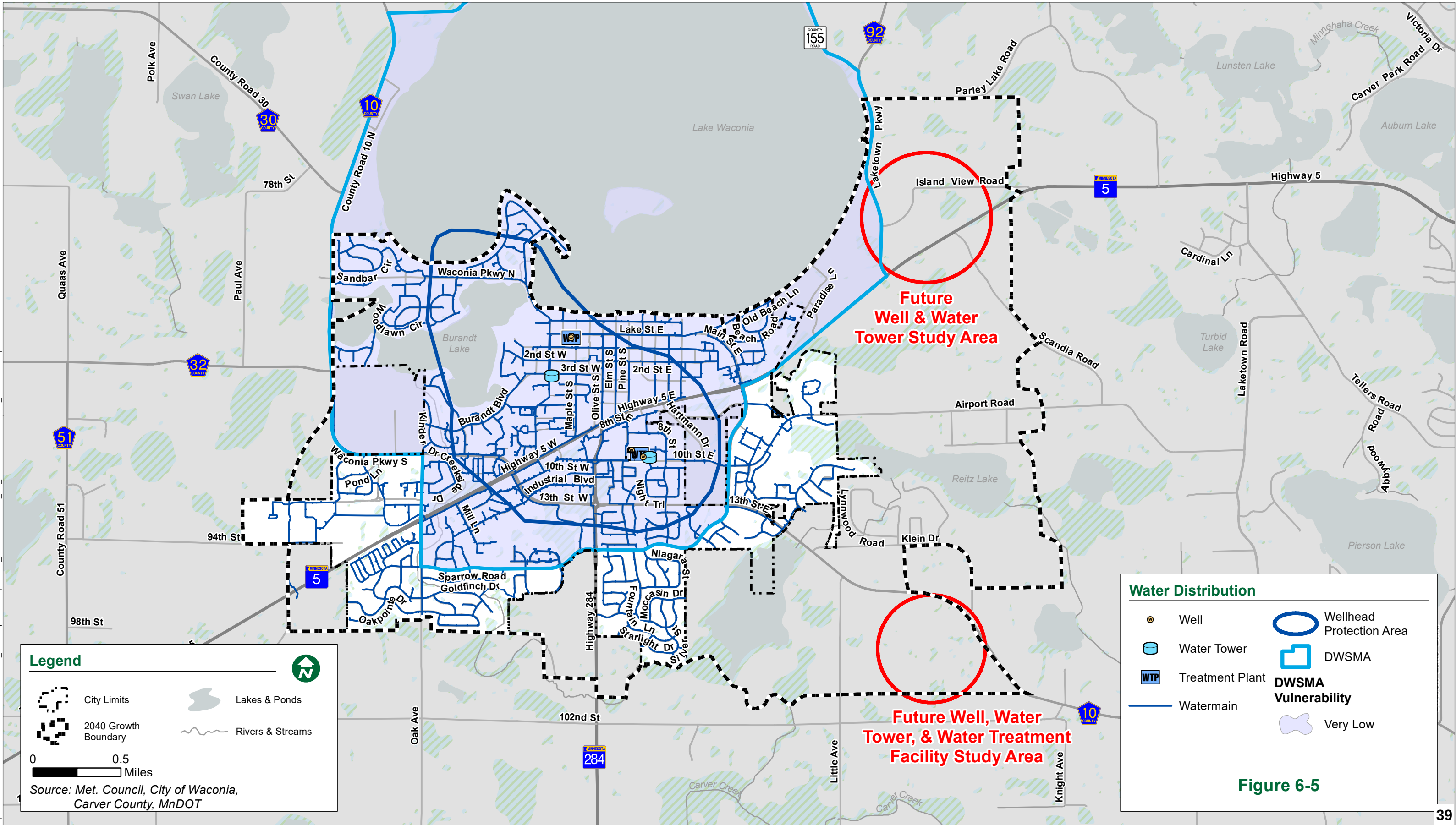
Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator









REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		2024 Downtown Phase 2 Reconstruction Final Costs, Preparing Proposed Assessment, and Calling Public Hearing					
Originating Department:		Public Services					
Presented by:		Jon Haukaas					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024-211 Declaring Cost to be Assessed and Ordering the Preparation of Proposed Assessment Adopt Resolution #2024-212 Receiving Proposed Assessment and Calling for a Public Hearing on Proposed Assessment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 2024 Downtown Phase 2 Reconstruction project is wrapping up with substantial completion items completed. Final asphalt lift and minor punch list items that will be completed this fall and into 2025. Final project costs have been determined as well as assessed fees. As part of the special assessment process a independent third party reviews the proposed assessments that are calculated per the City's special assessment policy and determines a special benefit based on an independent appraisal. It is the City's practice to assess the lower of the two amounts, either by the policy calculation or the 3rd party evaluation. Those costs are now determined and provided in the memo attached submitted by City Engineer, Jake Saulsbury. It is recommended that the City Council adopt Resolution No. 2024-211 declaring the costs to be assessed, preparing the proposed assessments, receiving the proposed assessments, and calling a public hearing in which affected property owners will be notified of the proposed assessment and the ability to provide comment at the public hearing.							
Attachments: 1. Resolution No. 2024-211 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment 2. Resolution No. 2024-212 Receiving Proposed Assessments and Calling for a Public Hearing on Proposed Assessment 3. 10-01-2024 Downtown Reconstruction Phase 2 Project							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-211**

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND
ORDERING THE PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, estimated final costs have been calculated for the Downtown Reconstruction Phase 2 Project. The project includes the street and utility reconstruction of the following:

- Main Street West from Olive Street to Elm Street
- Main Street East from Elm Street to approximately 100 feet east of Spruce Street
- Elm Street South from Main Street East to First Street
- Pine Street South from Main Street East to First Street
- Spruce Street South from Main Street East to First Street

and the construction price for such improvement is \$3,347,171, and the expenses incurred or to be incurred in the making of such improvement amount to \$960,638 so that the total cost of the improvement will be \$4,307,809.

NOW THEREFORE, BE IT RESOLVED THAT

1. The City Council has been advised by the City Clerk and the City Engineer of the portion of the total cost of such improvement to be paid by the City. The portion of the total cost of such improvement to be paid by the City is hereby declared to be \$3,795,027 and the portion of the cost to be assessed against benefited property owners is declared to be \$512,782.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2025 and shall bear interest at the rate of 4.10 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and she shall file a copy of such proposed assessment in her office for public inspection.
4. Upon the completion of the proposed assessment, the City Clerk shall notify the council thereof.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-212**

**RESOLUTION RECEIVING PROPOSED ASSESSMENTS AND
CALLING FOR A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, by a resolution passed by the City Council on October 7th, 2024, the City Clerk and City Engineer were directed to prepare a proposed assessment of the cost of the making of public improvements to the infrastructure of the City of Waconia by the installation of streets, curb and gutter, storm sewer, watermain, sanitary sewer, and sidewalks according to the plans and specifications for such improvements; and

WHEREAS, the project locations include the following:

- Main Street West from Olive Street to Elm Street
- Main Street East from Elm Street to approximately 100 feet east of Spruce Street
- Elm Street South from Main Street East to First Street
- Pine Street South from Main Street East to First Street
- Spruce Street South from Main Street East to First Street

WHEREAS, the City Clerk has notified the council that such proposed assessment has been completed and filed in her office for public inspection,

NOW THEREFORE, BE IT RESOLVED THAT

1. A hearing shall be held at 6:00 p.m. on November 4th, 2024, in the City Council Chambers of the Waconia City Hall located at 201 South Vine Street, Waconia, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement and all other information required by law. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, prepay to the City of Waconia the entire assessment on such property with interest accrued to the date of payment, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: October 1, 2024
To: Shane Fineran, City Administrator
Cc: Jon Haukaas, Public Services Director
Nicole Meyer, Finance Director
From: Jake Saulsbury, Bolton & Menk
Subject: Downtown Reconstruction Phase 2 Project

The purpose of this memo is to provide you with a brief summary of the final project costs, and a comparison of those costs to the costs presented during the Feasibility Study (FS) phase for the above referenced project. Attached hereto, for your information and reference, is a final cost summary for the project.

The total final project cost is estimated to be \$4,307,809 which is \$1,209,691 (21.9%) below the preliminary estimate. The total final assessed amount is \$512,782 after the assessment benefit evaluation adjustments. The street, sanitary sewer, and watermain final assessments are as follows on a per front foot and per unit basis:

- Street Assessment = \$177.30 / FF (23.5% below FS estimate)
- Sanitary Sewer Assessment = \$4,990 / Unit (25.6% below FS estimate)
- Watermain Assessment = \$7,110 / Unit (31.3% below FS estimate)

The total final City cost is \$3,795,027 which is \$625,473 (14.1%) below the preliminary estimate. This includes the reduction of assessments due to the benefit evaluation process and does not include the assessment to City Square Park. Two resolutions are required at the upcoming City Council Meeting in order for the City to remain compliant with the provisions of the assessment process. These resolutions are:

- Declaring the cost to be assessed and ordering the preparation of the final assessment roll.
- Receiving the proposed assessment and calling for a Public Hearing.

Also attached is a copy of the final assessment roll that contains the updated costs and the benefit evaluation information. I am available to discuss this information with you and answer any questions that you or the City Council may have at your convenience.

DOWNTOWN RECONSTRUCTION - PHASE 2 PROJECT
FINAL COST APPORTIONMENT SUMMARY
10/1/2024

	Preliminary Costs	Final Project Costs	+ / (-) From Prelim. Costs	% + / - From Prelim. Costs
*TOTAL PROJECT COST:	\$5,517,500	\$4,307,809	(\$1,209,691)	-21.9%
*Total Street/Storm/SW Sewer Recon. Cost	\$4,192,600	\$3,376,790	(\$815,810)	-19.5%
Standard Street Section Cost	\$1,575,500	\$1,205,823	(\$369,677)	-23.5%
*Extra Depth & Width Of Pvmnt (City Cost)	\$2,119,100	\$1,834,373	(\$284,727)	-13.4%
Sidewalk (City Cost)	\$498,000	\$336,594	(\$161,406)	-32.4%
Street/Storm Recon Cost (Assessed)	\$564,000	\$431,690	(\$132,310)	-23.5%
Assessable Cost Per Front Foot	\$231.66	\$177.30	(\$54.36)	-23.5%
Sanitary Sewer Improvements	\$411,500	\$393,058	(\$18,442)	-4.5%
Sanitary Sewer Imp (Assessment Eligible)	\$362,200	\$259,490	(\$102,710)	-28.4%
Sanitary Sewer Improvements (Assessed)	\$181,100	\$129,745	(\$51,355)	-28.4%
Sanitary Per Unit Assessment	\$6,708.87	\$4,990.19	(\$1,719)	-25.6%
Watermain Improvements	\$913,400	\$537,961	(\$375,439)	-41.1%
Watermain Imp (Assessment Eligible)	\$703,800	\$469,268	(\$234,532)	-33.3%
Watermain Improvements (Assessed)	\$351,900	\$234,634	(\$117,266)	-33.3%
Watermain Per Unit Assessment	\$10,349.25	\$7,110.13	(\$3,239)	-31.3%
TOTAL ASSESSED AMOUNT (PER POLICY):	\$1,097,000	\$796,069	(\$300,931)	-27.4%
TOTAL ASSESSED AMOUNT (ADJUSTED):	\$0	\$512,782	\$512,782	-46.7%
TOTAL CITY COST:	\$4,420,500	\$3,795,027	(\$625,473)	-14.1%
TOTAL PROJECT COST:	\$5,517,500	\$4,307,809	(\$1,209,691)	-21.9%

*Feasibility Study Total Project Cost With Stormwater Reuse, Stormwater Treatment, & Public Parking Lot = \$8,571,000.

