

# WACONIA CITY COUNCIL MEETING AGENDA



Tuesday, September 5, 2023  
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: STEVE YETZER  
COUNCIL MEMBER: NICK GLEASON  
COUNCIL MEMBER: JEFF GRENGS

**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](mailto: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) [August 21, 2023 City Council Meeting Minutes](#)  
Approve August 21, 2023 City Council Meeting Minutes
- 2) [September 5, 2023 Expenditures](#)  
Payment of September 5, 2023 Expenditures
- 3) [Contractor Pay Request #3 - Waconia Downtown Reconstruction - Phase 1](#)  
Motion to approve pay estimate No. 3 to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1
- 4) [Contractor Pay Request #9-Final - Waconia 2022 Infrastructure Improvements](#)  
Motion to approve pay estimate No. 9-Final to W.M. Mueller & Sons, Inc. for the Waconia 2022 Infrastructure Improvements.

- 5) [Lodging Tax Fund Request - Waconia CVB](#)  
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred April - August 2023.
- 6) [Authorize Staff to Obtain Quotes](#)  
Adopt Resolution 2023-196; Authorize Staff to Obtain Quotes For Towing & Impound Services for City
- 7) [Authorize Staff to Submit Grant Application](#)  
Adopt Resolution 2023-197; Authorize Approval of Staff To Submit An Application For MNDNR Grant "2023 Shade Tree Program Bonding Grant"
- 8) [Street Re-Opening Celebration](#)  
Adopt Resolution 2023-198, Approving Community Festival for Street Reopening Celebration
- 9) [Resignation of Administration Office Assistant](#)  
Adopt Resolution 2023-199, Accepting Resignation of Office Assistant Ann Meyerhoff
- 10) [Amendment to Chapter 830 of Municipal Code](#)  
Adopt Ordinance 764, Amending Chapter 830 of municipal code  
Adopt Resolution 2023-200, Approving summary publication

## **6. COUNCIL BUSINESS**

- 1) [Waconia High School Homecoming Parade](#)  
Adopt Resolution 2023-201, Approving Special Event Permit for Waconia High School Homecoming
- 2) [Site Plan & Design Review - New Creations Child Day Care - 150 Sparrow Road](#)  
Adopt Resolution 2023-202, Approving the Site Plan & Design Review application for the proposed New Creations Child Day Care located at 150 Sparrow Road

## **7. ITEMS REMOVED FROM CONSENT AGENDA**

## **8. STAFF REPORTS**

## **9. BOARD REPORTS**

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

## **10. ANNOUNCEMENTS**

## **11. ADJOURN REGULAR MEETING .....OFFICE OF THE CITY ADMINISTRATOR**

**Shane Fineran**

### **Work Session:**

### **Preliminary Budget & Levy**

### **UPCOMING CALENDAR OF EVENTS/MEETINGS:**

Special City Council Meeting - September 6th, 2023 at 5:00 p.m.

Planning Commission - September 7th, 2023 at 6:30 p.m.

Nickle Dickle Day - September 16th - 8:00 a.m. to 5:00 p.m.

City Council Meeting - September 18th at 6:00 p.m.



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                |  |                                              |   |                                        |  |                    |  |
|----------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|---|----------------------------------------|--|--------------------|--|
| <b>Meeting Date:</b>                                                                                           |  | September 5, 2023                            |   |                                        |  |                    |  |
| <b>Item Name:</b>                                                                                              |  | August 21, 2023 City Council Meeting Minutes |   |                                        |  |                    |  |
| <b>Originating Department:</b>                                                                                 |  | Administration                               |   |                                        |  |                    |  |
| <b>Presented by:</b>                                                                                           |  | Ann Meyerhoff                                |   |                                        |  |                    |  |
| <b>Previous Council Action</b> (if any):                                                                       |  |                                              |   |                                        |  |                    |  |
| <b>Item Type (X only one):</b>                                                                                 |  | Consent                                      | X | Regular Session                        |  | Discussion Session |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>               |  |                                              |   |                                        |  |                    |  |
| Approve August 21, 2023 City Council Meeting Minutes                                                           |  |                                              |   |                                        |  |                    |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i> |  |                                              |   |                                        |  |                    |  |
| <b><u>Attachments:</u></b><br>1. <a href="#">Minutes 8-21-2023.pdf</a>                                         |  |                                              |   |                                        |  |                    |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                 |  |                                              |   | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |  |                    |  |
| Funding Sources & Uses:                                                                                        |  |                                              |   |                                        |  |                    |  |
| Budget Information:<br>_____ Budgeted<br>_____ Non Budgeted<br>_____ Amendment Required                        |  |                                              |   | Planning Commission                    |  |                    |  |
|                                                                                                                |  |                                              |   | Parks and Recreation Board             |  |                    |  |
|                                                                                                                |  |                                              |   | Safari Island Advisory Board           |  |                    |  |
|                                                                                                                |  |                                              |   | Other                                  |  |                    |  |

**CITY OF WACONIA**  
**August 21, 2023**

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

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m. The following members were present: Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

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

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

The Comprehensive Plan Amendment for 7845 County Road 10 North was removed by the applicant from Council Business.

Motion by Sorensen seconded by Grengs 3) ADOPT AGENDA as amended.

**MOTION carried**

4) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

5) [ADOPT CONSENT AGENDA](#)

5.1 City Council Meeting Minutes

[Cover Page](#)

[8-7-2023 Minutes.pdf](#)

5.2 August 21, 2023 Expenditures

[Cover Page](#)

[Council List-Expenditures 08.21.23\\_Regular.pdf](#)

[Council List-Expenditures 08.21.23\\_Purchasing Card.pdf](#)

[Council List-Expenditures 08.21.23\\_Other-Electronic.pdf](#)

5.3 Kraus Anderson Contractor Pay Request - New Fire Station

[Cover Page](#)

[3.2023.07 Waconia Fire Station.pdf](#)

- 5.4 Horizon Commercial Pool Contractor Pay Request #1 - Safari Island Filter Pump Replacement Project

[Cover Page](#)

[Safari Island Pay App 1.pdf](#)

- 5.5 Contractor Pay Request #11 - New Fire Station

[Cover Page](#)

[Waconia - Pay App #11 - July 2023.pdf](#)

- 5.6 Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred July 2023

[Cover Page](#)

[Ice Arena - Bills & Applied Payments July 23.pdf](#)

- 5.7 Rink Management Services Corporation Safari Island Community Center Expenditures Incurred July 2023

[Cover Page](#)

[Safari Island - Bills & Applied Payments July 23.pdf](#)

- 5.8 Accept Resignation of Park Board Member

[Cover Page](#)

[23184res\\_Park\\_Board\\_Anaao\\_resignation.docx](#)

- 5.9 Appointment of Street Maintenance Worker

[Cover Page](#)

[23185res\\_Appointment\\_of\\_Street\\_Maintenance\\_Worker\\_August\\_23.docx](#)

- 5.10 Authorize Submission of Minnesota Board of Water and Soil Resources, (BWSR) Clean Water fund Grant

[Cover Page](#)

[23186res 2023\\_BWSR\\_Grant\\_App\\_Res..doc](#)

[Grant Information Sheet Reuse Application.pdf](#)

5.11 Use of Municipal Lot - House Fire Benefit

[Cover Page](#)

[23187res\\_WBC\\_Benefit.docx](#)

[Waconia Brewing Benefit](#)

5.12 LED Lighting Upgrade - Waconia Ice Arena

[Cover Page](#)

[23188res LED\\_Lighting\\_Project\\_Res\\_final.docx](#)

[Laketown Electric Proposal.pdf](#)

[Noble Electric Proposal.pdf](#)

5.13 Donation Acceptance & Pass Thru Recommendation - Waconia Fire Relief Association

[Cover Page](#)

[23189res Gambling\\_Donation\\_Resolution \(6\).doc](#)

5.14 Acceptance of Quotes and Award Tree Removal Services

[Cover Page](#)

[23190res\\_Award\\_of\\_Tree\\_Removal.doc](#)

[Cover Sheet and Improvement Area Image.pdf](#)

[2023-08-16 Apartment Tree Clearing Award - Revised.pdf](#)

[Castle Rock Quote.pdf](#)

[Tree Top Cleaning, Inc..pdf](#)

5.15 Application for Exempt Permit for Church of St Joseph

[Cover Page](#)

[23195res Church of St Joseph gambling.doc](#)

Motion by Yetzer, seconded by Sorensen 5) ADOPT CONSENT AGENDA  
**MOTION carried**

6) COUNCIL BUSINESS

6.1 Site Plan, Design Review & Variance - 219 Frontage Road East

Cover Page

23191res\_Site\_Plan\_Design\_Review\_and\_Variance.docx

Location Map.pdf

Applicant Statement.pdf

Variance Request Letter\_Property Setback.pdf

Crusher Crossfit\_Site Plan & Design Review\_Plan Set.pdf

Lane Braaten shared that Kelsey Jarrett/HTG Architects, has submitted applications for Site Plan, Design Review and a Variance for the property located at 219 Frontage Road East. The applicant is proposing an addition to the Crusher Crossfit building. The applications include the Site Plan and Design Review for the proposed addition to the structure and Variance requests to allow the use of metal shipping containers as a building material and location of the addition within the 20 ft rear yard setback.

Braaten summarized all the applications and indicated that Planning Commission held a public hearing, reviewed the pertinent information and recommended approval via a 5-0 vote with 10 conditions.

The applicant approached the podium. Council Member Yetzer asked why shipping containers. The applicant said it is mainly the cost. Coming out of the pandemic it was the most cost effective.

Motion by Yetzer, seconded by Gleason Adopt Resolution No. 2023-191 approving the Site Plan, Design Review, & Variance applications for the proposed addition to the Crusher Crossfit building located at 219 Frontage Road East.

**MOTION carried**

6.3 Ordinance Amendment - Park Dedication

Cover Page

Ord 763 Amendment\_to\_Park\_Ordinance (1).docx

Lane Braaten shared that in 2000 the City of Waconia amended Section 1000, Subd. 7 of the Waconia City Code, specifically in reference to public land dedication and open space requirements in relation to property subdivision/plats. In summary, the ordinance amendment established findings for the required park dedication, identified a land dedication of presumably 10% for parks and open space, and included a payment in lieu of land dedication in the amount of \$4,000 per gross acre for each acre of land in a residential subdivision and \$3,000 per gross acre of land in each commercial, industrial or other land use classification. Since the initial adoption of the payment in lieu language the per acre fee has been updated from time to time in the City's annual fee resolution. The current per acre fees of \$6,000 per gross acre of land in a residential subdivision and \$5,000 per gross acre of land in each commercial, industrial or other land use classification subdivision, were adopted in 2004.

The Park Board discussed the payment in lieu fees at their regular meeting on November 17, 2022 and recommended the City Code pertaining to payment in lieu be updated. Specifically, the Park Board recommended the per acre fee be based upon the fair market value of the land to be subdivided. As such, staff drafted an ordinance amendment, which was reviewed by the Planning Commission earlier this year. The Planning Commission reviewed the proposed ordinance Amendment, held the required public hearing, and took all public comments. They recommend approval of the amendment via a 5-0 vote at their regular meeting on August 2, 2023.

Braaten mentioned that Council has the proposed ordinance and a resolution approving summary publication of the amendment.

Motion by Grengs, seconded by Sorensen Adopt Ordinance No. 763 amending Section 1000 of the City Code pertaining to park dedication.

**MOTION carried**

Motion by Yetzer, seconded by Gleason Adopt Resolution No. 2023-193 approving Summary Publication of the Ordinance.

**MOTION carried**

#### [6.4 Receive Feasibility Report and Call Hearing](#)

[Cover Page](#)

[23194res\\_Feasibility\\_and\\_Call\\_Hearing.doc](#)

[2023-08-15 Downtown Recon Ph 2 Feasibility Report - reduced.pdf](#)

Jake Salsbury presented an overview of a revised design of the Feasibility Report. Included was design layouts and cost associated for the 2024 Improvement Project. The areas include:

- Main Street West from Olive Street to Elm Street
- Main Street East from Elm Street to Spruce Street
- Elm Street East from Elm Street to Spruce Street
- Pine Street South from Main Street East to First Street
- Spruce Street South from Main Street East to First Street

Staff asked for approval of this request allowing for continued work on the plans and opportunity to hold a Public Hearing on September 18, 2023 at City Hall at 6:00 p.m. as part of the regularly held City Council Meeting.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-194; Receiving Feasibility Report & Calling Hearing on Improvements

**MOTION carried**

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

9) BOARD REPORTS

Council Member Sorensen: CIP meeting August 29th

Council Member Gleason: School Board meeting August 28th.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Gleason, seconded by Grengs 11) ADJOURN REGULAR MEETING at 6:59 p.m.

**MOTION carried**

**Work Session:**

**UPCOMING CALENDAR OF EVENTS/MEETINGS:**

\_\_\_\_\_  
Nicole Waldron, Mayor

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

Ann Meyerhoff, Office Assistant



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                              |  |                                |   |                                        |  |                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|---|----------------------------------------|--|--------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                         |  | September 5, 2023              |   |                                        |  |                    |  |
| <b>Item Name:</b>                                                                                                                                                                                            |  | September 5, 2023 Expenditures |   |                                        |  |                    |  |
| <b>Originating Department:</b>                                                                                                                                                                               |  | Finance                        |   |                                        |  |                    |  |
| <b>Presented by:</b>                                                                                                                                                                                         |  | Nicole Meyer                   |   |                                        |  |                    |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                     |  |                                |   |                                        |  |                    |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                               |  | Consent                        | X | Regular Session                        |  | Discussion Session |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                             |  |                                |   |                                        |  |                    |  |
| Payment of September 5, 2023 Expenditures                                                                                                                                                                    |  |                                |   |                                        |  |                    |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                               |  |                                |   |                                        |  |                    |  |
| Attached is the claim and disbursements registers for the City of Waconia as of September 5, 2023. Payments are made to vendors via check, electric payment, and through the City's purchasing card program. |  |                                |   |                                        |  |                    |  |
| <b><u>Attachments:</u></b>                                                                                                                                                                                   |  |                                |   |                                        |  |                    |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                               |  |                                |   | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |  |                    |  |
| Funding Sources & Uses:                                                                                                                                                                                      |  |                                |   |                                        |  |                    |  |
| Budget Information:<br>_____ Budgeted<br>_____ Non Budgeted<br>_____ Amendment Required                                                                                                                      |  |                                |   | Planning Commission                    |  |                    |  |
|                                                                                                                                                                                                              |  |                                |   | Parks and Recreation Board             |  |                    |  |
|                                                                                                                                                                                                              |  |                                |   | Safari Island Advisory Board           |  |                    |  |
|                                                                                                                                                                                                              |  |                                |   | Other                                  |  |                    |  |



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                |         |                                                                       |                 |                                        |                    |                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------|-----------------|----------------------------------------|--------------------|--------------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                           |         | September 5, 2023                                                     |                 |                                        |                    |                          |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                              |         | Contractor Pay Request #3 - Waconia Downtown Reconstruction - Phase 1 |                 |                                        |                    |                          |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                 |         | Finance                                                               |                 |                                        |                    |                          |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                           |         | Nicole Meyer                                                          |                 |                                        |                    |                          |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                       |         |                                                                       |                 |                                        |                    |                          |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                 | Consent | <input checked="" type="checkbox"/> X                                 | Regular Session | <input type="checkbox"/>               | Discussion Session | <input type="checkbox"/> |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                               |         |                                                                       |                 |                                        |                    |                          |  |
| Motion to approve pay estimate No. 3 to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1                                                                                                                                                                    |         |                                                                       |                 |                                        |                    |                          |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                 |         |                                                                       |                 |                                        |                    |                          |  |
| Staff has reviewed the contractor pay request for the Waconia Downtown Reconstruction - Phase 1 and recommends payment of \$524,715.06 based on the engineering request for payment. This payment represents approximately 70% of the total approved contract for the project. |         |                                                                       |                 |                                        |                    |                          |  |
| <b><u>Attachments:</u></b>                                                                                                                                                                                                                                                     |         |                                                                       |                 |                                        |                    |                          |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                 |         |                                                                       |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |                          |  |
| Funding Sources & Uses:<br>PIR Capital, Water, Sewer, Storm Water                                                                                                                                                                                                              |         |                                                                       |                 |                                        |                    |                          |  |
| Budget Information:<br><input checked="" type="checkbox"/> X Budgeted<br><input type="checkbox"/> Non Budgeted<br><input type="checkbox"/> Amendment Required                                                                                                                  |         |                                                                       |                 | Planning Commission                    |                    |                          |  |
|                                                                                                                                                                                                                                                                                |         |                                                                       |                 | Parks and Recreation Board             |                    |                          |  |
|                                                                                                                                                                                                                                                                                |         |                                                                       |                 | Safari Island Advisory Board           |                    |                          |  |
|                                                                                                                                                                                                                                                                                |         |                                                                       |                 | Other                                  |                    |                          |  |



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                |         |                                                                            |                 |                                        |                    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------|-----------------|----------------------------------------|--------------------|--|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                           |         | September 5, 2023                                                          |                 |                                        |                    |  |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                              |         | Contractor Pay Request #9-Final - Waconia 2022 Infrastructure Improvements |                 |                                        |                    |  |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                 |         | Finance                                                                    |                 |                                        |                    |  |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                           |         | Nicole Meyer                                                               |                 |                                        |                    |  |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                       |         |                                                                            |                 |                                        |                    |  |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                 | Consent | <input checked="" type="checkbox"/> X                                      | Regular Session |                                        | Discussion Session |  |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                               |         |                                                                            |                 |                                        |                    |  |  |
| Motion to approve pay estimate No. 9-Final to W.M. Mueller & Sons, Inc. for the Waconia 2022 Infrastructure Improvements.                                                                                                                                                      |         |                                                                            |                 |                                        |                    |  |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                 |         |                                                                            |                 |                                        |                    |  |  |
| Staff has reviewed the contractor pay request for the Waconia 2022 Infrastructure Improvements and recommends payment of \$78,644.62 based on the engineering request for payment. This payment represents the final payment for this project along with release of retainage. |         |                                                                            |                 |                                        |                    |  |  |
| <b><u>Attachments:</u></b>                                                                                                                                                                                                                                                     |         |                                                                            |                 |                                        |                    |  |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                 |         |                                                                            |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |  |  |
| Funding Sources & Uses:<br>PIR Capital, Water, Sewer, Storm Water                                                                                                                                                                                                              |         |                                                                            |                 |                                        |                    |  |  |
| Budget Information:<br><input checked="" type="checkbox"/> X Budgeted<br><input type="checkbox"/> Non Budgeted<br><input type="checkbox"/> Amendment Required                                                                                                                  |         |                                                                            |                 | Planning Commission                    |                    |  |  |
|                                                                                                                                                                                                                                                                                |         |                                                                            |                 | Parks and Recreation Board             |                    |  |  |
|                                                                                                                                                                                                                                                                                |         |                                                                            |                 | Safari Island Advisory Board           |                    |  |  |
|                                                                                                                                                                                                                                                                                |         |                                                                            |                 | Other                                  |                    |  |  |



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |                                        |                 |                                        |                    |                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------|-----------------|----------------------------------------|--------------------|--------------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |         | September 5, 2023                      |                 |                                        |                    |                          |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |         | Lodging Tax Fund Request - Waconia CVB |                 |                                        |                    |                          |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |         | Finance                                |                 |                                        |                    |                          |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |         | Amanda Ortloff                         |                 |                                        |                    |                          |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                                                                                                                                                                                                |         |                                        |                 |                                        |                    |                          |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | Consent | <input checked="" type="checkbox"/> X  | Regular Session | <input type="checkbox"/>               | Discussion Session | <input type="checkbox"/> |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                        |         |                                        |                 |                                        |                    |                          |  |
| Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred April - August 2023.                                                                                                                                                                                                                                                                                                                             |         |                                        |                 |                                        |                    |                          |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                          |         |                                        |                 |                                        |                    |                          |  |
| <p>The Waconia Chamber Convention &amp; Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued from April thru August 2023. 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.</p> <p>Staff recommends approval of the request in the amount \$4,324.00.</p> <p><b><u>Attachments:</u></b></p> |         |                                        |                 |                                        |                    |                          |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                        |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |                          |  |
| Funding Sources & Uses:<br>Lodging Tax Fund (701)                                                                                                                                                                                                                                                                                                                                                                                                       |         |                                        |                 |                                        |                    |                          |  |
| Budget Information:<br><input checked="" type="checkbox"/> X Budgeted<br><input type="checkbox"/> Non Budgeted<br><input type="checkbox"/> Amendment Required                                                                                                                                                                                                                                                                                           |         |                                        |                 | Planning Commission                    |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |                                        |                 | Parks and Recreation Board             |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |                                        |                 | Safari Island Advisory Board           |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |                                        |                 | Other                                  |                    |                          |  |



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                       |                 |                                        |                    |                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------|-----------------|----------------------------------------|--------------------|--------------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | September 5, 2023                     |                 |                                        |                    |                          |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         | Authorize Staff to Obtain Quotes      |                 |                                        |                    |                          |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         | Public Services                       |                 |                                        |                    |                          |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Craig Eldred                          |                 |                                        |                    |                          |  |
| <b>Previous Council Action (if any):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         | None                                  |                 |                                        |                    |                          |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Consent | <input checked="" type="checkbox"/> X | Regular Session | <input type="checkbox"/>               | Discussion Session | <input type="checkbox"/> |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |                                       |                 |                                        |                    |                          |  |
| Adopt Resolution 2023-196; Authorize Staff to Obtain Quotes For Towing & Impound Services for City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                       |                 |                                        |                    |                          |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                       |                 |                                        |                    |                          |  |
| <p>Annually Public Services reviews and updates the towing fee's and utilizes them for winter and summer towing services. With the concerns of last winter's parking items and return of individual concerns to City Council, we are preparing to obtain quotes for towing and impound services with the intent of eliminating city involvement outside of requesting services.</p> <p>On the opposite side of this our staff will work internally on tracking requests and locations through internal work flow processes.</p> <p>Staff will work with the City Attorney on proper requests of quotes for this specific service related items relative to City Ordinance 634.01. Fee's associated will be reflected as outside managed costs as part of the process and procedures for towing and impoundment. Hopefully, limiting city exposure to this process.</p> <p>Staff will bring forth the quotes received for award and approval at a later date.</p> |         |                                       |                 |                                        |                    |                          |  |
| <b><u>Attachments:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                                       |                 |                                        |                    |                          |  |
| 1. <a href="#">23196res Authorize_Quotes_Towing_Services_Res.doc</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                       |                 |                                        |                    |                          |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                       |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |                          |  |
| Funding Sources & Uses:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                       |                 |                                        |                    |                          |  |
| Street Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |                                       |                 |                                        |                    |                          |  |
| Budget Information:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                       |                 | Planning Commission                    |                    |                          |  |
| <input checked="" type="checkbox"/> X Budgeted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                       |                 | Parks and Recreation Board             |                    |                          |  |
| <input type="checkbox"/> Non Budgeted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |                                       |                 | Safari Island Advisory Board           |                    |                          |  |
| <input type="checkbox"/> Amendment Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |                                       |                 | Other                                  |                    |                          |  |

**CITY OF WACONIA  
RESOLUTION NO. 2023-196**

**RESOLUTION AUTHORIZING STAFF TO OBTAIN QUOTES FOR TOWING AND  
IMPOUND SERVICES FOR CITY OF WACONIA**

**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 City annually quotes towing services for vehicle violations of its Parking Ordinance; and

**WHEREAS**, staff intend to coordinate and standardize year-round Towing and Impound Services to assist Departments; and

**WHEREAS**, the Public Services Director is authorized to prepare and obtain quotes for towing and impound services.

**NOW, THEREFORE, BE IT RESOLVED** That the City Council of the City of Waconia hereby authorizes staff to obtain quotes for towing and impound services for the City of Waconia.

Adopted by the City Council of the City of Waconia this 5th day of September, 2023.

\_\_\_\_\_  
Nicole Waldron, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, City Clerk



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                             |                 |                                        |                    |                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------------------------------------|-----------------|----------------------------------------|--------------------|--------------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | September 5, 2023                           |                 |                                        |                    |                          |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         | Authorize Staff to Submit Grant Application |                 |                                        |                    |                          |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         | Public Services                             |                 |                                        |                    |                          |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Craig Eldred                                |                 |                                        |                    |                          |  |
| <b>Previous Council Action (if any):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         | None                                        |                 |                                        |                    |                          |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Consent | <input checked="" type="checkbox"/> X       | Regular Session | <input type="checkbox"/>               | Discussion Session | <input type="checkbox"/> |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |                                             |                 |                                        |                    |                          |  |
| Adopt Resolution 2023-197; Authorize Approval of Staff To Submit An Application For MNDNR Grant "2023 Shade Tree Program Bonding Grant"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                             |                 |                                        |                    |                          |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                             |                 |                                        |                    |                          |  |
| <p>Staff were informed of funding becoming available for Emerald Ash Bore Tree Replacement. Staff and City Engineer's attended the pre-informational meeting on the funding available. As Council are aware the city is heavily impacted by the pure numbers of Ash tree's in our boulevards and public parcels. We are currently working on our second year of Preparing for EAB Grant with the MnDNR.</p> <p>Focus of this grant funding are the dollar's available specific to communities below the population of 20,000. \$10,063,000.00 are available to communities below the threshold. A maximum of \$500,000.00 may be requested for replacement, equipment and technical assistance associated with replacement of Ash trees. The benefitting factor is the No-Match requirement.</p> <p>Applications are due on October 2nd, 2023. It is our intention to work with our City Engineer's on the application and list the Public Services Director and Park Supervisor as the City Representatives for the grant application. Completion date for the grant is December 31, 2027. Our focus areas will be Parks, City Parcels, and Boulevards in the community with emphasis of those highly populated with Ash trees.</p> <p>Staff recommends approval of this request allowing staff to work with the City Engineer's on an application and efforts to off-set costs for Ash Tree replacement</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">23197res 2023_Shade_tree_Program_Bonding_Grant_Resolution.doc</a></li> <li>2. <a href="#">Shade Tree Bonding Grant Email Blast.pdf</a></li> </ol> |         |                                             |                 |                                        |                    |                          |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                             |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |                          |  |
| Funding Sources & Uses:<br>Street and Park Budgets; Tree Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |                                             |                 |                                        |                    |                          |  |
| Budget Information:<br><input checked="" type="checkbox"/> X Budgeted<br><input type="checkbox"/> Non Budgeted<br><input type="checkbox"/> Amendment Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |                                             |                 | Planning Commission                    |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                             |                 | Parks and Recreation Board             |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                             |                 | Safari Island Advisory Board           |                    |                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |                                             |                 | Other                                  |                    |                          |  |

**CITY OF WACONIA  
RESOLUTION NO. 2023-197**

**RESOLUTION AUTHORIZING APPROVAL OF STAFF TO SUBMIT AN APPLICATION FOR  
MNDNR GRANT “2023 SHADE TREE PROGRAM BONDING GRANT”**

**WHEREAS**, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

**WHEREAS**, Waconia recently discovered impacts of Emerald Ash Bore activity; and

**WHEREAS**, results from previous inventory work, staff have engaged in adding more diversity to its tree planting and replacement plan; and

**WHEREAS**, the Public Services Director and Park Supervisor are authorized to work with City Engineer’s on submission of a MNDNR “2023 Shade Tree Program Bonding Grant” application, and represent the City in the application process.