FINAL ASSESSMENT ROLL
DOWNTOWN RECONSTRUCTION, PHASE 2 PROJECT
10/1/2024

= Information Has Changed Since the Preliminary Assessment Roll

PROP. NO.	P.I.D.	OWNER	PROPERTY ADDRESS	OWNER ADDRESS		F/F	*STREET ASSESSMENT	WATERMAIN UNITS	WATERMAIN ASSESSMENT	SANITARY SEWER UNITS	SANITARY SEWER ASSESSMENT	TOTAL ASSESSMENT PER POLICY	TOTAL ASSMT PER BENEFIT EVALUATION	FINAL TOTAL ASSMT (LESSER OF POLICY OR EVALUATION)	**ANNUAL ASSESSMENT PAYMENT
1	750503860	DAVID R III & PEGGY C PHILP	48 MAIN STREET W	10720 NORTH SHORE RD	WACONIA, MN 55387	44.00	\$7,801.20	1.0	\$7,110.13	1.0	\$4,990.19	\$19,901.52	\$20,750.00	\$19,901.52	\$2,465.91
2	750503850	SHAPE IT UP FITNESS LLC	44 MAIN STREET W	408 FIRST STREET W	WACONIA, MN 55387	33.40	\$5,921.82	1.0	\$7,110.13	1.0	\$4,990.19	\$18,022.14	\$13,500.00	\$13,500.00	\$1,672.72
3	750503830	SS JENSEN PROPERTIES LLC	36 MAIN STREET W	36 MAIN STREET W	WACONIA, MN 55387	54.60	\$9,680.58	1.0	\$7,110.13	1.0	\$4,990.19	\$21,780.90	\$42,000.00	\$21,780.90	\$2,698.77
4	750503820	DANIEL R NEUBAUER TRUST	20 MAIN STREET W	252 SUNSET BLVD	WACONIA, MN 55387-1227	44.00	\$7,801.20	1.0	\$7,110.13	1.0	\$4,990.19	\$19,901.52	\$18,750.00	\$18,750.00	\$2,323.23
5	750503813	BETH ANN & JOSEPH R SCHRUPP	16 MAIN STREET W	16 MAIN STREET W	WACONIA, MN 55387-1020	62.00	\$10,992.60	1.0	\$7,110.13	1.0	\$4,990.19	\$23,092.92	\$9,750.00	\$9,750.00	\$1,208.08
6	750503812	ALLEN LUETH	4 MAIN STREET W	10820 COUNTY ROAD 33	NORWOOD YOUNG AMERICA, MN 55397	35.00	\$6,205.50	1.0	\$7,110.13	1.0	\$4,990.19	\$18,305.82	\$8,500.00	\$8,500.00	\$1,053.20
7	750503990	4MAIN LLC	4 MAIN STREET E	13911 RIDGEDALE DR STE 243	MINNETONKA, MN 55305	22.00	\$3,900.60	1.5	\$10,665.20	1.5	\$7,485.29	\$22,051.08	\$3,750.00	\$3,750.00	\$464.65
8	750503980	4MAIN LLC	NA	13911 RIDGEDALE DR STE 243	MINNETONKA, MN 55305	44.00	\$7,801.20	0.0	\$0.00	0.0	\$0.00	\$7,801.20	\$11,250.00	\$7,801.20	\$966.61
9	750503970	4MAIN LLC	NA	13911 RIDGEDALE DR STE 243	MINNETONKA, MN 55305	43.50	\$7,712.55	0.0	\$0.00	0.0	\$0.00	\$7,712.55	\$11,250.00	\$7,712.55	\$955.63
10	750503960	BRIDEN PROPERTIES LLC	24 MAIN STREET E	35 WILLOW WOOD DR	EXCELSIOR, MN 55331	32.50	\$5,762.25	1.0	\$7,110.13	1.0	\$4,990.19	\$17,862.57	\$26,500.00	\$17,862.57	\$2,213.27
11	750503950	SOLTIS PROPERTIES LLC	32 MAIN STREET E	32 MAIN STREET E	WACONIA, MN 55387-1113	34.00	\$6,028.20	1.0	\$7,110.13	1.0	\$4,990.19	\$18,128.52	\$32,500.00	\$18,128.52	\$2,246.22
12	750503940	CLEARY SERVICES INC	40 MAIN STREET E	40 MAIN STREET E	WACONIA, MN 55387	44.00	\$7,801.20	1.0	\$7,110.13	1.0	\$4,990.19	\$19,901.52	\$8,500.00	\$8,500.00	\$1,053.20
13	750503930	JEFFREY & JILL SCHMITT	52 MAIN STREET E	52 MAIN STREET E	WACONIA, MN 55387	44.00	\$7,801.20	1.0	\$7,110.13	1.0	\$4,990.19	\$19,901.52	\$8,500.00	\$8,500.00	\$1,053.20
14	750504070	JOHN S & KRISTINE H DVORAK	104 MAIN STREET E	104 MAIN STREET E	WACONIA, MN 55387	33.00	\$5,850.90	1.0	\$7,110.13	0.0	\$0.00	\$12,961.03	\$7,500.00	\$7,500.00	\$929.29
15	750504060	JAMES K & JANALEE R KITE	116 MAIN STREET E	116 MAIN STREET E	WACONIA, MN 55387-1115	88.00	\$15,602.40	1.0	\$7,110.13	0.0	\$0.00	\$22,712.53	\$7,500.00	\$7,500.00	\$929.29
16	750504050	TIMOTHY L & RHONDA K TESCH	128 MAIN STREET E	128 MAIN STREET E	WACONIA, MN 55387-1115	44.00	\$7,801.20	1.0	\$7,110.13	0.0	\$0.00	\$14,911.33	\$7,500.00	\$7,500.00	\$929.29
17	750504040	THE MITCHELL RANCH LLP	140 MAIN STREET E	BOX 174	CORTEZ, CO 81321-0174	66.00	\$11,701.80	4.0	\$28,440.52	0.0	\$0.00	\$40,142.32	\$45,000.00	\$40,142.32	\$4,973.85
18	750504170	THERESA L HAMER & PAMELA J LEACH	200 MAIN STREET E	312 THIRD STREET W	JORDAN, MN 55352-1426	33.00	\$5,850.90	1.0	\$7,110.13	1.0	\$4,990.19	\$17,951.22	\$8,500.00	\$8,500.00	\$1,053.20
19	750502720	FIRST NATL BANK OF WACONIA	53 MAIN STREET W	PO BOX 80615	INDIANAPOLIS, IN 46280	110.00	\$19,503.00	3.0	\$21,330.39	3.0	\$14,970.57	\$55,803.96	\$65,250.00	\$55,803.96	\$6,914.42
20	750502741	CQ RENTAL LLC	NA	1570 OAKPOINTE DR	WACONIA, MN 55387-4522	54.00	\$9,574.20	0.0	\$0.00	0.0	\$0.00	\$9,574.20	\$6,000.00	\$6,000.00	\$743.43
21	750502730	CQ RENTAL LLC	1 MAIN ST W	1570 OAKPOINTE DR	WACONIA, MN 55387-4522	44.70	\$7,925.31	1.5	\$10,665.20	1.5	\$7,485.29	\$26,075.79	\$9,500.00	\$9,500.00	\$1,177.10
22	750502740	APG REAL PROPERTIES LLC	8 ELM STREET S	29088 AIRPARK DR	EASTON, MD 21601-7000	49.60	\$8,794.08	1.0	\$7,110.13	1.0	\$4,990.19	\$20,894.40	\$12,500.00	\$12,500.00	\$1,548.82
23	750502750	16 SOUTH ELM STREET LLC	16 ELM STREET S	9990 ORCHARD RD	COLOGNE, MN 55322-9083	52.00	\$9,219.60	3.0	\$21,330.39	3.0	\$14,970.57	\$45,520.56	\$53,500.00	\$45,520.56	\$5,640.25
24	750502630	16 SOUTH ELM STREET LLC	26 ELM STREET S	9990 ORCHARD RD	COLOGNE, MN 55322	86.00	\$15,247.80	0.0	\$0.00	0.0	\$0.00	\$15,247.80	\$16,000.00	\$15,247.80	\$1,889.29
25	750502640	EMBARQ CORP	40 ELM STREET S	1025 ELDORADO BLVD	BROOMFIELD, CO 80021	35.50	\$6,294.15	0.0	\$0.00	0.0	\$0.00	\$6,294.15	\$9,750.00	\$6,294.15	\$779.88
26	750502550	CHURCH OF ST JOSEPH	32 FIRST STREET E	41 FIRST STREET E	WACONIA, MN 55387-1526	157.00	\$27,836.10	0.0	\$0.00	0.0	\$0.00	\$27,836.10	\$39,750.00	\$27,836.10	\$3,449.05
27	750502560	CHURCH OF ST JOSEPH	9 MAIN STREET E	41 FIRST STREET E	WACONIA, MN 55387-1526	155.50	\$27,570.15	1.0	\$7,110.13	1.0	\$4,990.19	\$39,670.47	\$37,500.00	\$37,500.00	\$4,646.46
28	750502570	THE CHURCH OF SAINT JOSEPH OF WAC	29 MAIN STREET E	41 FIRST STREET E	WACONIA, MN 55387	33.00	\$5,850.90	1.0	\$7,110.13	1.0	\$4,990.19	\$17,951.22	\$8,250.00	\$8,250.00	\$1,022.22
29	750502580	SHANNON M & MATTHEW R TUREK	37 MAIN STREET E	332 S PINE ST	WACONIA, MN 55387	43.00	\$7,623.90	1.0	\$7,110.13	1.0	\$4,990.19	\$19,724.22	\$12,000.00	\$12,000.00	\$1,486.87
30	750502600	ROSEMARY PETERSON	4 PINE STREET S	4 PINE STREET S	WACONIA, MN 55387	128.50	\$22,783.05	1.0	\$7,110.13	1.0	\$4,990.19	\$34,883.37	\$8,500.00	\$8,500.00	\$1,053.20
31	750502540	WACONIA CITY	101 MAIN STREET E	201 VINE STREET S	WACONIA, MN 55387-1337	495.00	\$87,763.50	0.0	\$0.00	0.0	\$0.00	\$87,763.50	\$15,750.00	\$15,750.00	\$1,951.51
32	750502480	THOMAS MATHWIG & A SICHENEDER	201 MAIN STREET E	201 MAIN STREET E	WACONIA, MN 55387-1119	111.50	\$19,768.95	1.0	\$7,110.13	1.0	\$4,990.19	\$31,869.27	\$8,500.00	\$8,500.00	\$1,053.20
33	750502470	MARTHA LAYBOURN	200 FIRST STREET E	200 FIRST STREET E	WACONIA, MN 55387-1528	78.50	\$13,918.05	0.0	\$0.00	0.0	\$0.00	\$13,918.05	\$8,000.00	\$8,000.00	\$991.24
						2,434.80									

*Cost per FF = \$177.30

**Based on a 4.10% Interest Rate and a 10 Year Term.

TOTAL FRONT FOOTAGE:

CORNER LOT CREDIT:

ASSESSMENT BASIS FRONT FOOTAGE:

NON-ASSESSABLE FRONT FOOTAGE:

ASSESSMENT FRONT FOOTAGE:

Totals:

\$431,690.04

33.0

\$234,634.29

26.0

\$129,744.94

\$796,069.27

\$602,250.00

\$512,782.15

\$63,536.51



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 7, 2024
Item Name:	Approving Interfund Loan for Lion's Field Lighting Improvement - First Amendment to the Baseball Park Agreement
Originating Department:	Finance
Presented by:	Nicole Meyer
Previous Council Action (if any):	Motion to Approve First Amendment to the Baseball Park Use Agreement - Approved: February 5, 2024

Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Resolution No. 2024-213 Approving Interfund Loan for Lion's Field Lighting Improvement - First Amendment to the Baseball Park Agreement

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

On February 5, 2024, the City Council approved the first amendment to the Baseball Park Use Agreement with the Waconia Baseball Association (WBA). In this agreement, the WBA agreed to repay the City for the field lighting improvements over a 10 year period of time with a 2.5% interest rate. The repayment schedule, terms, and conditions are outlined in the amendment. The work has since been completed at the baseball park and the project is up and running. Final costs for the project have been identified and the WBA has made their first payment effective September 1, 2024.