**NOW, THEREFORE, BE IT RESOLVED** That the City Council of the City of Waconia hereby authorizes approval of staff to submit a MNDNR Grant for EAB “2023 Shade Tree Program Bonding Grant.”

Adopted by the City Council of the City of Waconia this 5th day of September, 2022.

\_\_\_\_\_  
Nicole Waldron, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, City Clerk

## Funding

### 2023 Shade Tree Program Bonding Grants

Communities seeking assistance in managing diseased trees, particularly Emerald Ash Borer, on public or tribal land.

**Agency:** Minnesota Department of Natural Resources

**Amount Available:** \$10,063,000

**Matching Requirement:** None

**Program Website:** <https://www.dnr.state.mn.us/grants/forestmgmt/shade-tree-program-2023.html>

**Application Due:** 10/2/2023

**Funding Source:** State

**Type:** Grant

#### Eligibility

**Eligible Applicants:** All local units of government in Minnesota, including cities, counties, regional authorities, joint power boards, towns, tribal governments, park and recreation boards of cities in the first class.

**Eligible Activities:** Removal and replanting of shade trees; replacement of trees lost to pests, disease, or storm; tree planting to establish more diversity to withstand disease and forest pests.

#### Overview

Up to \$500,000 can be requested for the following types of activities:

- Tree removal
- Professional contracts for technical assistance or project implementation
- Site preparation and planting (trees, mulch, watering bags, staking materials etc)
- Up to \$5,000 in equipment purchases to complete the project.
- Purchasing of trees for diversity (trees must be a climate-adapted species to Minnesota)

#### Priorities:

- Projects that serve communities with populations less than 20,000; including Twin Cities Metro Area communities
- Projects that clearly benefit underserved populations and [areas of concern for environmental justice](#) (20/100 available points)
- Projects removing and replacing ash trees with significant public safety concerns.
- Communities who plan to certify their staff during the grant period or will contract with companies with staff with profession tree care. (*Bolton & Menk has certified staff*) (10/100 available points)

#### Application Process

**Oct. 2, 2023-** Applications must be submitted to the MNDNR by email to [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us).

Nov. 6, 2023- Project selection is anticipated to occur by this date.

Feb. 2, 2024- Anticipated date that work plans and contracts are complete by this date and grant work can begin\*

\*Costs incurred prior to the start date on the fully executed grant agreement are not eligible for reimbursement.

Dec. 31, 2027- Project completion deadline, including meeting all grant objectives and submitting final report.

#### Additional Resources

Bolton & Menk, Inc. Internal Resource: Dan Donayre, PWS, Natural Resources Project Manager

Questions may also be submitted directly to the DNR at [ucf.dnr@state.mn.us](mailto:ucf.dnr@state.mn.us) until September 22, 2023. Answers will be posted weekly on the grant webpage.



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |                               |                 |                                        |                    |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------|-----------------|----------------------------------------|--------------------|--|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         | September 5, 2023             |                 |                                        |                    |  |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         | Street Re-Opening Celebration |                 |                                        |                    |  |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | Administration                |                 |                                        |                    |  |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         | Shane Fineran                 |                 |                                        |                    |  |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |                               |                 |                                        |                    |  |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Consent | X                             | Regular Session |                                        | Discussion Session |  |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                               |                 |                                        |                    |  |  |
| Adopt Resolution 2023-198, Approving Community Festival for Street Reopening Celebration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |                               |                 |                                        |                    |  |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                               |                 |                                        |                    |  |  |
| <p>Greg James with Iron Tap and Vici Scheuble with Chumly's have approached the city about hosting a street re-opening community celebration in anticipation of substantial completion of the downtown reconstruction work on Main St W and Olive St N. The event will coincide with the planned reopening of the newly constructed streets. Event co-sponsors, along with other area businesses will utilize the 100 block of Main St W, between Olive and Vine, to host food, beverage, games, music, and special merchandise sales.</p> <p>The event will be held on Friday, September 8th from 4:00 p.m. to 10:00 p.m.</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">23198res_Street_Reopening_Celebration.docx</a></li> <li>2. <a href="#">Street Re-Opening Celebration Map</a></li> </ol> |         |                               |                 |                                        |                    |  |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |                               |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |  |  |
| 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. 2023-198**

**RESOLUTION APPROVING COMMUNITY FESTIVAL FOR STREET REOPENING  
CELEBRATION**

**WHEREAS,** the City of Waconia will be substantially complete with the reconstruction of the 100 & 200 Blocks of Main Street West and the 100 Block of Olive Street S the week of September 3rd.; and

**WHEREAS,** the businesses of Iron Tap and Chumly's have requested to sponsor a community celebration featuring food & beverage service, games, music, and special sales with the support of the City of Waconia; and

**WHEREAS,** the designated area of the community festival will be maintained as the 100 block of Main Street West; and

**WHEREAS,** the businesses noted will provide alcohol sales pursuant to their on sale licenses for the community festival under MINN STAT 340A.404, subd.4

**NOW, THEREFORE, BE IT RESOLVED,** That the City Council of the City of Waconia approves the community festival for the street reopening of Main Street West and Olive Street N.

Adopted by the City Council of the City of Waconia this 5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Nicole Waldron, Mayor

ATTEST: \_\_\_\_\_  
Jackie Schulze, City Clerk



City of Waconia

201 Vine Street South, Waconia, MN 55387

Landscape\_8x11

September 2023  
22



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                |                 |                                        |                    |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------|-----------------|----------------------------------------|--------------------|--|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | September 5, 2023                              |                 |                                        |                    |  |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | Resignation of Administration Office Assistant |                 |                                        |                    |  |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         | Administration                                 |                 |                                        |                    |  |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | Jackie Schulze                                 |                 |                                        |                    |  |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |         |                                                |                 |                                        |                    |  |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Consent | X                                              | Regular Session |                                        | Discussion Session |  |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                                                |                 |                                        |                    |  |  |
| Adopt Resolution 2023-199, Accepting Resignation of Office Assistant Ann Meyerhoff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |                                                |                 |                                        |                    |  |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |                                                |                 |                                        |                    |  |  |
| <p>Ann Meyerhoff, Administration Office Assistant, has submitted her voluntary resignation from employment with the City of Waconia to be effective September 8, 2023. We thank Ann for her years of service to the City of Waconia and wish her well on her new endeavor. City Staff ask that the City Council accept Ann's resignation and authorize recruitment for her replacement.</p> <p>As part of the Class &amp; Compensation Study completed this year, it was recommended to change the title of this position to Administration Specialist. The updated job description from the Classification and Compensation Study is attached. The pay scale is consistent with the current pay scale for the position for 2023.</p> <p>The goal is to have someone in this position later this fall in anticipation of absentee voting for the Presidential Primary starting in January of 2024.</p> <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. <a href="#">23199res - Office Assistant Resignation Recruitment.docx</a></li> <li>2. <a href="#">Administration Specialist - Elections &amp; Licensing Job Description 2023</a></li> </ol> |         |                                                |                 |                                        |                    |  |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |                                                |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |  |  |
| Funding Sources & Uses:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                                                |                 |                                        |                    |  |  |
| Budget Information:<br>_____ Budgeted<br>_____ Non Budgeted<br>_____ Amendment Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |                                                |                 | Planning Commission                    |                    |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                |                 | Parks and Recreation Board             |                    |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                |                 | Safari Island Advisory Board           |                    |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                                |                 | Other                                  |                    |  |  |

**CITY OF WACONIA  
RESOLUTION NO. 2023 - 199**

**RESOLUTION ACCEPTING VOLUNTARY  
RESIGNATION OF ADMINISTRATION OFFICE ASSISTANT**

**WHEREAS**, the City has received the voluntary resignation of Administration Office Assistant Ann Meyerhoff; and

**WHEREAS**, the City has received this notice in accordance with its personnel policies to be effective September 8, 2023; and

**NOW, THEREFORE, BE IT RESOLVED**, that, the City Council hereby accepts the resignation of Ann Meyerhoff, authorizes recruitment for an Administration Specialist position.

Adopted by the City Council of the City of Waconia this 5<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Nicole Waldron, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, City Clerk



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |                                            |                 |                                        |                    |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------|-----------------|----------------------------------------|--------------------|--|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |         | September 5, 2023                          |                 |                                        |                    |  |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |         | Amendment to Chapter 830 of Municipal Code |                 |                                        |                    |  |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                    |         | Administration                             |                 |                                        |                    |  |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |         | Shane Fineran                              |                 |                                        |                    |  |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                                                                                                                                                                          |         |                                            |                 |                                        |                    |  |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                    | Consent | X                                          | Regular Session |                                        | Discussion Session |  |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                  |         |                                            |                 |                                        |                    |  |  |
| Adopt Ordinance 764, Amending Chapter 830 of municipal code<br>Adopt Resolution 2023-200, Approving summary publication                                                                                                                                                                                                                                                                                                           |         |                                            |                 |                                        |                    |  |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                    |         |                                            |                 |                                        |                    |  |  |
| At work session on August 21st, 2023, the City Council reviewed proposed language changes to municipal code Chapter 830 regulating vagrancy and disorderly conduct. The proposed changes are to section 830.02 and change language from willingly to knowingly engaging in behavior that result in disorderly conduct. Additionally the attached resolution will allow for summary publication of the amended ordinance language. |         |                                            |                 |                                        |                    |  |  |
| <b><u>Attachments:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                        |         |                                            |                 |                                        |                    |  |  |
| 1. <a href="#">Ord 764 Chapter_830_Ordinance_Amendment__Draft_08-17-2023_.docx</a><br>2. <a href="#">23200res Chapter_830__Summary_Publication_Resolution__Draft_08-17-2023_.docx</a>                                                                                                                                                                                                                                             |         |                                            |                 |                                        |                    |  |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                    |         |                                            |                 | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |                    |  |  |
| Funding Sources & Uses:                                                                                                                                                                                                                                                                                                                                                                                                           |         |                                            |                 |                                        |                    |  |  |
| Budget Information:                                                                                                                                                                                                                                                                                                                                                                                                               |         |                                            |                 | Planning Commission                    |                    |  |  |
| _____ Budgeted                                                                                                                                                                                                                                                                                                                                                                                                                    |         |                                            |                 | Parks and Recreation Board             |                    |  |  |
| _____ Non Budgeted                                                                                                                                                                                                                                                                                                                                                                                                                |         |                                            |                 | Safari Island Advisory Board           |                    |  |  |
| _____ Amendment Required                                                                                                                                                                                                                                                                                                                                                                                                          |         |                                            |                 | Other                                  |                    |  |  |

CITY OF WACONIA

ORDINANCE NO. 764

AN ORDINANCE AMENDING CHAPTER 830  
REGARDING VAGRANCY AND DISORDERLY CONDUCT

The City Council of the City of Waconia ordains:

FINDINGS AND PURPOSE

The City Council of the City of Waconia (the “City”) finds it is appropriate and in the best interests of its citizens to maintain peace and order within the corporate limits of the City. Given the above findings, the purpose of this ordinance is to amend Chapter 830 of the Code to clarify when certain acts constitute disorderly conduct.

AMENDMENT

Section 830.02 of the Code addresses disorderly conduct. Subsection 830.02, A, is amended, in its entirety, to provided that the following acts shall constitute disorderly conduct:

- A. Disturbing, or having reason to know such person’s behavior will disturb, any assembly or meeting or the peace and quiet of any family or neighborhood;

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 5th day of September, 2023.

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Nicole Waldron, Mayor

ATTEST: \_\_\_\_\_  
Jacqueline Schulze, City Clerk

CITY OF WACONIA  
RESOLUTION NO. 2023-200

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 764

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 764 on September 5, 2023 (the “Ordinance”); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 764 is hereby approved:

*ORDINANCE NO. 764, AN ORDINANCE AMENDING CHAPTER 830 REGARDING VAGRANCY AND DISORDERLY CONDUCT*, amends Section 830.02 of the Waconia City Code (Code) to provided that the following acts, among others, constitute disorderly conduct: Disturbing, or having reason to know such person’s behavior will disturb, any assembly or meeting or the peace and quiet of any family or neighborhood.

The full text of the Ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the Ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 5<sup>th</sup> day of September, 2023.

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Nicole Waldron, Mayor

ATTEST: 

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Jacqueline Schulze, City Clerk

[https://mhslaw.sharepoint.com/sites/1/41908/draftdocs/ordinances/part 05 regulation/chapter 572 bees/chapter 572 summary publication resolution \(draft 04-24-2022\).docx](https://mhslaw.sharepoint.com/sites/1/41908/draftdocs/ordinances/part%2005%20regulation/chapter%20572%20bees/chapter%20572%20summary%20publication%20resolution%20(draft%2004-24-2022).docx)



## REQUEST FOR CITY COUNCIL ACTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                       |  |                                        |   |                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|--|----------------------------------------|---|--------------------|--|
| <b>Meeting Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | September 5, 2023                     |  |                                        |   |                    |  |
| <b>Item Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Waconia High School Homecoming Parade |  |                                        |   |                    |  |
| <b>Originating Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Administration                        |  |                                        |   |                    |  |
| <b>Presented by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Shane Fineran                         |  |                                        |   |                    |  |
| <b>Previous Council Action</b> (if any):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                       |  |                                        |   |                    |  |
| <b>Item Type (X only one):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Consent                               |  | Regular Session                        | X | Discussion Session |  |
| <b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED</b> <i>(Include motion in proper format.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                       |  |                                        |   |                    |  |
| Adopt Resolution 2023-201, Approving Special Event Permit for Waconia High School Homecoming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                       |  |                                        |   |                    |  |
| <b>EXPLANATION OF AGENDA ITEM</b> <i>(Include a description of background, benefits, and recommendations.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                       |  |                                        |   |                    |  |
| <p>The Waconia High School Student Council have submitted a Special Event Permit for the annual homecoming parade. Under our policy this is a city supported event. This year's parade will be held on September 29th, 2023 from 5:00 p.m. to 5:45 p.m. The route will occur on Community Drive, requiring closure at Oak Avenue and traveling west to the high school from the middle school and then back east to the parade start/staging area at the middle school. Street closure will be from 4:45 p.m. to 5:45 p.m.</p> <p><b><u>Attachments:</u></b></p> <ol style="list-style-type: none"> <li>1. <a href="#">23201res_Homecoming_Parade_Permit.docx</a></li> <li>2. <a href="#">Special-Event-Permit-Application.pdf</a></li> <li>3. <a href="#">Homecoming_2023_Parade_Route.pdf</a></li> </ol> |  |                                       |  |                                        |   |                    |  |
| <b>FINANCIAL IMPLICATIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                       |  | <b>ADVISORY BOARD RECOMMENDATIONS:</b> |   |                    |  |
| 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. 2023-201**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT FOR WACONIA HIGH SCHOOL  
HOMECOMING**

**WHEREAS**, the City has identified the Waconia High School homecoming parade as a city support special event in the community; and

**WHEREAS**, Waconia High School student council has submitted a special event permit to conduct a parade for the Waconia High School homecoming festivities along Community Drive from Oak Avenue westward to the High School; and

**WHEREAS**, the route is requested to be closed to traffic from Oak Avenue, Wildcat Way, and at the entrance to the high school on Friday, September 29<sup>th</sup> from 4:45 p.m. and 5:45 p.m.; 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 on this 5th day of September 2023.

\_\_\_\_\_  
Nicole Waldron, Mayor

Attest: \_\_\_\_\_  
Jacqueline Schulze, City Clerk



## 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<br>Initials | <b>For your license application to be processed, you must submit the following to the City Halls’s Office:</b>                                                                                                                                    |
|                   | This application form, fully completed and signed by the applicant or an authorized officer or partner.<br>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<br>•\$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                                                                                                                                                     |                                                           | 2. Last Name                                                                                                                |                                                           |              |
| 3. Primary Telephone Number                                                                                                                                       | 4. Type of Phone:<br>Cell      Business<br>Home    Other  | 5. Alternate Phone Number                                                                                                   | 6. Type of Phone:<br>Cell      Business<br>Home    Other  |              |
| 7. Email Address                                                                                                                                                  |                                                           |                                                                                                                             |                                                           |              |
| 8. Please send official notices relating to this license to:<br>Mailing Address      Email      Business Address                                                  |                                                           | 9. Role of person completing application:<br>Owner      Officer      Partner      Manager<br>Agent for the Owner      Other |                                                           |              |
| B. Information about primary point of contact for this license during licensed activity (if different than above)<br>THIS PERSON MUST BE ON SITE DURING THE EVENT |                                                           |                                                                                                                             |                                                           |              |
| 10. First Name                                                                                                                                                    |                                                           | 11. Last Name                                                                                                               |                                                           |              |
| 12. Primary Telephone Number                                                                                                                                      | 13. Type of Phone:<br>Cell      Business<br>Home    Other | 14. Alternate Phone Number                                                                                                  | 15. Type of Phone:<br>Cell      Business<br>Home    Other |              |
| 16. Email Address                                                                                                                                                 |                                                           | 17. Role of primary contact:<br>Owner      Officer      Partner      Manager<br>Agent for the Owner      Other              |                                                           |              |
| C. Mailing Address Information                                                                                                                                    |                                                           |                                                                                                                             |                                                           |              |
| 18. Name of organization or individual to whom correspondence should be sent about this permit                                                                    |                                                           |                                                                                                                             |                                                           |              |
| 19. Email Address                                                                                                                                                 |                                                           |                                                                                                                             |                                                           |              |
| 20. Mailing Address                                                                                                                                               |                                                           | 21. City                                                                                                                    | 22. State                                                 | 23. Zip Code |
| 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                                                                                                                              |                                                           |                                                                                                                             |                                                           |              |
| 26. Business Federal Tax ID Number/Tax Exempt Number                                                                                                              |                                                           | 27. Business State Tax ID Number                                                                                            |                                                           |              |
| 28. Business Address                                                                                                                                              |                                                           | 29. City                                                                                                                    | 30. State                                                 | 31. Zip Code |
| Section 3. Event Information – attach additional sheets as needed for any questions                                                                               |                                                           |                                                                                                                             |                                                           |              |
| A. Event Basics                                                                                                                                                   |                                                           |                                                                                                                             |                                                           |              |
| 32. Name of Event                                                                                                                                                 |                                                           |                                                                                                                             |                                                           |              |
| 33. Date(s) of Event<br><i>complete separate applications for a series of events held at separate times</i>                                                       |                                                           |                                                                                                                             |                                                           |              |
| 34. Time of Event                                                                                                                                                 |                                                           | 35. Set up start time and clean up finish time                                                                              |                                                           |              |

|                                                                                                                                                                                                |                                               |           |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|--------------|
| 36. Location of Event –Street Address                                                                                                                                                          | 37. City                                      | 38. State | 39. Zip Code |
| 40. Description of area to be used at the event location for activities (Attach additional sheets as needed)<br><i>***A detailed diagram of the site plan is also required to be submitted</i> |                                               |           |              |
| 41. Is your event in a City park?<br>Yes              No<br><br>If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615                                           |                                               |           |              |
| 42. Is your event outdoors?<br>Yes              No                                                                                                                                             |                                               |           |              |
| 43. Estimated Number of Attendees-                                                                                                                                                             | 44. Are tickets being sold?<br>Yes<br>No      |           |              |
| 45. What is the admission charge, if any                                                                                                                                                       | 46. Purpose of event proceeds (if applicable) |           |              |
| 47. Describe how attendance will be monitored and limited if necessary                                                                                                                         |                                               |           |              |
| 48. Describe any entertainment being provided                                                                                                                                                  |                                               |           |              |

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.

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

**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:

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:

**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.

**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

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

Charitable Organization

Religious Organization

Non-Profit Organization

Political Committee Registered Under Minn. Stat. Section 10A.14

State University

Brewer or Microdistillery

\*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.

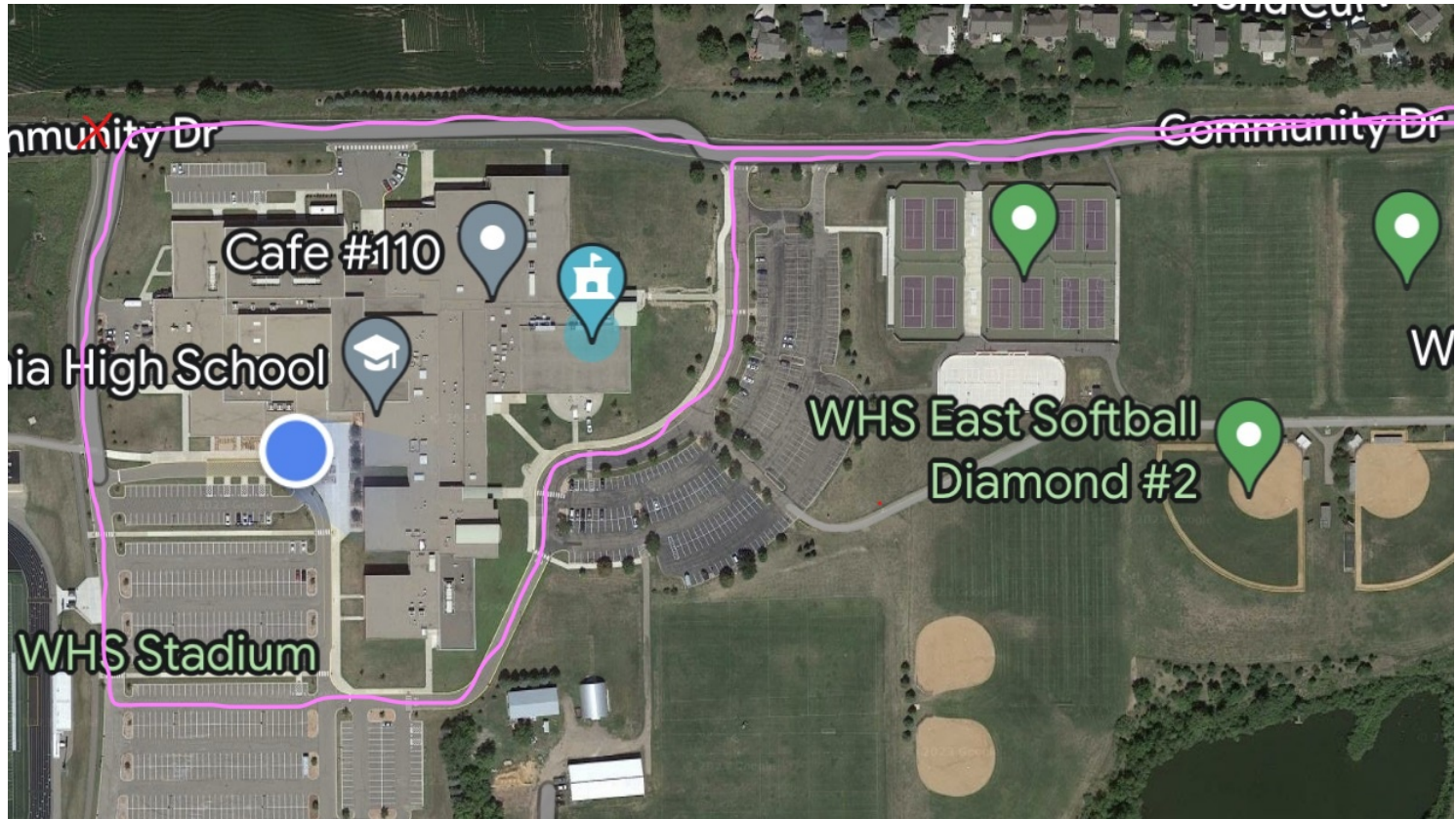
##### A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) \_\_\_\_\_, 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 \_\_\_\_\_





## REQUEST FOR CITY COUNCIL ACTION

**Meeting Date:** September 5, 2023

**Item Name:** Site Plan & Design Review - New Creations Child Day Care - 150 Sparrow Road

**Originating Department:** Community Development

**Presented by:** Ethan Nelson

**Previous Council Action** (if any):

|                                |         |  |                 |   |                    |  |
|--------------------------------|---------|--|-----------------|---|--------------------|--|
| <b>Item Type (X only one):</b> | Consent |  | Regular Session | X | Discussion Session |  |
|--------------------------------|---------|--|-----------------|---|--------------------|--|

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

Adopt Resolution 2023-202, Approving the Site Plan & Design Review application for the proposed New Creations Child Day Care located at 150 Sparrow Road

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

### **BACKGROUND**

**Applicant:** Amcon Construction

**Owner:** City of Waconia

**Address:** 150 Sparrow Road

**PID#** 753350020

**Zoning:** B-1, Highway Business District

**Design District:** Highway District

### **REQUEST**

The applicant, Amcon Construction has submitted an application for Site Plan and Design Review for the property located at 150 Sparrow Road. The applicant is proposing to construct a new freestanding 12,000 sq. ft. New Creations Child Day Care facility and site improvements in the B-1, Highway Business District.

### **APPLICABLE ORDINANCE PROVISIONS:**

1. Section 900.05 – District Regulations, Subd. 2.F – B-1, Highway Business District
2. Section 900.06 – Supplementary Regulations, Subd. 9 – Architectural Design Standards
3. Section 900.07 – Landscaping and Fencing
4. Section 900.08 – Performance Standards
5. Section 900.09 – Off-Street Parking, Loading, and Access Regulations
6. Section 900.10 – Sign Regulations
7. Section 900.12 – Administration, Enforcement and Procedures, Subd. 4 – Variances & Subd. 10 - Site Plan Review

## **SITE PLAN REVIEW**

City Ordinance requires Site Plan Review *“in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.”* City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.

## **ZONING**

The subject parcel is zoned B-1, Highway Business District. The proposed day care is a permitted use in the B-1 district.

## **LOT REQUIREMENTS**

The subject property is located in the B-1, Highway Business District. Section 900.05, Subd. 2.F of the City Ordinance states *“The purpose of this district is to provide for an appropriate range of businesses that will be utilized by area residents as well as vehicular traffic generated from the surrounding area.”* The Lot Requirements for the Highway Business District are indicated in Table 1-1 below.