For audit purposes, finance staff would like to memorialize the interfund loan transaction in the City's general ledger to record the payment schedule. The project costs were paid for by the City and will be capitalized in the PIR Capital Project Fund (103). The Economic Development Revolving Loan Fund (202) loaned the money to the PIR Capital Project Fund (103) to cash flow the project. A total of \$264,447 was loaned for the project and will be repaid to Fund 202 over the course of 10 years at an interest rate of 2.5%.

The interfund loan will be updated annually as payments are made by the WBA. The WBA may pay off the loan at anytime without penalty or additional interest.

Attachments:

1. [Resolution No. 2024-213 Approving Interfund Loan for Lion's Field Lighting Improvement First Amendment](#)

FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: PIR Capital Project Fund (103) & Economic Development Revolving Loan Fund (202)			
Budget Information:		Planning Commission	
☒ X Budgeted		Parks and Recreation Board	
☐ Non Budgeted		Safari Island Advisory Board	
☐ Amendment Required		Other	

**CITY OF WACONIA
RESOLUTION NO. 2024-213**

**RESOLUTION APPROVING INTERFUND LOAN FOR LION’S FIELD LIGHTING
IMPROVEMENT – FIRST AMENDMENT TO THE BASEBALL PARK AGREEMENT**

WHEREAS, the City Council approved the First Amendment to the Baseball Park Agreement on February 5, 2024; and

WHEREAS, this agreement outlined the terms and conditions for the Waconia Baseball Association (WBA) repayment for the lighting improvements at Lion’s Field; and

WHEREAS, the City paid for the project costs from the PIR Capital Project Fund (103) and will capitalize the project as a City asset; and

WHEREAS, the Economic Development Revolving Loan Fund (202) loaned \$264,447 to the PIR Capital Project Fund (103) to cash flow the project; and

WHEREAS, the total interfund loan will be repaid with interest over the course of 10 years starting with the first payment due September 1, 2024.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby approves the interfund loan for Lion’s Field Lighting Improvement – First Amendment to the Baseball Park Agreement with a total of \$264,447 being loaned from the Economic Development Revolving Loan Fund (202) to the PIR Capital Project Fund (103).

Adopted by the City Council of Waconia, Minnesota this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		2025 GIS Analyst Shared Position Agreement with Carver County					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):		Resolution 2023-232 - Approving Carver County GIS Analyst Shared Position Agreement - Dated: November 6, 2023					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-214 Approving Carver County GIS Analyst Shared Position Agreement for 2025							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the 2025 GIS Analyst Shared Position agreement. This will be the 19th year we have partnered with Carver County and other communities to fund a portion of the GIS Analyst position. This position assists us in developing our GIS database and works approximately 32 hours per month on Waconia related items (8 hours per week). The funding for this position is included in the 2025 budget. Highlights of the changes include: • Change in not to exceed amount to \$72.69 per hour from \$64.26 per hour. This includes all salary and benefits related to the position and may be higher than the actual total costs paid. • Change in contract term from 2024 to 2025							
Attachments: 1. Resolution No. 2024-214 Approving Carver County GIS Analyst Shared Position Agreement for 2025 2. Agreement with Carver County GIS Analysis Shared Position							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Technology (101)							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-214**

**RESOLUTION APPROVING CARVER COUNTY GIS ANALYST
SHARED POSITION AGREEMENT FOR 2025**

WHEREAS, the City of Waconia and Carver County desire to assure uniformity, accuracy, and standards of GIS data created and used within the County; and

WHEREAS, the City of Waconia and Carver County have developed an agreement whereby both can benefit from the partnership; and

WHEREAS, the City finds this partnership to be in the best interests of the community; and

WHEREAS, funds have been allocated in the 2025 budget for the City's share of this shared position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby authorizes the City Administrator to execute the Carver County GIS Analyst Shared Position Agreement, conditioned upon adoption of the 2025 General Fund Budget.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

Carver County GIS Analyst Shared Position Agreement

THIS AGREEMENT is entered into by and between the County of Carver, 604 East 4th Street, Chaska, Minnesota 55318, hereinafter referred to as “Carver County” and the City of Waconia, 201 South Vine Street, Waconia, MN 55387, hereinafter referred to as “Participating Agency”.

WHEREAS, Carver County is the employer of the GIS Analyst shared position; and

WHEREAS, Participating Agency will be allocated a percentage of hours per week for the GIS Analyst to work on Participating Agency projects; and

WHEREAS, Carver County and Participating Agency would like to arrange an opportunity to create a stronger GIS relationship, to assure uniformity, accuracy, and standards of GIS data created and used within the county, and to greatly reduce duplication of effort and expense related to GIS projects, including data collection and data maintenance; and

WHEREAS, Carver County and Participating Agency can share GIS data between organizations to help support GIS applications; and

WHEREAS, Carver County and Participating Agency can both benefit from a partnership agreement that serves to share resources and GIS knowledge between organizations in order to provide enhanced GIS services.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. PURPOSE

- 1.01 Strengthen the delivery county GIS service, which will bring uniformity, heightened, and predictable standards for created GIS data used within Carver County. This will reduce costs, expenses and duplication of efforts in GIS endeavors including data collection and data maintenance. This sharing is authorized Minnesota Statutes, Section 471.59.

2. DEFINITIONS

- 2.01. Geographic Information System or GIS is a system used to visualize and analyze geographic features and data related to them. This is accomplished using specialized computer software and data. The term GIS has become loosely used to encompass software, data, analysis, and maps related to computerized mapping and geographic analysis.
- 2.02. GIS Analyst works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, utilities and transportation networks.

- 2.03. Participating Agency is any participating entity that has executed a copy of this Agreement.
- 2.04. Work Week equals 40 Hours
- 2.05. Work Place will be the Carver County Courthouse, located at 604 East Fourth Street, Chaska, MN.
- 2.06. Commute Miles are the distance you travel from your home to your usual work place. If you leave from home and travel to a Participating Agency by personal auto, the amount of miles claimed should be the lesser of the distance from your home to the destination or the distance from your usual work place to the destination.

3. FUNDING

- 3.01. The Participating Agency is responsible for funding 8 hours of work per week of the shared position. The hours funded per week equal 20% of the overall funding of the position per week.
- 3.02. The cost of the hourly wage will be based upon Carver County's pay scale for a GIS Analyst position at the Grade and Step of the hired employee. The cost will include all benefits offered by Carver County. The cost for this agreement is not to exceed \$72.69 per hour.
- 3.03. All holidays, sick leave, vacations, and training costs will be divided among Carver County and all Participating Agencies by their percentage of funding of the shared position for a work week stated in 2.01.
- 3.04. Participating Agency will be invoiced by Carver County on a quarterly basis. March 31st, June 30th, September 30th and December 31st.
- 3.05. The shared position will attempt to take a County vehicle when applicable and available to travel to and from the work place to a Participating Agency or between Participating Agencies. If a vehicle is not available, the shared position's mileage will be reimbursed when traveling by a personal vehicle to and from the work place to the Participating Agencies or between Participating Agencies, based upon the County approved standard mileage rate. Commute miles are not reimbursed. The mileage reimbursement will be split by all the Participating Agencies and the County equally and included in the quarterly invoice.
- 3.06. Mileage reimbursement costs while the shared position is on-site doing job related tasks for the Participating Agency is the responsibility of the Participating Agency.
- 3.07. Printing on the county's plotter is an option for Participating Agencies at a cost of \$2 per square foot.

4. CARVER COUNTY COMMITMENT

- 4.01. During the term of this agreement Carver County will employ and supervise a GIS Analyst qualified to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf. GIS Analyst will be an employee of Carver County. Unless stated otherwise in this agreement, the County shall be solely responsible for hiring, training, supervising, promoting, discipline, and terminating the GIS Analyst. The County's responsibility will include

being responsible for worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the County or employees of the County performing services under this Agreement. The GIS Analyst is anticipated to be a member of collective bargaining unit.

- 4.02. During the term of this agreement Carver County will provide the Participating Agency a summary of hours used, hours remaining, and a detailed summary of hours logged on Participating Agency's projects. The time to maintain these records will be done by the shared position on the Participating Agency's hourly time. These reports will be provided with the quarterly invoice. The report will be kept up-to-date and can be requested by the Participating Agency at anytime.
- 4.03. Carver County GIS Unit under the Information Technology Department within Administrative Services Division will oversee and supervise the shared position. The shared position will apply to all rules and policies of Carver County.
- 4.04. Carver County will provide an email address, phone and computer for the shared position.
- 4.05. Carver County will hire the shared position based upon an agreement from all Participating Agencies.
- 4.06. The Participating Agency Contracts with the County for GIS Services. In this agreement the GIS Analysts will provide the Participating Agency with the following services:
 - 4.06.1.
 - Map production
 - GIS data maintenance and management
 - ArcGIS Online administration
 - GIS solution implementation
 - GIS software support
 - GPS support
 - GIS training

5. PARTICIPATING AGENCY COMMITMENT

- 5.01. Participating Agency will provide a primary person of contact for the shared position. This person will prioritize the work the shared position will conduct for their agency. This person will also be the recipient of the invoice and hourly summary statistics provided by Carver County.

Participating Agency Contact Information

Name: Jody Lechner

Title: IT Manager

Phone: 952-856-4463

Email: jlechner@waconia.org

- 5.02. Participating Agency will provide a list of potential projects within Attachment A.
- 5.03. Participating Agency will send at least one representative to participate in the hiring process of the shared position.
- 5.04. Participating Agency will provide feedback on the GIS Analyst's yearly performance review process.

6. AGREEMENT TERM

6.01. The term of this Agreement shall commence upon January 1, 2025 or upon its execution by Carver County and the Participating Agency, whichever occurs later. This Agreement shall remain effective until December 31, 2025.

6.02. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

6.03. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

This Agreement may be cancelled with or without cause by any party upon 120 days written notice. The participating agency shall still be responsible for its financial obligation as described in 3 Funding.

6.04. Nothing in this Agreement shall constitute a waiver by the County of any statute of limitations or exceptions on liability. If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

6.05. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that each Party's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

6.06. All data collected, created, received, maintained, or disseminated, in any form, for any purposes by the activities of the Parties because of this Agreement is governed by the

Minnesota Government Data Practices Act Minn.Stat.Chap.13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as Federal Regulations on data privacy.

- 6.07. Neither Party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other Party and subject to such conditions and provisions as it may deem necessary. The subcontracting Party shall be responsible for the performance of all Subcontractors.
- 6.08. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.
- 6.09. During the performance of this Agreement, the Parties agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable
- 6.10. The Laws of the State of Minnesota shall apply to this Agreement.
- 6.11. Default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement. Unless the Party's default is excused by the non-defaulting Party, the non-defaulting party may, upon written notice to the defaulting party representative listed herein, cancel this Agreement in its entirety as indicated in (6.12) below.
- 6.12. Each Party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal form or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- 6.13. Pursuant to Minn. Stat. §16C.05, subd. 5, the parties agree that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the parties and involve transactions relating to this Agreement. Parties agree to maintain these records for a period of six years from the date of termination of this Agreement.