**Table 1-1.**

|                                    | B-1 – Lot Requirements | Proposed       |
|------------------------------------|------------------------|----------------|
| Lot Area                           | 17,500 sq. ft. min.    | 74,507 sq. ft. |
| Maximum Hardcover Surface          | 80% max.               | 38%            |
| Maximum Principal Structure Height | 35 ft. max.            | 27.92 ft.      |
| Front Yard Setback                 | 25 ft. min.            | 116 ft.        |
| West Side Yard Setback             | 35 ft. min.            | 43.67 ft.      |
| East Side Yard Setback             | 15 ft. min.            | 42.33 ft.      |
| Rear Yard Setback                  | 20 ft. min.            | 39 ft.         |

## **SCREENING OF EQUIPMENT**

The applicant indicates a ground mounted unit on the proposed site plan. All proposed and future outdoor and/or rooftop mechanical equipment shall be screened from neighboring properties and public road right-of-way in compliance with the City Code.

## **OFF-STREET PARKING**

The applicant is proposing to construct 40 parking spaces as part of their site improvements to service the 12,000 sq. ft. building. The City does not have a specific parking measurement to apply to child day care uses. Because the subject property utilizes Kwik Trip's drive aisles and may have some peak parking demand events, staff has compiled information relevant to other day care parking conditions. The Planning Commission reviewed the information in the breakdown below and discussed with the applicant regarding the proposed 40 spaces and determined the proposed layout was acceptable. The City has historically used the school calculation for parking, which would result in a 35 parking stall requirement.

There are currently four (4) day care centers that exist within City limits. Staff reviewed each center and gathered the information that is available from the times the centers were considered by the City and outlined relevant information in Table 2-1 below. Additionally, staff reached out to the City of Carver and obtained information on a recent day care center project that was built with similar conditions to the currently proposed New Creations Child Daycare.

|                          | Ladybug              | Lil' Explorers                 | Children of Tomorrow | Alphabet Junction         | Next Steps (Carver)                                                              | New Creation (Proposed) |
|--------------------------|----------------------|--------------------------------|----------------------|---------------------------|----------------------------------------------------------------------------------|-------------------------|
| Building Size            | 10,540 sq. ft.       | 19,352 sq. ft. (over 2 floors) | 10,000 sq. ft.       | 3,445 sq. ft.             | 16,299 sq. ft.                                                                   | 12,129 sq. ft.          |
| Number of Classrooms     | 9                    | 12                             | 9                    | 4                         | 10                                                                               | 10                      |
| Number of Staff          | 24                   | 24                             | 12                   | 81 staff/children maximum | N/A                                                                              | 25                      |
| Children                 | 130                  | 269                            | N/A                  | 81 staff/children maximum | 189                                                                              | 160                     |
| Parking Stalls           | 41                   | 40                             | 28                   | 50                        | 47                                                                               | 40                      |
| Parking Standard applied | # Classrooms + Staff | # Classrooms + Staff           | # Classrooms + Staff | N/A                       | Min of 1 Stalls per 375 gross sq. ft.<br>Max of 1.5 Stalls per 375 gross sq. ft. |                         |

## LANDSCAPING

*Section 900.07B states that for the B-1, Highway Business District, the following plantings are required: One (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.*

The gross building floor area of the proposed addition is 12,000 sq. ft. and the total site perimeter is approximately 857.75 lineal feet. The applicant is proposing 25 trees and meets City standards.

## SIGNS

The applicant is proposing a monument sign and wall signage. Although the proposed signage appears to generally meet code requirements, all signage shall require a separate sign permit application and review.

## LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The applicants have submitted a lighting plan clarifying the overall lighting for the proposed new construction that appears to meet City code requirements.

## **VEHICULAR ACCESS**

One full access entrance is proposed off of Sparrow Road and through the Kwik Trip site near their south west access to Sparrow Road. This access location and configuration is acceptable and was anticipated for in association with the development of the Kwik Trip parcel.

## **PEDESTRIAN ACCESS**

The applicant details 6 ft. wide sidewalks with 3 ft. boulevard along sparrow road, along the east side of the property and connecting to the principal structure, conforming with City code and staff recommendations.

## **TRASH**

City Ordinance requires *“All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”*

The plans show an exterior trash enclosure on the east side of the property. The applicant shall ensure all materials match with the principal structure consistent with code requirements upon building permit review.

## **GRADING, DRAINAGE & UTILITIES**

The City Engineer and Public Services Director have conducted a second round of review of the grading, drainage and utilities based upon the revised site plans dated August 24, 2023. The majority of items have been resolved, however any recommendation by the City Council should include a condition requiring the applicant to work with the City Engineer and Public Services Director to revise the utility and grading information to the satisfaction of the City prior to any work commencing on site.

## **SEWER AVAILABILITY CHARGE (SAC) AND CITY TRUNK FEES**

New construction, a new business, a change in location or change in the use of space in a way that creates more potential demand on the wastewater system will require submission to the Metropolitan Council for a Sewer Availability Charge (SAC) determination. The SAC determination made by the Metropolitan Council informs the City sewer and water trunk fees associated with the potential development, redevelopment and/or remodeling of the subject property, location, or business. City code requires that for every SAC unit determined by the Metropolitan Council, the project will require the payment of one City sewer trunk fee and one City water trunk fee. The 2023 SAC and City trunk fees are included below for convenience. Please note that the current 2023 per unit cost, which includes SAC, water trunk fee, and sewer trunk fee, is \$10,885 plus any applicable hook-up and stormwater connection fees.

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| SAC Charge      | \$2,485 per SAC unit determined by the Metropolitan Council |
| Sewer Trunk Fee | \$3,300 per SAC unit determined by the Metropolitan Council |
| Water Trunk Fee | \$5,100 per SAC unit determined by the Metropolitan Council |

|                       |                   |
|-----------------------|-------------------|
| Stormwater Trunk Fee  | \$11,050 per acre |
| Stormwater Access Fee | \$1,600 per acre  |

### **DESIGN REVIEW – HIGHWAY DISTRICT**

City Ordinance requires Design Review with the understanding that *“the visual character and historic resources of the City are important attributes of its quality of life.”* City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

Based on a review of the plan set provided by the applicant for the proposed New Creations Child Day Care, the Planning Commission and staff find that the applicant meets all of the design review requirements.

### **CONCLUSION / RECOMMENDATION**

The Planning Commission, at their regular meeting on August 3rd, 2023, reviewed the pertinent information and recommended approval of the proposed Site Plan & Design Review application via a 5-0 vote.

If the City Council chooses to approve the Site Plan & Design Review application for New Creations Child Day Care, the Planning Commission and staff would recommend the approval with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall provide the City with an escrow or letter of credit to guarantee the proper installation and growth of the approved landscape plan. The escrow/letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The escrow/letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. City Public Services staff shall be notified upon landscape planting to note the quantity of plants, and initiation of the warranty period.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant shall make revisions based upon staff review comments dated August 24, 2023 to the satisfaction of the City Engineer, Community Development Director and Public Services Director prior to any work commencing on site.

### **Attachments:**

1. [23202res\\_Site\\_Plan\\_New\\_Creations.docx](#)
2. [Location Map \(1 Page\)](#)
3. [Proposed Site Plan \(10 Pages\)](#)
4. [Staff Review #2 \(3 Pages\)](#)

### **FINANCIAL IMPLICATIONS:**

Funding Sources & Uses:

Budget Information:  
☐ Budgeted  
☐ Non Budgeted

### **ADVISORY BOARD RECOMMENDATIONS:**

Planning Commission  
Parks and Recreation Board  
Safari Island Advisory Board

|                                                                |                                               |
|----------------------------------------------------------------|-----------------------------------------------|
| <div data-bbox="175 111 565 153">_____Amendment Required</div> | <div data-bbox="787 111 1471 153">Other</div> |
|----------------------------------------------------------------|-----------------------------------------------|

**CITY OF WACONIA  
RESOLUTION 2023-202**

**RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW FOR THE PROPERTY LOCATED AT  
150 SPARROW ROAD**

**WHEREAS**, Amcon Construction (the “**Applicant**”), has submitted a Site Plan & Design Review application for the property located at 150 Sparrow Road (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

**WHEREAS**, the subject parcel is identified as PID# 753350020; and

**WHEREAS**, the property is zoned for B-1, Highway Business District and is located within the Highway Design Standards District; and

**WHEREAS**, the Applicant is proposing a new freestanding 12,000 sq. ft. child day care and site improvements; and

**WHEREAS**, the City’s Planning Commission, at their regular meeting on August 3<sup>rd</sup>, 2023, recommended approval of the Site Plan & Design Review application via a 5-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall provide the City with an escrow or letter of credit to guarantee the proper installation and growth of the approved landscape plan. The escrow/letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The escrow/letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. City Public Services staff shall be notified upon landscape planting to note the quantity of plants, and initiation of the warranty period.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant shall make revisions based upon staff review comments dated August 24, 2023 to the satisfaction of the City Engineer, Community Development Director and Public Services Director prior to any work commencing on site.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Waconia hereby approves the Site Plan & Design Review plan set submitted by Amcon Construction, for the property located at 150 Sparrow Road subject to the conditions, findings and recommendations of the Planning Commission and staff stated above.

Adopted by the City Council of the City of Waconia this 5<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Nicole Waldron, Mayor

ATTEST: \_\_\_\_\_  
Jackie Schulze, City Clerk



City of Waconia

201 Vine Street South, Waconia, MN 55387

Landscape\_8x11

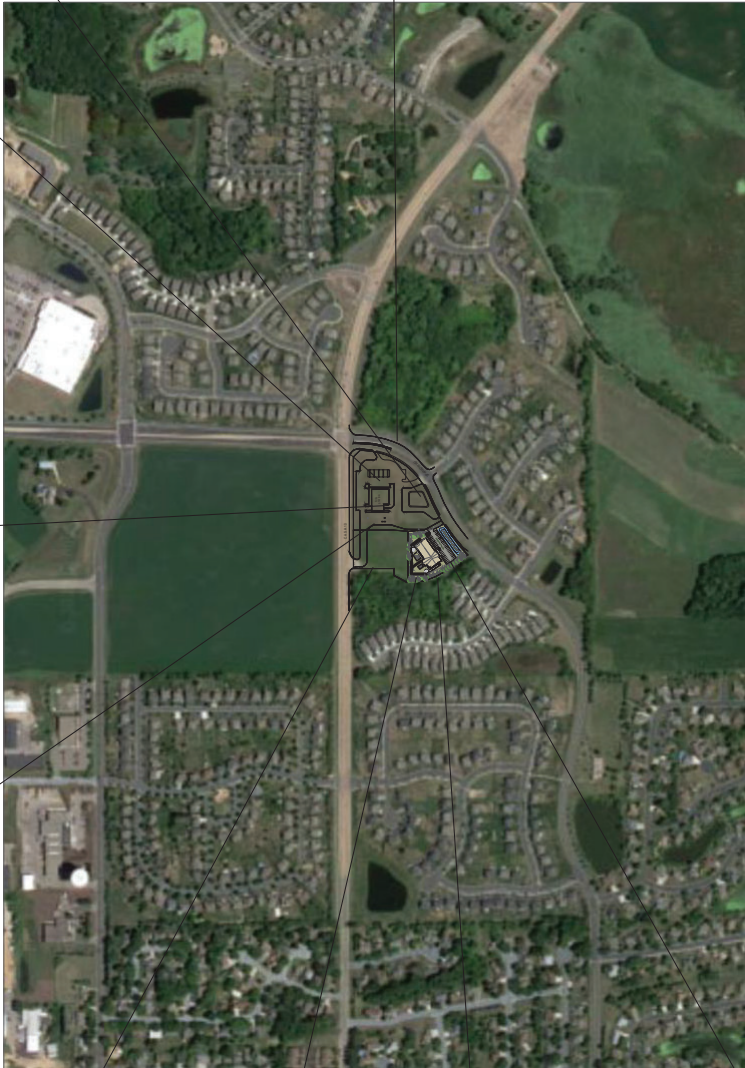
July 2023

|                |  |
|----------------|--|
| PROJECT NUMBER |  |
| S.P.           |  |
| SITE PHOTOS    |  |

LOCAL ARCHITECTURAL IMAGES



SITE AERIAL PHOTO NO SCALE



NEXT DOOR KWIK TRIP



|                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CERTIFICATION                                                                                                                                                                                |
| I HEREBY CERTIFY THAT THIS FINAL SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA. |
| REG. NO. _____                                                                                                                                                                               |
| DATE _____                                                                                                                                                                                   |

|                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| AMCON CONST. CO. © 2023                                                                                                                                 |
| ALL RIGHTS RESERVED                                                                                                                                     |
| THIS DOCUMENT IS AN INSTRUMENT OF SERVICE AND THE PROPERTY OF AMCON CONSTRUCTION CO. AND MAY NOT BE COPIED OR REPRODUCED WITHOUT PRIOR WRITTEN CONSENT. |
| DRAWN BY: bpc                                                                                                                                           |

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| DESIGN/BUILD   CONSTRUCTION MANAGEMENT   GENERAL CONTRACTING                                          |
| <b>AMCON</b>                                                                                          |
| 6121 BAKER ROAD, SUITE 101<br>MINNETONKA, MINNESOTA 55345<br>PHONE: 651-379-0990<br>FAX: 651-379-0991 |

PROPOSED NEW DAY CARE FOR:  
NEW CREATIONS WAGONIA  
WAGONIA, MINNESOTA







5616 DALRYMPLE RD  
EDINA, MN 55424  
BUS: (612) 220-0152  
email: info@ellottdesignbuild.com

**NEW CREATIONS  
DAYCARE**  
100 SPARROW RD  
OUTLOT A  
WACONIA, MN 55387

100 SPARROW RD  
OUTLOT A  
WACONIA, MN 55387



6121 Baker Road, Suite 101  
Minnetonka, MN 55345

PROJECT NO. E531

|             |        |         |
|-------------|--------|---------|
| PROJECT NO. | E531   |         |
|             |        |         |
|             |        |         |
| DATE        | 7-5-23 |         |
| REVISION    | NO.    | DATE    |
| PLAN UPDATE | 1      | 8-24-23 |
|             |        |         |
|             |        |         |
|             |        |         |

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

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**LANDSCAPE  
PLAN**

**DRAWING NUMBER:**  
**L1**

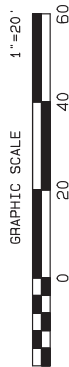
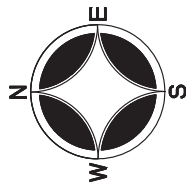
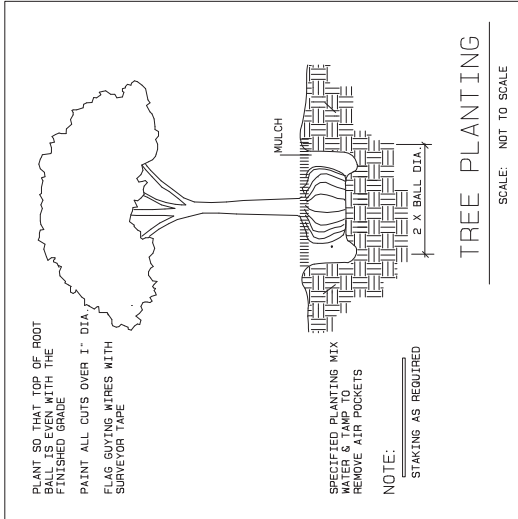
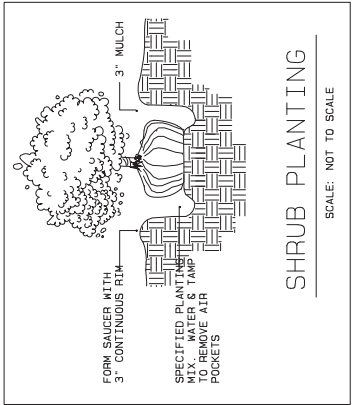


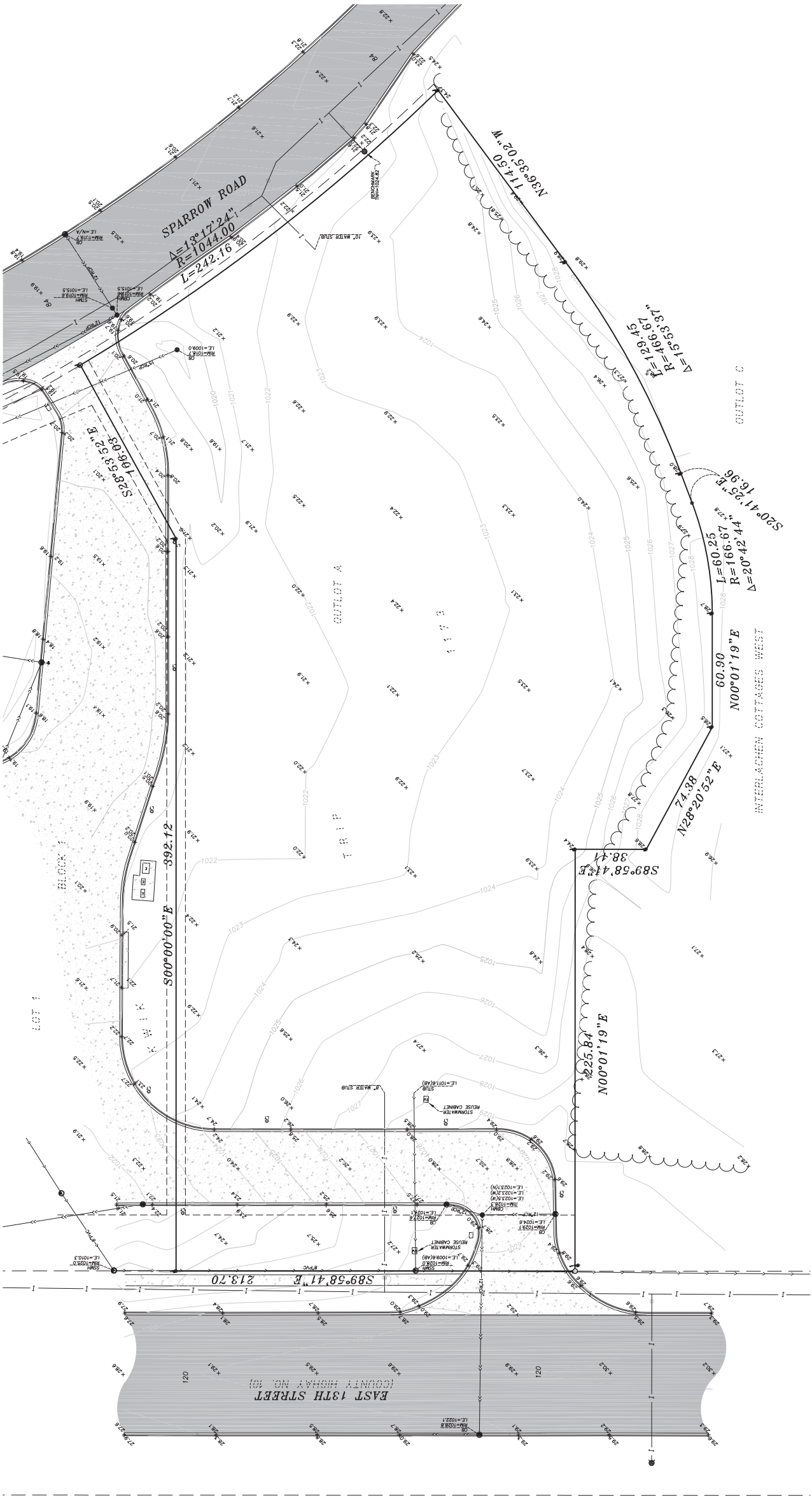
LANDSCAPE NOTES:

1. SOIL ALL DISTURBED AREAS
2. ALL SOIL AND LANDSCAPING TO BE IRRIGATED
3. PROVIDE 4" DEPTH DARK BROWN HARDWOOD MULCH IN ALL LANDSCAPED AREAS
4. CONCRETE VINYL EDGING FOR ALL LANDSCAPE/LAWN TRANSITIONS
5. SEE LIGHTING PLAN FOR ALL SITE LIGHTING ANTIETTES
6. MIN. 6" SALVAGED TOPSOIL FOR ALL LAWN AND LANDSCAPED AREAS.
7. SEE TOPSOIL NOTE

TOPSOIL NOTE

ALL AREAS NOT OTHERWISE IMPROVED IN ACCORDANCE WITH APPROVED SITE PLANS OR SUBDIVISIONS SHALL BE SODDED, SEEDED, OR OTHERWISE ESTABLISHED WITH VEGETATION APPROVED BY THE CITY AND MAINTAINED IN ACCORDANCE WITH THE CITY'S MAINTENANCE SCHEDULE. THE MINIMUM SOIL DEPTH SHALL BE A MINIMUM OF SIX (6) INCHES OF TOPSOIL BORROW MEETING MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATION 3877. A TOTAL 3877-1.100% OF THE MATERIAL INCLUDING SOIL CLUMPS MUST BE SUBMITTED TO THE CITY FOR INSPECTION. ALL SOIL MUST BE PLACED ON A SMOOTH SURFACE. ANY SAGS OR RISES SHALL BE CORRECTED PRIOR TO THE PLACEMENT OF SOD OR SEED. FURTHER, ALL GRASS AND VEGETATIVE PLANTINGS SHALL BE COMPLETED NO LATER THAN SIX (6) MONTHS AFTER THE DATE OF THE CITY'S ACCEPTANCE OF THE PROJECT. THE SOIL SHALL BE CLEAN AND FREE OF NOXIOUS WEEDS AND PESTS OR DISEASES AND SHALL BE A SPECIES NORMALLY GROWN AS PERMANENT LAWNS AND SUITABLE TO THIS CLIMATE.





- LEGEND**
- CONCRETE SURFACE
  - PAVERS
  - BITUMINOUS SURFACE
  - EXISTING ELEVATION
  - EXISTING CONTOURS
  - POWERPOLE
  - ELECTRIC METER
  - ELECTRIC TRANSFORMER
  - UTILITY BOX
  - FOUND MONUMENT
  - FOUND CAST IRON MONUMENT
  - SET MONUMENT

| REVISIONS   |                         |
|-------------|-------------------------|
| NO.         | DATE                    |
| REV.        |                         |
| PROJECT:    | TLS1516                 |
| DRAWING:    | 042415                  |
| DRAWN BY:   | SCT                     |
| CHECKED BY: | SCT                     |
| SUBMITTER:  | 042415                  |
| CLIENT:     | Ronald and Linda Kocals |
|             | 1750 Sterling Road      |
|             | Waconia, MN 55387       |

**PROPERTY DESCRIPTION**

OUTLOT A, KWK TRIP 1173, Carver County, Minnesota  
PID: 753350020  
OWNER: CITY OF WACONIA

**AREA SUMMARY**

142,705 SQ.FT. OR 3.27 ACRES

**BENCHMARK**

TOP NUT FIRE HYDRANT LOCATED ON  
NORTH SIDE OF SPARROW ROAD  
NAD 83 WEST CORNER OF THE  
SUBJECT PROPERTY  
ELEVATION=1024.82

PROJECT:  
16385 COUNTY ROAD 50  
HAMBURG, MN 55339  
Being p/o The NE 1/4 Sec. 34, T. 115 N.,  
R. 26 W. AND p/o The NW 1/4 Sec. 27, T. 115 N.,  
R.

**CERTIFICATION**  
I HEREBY CERTIFY THAT THE FOREGOING SURVEY WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED  
LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Scott C. Trosen*  
SCOTT C. TROSEN, MN LS 47465  
DATE: 06/26/2023 REVISED:

**TROSEN**  
LAND SURVEYING  
TROSEN LAND SURVEYING, LLC  
236 LEWIS STREET SOUTH  
SHAKOPEE, MN 55379  
PH. 612.960.1182  
WWW.TROSENLANDSURVEYING.COM

CERTIFICATE  
OF SURVEY

SHEET 1 OF 1



**5616 DALRYMPLE RD  
EDINA, MN 55424**

**BUS: (612) 220-0152**

**email: info@ellortheatdesignbld.com**

**NEW CREATIONS  
DAYCARE  
100 SPARROW RD  
OUTLOT A  
WACONIA, MN 55387**



**6121 Baker Road, Suite 101  
Minnetonka, MN 55345**

|             |           |
|-------------|-----------|
| PROJECT NO. | E531      |
|             |           |
|             |           |
|             |           |
| DATE        | 7-5-23    |
| REVISION    | NO. DATE  |
| PLAN UPDATE | 1 8-24-23 |
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**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

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**DRAWING TITLE:**

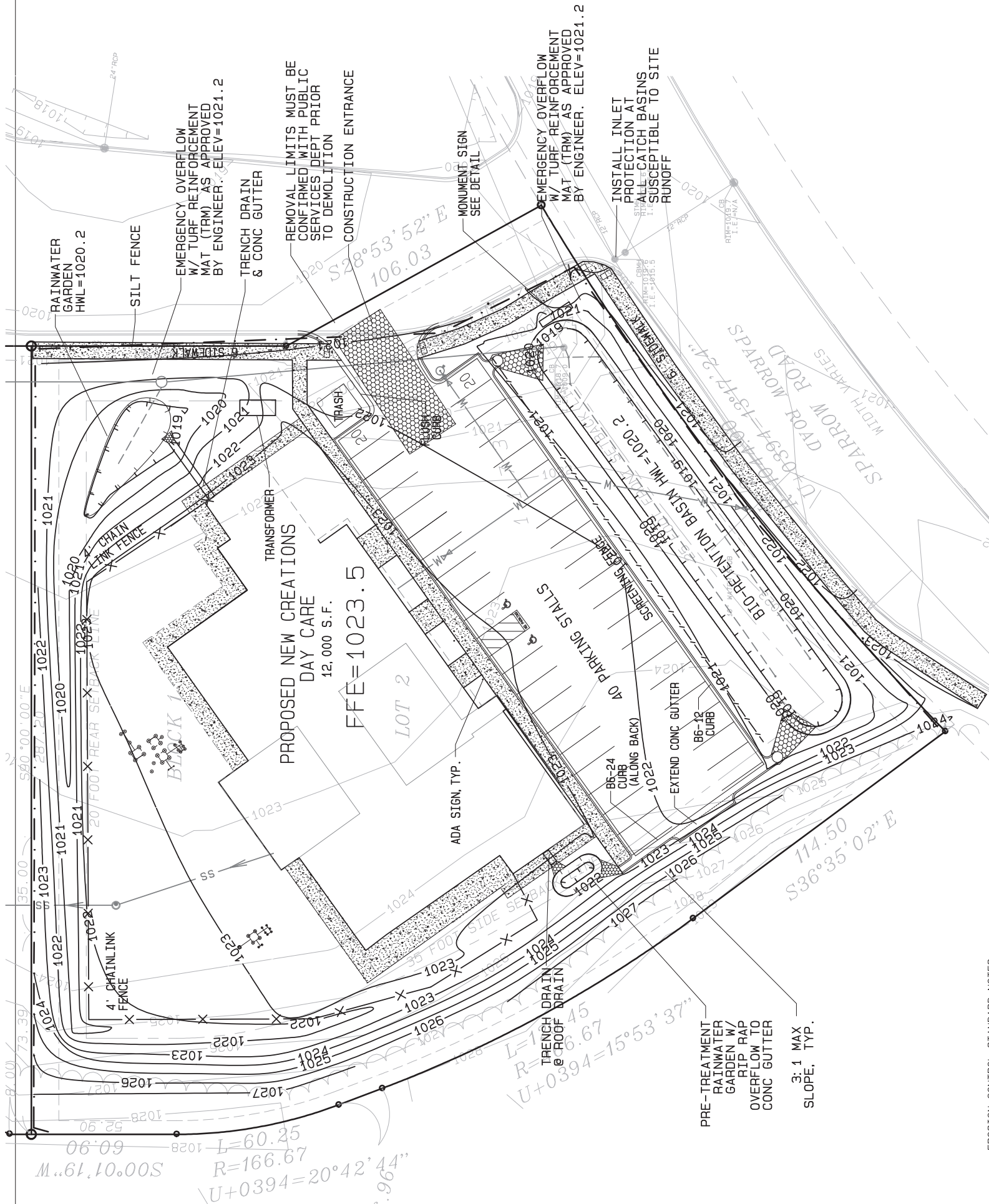
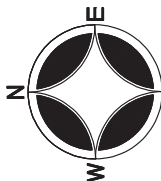
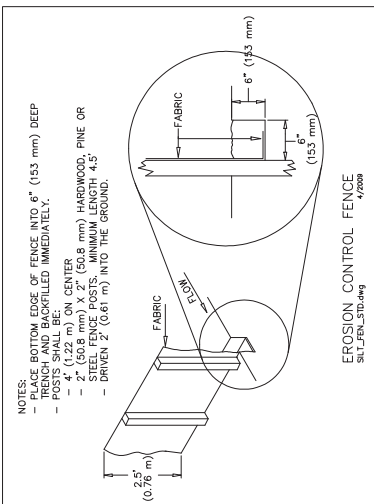
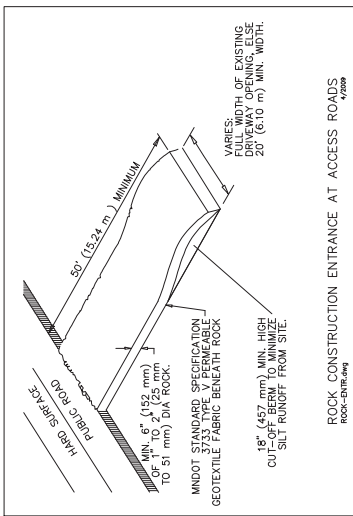
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**GRADING &  
EROSION CONTROL**