Neither party shall be held responsible for delays or failure to perform when such delays or failure is due to any of the following uncontrollable circumstances: fire, flood epidemic, strikes, wars, acts of God, unusually severe weather, actions of public authorities, or delays or defaults cause by public carrier(s); providing the defaulting party gives notice as soon as possible to the other party of the inability to perform.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

PARTICIPATING AGENCY

COUNTY OF CARVER

By: _____

By: _____

Title: MAYOR

Title: _____

Date of Signature: OCTOBER 7, 2024

Date of Signature: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Accepting Shores of Lake Waconia East Development Municipal Improvements					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-215 Accepting Shores of Lake Waconia East Development Municipal Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City entered into development agreements with M/I Homes of Minneapolis/St. Paul, LLC for the development known as the Shores of Lake Waconia East. Municipal improvements such as roadways, sidewalks, and utilities were completed and signed off on by the City's inspector and engineer around August 15, 2024. The developer has provided a two year warranty bond dated September 6, 2024. As part of the development agreement for these phases, the City Council is to accept the improvements. Upon acceptance, staff will determine the total valuation and add them to the asset listing for the City, These new municipal improvements will then be depreciated in value throughout their useful life. The City released all letters of credit (LOC) being held for municipal improvements with receipt of the final maintenance bond. The City will continue to hold a landscape LOC until these improvements are signed off on by the City's Public Services Department.							
<u>Attachments:</u>							
1. Resolution No. 2024-215 Accepting Shores of Lake Waconia East Development Municipal Improvements							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-215**

**RESOLUTION ACCEPTING SHORES OF LAKE WACONIA EAST
DEVELOPMENT MUNICIPAL IMPROVEMENTS**

WHEREAS, the final municipal improvements have been completed and signed off on by the City’s engineer for the Shores of Lake Waconia East Development; and

WHEREAS, the total asset valuation for the development’s assets; including utilities, streets, and sidewalks will be determined and segregated by the City’s engineer; and

WHEREAS, a two-year warranty bond from the developer’s contractor was received on September 6, 2024 and all letters of credit being held for municipal improvements have been released.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby accepts the Shores of Lake Waconia East Development municipal improvements.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Resignation of Street Lead and Recruitment of Stormwater/Street Lead					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Accept Resignation and Authorize Recruitment of Stormwater/Street Lead							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City recently received a resignation letter from current Street Maintenance Lead Jordan Lemmerman. Jordan has been with the City since April of 2019, and has been in the lead worker capacity since mid-2023. Jordan's last day of employment will be October 14, 2024. We wish him the best in his new opportunity. Upon acceptance of the resignation, the City would like to authorize recruitment for a Stormwater/Street Maintenance Lead. Jordan was doing a significant amount of stormwater work, and staff felt it was important to emphasize that work in the position title to ensure we receive applications from qualified candidates. Staff have updated the job description to better reflect the stormwater work, while also ensuring the lead plays a role in overall street maintenance and partners with leadership on the pavement management plan. The goal is to recruit for this position throughout the month of October. Interviews are tentatively scheduled for November 13.							
<u>Attachments:</u>							
1. Resolution No. 2024-216 Accepting Voluntary Resignation of Street Maintenance Lead and Recruitment 2. Stormwater Street Maintenance Lead Job Description							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:				Personnel Committee: Recommend			
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024 - 216**

**RESOLUTION ACCEPTING VOLUNTARY
RESIGNATION OF STREET MAINTENANCE LEAD
& RECRUITMENT AUTHORIZATION**

WHEREAS, the City has received the voluntary resignation of Street Maintenance Lead Jordan Lemmerman; and

WHEREAS, the City has received this notice in accordance with its personnel policies to be effective October 15, 2024; and

WHEREAS, the City would like to immediately recruit and fill this position; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby accepts the resignation of Jordan Lemmerman and authorizes recruitment for a Stormwater/Street Maintenance Lead Position.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

JOB DESCRIPTION

Stormwater/Street Maintenance Lead
Job Title

Public Services
Department

October 2024
Date

Non-exempt
Status

Street Maintenance Supervisor
Title of Immediate Supervisor

Full Time/40 hours per week
FT/PT Hours per Week

Supervision Exercised: None, provides work direction and assignments to Street/Storm Maintenance Employees and Seasonals

PRIMARY OBJECTIVES:

Under the direction of the Street Maintenance Supervisor, leads assigned crew members and participates in the technical construction, installation, maintenance, cleaning, inspection, and repair of the open and closed stormwater conveyance systems, streets, curb, gutter, and related material appurtenances. The purpose of the work is to ensure the efficient operations and flows of stormwater runoff, including debris removal and maintenance of waterways and canals. Assist the Street Maintenance Supervisor in the coordination, planning and direction of a comprehensive operational and maintenance program for the City's streets, alleys, streetlights, storm water, and equipment in a manner that will assure the safe, economical, and efficient operation of the Public Services Department.

Responsible for input of work activities in compliance with documentation required by the state. Operates and provides instruction in the operation of a variety of light and heavy equipment, hand and power tools. Supervises assigned department staff.

This employee may assist in the overall supervision of the Division in the absence of departmental management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees, leads, and coordinates the activities of workers engaged in the inspection, cleaning, construction, maintenance, repair, replacement, and alteration of Stormwater infrastructure, facilities and systems.
- Assist the Street Maintenance Supervisor in the coordination, planning, scheduling, directing, assigning, and participating in daily maintenance of streets, alleys, streetlights and storm sewers infrastructure maintenance.
- Engages, communicates, and works closely with the public to solve problems and address various safety or problematic concerns.
- Monitors and supervises restoration work such as sod, concrete, and asphalt pavement; ensures the adherence to all regulations and specifications for work; monitors safety standards and the handling of hazardous materials.

- Operates and demonstrates varied equipment as necessary; communicates operational tasks with clarity and competence; ensures that all staff perform work while adhering to regulations, rules, and operational standards.
- Become well versed and proficient with the operation of all equipment and have the capability to train department personnel in efficient and safe operation of equipment and vehicles.
- Uses the City provided computer, smartphone and tablet to accomplish goals, create complete daily work orders with details of actual work performed including accurate time, material, and work production records using Cartegraph Asset Management systems. Assists in the preparation of monthly reports.
- Coordinate and cooperate with contractors, sub-contractors, and inspectors to provide the most feasible and economical completion for projects.
- Evaluates each job site and ensures appropriate safety best management practices and SOPs have been implemented prior to starting work. Ensures crew is following proper traffic control practices as established by MUTCD and the City Safety Standards and Policies.
- Adhere to safety policies and procedures established by the Federal, State, City, Manufacturers, and other applicable laws.
- Requisition tools, equipment, material, personnel and supplies as needed to ensure safe and efficient completion of assigned tasks.
- Be a resource to street maintenance employees with questions or concerns. Identify and promote training opportunities within the street/stormwater maintenance division.
- Assist with snowplowing and other winter maintenance operations.
- Assist Street Maintenance Workers with job duties to perform preventive maintenance and repair on streets, storm sewer, equipment, and other facilities as needed.
- Provides backup assistance, on-call coverage and support to other City departments as assigned. Responds to emergency calls and situations as needed or directed.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of MS4 best management practices inspection, repair, and maintenance practices and procedures.
- Familiar with the task of performing Inlet, creeks, culverts, and outfall inspections. Along with the documentation of work needed and or performed as well. Knowledge of stream characteristics and illicit discharges.
- Ability to operate all light equipment, all heavy equipment, and vehicles in a safe and efficient manner. Ability to perform minor vehicle and equipment repair. Ability to plow snow and undertake ice control measures on streets, sidewalks, and other public property.
- Ability to maintain streets, sidewalks, walkways, street signs using all appropriate equipment at Public Services.
- Ability to demonstrate initiative and independence to complete the assigned work and responsibilities using available resources effectively and efficiently. Skill in planning and coordinating work site activities.
- Ability to direct, oversee, provide constructive criticism, and train employees with courtesy and professionalism.

- Reads and comprehends plans and drawings of municipal systems and uses instruments to establish, transfer, set, and maintain line and grade on construction projects or activities.
- Ability to write simple correspondence and effectively present information to supervisors, subordinates, government agencies, contractors, and the public.
- Must be able to coordinate and deal with the public and citizens. Ability to respond to citizen concerns and complaints by answering questions and providing information, direction, and assistance.
- Ability to utilize computer asset management systems for maintaining compliance documents, accurate and up-to-date records.
- Ability to operate various hand and power tools.
- Knowledge of City policies and procedures.
- Normal working hours: Monday – Friday, 6:30 a.m. – 3:00 p.m. Ability to work extended hours, including weekends, holidays, be on call and respond to calls during non-working hours as needed.
- Ability to attend work punctually and regularly.

OTHER DUTIES AND RESPONSIBILITIES:

Partner with leads and supervisors of all Public Services divisions to assist Mechanics, Utilities, Facilities, and Parks on varied improvement projects. Provides backup assistance, on-call coverage and support to other City departments as assigned.

Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED), and five years' experience in public services or construction field, with a minimum of three years' experience in street construction and maintenance, or equivalent combination of education and experience.
- Previous experience in stormwater management.
- Successful completion of aptitude testing covering areas outlined in this job description.
- Ability to speak, read, write, and comprehend the English language.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to socially, physically, and mentally perform all essential functions under working conditions as described herein.
- Must successfully pass and comply with DOT drug and alcohol testing regulations.
- Desire to attend supervisor, management, and other related training seminars.
- Successful completion and City's evaluation of criminal background check, driving check, and physical.
- Ability to be on call.
- Ability to use all computer management systems for Public Services Department and City of Waconia
- Proficient in the establishment of Work Zone and Flagger

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Public Works Certificate or Ability to obtain Public Works Certificate within five full semesters following date of hire.
- Class A CDL with Tanker and Air Brake Endorsements or ability to obtain within six (6) months of appointment.
- Possess or ability to obtain within two (2) years a MPCA Level I Winter Maintenance Certification for Roadways, Sidewalk and Parking lot
- Possess or ability to obtain within two (2) years a Stormwater Construction Site Inspection certification.
- National Incident Management System Training; ICS 100, 700b within 2 years of hire
- Confined Space/Shoring and Trenching Training within 2 years of hire

PHYSICAL DEMANDS:

The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle or feel objects, tools or controls, and talk and hear. The employee will be required to walk, stand, reach with their hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste and smell. The employee must occasionally lift and or move material up to 75 pounds. Work with exposure to loud noises from operating equipment.

Specific vision abilities required of this position include close vision, distance vision, peripheral vision, depth perception, ability to distinguish colors and the ability to adjust and focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and confined spaces. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration. The employee will be required to use personal protective equipment under appropriate circumstances.