DRAWING NUMBER:

1

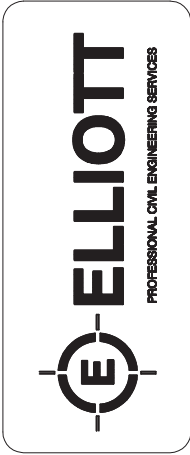
GENERAL NOTES:  
1. ALL ELEVATIONS ARE FINISH GRADE.

1. GENERAL NOTES:
2. ALL ELEVATIONS ARE FINISH GRADE.
3. CONTRACTOR IS RESPONSIBLE TO VISIT THE SITE PRIOR TO BIDDING TO ASSURE SCOPE OF WORK IS UNDERSTOOD AND IS TO CONTACT ENGINEER PRIOR TO BIDDING FOR ANY CLARIFICATION NEEDED. THERE WILL BE NO ADDITIONAL COMPENSATION FOR ITEMS THAT COULD HAVE BEEN CLARIFIED PRIOR TO BID SUBMITTALS.
4. SEE SOIL REPORT FOR PAVEMENT SECTIONS
5. CONTRACTOR TO FOLLOW ALL LOCAL, STATE, AND FEDERAL CODES.
6. ALL MATERIALS AND WORKMANSHIP TO MEET MnDOT SPECIFICATIONS
7. SEE SOIL REPORT FOR OTHER GRADING AND COMPACTION REQUIREMENTS
8. STATE LAW REQUIRES NOTIFICATION OF GOPHER ONE CALL FOR LOCATION OF UTILITY OWNED LINES 48 HOURS PRIOR TO BEGINNING WORK. PRIVATE UTILITY LINES WILL NOT BE LOCATED AS PART OF GOPHER ONE CALL, BUT CAN BE LOCATED BY A CONTRACT LOCATOR OR OTHER SUITABLE MEANS. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITY LINES PRIOR TO CONSTRUCTION.
9. ALL DOWN GRADIENT SEDIMENT CONTROL BMPs SHALL BE INSPECTED BY THE CITY PRIOR TO ANY LAND DISTURBANCE
10. BIO-RETENTION/INFILTRATION SYSTEMS MUST NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROL ARE PROVIDED.
11. REMOVAL LIMITS SHALL BE CONFIRMED WITH THE PUBLIC SERVICES DEP PRIOR TO ANY DEMOLITION. BITUMINOUS PAVEMENT SHALL BE SAW-CUT AND CONCRETE CURB REMOVED TO NEAREST JOINT.



EROSION CONTROL STANDARD NOTES

- EROSION CONTROL STANDARD NOTES**
- 1) INSTALL SILT FENCE AT THE LOCATIONS SHOWN ON THE PLANS PRIOR TO BEGINNING CONSTRUCTION. POST STAKE NEEDED TO BE SECURED IN A TRENCH WITH A LEAST 6 INCHES DEEP AND 6 INCHES WIDE. FABRIC IS TO BE LAYED OVER THE TOP OF THE SLOPE SIDE OF THE SUPPORT POSTS. LAY THE FABRIC IN THE GROUND AND THEN BACKFILL AND COMPACT. MAKE ANY ADJUSTMENTS TO THE POSTS BEFORE THE FABRIC IS LAYED. IF THE FABRIC IS NOT SECURELY FASTENED TO THE FENCEPOST, SILT FENCE SUPPORTING POSTS SHALL BE 2-INCH SQUARE OR LARGER HARDWOOD, PINE, OR STANDARD 1"-OR V-SECTION STEEL POSTS. POSTS SHALL HAVE A MINIMUM LENGTH OF 30 INCHESUS BURIAL DEPTH.
  - 2) REMOVE ALL TEMPORARY SYNTHETIC, STRUCTURAL, NON BIODEGRADABLE EROSION AND SEDIMENT CONTROL DEVICES AFTER THE SITE HAS UNDERGONE FINAL STABILIZATION. ALL MATERIALS MUST BE REMOVED FROM THE SITE INCLUDING FILTERERS AND MANURES CHEMICALS MUST BE STORED UNDER COVER TO MINIMIZE CONTACT WITH STORMWATER.
  - 3) REMOVE ALL SOILS AND SEDIMENTS TRACKED OR OTHERWISE DEPOSITED ONTO PUBLIC RIGHTS-OF-WAY DURING CONSTRUCTION. CLEAN PAVED ROADS BY BRUSHING OR SWEEPING. STREET WASHING IS ALLOWED ONLY AFTER SHOULDER OR SLOPING HAS REMOVED SEDIMENT.
  - 4) MAINTAIN ALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES IN PLACE UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED. INSPECT ALL TEMPORARY EROSION AND SEDIMENT CONTROL DEVICES ON A DAILY BASIS. REMOVE ACCUMULATED SEDIMENT AS IT OCCURS. WHEN THE SEDIMENT HAS BEEN REMOVED, THE CONTROL DEVICE SHOULD BE REINSPECTED TO ENSURE IT IS STILL FUNCTIONING PROPERLY. ONGOING CONSTRUCTION ACTIVITY IS REACHING THE INFILTRATION AREA AND THAT EQUIPMENT IS NOT DRIVEN ACROSS THE AREA.
  - 5) TEMPORARILY OR PERMANENTLY STABILIZE ALL DENUDEED AREAS WHICH HAVE BEEN OPERATIONS ARE NOT ACTIVELY UNDERWAY AGAINST EROSION DUE TO RAIN, WIND, AND RUNNING WATER WITHIN 14 DAYS. USE SEEDING AND MULCHING, EROSION CONTROL MATTING, AND/OR GEOTEXTILES TO PREVENT EROSION. IN SHEEPS GRASS SEED USE EARLY CALCULATION OF GRAVEL BASE ON SEEDS TO BE PLANTED. INSTRUCTIONS FOR THE COMPLETE SET 3. SHALEWALL EROSION CONTROL MEASURES INSTALLED IMMEDIATELY AFTER THE COMPLETION OF GRADING.
  - 6) PERFORM ALL EROSION CONTROL PRACTICES IN ACCORDANCE WITH THE METHODS OUTLINED IN THE BEST MANAGEMENT PRACTICES HANDBOOK<sup>1</sup>. PROTECTING WATER QUALITY IN URBAN AREAS. PUBLISHED BY THE MINNESOTA POLLUTION CONTROL AGENCY.
  - 7) INSTALL INLET PROTECTION AT ALL CATCH BASIN INLETS, WHICH RECEIVE RUNOFF FROM UNDISTURBED AREAS. CATCH BASIN INSERTS OR STAKED SILT FENCE IS THE BEST OPTION. BE SURE OTHERWISE NOTED. THE APPROPRIATE DATES FOR SPRING SEEDINGS/SODDING ARE FRIDAY OCTOBER 15 THROUGH JUNE 15. FOR SUMMER SEEDINGS/SODDING AUGUST 15 THROUGH NOVEMBER 1. FALL SEEDINGS FROM AUGUST 15 THROUGH SEPTEMBER 15. SEEDING MUST TAKE PLACE PRIOR TO SEPTEMBER 15. AFTER SEPTEMBER 15, WAIT UNTIL NOVEMBER 1 TO PERFORM DORMANT SEEDING.
  - 9) LOCATE SOIL OR DIRT STOCKPILES CONTAINING MORE THAN TWO CUBIC YARDS OF MATERIAL WITH A DOWN SLOPE DRAINAGE LENGTH OF NO LESS THAN 25 FEET FROM THE TOE OF THE PILE TO A ROADWAY OR DRAINAGE CHANNEL. THE REMAINING FOR MORE THAN SEVEN DAYS. STABILIZE THE STOCKPILES BY MULCHING, VEGETATIVE COVER, OR OTHER MEANS. DURING STREET REPAIRS, COVER CONSTRUCTION SOIL OR DIRT STOCKPILES LOCATED AROUND THE PILES. DURING STREET REPAIRS, COVER CONSTRUCTION SOIL OR DIRT STOCKPILES LOCATED AROUND THE PILES TO A ROADWAY OR DRAINAGE CHANNEL WITH TARPS, AND PROTECT STORM SEWER INLETS WITH BLOCK AND ROCK SEDIMENT FILTERS OR SILT FENCE.
  - 10) CONSTRUCT ALL PROPOSED SLOPE SLOPES WITH GRADES NOT EXCEEDING 3: 1 (3 HORIZONTAL TO 1 VERTICAL)



5616 DALRYMPLE RD  
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emcdi: info@ellortheatdesignbld.com

**NEW CREATIONS  
DAYCARE**  
100 SPARROW RD  
OUTLOT A  
WACONIA, MN 55387



**6121 Baker Road, Suite 101  
Minnetonka, MN 55345**

|             |           |
|-------------|-----------|
| PROJECT NO. | E531      |
| DATE        | 7-5-23    |
| REVISION    | NO. DATE  |
| PLAN UPDATE | 1 8-24-23 |
|             |           |
|             |           |
|             |           |
|             |           |

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

[illegible]

DRAWING TITLE:  
**SITE UTILITY  
PLAN**

DRAWING NUMBER:  
**C2**



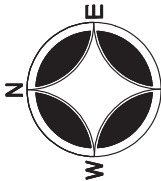
GENERAL NOTES:

1. ALL ELEVATIONS ARE FINISH GRADE.

2. CONTRACTOR IS RESPONSIBLE TO VISIT THE SITE PRIOR TO BIDDING TO ASSURE SCOPE OF WORK IS UNDERSTOOD, AND IS TO CONTACT THEREIN PRIOR TO REQUESTING COMPENSATION FOR ITEMS THAT THERE WILL BE NO ADDITIONAL COMPENSATION FOR ITEMS THAT COULD HAVE BEEN CLARIFIED PRIOR TO BID SUBMITTALS.
3. CONTRACTOR TO MEET ALL LOCAL, STATE, AND FEDERAL CODES.
4. COORDINATE GAS, ELECTRIC, AND COMMUNICATION SERVICES CONNECTIONS WITH OWNER
5. STATE LAW REQUIRES NOTIFICATION OF GOPHER ONE CALL FOR LOCATING OF UTILITY OWNED LINES 48 HOURS PRIOR TO BEGINNING WORK. PRIVATE UTILITY LINES WILL NOT BE LOCATED AS PART OF GOPHER ONE CALL, BUT CAN BE LOCATED BY A CONTRACT LOCATOR OR OTHER SUITABLE MEANS. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITY LINES PRIOR TO CONSTRUCTION.
6. WORK WITHIN PUBLIC RIGHT-OF-WAY OR CONNECTION TO PUBLIC UTILITIES MUST BE COORDINATED WITH THE WACONIA PUBLIC SERVICES DEPARTMENT. CONTRACTOR MUST PROVIDE A MINIMUM 48-HOUR NOTICE PRIOR TO ANY WORK BEING PERFORMED