The noise level in the office area is usually moderate. The employee may be exposed to loud noises from operating equipment and machines in the shop area and under field conditions.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status regarding public assistance.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Appointment of Election Judges for 2024 General Elections					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-217 Appointing Election Judges for 2024 Elections.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff is pleased to report that 48 people have volunteered to act as election judges for the 2024 General Election on November 5, 2024. While many of these judges served in the previous two Waconia elections, new judges will sit down with City staff for a more comprehensive training. In addition, head judges and election administrators will go through a more detailed training with Carver County later this fall. The City Administrator is authorized and directed to oversee vacancies among election judges pursuant to Minnesota Statutes Section 204B.23 and to appoint additional judges if needed.							
Attachments:							
1. Resolution No. 2024-217 Authorizing Appointment of Judges for the 2024 General Election							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-217**

**RESOLUTION AUTHORIZING APPOINTMENT OF JUDGES FOR
2024 GENERAL ELECTION**

WHEREAS, the 2024 General Election is to take place on Tuesday, November 5, 2024; and

WHEREAS, Election Judges must be appointed as required under Minnesota Statutes Section 204B.21, Subd. 2, Appointing Authority Powers and Duties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia as follows: the following Election Judges are appointed to serve the City of Waconia in November of 2024:

- | | | |
|----------------------|---------------------------|----------------------|
| • Amy Bagne | • Erika Lage | • Ryan Scott |
| • Angela Bentz | • Beckie Lonnes | • Gary Spencer |
| • Deborah Bussler | • David Manley | • Kyla Spencer |
| • Joanne
Bussmann | • Terence Marholz | • Cindy Splettstoesz |
| • Vicki Cummings | • Becky McLain | • Allen Stipek |
| • Harold Diedrich | • Gedric Merritt | • Darrel Sudheimer |
| • Sarah Franke | • Peggy Michals | • Joan Sudheimer |
| • Brenda Grams | • Brenda Miller | • Renee Szymczak |
| | • Susan Morton-
Herges | • Daniel Tackmann |
| • Elaine Hines | • Constance Nelson | • Cathy Thom |
| • Theresa Hoelz | • Patricia Peitz | • Katie Van Vooren |
| • Sarah Howe | • Tom Peitz | • Susan VanEyll |
| • Jessica Hulitt | • Charlie Peterson | • Dan Vos |
| • Lynn Jeffries | • John Raidt | • Beth Wentland |
| • Jessica Killian | • James Sarcletti | • Joann Werner |
| • Judith Koch | • Ron Schmitz | • Dave Wicklund |
| • Wendy Kuntz | | |

2. The City Administrator is authorized and directed to oversee vacancies among Election Judges subject to Minnesota Statutes Section 204B.23 and to appoint additional judges as needed.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Special Event Permit - Paws Inn Pet Parade					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-218 Pet Parade Special Event Permit							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Jodi Theis, with Paws Inn pet store has submitted Special Event Permit for the annual Howl-o-ween Pet Parade event on Thursday, October 24th from 4:00 p.m. to 6:00 p.m.. The event will utilize the public parking lot adjacent to the store front at 120 S Vine Street for event staging and food truck which will be closed to public parking. The event will utilize local sidewalks along the parade route for customers and their pets to show off their Halloween costumes. No streets or sidewalks are requested to be closed or the parade. <u>Attachments:</u> 1. Resolution No. 2024-218 Approving Special Event Permit Paws Inn Pet Parade 2. Special Event Permit Paws Inn Pet Parade 2024							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-218**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
PAWS INN PET PARADE**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal parking lot and sidewalks; and

WHEREAS, the Howl-O-Ween Pet Parade will occur on Thursday, October 24, 2024, from 4:00 p.m. to 6:00 p.m.; and

WHEREAS, municipal parking lot will be utilized directly adjacent to 120 Vine Street South for even staging and food truck; and

WHEREAS, municipal sidewalks will be utilized adjacent Vine Street, Main Street, Olive Street, and 1st Street with no closures requested; and

WHEREAS, adequate barricades shall be obtained, placed, and removed by the applicant as approved by the city; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Special Event Permit.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



SPECIAL EVENT PERMIT APPLICATION

A special event includes an event held in the city in which one of the following occurs:

- a) Amplified sound is to be used
- b) A street, sidewalk or other public right of way or place is closed for the benefit of the event attendees
- c) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is carried to the event location as part of a community festival
- d) The event will adversely impact a considerable number of members of the public

Most outdoor events and activities within the City of Waconia require permits or approvals. All costs associated with the event are to be borne by the event sponsor. All applications must be approved by the City Council prior to issuance of a permit.

A Review Committee, made up of representatives from City and County departments, will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to the City Council for a final decision.

TIMING FOR APPLICATION SUBMISSION

- Applications for special events need to be received by the City of Waconia at least 30 days prior to the event date, with submission 60 days in advance requested wherever possible.
- There is no guarantee an event application can be processed and approved in less than 30 days.
- For large scale events involving 1,000 participants or more application must be made 120 days in advance.

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

In the case of a race, walk, parade, or other event using City streets, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application.

Any event to be held within Parks or shelter must contact City Hall. A special event permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries.

<https://www.waconia.org/347/Facility-Use-Rental-Applications>

All applications, are to be sent directly to City Hall. **Issued permits will NOT be eligible for refunds.**

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- ☐ Amplified Sound to be used – COMPLETE SECTION 3 (B)
- ☒ Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- ☐ Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL'S OFFICE IF REQUIRED
- ☒ Tents or other membrane structures to be erected as part of the event
- ☐ Fireworks Display as part of the event

Staff Initials	For your license application to be processed, you must submit the following to the City Halls's Office:
-------------------	--

- | | |
|--------------------------|---|
| ☐ | ☐ This application form, fully completed and signed by the applicant or an authorized officer or partner. ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS WILL BE RETURNED WITHOUT PROCESSING. |
| ☐ | ☐ Detailed Site Plan for the event |
| ☐ | ☐ Certificate of Insurance, if required |
| ☐ | ☐ Traffic Control plan from an approved vendor for any street closures |
| ☐ | ☐ Payment for required permit fee; Checks must be made payable to the City of Waconia
•\$100 for base Special Event Permit |
| ☐ | ☐ Any required additional permit applications from other City departments |

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name Jodi		2. Last Name Theis		
3. Primary Telephone Number 612-532-4982	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number 612-806-1854		6. Type of Phone: ☐ Cell ☒ Business ☐ Home ☐ Other
7. Email Address joditheis@pawsinnpe.com				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☒ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other 		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number		15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other 		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit Paws Inn Pet Essentials				
19. Email Address joditheis@pawsinnpe.com				
20. Mailing Address 120 South Vine St		21. City Waconia	22. State Mn	23. Zip Code 55387
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to Pawsinnpetessentials				
26. Business Federal Tax ID Number/Tax Exempt Number 82-2783979		27. Business State Tax ID Number 5399858		
28. Business Address 120 South Vine St		29. City Waconia	30. State Mn	31. Zip Code 55387
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Haloween Event				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 9/13/2024				
34. Time of Event 4pm-6pm		35. Set up start time and clean up finish time 2pm-7pm		

36. Location of Event –Street Address 120 South Vine st	37. City Waconia	38. State Mn	39. Zip Code 55387
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
We would like to use the parking lot in front of Paws Inn Pet Essentials for a food truck and booth set up			
41. Is your event in a City park? ☐ Yes ☒ No			
If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 75 to 150	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any none	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary We will have staff monitoring people and keep a flow going so they are not all in one area.			
48. Describe any entertainment being provided We have our Parade that we start at 4pm and walk up side walks and return for costume contest after. We also have our vendors set up outside to talk with people. Our photos will be inside the building. We will also have a tents set up outside for the vendors.			

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

We are looking at having a food truck for event.

50. Describe how any emergencies or medical needs occurring during the event will be met

We will have a staff member assigned to be in charge if an emergency arises, with a plan in place on what to do depending on emergency. We also have a first aid kit.

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

☐ Yes

Company providing this service:

Number of receptacles:

What is the plan for picking these receptacles up following the event?

☒ No

Explain how trash will be managed as part of the event:

We have a large trash receptacle and will also put out several additional cans for people

52. Will you be providing toilets and wash stations?

☐ Yes

Company providing this service:

Number of toilets:

Number of wash stations:

What is the plan for picking these items up following the event?

☒ No

Explain how these needs will be met for event attendees:

We have 2 bathrooms in our building that can be used. it is only a 2 hr event

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☒ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ☐ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☐ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

We dont have a loud event seeing we have animals here we need to keep them calm. The only time we will use a speaker is to announce the costume contest.

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- ☐ Yes, for a very limited duration less than 15 minutes
- ☐ Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- ☐ No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

We are looking at the parking lot in front of Paws Inn Pet Essentials 120 S Vine st. Just the section in front of the store. Part of parking lot 4

57. Are you proposing a street closure that will impact residential properties?

- ☐ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure
- ☒ No

58. Are you proposing a street closure that will impact commercial properties?

- ☐ Yes
- ☒ No
If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

59. Are you planning to serve alcoholic beverages as part of this event?

- ☐ Yes – if yes, please answer the following questions
☒ No – if no, please skip the remainder of this section and jump to Section 4 of the application

60. Which of the following are you requesting as part of serving alcoholic beverages?

- ☐ Temporary Liquor License (requires a separate application)
☐ Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service
☐ Service by licensed on-sale licensee(s) on Municipal Facilities
☐ Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food
☐ Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority

61. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

- ☐ Yes
☐ No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

Indicate what type of organization will be applying for the liquor license:

- ☐ Club
☐ Religious Organization
☐ Political Committee Registered Under Minn. Stat. Section 10A.14
State University
☐ Brewer or Microdistillery
☐ Charitable Organization
☐ Non-Profit Organization

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license

If the organization is a club or a charitable, religious or non-profit organization, has it been in existence for at least 3 years?

- ☐ Yes
☐ No-the organization is not eligible for a temporary liquor license

Note: A temporary liquor application must be received by the City Hall's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement.

62. Please list all on-sale licensees who will be providing liquor service as part of this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

63. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

64. List who will be carrying liquor liability insurance for this event

65. Indicate the specific area(s) liquor will be dispensed and consumed, and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age, and that no liquor leaves the authorized area

66. Do you plan to hire off-duty officers to provide security during the event (required with alcohol service)?

☐ Yes

☒ No

Contact Carver County Sheriff's Office. 952-361-1231

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

If you answered yes to the above, please contact the Fire Department at 952-442-2316 in order to request a Fireworks Display Permit

68. Tents or other membrane structures to be erected as part of the event?

☐ Yes

☒ No

69. If you answered yes to question 68, please name the tent provider/company. Please also list the square footage and dimensions of your tent. If you do not have or need a tent provider please state so below.

If your tent is over 400 square ft. Please contact the Planning Department for a temporary structure permit. 952-442-2184

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Waconia License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Waconia is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

Jodi Theis

I, (print name) Jodi Theis, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant



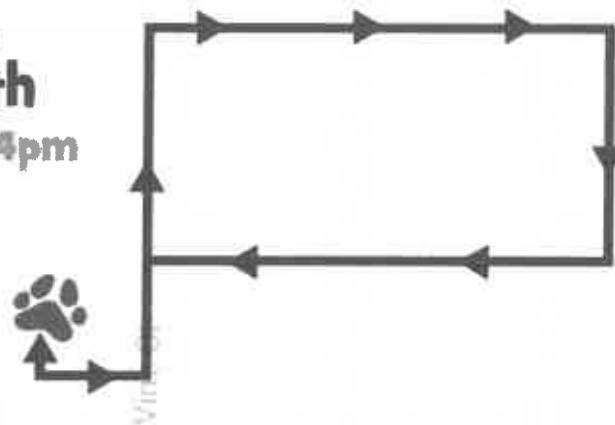
Date

9/12/2024

Waconia HOWLeen Costume Pet Parade

2024 Proposed Route

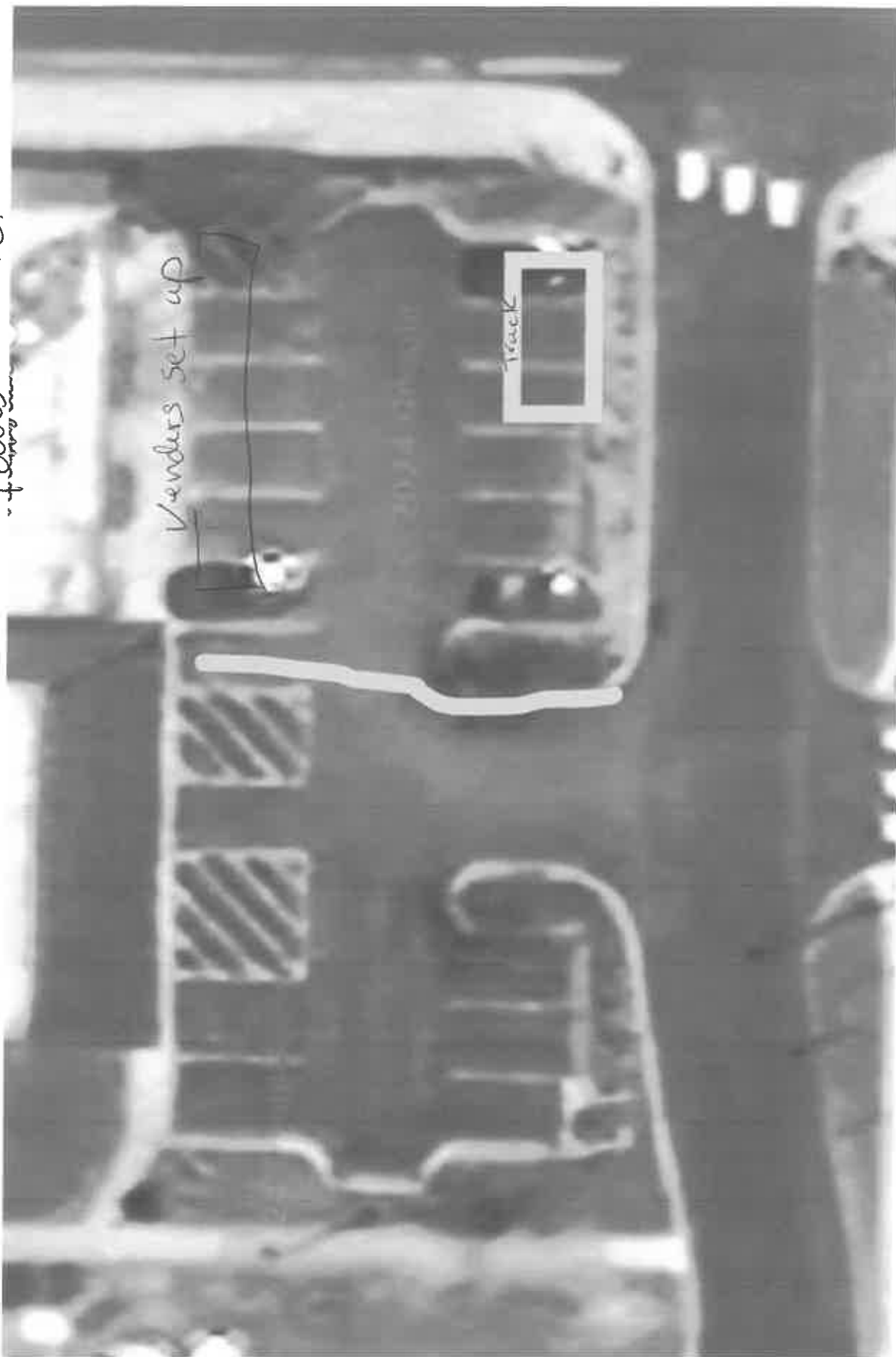
**Thursday,
October 24th**
Parade begins at 4pm



Thank you for shopping local!



Paul Inn Pet Essentials





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/26/2024

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 have **ADDITIONAL INSURED** provisions or 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 Prime Insurance Experts 1309 Oak Ave Suite 204 Waconia MN 55387	CONTACT NAME: Jason Lueth PHONE (A/C, No, Ext): (952) 442-4050 E-MAIL: jason@primeinsuranceexperts.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : SENTINEL INS CO LTD INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC # 11000
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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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			41SBAAF3367	08/04/2024	08/04/2025	EACH OCCURRENCE \$ 2,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 2,000,000				
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER City of Waconia 201 S Vine St Waconia MN 55387	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 Jason Lueth
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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Contamination Cleanup and Investigation Grant Application					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-219 Approving Contamination Cleanup Grant Application							
Adopt Resolution No. 2024-220 Committing Local Match and Authorizing Contract Signature							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Minnesota Department of Employment and Economic Development makes grant funds available to help communities pay for the assessment and clean up of contaminated sites for private or public redevelopment. The redevelopment of the Olive & 2nd site has identified contaminated soils from previous uses, asbestos, etc. on site that could be eligible for these grant funds. In this scenario, the developer has identified the potential contamination from previous fuel station and automobile repair shop uses that need to be mitigated. These would be development born costs and part of the local match requirement, but the city would act as the applicant and pass through of grant funds if awarded. The city has successfully utilized these funds and processes previously, most recently when the Caribou Coffee site was redeveloped from the previous service station use. Applications are due November 1st and the development team is preparing the grant application and supporting materials. The City Council will need to adopt resolutions of support and authorize the submittal of the grant application along with local match and authorized signatories. <u>Attachments:</u> 1. Resolution No. 2024-219 Approving Contamination Cleanup Grant Application 2. Resolution No. 2024-220 Committing Local Match and Authorizing Contract Signature							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-219**

RESOLUTION APPROVING CONTAMINATION CLEANUP GRANT APPLICATION

BE IT RESOLVED that the Waconia City Council has approved the Contamination Cleanup grant application submitted to the Department of Employment and Economic Development (DEED) on October 7th, by the City of Waconia for the Second & Olive development site.

BE IT FURTHER RESOLVED that the City of Waconia is located within the seven county metropolitan area defined in section 473.121, subdivision 2, and is participating in the local housing incentives program under section 473.254.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-220**

**RESOLUTION COMMITTING LOCAL MATCH AND AUTHORIZING CONTRACT
SIGNATURE**

BE IT RESOLVED that the City of Waconia act as the legal sponsor for project(s) contained in the Contamination Cleanup Grant Program to be submitted on October 7th and that the City Administrator is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Waconia

BE IT FURTHER RESOLVED that the City of Waconia has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that the City of Waconia has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, City of Waconia may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that the City of Waconia certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the City Administrator, are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Waconia this 7th day of October 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	October 7, 2024						
Item Name:	Recruitment for Assistant Public Services Director						
Originating Department:	Administration						
Presented by:	Jackie Schulze						
Previous Council Action (if any):	Resolution 2022-153 - Resolution Approving Staffing & Organizational Study Resolution 2023-271 - Adoption of 2024 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds						
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2024-221, Authorizing Recruitment for Assistant Public Services Director							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In 2022, the City of Waconia conducted an organizational study, which involved analyzing the City's current staffing levels and making recommendations for staffing for the next several years. As a result of this study, an Assistant Public Services Director position was recommended and approved as part of the 2024 Budget Process. This position will oversee and plan the day-to-day operations of the Public Services Department maintenance divisions of streets, utilities, parks, and fleet. They will also partner with the Public Services Director on long-range planning, major projects, budget management, and budget preparation. The City plans to post this position on Tuesday, October 8 and leave the position open for three weeks. Interviews are tentatively scheduled for Thursday, November 7, with the goal of having the City Council formally appoint someone to this role at the second meeting in November. With this timeline, we are looking towards a December or January start date. This position falls into Pay Grade 14, Attachments: 1. 2024-221 Authorize Recruitment for APSD.docx 2. Assistant Public Services Director FINAL.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:				Personnel Committee: Recommend			
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

Job Title: Assistant Public Services Director

Department: Public Services

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Director of Public Services

Supervisory Duties: This position directly supervises the Maintenance Supervisors (Parks, Streets, Utilities) and Fleet Mechanics

Position Details: The Assistant Public Services director is responsible for overseeing and planning the day-to-day operations of the Public Services Department maintenance divisions of streets, utilities, parks, and fleet. Partner with Public Services Director on long-range planning, major projects, budget management and budget preparation.

Manage Department Operations:

- Oversee maintenance divisions of streets, parks, utilities, and fleet. Oversee all maintenance and new construction related to these areas.
- Recruit and supervise staff. Identify training opportunities for staff. Train, motivate, assign, prioritize, and inspect work. Develop within department and City policies the standards of performance for all staff. Complete employee performance evaluations. Participate in selection of maintenance employees.
- Develop and oversee implementation of operating policies and procedures to accomplish departmental goals and objectives.
- Review utility permits, use of street permits, right of way permits, franchise utility payments, etc.
- Perform public improvement inspection activities within public right-of-way.
- Support the Street Supervisor in Winter Maintenance Operations for snow and ice control. Work with staff to properly implement Smart Salting initiatives and the use of the Force America Precise controls.
- Oversee and maintain City's Pavement Management Program in partnership with Street Maintenance Supervisor.
- Recommend long range plan for replacement and purchase of equipment with input from staff and Fleet Mechanics.
- Lead the implementation of Cartegraph Fleet Maintenance Management system for tracking/maintaining equipment in partnership with the Fleet Mechanics.
- Oversee construction of trails and parks and related public services projects in partnership with the Parks Supervisor.
- Support the Utility Supervisor in the ongoing maintenance of the water, wastewater, and stormwater utility systems to ensure the City meets all regulatory requirements and customer service needs.
- Ensure compliance with time and budget parameters for projects competed by each of the Divisions.
- Engage the public on department projects. Partner with City staff on communication materials for City website and social media pages. Respond to telephone and email requests from the public for information, complaints, and project requests.
- Work with Cartegraph software to ensure workflows are set up and to create efficiencies across all maintenance divisions.



- Assess department needs and prepare budgets with the Public Services Director and Maintenance Supervisors. Analyze past expenditures, expected needs, and future cost projections; approve department expenditures.
- Prepare reports and agenda items for City Council, Park Board and outside agencies. Attend City Council meetings and work sessions and advise on public services matters as needed.
- Coordinate with outside city departments on service delivery, reports, and requests for service.
- Operate computer programs which aid in the design work and recommend purchase of new products or upgrades.

Supervisory Duties:

- Manages selection and recruitment; recommends staff hires and promotions.
- Oversees professional development of staff.
- Plans, reviews, assigns, and evaluates work of staff.
- Provides coaching, feedback and evaluates staff performance.
- Resolves staff conflicts and concerns.
- Prepares work schedules and approves timecard records.

Additional Duties:

- Operate software programs utilized in delivery of public services department systems.
- Maintain contact with City, State and Federal agencies, professional and technical groups and the general public regarding Department activities and services. Monitor inter-governmental actions affecting public services division.
- Participates in training, education, conferences, etc.
- Attend and represent the City at various local, City, regional, and state level meetings.
- Perform other duties and assume responsibilities as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Ability to communicate complex technical information effectively, both verbally and in writing, and maintain effective working relationships with contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, committee members, co-workers and the general public.
- Knowledge of utility operations not limited to Water, Sewer, Storm Water and Street Lighting.
- Knowledge/background of street maintenance operations and best practices.
- Knowledge of construction standards, methods and materials used in municipal public improvement projects.
- Ability to operate a personal computer, including word processing, spreadsheet, database and computer aided design software and mobile radio.
- Ability to prepare costs estimates, analyze data, prepare feasibility reports and make presentations.
- Ability to manage multiple tasks on a timely basis. Ability to establish and achieve priorities.

- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources and to interpret guidelines, policies and procedures.
- Normal working hours: Monday – Friday, 6:30 am – 3:00 pm. Ability to work extended hours and attend meetings outside of normal work hours.
- Ability to attend work punctually and regularly and to respond to emergencies 24/7.

Education: High school diploma or equivalent.

Requirements:

- Five or more years' experience in Public Works
- Two or more years' experience in leadership capacity
- Successful completion of a criminal background check and driving check.