## SITE UTILITY NOTES:

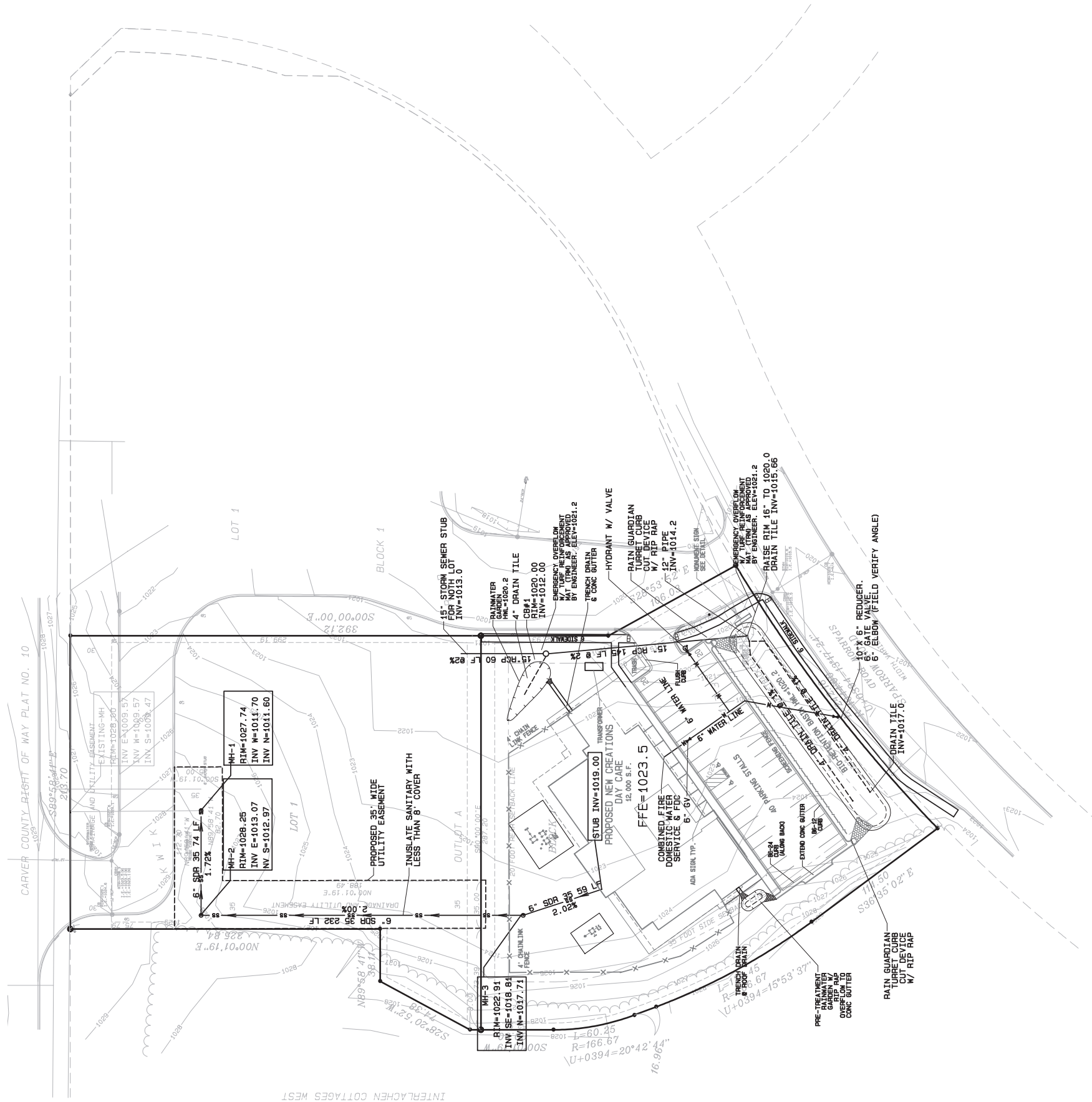
1. ALL SITE UTILITY MATERIALS AND INSTALLATION METHODS TO MEET STATE AND CITY REQUIREMENTS (SEE NOTE 4 BELOW)
2. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITY LINES PRIOR TO CONSTRUCTION
3. ANY VARIATIONS FROM THIS PLAN FOUND ON SITE TO BE REPORTED TO PROJECT ENGINEER
4. MATERIAL SPECIFICATIONS
  - 4.1. WATER SUPPLY (TABLE 604.1)
    - 4.1.1. DIP: ASTM AWWA C151, ASME B16.4, AWWA C110, AWWA C153
  - 4.2. SANITARY SEWER (TABLE 701.1)
    - 4.2.1. SCH 40 PVC: ASTM D 1785, ASTM F 794
    - 4.2.2. STORM SEWER (TABLE 701.1)
      - 4.3. 1. HCP TO BE CLASS 5
      - 4.3. 2. HDPE: TO BE PRINSCO GOLD FLOW WT DUAL WALL
5. DEVELOPER MUST CONDUCT TELEVISION OF THE SANITARY SEWER SYSTEM AND PROVIDE TWO COPIES OF THE REPORT AND TELEVISION DATA FOR REVIEW BY THE CITY STAFF.



GRAPHIC SCALE 1"=40'



A horizontal graphic scale bar with alternating black and white segments. It is marked with '0', '40', '80', and '120' at regular intervals. Above the bar, the text 'GRAPHIC SCALE' and '1"=40\'' are printed.



ISSUES / REVISIONS:

WACONIA, MINNESOTA

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Drawn By: bgh

CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAN  
SPECIFICATION OR REPORT WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION AND  
THAT I AM A duly LICENSED ARCHITECT UNDER  
THE LAWS OF THE STATE OF

REG. NO. \_\_\_\_\_

DATE \_\_\_\_\_

DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

6121 BAKER ROAD, SUITE 101  
MINNETONKA, MINNESOTA 55345

PHONE: 651-379-9090  
FAX: 651-379-9091

The logo for AMICON features a stylized triangle on the left, composed of three smaller triangles meeting at a central point. To the right of the triangle, the word "AMICON" is written in a bold, sans-serif, uppercase font.

AS A REPRESENTATIVE OF:

COMPANY NAME

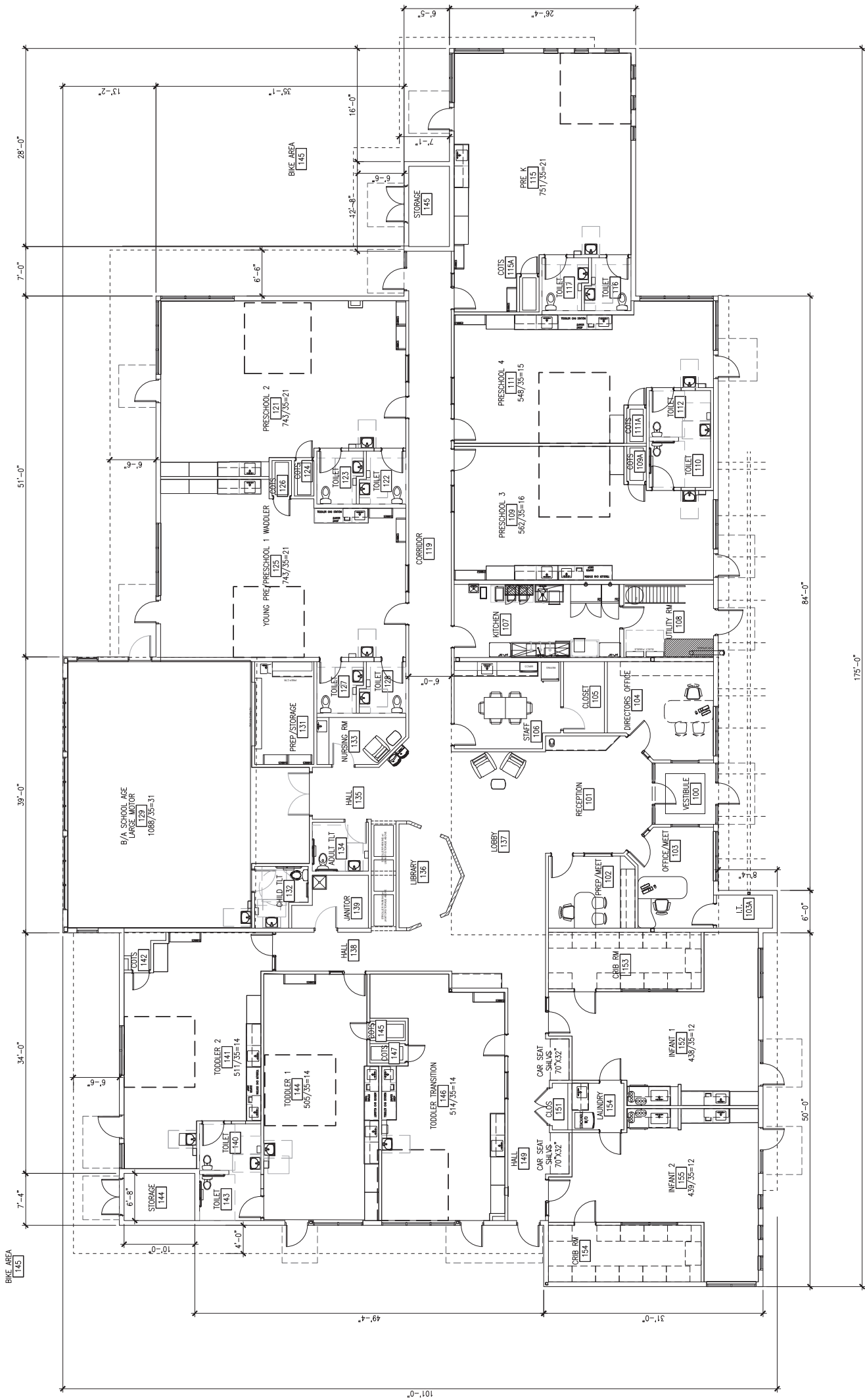
I ACCEPT AND APPROVE THE INFORMATION PRESENTED IN THIS DRAWING SET AS A REPRESENTATION OF OUR DESIGN INTENT. SHOULD OWNER INITIATE CHANGES THAT RESULT IN REVISIONS AND/OR MODIFICATIONS, ADDITIONAL DESIGN SERVICE FEES WILL BE CHARGED.

SIGNATURE

DATE \_\_\_\_\_

A101

SCALE: 1" = 20'





ISSUES / REVISIONS:

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ONLY



**New Creations Daycare Review #2**  
**August 28, 2023**

This review is based on the plans received on 8/24/2023.

General Comments

1. The following permits will need to be provided conditional to City approval:
  - a. CCWMO Erosion Control and Stormwater Management Permit
  - b. NPDES Construction Stormwater Permit
2. Two bioretention basins are proposed to meet stormwater management requirements. The following should be considered regarding the proposed stormwater management design:
  - a. Per City requirements, the design must limit proposed peak runoff rates to that of existing for the 2, 10, and 100 year – 24h hour events. Since this is part of a common development with over 1 acre of impervious surface, the system must include volume reduction equal to 1” of runoff from the new impervious surface per NPDES requirements. The design submitted meets requirements.
  - b. The CCWMO may require additional treatment per their rules. Final approval of the stormwater management design shall be coordinated with them accordingly.
  - c. The applicant will be required to submit a Maintenance Agreement for the private stormwater management structures and facilities installed to meet governmental requirements. The agreement must define maintenance responsibilities following completion of project, specific types and frequencies of inspection and maintenance activities, designate who will conduct inspection and maintenance activities, and outline reporting requirements. The City of Waconia must be listed as party to the agreement.
3. Work within public right-of-way or connection to public utilities must be coordinated with the Waconia Public Services Department. Contractor must provide a minimum 48-hour notice prior to any work being performed.
4. Removal limits shall be confirmed with the Public Services Department prior to any demolition. Bituminous pavement shall be saw-cut and concrete removed to nearest joint for clean match lines.
5. Record drawings must be submitted upon completion of the project. Two hard copies and an electronic copy are required.
6. Developer must conduct televising of the sanitary sewer system and provide two copies of the report and televising data for review by the City staff.

### Final Plat

7. A Preliminary and Final Plat must be provided. This can be a separate submission but must be completed prior to building permit issuance. Drainage and Utility easement must be provided over the following:
  - a. Sanitary sewer main, including around MH-3
  - b. Watermains, including hydrants and hydrant leads, and excluding the service line.
  - c. Stormwater runoff management facilities used to meet governmental requirements.

### Site Plan

8. A Site Plan should be included to provide necessary design information. The plan should include pavement types and sections (with hatches indicating locations), dimensions, signage, and development requirements. Construction details are also needed for utility items, erosion control items, etc.
9. Structure setbacks and impervious surface sq. ft. shall be confirmed prior to permit issuance.

### Erosion and Sediment Control Plan

10. A Stormwater Pollution Prevention Plan meeting NPDES requirements must be provided for review and approval. A review checklist has been provided to ensure all requirements are met.
11. Perimeter erosion control must be installed by the Contractor and inspected by the City prior to any other work. Contractor must provide a minimum 24-hour prior notice.

### Grading Plan

12. Additional detail should be included to provide a complete design. Proposed spot elevations and slopes should be added as necessary to adequately define site grading.
13. Sequencing notes should be included for pond construction. If the basins are to be used for temporary ponding during construction, the permanent outlets should not be installed until the site is permanently stabilized and construction sediment is removed. Also, temporary outlets should be indicated for the temporary condition (i.e. Faircloth skimmer).

### Utility Plan

14. Connection to the 10" water stub on the south side of the site is proposed. More detail should be provided regarding this connection. This 6-inch watermain shall be looped through the site and through the north site to the stub adjacent to the sewer stub south of CSAH 10.
15. All DIP watermain and water services shall be wrapped in polyethylene encasement material.

16. The Fire Chief and Public Services must review gate valve, hydrant, and fire fighting connection locations.