Desired Qualifications:

- Two or Four-year degree in a related field
- APWA Public Works Certificate Program
- Proficiency in GIS mapping applications.
- Knowledge/experience with Cartegraph Asset Management systems.
- Knowledge/experience in Excel, Windows, Word, Power Point and Publisher.
- Knowledge/experience using ArcView GIS software.

Physical and Mental Requirements: The employee frequently is required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Must be able to walk and climb on all terrains and various stages of a construction site. Must be able to drive, bend, stoop, crouch, kneel, push and pull, and perform near activity. Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity. Ability to work outside year-round, during inclement weather, and under adverse field conditions. Ability to frequently lift and/or move objects weighing 50 pounds. Ability to hear, talk, see, touch, smell and taste. Specific vision abilities required by this position include close vision, distance vision, depth perception, peripheral vision and ability to focus as it relates to such tasks as reading manuals, processing paperwork, overseeing public activities, viewing a computer monitor. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Work is performed primarily in vehicles, outdoor and office settings; the employee regularly sits for extended periods at a personal computer using repetitive movements and small motor skills and is exposed to moderate noise levels in the office environment. The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and exposure to loud noises from operating equipment. The employee is occasionally exposed to inclement weather conditions.

Position Competencies

Coaching and Mentoring

- Enables others to grow and succeed through feedback, instruction, and encouragement.
- Coaches' others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Takes time to observe behaviors that contribute to or detract from others' success. Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.
- Models' success behaviors, a high-performance work ethic, and constant self-improvement.

Leadership

- Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the City.
- Leads the operation of the department, ensures City policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- Clearly defines responsibilities, expectations and authority limits to employees.
- Inspires others to achieve results by promoting involvement, participation and cooperation.
- Works respectfully and effectively with managers and leadership of the department and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- Creates and supports effective working relationships within and between City departments, divisions and outside agencies.
- Research best practices, literature, and data to synthesize for department policy and budget development.
- Interprets laws, rules, and regulations at the City, State, and Federal level.
- Directs implementation of laws and regulations in accordance with City, State, and Federal laws and regulations.
- Conducts regular department meetings with supervisors and line staff to inform them of significant issues, events, policies, or legislative changes.

Risk Management

- Identifying, assessing, and managing risk, while striving to attain objectives.
- Assessing the risk while considering the objectives and parameters of the organization.
- Identifying levels of risk and communicating to the group, stakeholders, or sponsors suggested options for achieving the objective with a shared understanding of the risks.

Safety conscious

- Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- Keeps abreast of accident/injury trends within the Department, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all

- departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
 - Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
 - Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
 - Represent the City of Waconia in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

NON-DISCRIMINATION POLICY: The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance. (These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		October 7, 2024					
Item Name:		Zoning Accommodation Request - Dormann - 145 Maple Terrace					
Originating Department:		Community Development					
Presented by:		Lane Braaten					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve or deny the Zoning Accommodation Request submitted for the property located at 145 Maple Terrace and request staff draft the applicable resolution for review and consideration at the October 21, 2024 City Council meeting.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
BACKGROUND: Applicant(s): Kent & Stacey Dormann, on behalf of their minor child Address: 145 Maple Terrace (the "Property") PID: 754430500 Zoning: PUD, Planned Unit Development District							
APPLICABLE ORDINANCE PROVISIONS AND LAW: <i>Waconia City Code Section 900.05</i> <i>Americans with Disabilities Act - 42 USC 126</i> <i>Fair Housing Act - 42 USC 45</i>							
REQUEST: The request is for a departure from the hard surface limits of the zoning code applicable to the Property. The City's zoning regulations do not allow the subject Property to exceed the 35% hardcover maximum allowed in the Shores of Lake Waconia Planned Unit Development District. The basis for the request is as an accommodation under the federal Americans with Disabilities Act (the "ADA") and the federal Fair Housing Act (the "FHA").							
BACKGROUND: 1. The City Council, at their regular meeting on August 19th, 2019, adopted Resolution 2019-175 approving The Shores of Lake Waconia Preliminary Plat. The preliminary plat specifically laid out the details associated the Planned Unit Development District. The district made allowances for three different housing types with alternate lot sizing, setback and hardcover requirements for both the eastern and western portions of the 50- acre property. 2. The east portion of The Shores of Lake Waconia plat, which the developer referred to as Island View Estates, includes very specific lot sizing, setback and hardcover requirements which are included in the Development Agreement for Shores of Lake Waconia East Site Property. This document was recorded against the property on February 18th, 2021. 3. Specifically, section 11.2.2 of the Development Agreement for Shores of Lake Waconia East Site Property, states "The maximum impervious surface for each lot shall be 35%." 4. On or about May 3rd, 2023, the applicants applied for a building permit for an in-ground pool installation on the property which would have brought the property over the 35% impervious surface limit. 5. City staff, which included both Mr. Braaten and Mr. Ethan Nelson, discussed options related to how the property owners might meet City Code requirements to allow an in-ground pool installation on the property. One of the options considered was a variance, which was never submitted to the city. 6. In April of 2023, Mr. Dormann reached out to staff with an idea to remove existing hardcover on the parcel							

to offset the hardcover improvements of the pool installation. This concept included language stating “Would put me at 127 sq. ft. added. roughly speaking it about 5’ of the driveway highlighted in yellow that would get cut and ¾” trop or granite rock (similar to the image below) could be installed so that we meet the 35% threshold.” The concept plan is attached for review titled “2023 April Concep Plan submitted by K. Dormann”. Staff also had email conversations around this same time with Mrs. Dormann related to floating decks, pergolas, setbacks, hardcover, etc.

7. The City, after conversations with both the pool installer and the property owner, issued permit# WA302981 for installation of an in-ground pool on or about May 18th, 2023. As the pool installer and the applicants were aware of the hardcover requirements, and that installation of an in-ground pool and associated installed improvements would cause the property to exceed the 35% hardcover maximum, the pool installer (Performance Pool & Spa) submitted a plan proposing to remove 314 square feet of driveway hardcover and 26 square feet of walkway (see attached permit and attachments).
8. City staff reviewed the permit submittal for consistency with the Shores of Lake Waconia PUD standards and the City’s zoning standards. The review identified that City Code does not require a front walkway and the remaining driveway section, after hardcover removals, still met the minimum driveway width requirement. So, based on the calculations provided by Performance Pool & Spa, the site would meet all applicable requirements and therefore a permit was issued.
9. Mr. Braaten emailed Mr. & Mrs. Dormann on October 11, 2023, looking to close the file on the pool installation. He requested an update on if the required hardcover removals.
10. Mr. Dormann responded on October 11th and indicated, in summary, that Ken/Performance Pool & Spa (PPS) had reviewed the permit information for specific dates as to when the hard surface had to be corrected and found nothing. Further, he told PPS that if there was a date that they did not want to proceed with the pool installation. He asked why they had to remove hardcover without any option to replace with a pervious material. He stated that their plan was to resolve the issue when the City updated the code to allow an alternative option.
11. Staff reached out to the applicable contacts at Performance Pool and Spa and received the following comments. “Lane, Mr. Dormann did ask me if there was any verbiage about timeframe of driveway removal. I forwarded him a copy of the permit. That is it. There has never once been a conversation with him or his wife that his driveway does not need to be removed. I can say in phone conversation with him it has been said that it does need to be removed many times in order to reach city ordinance and code for hardcover.”
12. Staff again emailed Mr. Dormann on May 1st, 2024, requesting an update on the required removals.
13. Staff emailed Mrs. Dormann on May 16th, 2024, indicating that they had not received a response from Mr. Dormann.
14. June 10th, 2024, due to lack of response to emails, staff mailed a letter to the applicants requesting an update on the timeline for removal.
15. Per a cover letter dated June 13th, 2024, staff received a letter from Hellmuth & Johnson, PLLC dated May 24th, 2024 requesting ADA/FHA accommodations for the property.
16. On June 28th, 2024, staff wrote to Blake Nelson, Hellmuth & Johnson, requesting additional information related to the ADA/FHA accommodation request, indicating the information submittal necessary for the Council to make a determination, and stating that the request was not yet complete.
17. July 29th, 2024, staff emailed Hellmuth & Johnson requesting an update on the June 28th, 2024, letter. Blake Nelson, Hellmuth & Johnson, responded via email that their firm no longer represented the Dormanns.
18. August 13th, 2024, staff received a letter from Steven Schmidt, Supervising Attorney with the Minnesota Disability Law Center, which is a statewide division of Mid-Minnesota Legal Aid. Mr. Schmidt indicated that their office now represented the Dormann family regarding the Reasonable Accommodation Request. This letter provided the information the Council will review in closed session on October 7th, 2024.
19. The requested accommodation requires a fundamental alteration in the nature of the City’s stormwater management policies. The impervious surface coverage limits are static limits designed to manage the amount of stormwater and snowmelt that passes through the City’s sewers and into the holding ponds or other ultimate receptacles. Stormwater infrastructure is installed in conjunction with each neighborhood and each neighborhood’s infrastructure is designed based on the conditions, including impervious surface limits, of the neighborhood as a unit. Allowing piecemeal exceptions to these requirements is a fundamental departure from that policy.

20. Piecemeal exceptions to the impervious surface coverage limits would require the City to monitor and track those departures and estimate or measure the impact of those exceptions, as an aggregate for the neighborhood, to ensure that existing facilities are not overwhelmed. The infrastructure in each neighborhood development is calibrated to accommodate certain amounts of stormwater runoff. The City does not continuously monitor or keep track of overages on individual lots in the manner necessary to allow controlled piecemeal exceptions from impervious surface coverage limits.

ACCOMMODATION REVIEW CRITERIA:

The ADA and FHA both apply to cities and specifically to municipal zoning decisions. If the applicants demonstrate eligibility for an accommodation under either of these federal laws, then the City’s zoning ordinance will be preempted.

The FHA and ADA require the City to allow departures from land use rules when the request is reasonable. However, the applicant must demonstrate that the accommodation is both reasonable and necessary for the amelioration of a disability.

Specifically, to be eligible for exemption from certain provisions of the City’s zoning code under the FHA and ADA, the applicants must show that their requested accommodation is 1) reasonable and 2) necessary for the amelioration of the effects of a disability. The criteria for each element of the test are set out as follows:

1. Reasonable

An accommodation is reasonable if supported by logical grounds, unless it has characteristics that make it unreasonable. An accommodation is unreasonable if it:

- a. Imposes an undue financial or administrative burden on the City;
- b. Requires a fundamental alteration of the nature of the zoning provision;
- c. Is not required to mitigate the impacts of the disability; **or**
- d. Is solely motivated by economic or financial considerations.

2. Necessary For the Amelioration of the effects of a Disability

An accommodation is necessary if it:

- a. Is “Indispensable, essential, something that cannot be done without”;
 - b. Is required to achieve equal housing opportunities for those with disabilities and those without;
- and**
- c. Provides a direct amelioration of the effects of a disability recognized by the ADA or FHA.

Based on the information and documentation submitted by the applicants, the City Council must determine if the request meets these criteria. Based upon the direction given by the Council and the findings made it would be staff’s intention to bring back a resolution either in approval or denial of the request at their regular meeting on October 21st, 2024.

Attachments:

1. [Pool Permit #WA302981](#)
2. [2023 April Concept Plan.pdf](#)
3. [06-10-2024 Follow up Correspondence](#)

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses:			
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required		Planning Commission	
		Parks and Recreation Board	
		Safari Island Advisory Board	
		Other	



City of Waconia

June 10th, 2024

Kent & Stacey Dormann
145 Maple Terrace
Waconia, MN 55387

RE: Permit# WA302981 – Pool Permit for 145 Maple Terrace

Dear Mr. & Mrs. Dormann,

This letter is a follow-up to our previous conversations related to the inground pool you installed per Permit# WA302981. The information submitted from Performance Pool & Spa included a breakdown of impervious surface on the subject parcel, which is limited to 35%, and the areas proposed to be removed to ensure the parcel would remain below the hardcover maximum once your pool was installed. The areas included for removal were a 314 sq. ft. area of your driveway and a 26 sq. ft. area of sidewalk on your property. I have included two pages from the aforementioned permit which include the calculations and associated site plan. To date I am not aware that the required hardcover removal has been completed. Please call or email me at your earliest convenience and update me on the timeline for removal.

Additionally, I apologize for the more formal letter, but I have reached out to both of you via email and have not received a response.

If you have any questions, please don't hesitate to contact me at (952) 442-3106 or at the email address listed below.

Respectfully,

Lane Braaten
Community Development Director
City of Waconia
lbraaten@waconia.org

CC: File

City Hall
201 South Vine Street
Waconia, MN 55387
952-442-2184

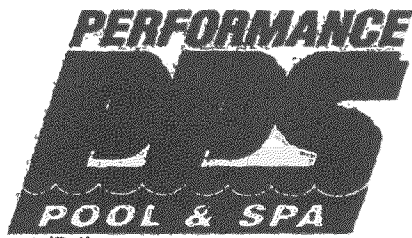
Public Services
310 10th Street East
Waconia, MN 55387
952-442-2615

Fire Station
24 Maple Street East
Waconia, MN 55387
952-442-2316

Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
952-442-0695

Ice Arena
1250 Oak Avenue
Waconia, MN 55387
952-442-RINK (7465)

www.waconia.org



Performance Pool & Spa
 2405 Annapolis Lane
 Plymouth, MN 55441
 (651) 775 - 3940
 Attn: Ken Ronsberg

Impervious Surface Calculations

PID 754430500

Name Kent & Stacy Dorman
 Address 145 Maple Terrace
 City Waconia, MN 55387
 Phone No. (320) 267 - 9462
 Lot 8 Block 5
 Subdivision - Shores of Lake Waconia

Total Lot Area	=	10,000
35 % Allowable	=	3,500

House & Garage Area	=	2,443
Porch Area	=	190
Driveway Area	=	824
Sidewalk Area	=	26
Current Coverage	=	3,483
Area Remaining	=	17

Proposed Pool Project

Pool Deck	=	339
Pool Project	=	339

Current Coverage=	3,483
Pool Project	= 339
Total	= 3,822
35 % Allowable	= 3,500
Area OVER	= 322

Area To Be Removed

Driveway Area	=	314
Sidewalk Area	=	26
		340
Total Proposed	=	3,482
Area Under	=	18

Aprox 34.82%

Please Call With any questions:
 Ken Ronsberg
 Lay-Out Engineer PPS
 (651) 775 - 3940

Prepared By:

TM

Performance Pool & Spa
 2405 Annapolis Lane
 Plymouth, MN 55441
 (651) 775 - 3940
 (651) 731 - 8372 Fax
 Attn: Ken Ronsberg
 Kenronsberg@Comcast.net

Home Owner : 35 % Deck Only

Kent & Stacey Dorman

145 Maple Terrace

Waconia, MN 55387

(320) 267 - 9462

Lot - 8 Block - 5

Subdivision -

Shores of Lake Waconia

PID 754430500

Pool Dimensions
Width X Length

Pool (13 X 30)

Deck (20 X 36.6)

(955.35) Denotes Proposed Elevation

X 955.35 Denotes Existing Elevation

→ Denotes Drainage Direction

-X-X- Denotes Silt Fence

Scale - 1 Inch = 20 Feet

City Codes / Setbacks

Principal - 5' Water

Side - 10' Concrete

Rear - 10' Concrete

Equipment - NIE

Fence - 4' Tall

Septic - 10' Water

Well - 20' Water

Drainfield - 20' Water

Street Side - 15' Concrete

CRESTVIEW LANE

MAPLE TERRACE



SIDEWALK

SIDEWALK

 10
 Area of Driveway
 To Be Removed

314 Sq. Ft.

DRIVEWAY

26 Sq. Ft.
Walk

Porch

GARAGE

HOUSE

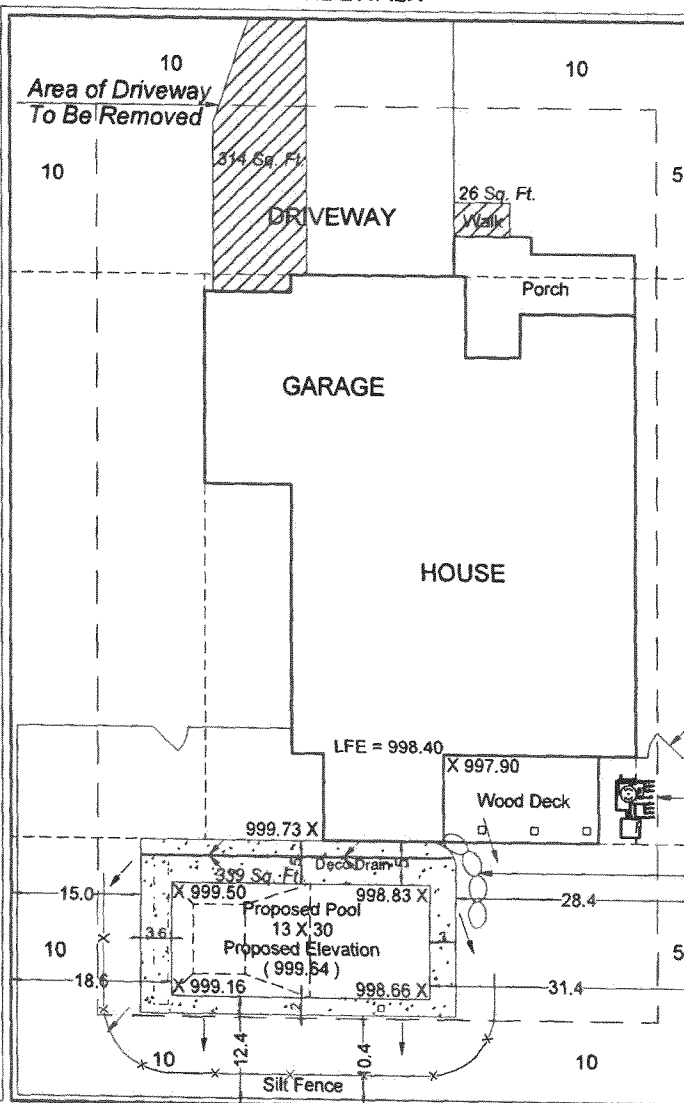
LFE = 998.40

X 997.90

Wood Deck

Pool Equipment

 Proposed Retaining Wall
 TOW 999.40
 BOW 997.90

 4' Wide Gate/ Self-closing/ Self-Latching/ Lockable 2X
 4' Tall Decorative Aluminum Fence




Donator suggested designs

I hereby certify that this survey, plan or report was prepared under my direct supervision and that I am a duly Licensed Land Surveyor of the State of Minnesota. That this survey does not show any improvements, easements or encroachments, to the property shown thereon.



City of Waconia

June 10th, 2024

Kent & Stacey Dormann
145 Maple Terrace
Waconia, MN 55387

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Community Development Director
City of Waconia
lbraaten@waconia.org

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 Ken Ronsberg
 Lay-Out Engineer PPS
 (651) 775 - 3940

Prepared By:

Full

2405 Annapolis Lane
Plymouth, MN 55441

(651) 775 - 3940

(651) 731 - 8372 Fax

Kennonsberg@Comcast.net

Home Owner: 35 % Deck Only

Kent & Stacey Dorman

145 Maple Terrace

Waconia, MN 55387

(320) 267-9462

Lot - 8 Block - 5

Subdivision -

Shores of Lake Waconia

PID 754430500

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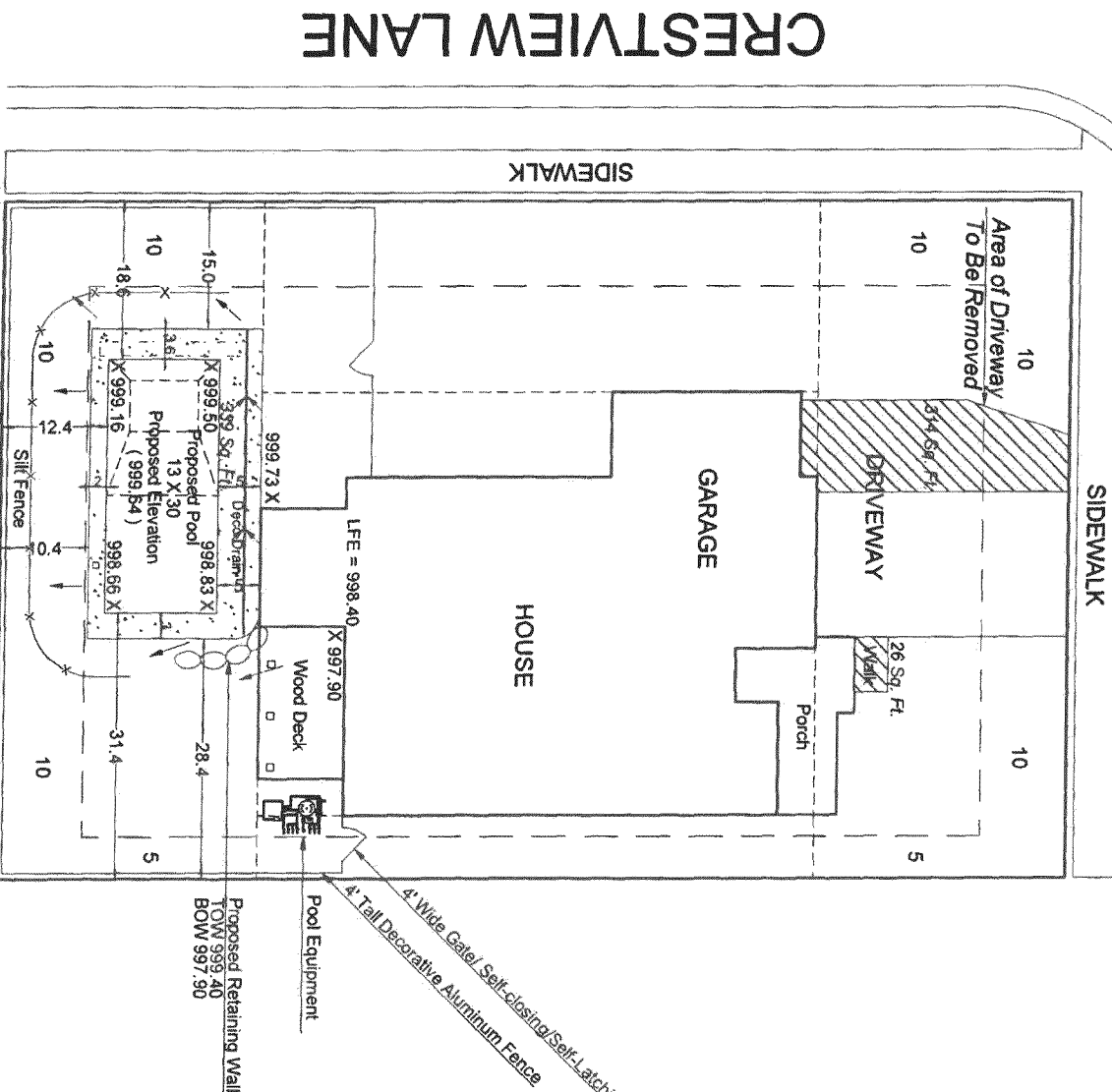
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Well - 20' Water

Drainfield - 20' Water

Street Side - 15' Concrete

MAPLE TERRACE



CRESTVIEW LANE