

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, July 21, 2025
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: TIM LITFIN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN
COUNCIL MEMBER: DEREK SIDDONS**

**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@waconiamn.gov to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
- 8. 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) Council Minutes of July 7, 2025
- 2) **Approve July 21, 2025 Expenditures**
- 3) **Safari Island Community Center Expenditures from Sports Facilities Companies Incurred June 2025**
Motion to Approve Safari Island Community Center Expenditures from Sports Facilities Companies Incurred June 2025
- 4) **Ice Arena Expenditures from Sports Facilities Companies Incurred June 2025**
Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred June 2025
- 5) **Capital Project at Safari Island Community Center - Front Desk Replacement**
Adopt Resolution No. 2025-178 Approving Capital Project at Safari Island Community Center for Front Desk Replacement with Atmosphere Commercial Interior
- 6) **Contractor Pay Request - Water Treatment Facility Piping Modifications to Municipal Builders #7**
Motion to approve Pay Request #7 to Municipal Builders, Inc. for the Water Treatment Facility Piping Modifications
- 7) **2025 Command Vehicle Project**
Adopt Resolution No. 2025-179 Approving Purchase of 2025 Ford F-150 and Related Equipment.
- 8) **Hiring of Probationary Firefighters**
Adopt Resolution No. 2025-180 Authorizing Hire of Probationary Firefighters
- 9) **Retirement of Utility Maintenance Worker**
Adopt Resolution No. 2025-181 Accepting Advanced Retirement Notification from Utility Maintenance Worker
- 10) **Trunk Fee Waiver Request - 80 8th Street - Saltire LLC**
Consider a possible trunk fee waiver for the Saltire, LLC industrial project at 80 8th Street.
- 11) **Norsq Comprehensive Plan Amendment – Notice of Withdrawal**
Adopt Resolution 2025-182 approving the withdrawal of the Comprehensive Plan Amendment by Norsq Companies and directing staff to notify the Metropolitan Council.
- 12) **Special Event Permit - Freshwater Church**
Adopt Resolution No. 2025-183 Approving Special Event Permit for the Freshwater Church
- 13) **Special Event Permit - Nickle Dickle Day**
Adopt Resolution No. 2025-184 Approving Special Event Permit - Nickle Dickle Day

9. COUNCIL BUSINESS

1) Temporary On-Sale Liquor License for MN Christkindlsmarkt in Waconia

Adopt Resolution No. 2025-185 and No. 2025-186 Approving Temporary On-Sale Liquor License for MN Christkindlsmarkt in Waconia

2) Site Plan and Design Review, Variance & Conditional Use Permit (CUP) - TMC Properties - 1370 Mill Lane

Motion to Adopt Resolution 2025-187 approving the Site Plan, Design Review, and Variance applications submitted by TMC Properties, LLC for the property located at 1370 Mill Lane.

Motion to Adopt Resolution 2025-188 approving the Proof of Parking Conditional Use Permit.

3) 2025 Infrastructure Improvement Project - Mill & Overlay CIP Project No. 131

Adopt Resolution No. 2025-189 Authorizing the Award of Construction Contract for the 2025 PMP Mill & Overlay Project

10. ITEMS REMOVED FROM CONSENT AGENDA

11. REPORTS/EMERGING ISSUES

- 1) Staff Reports**
- 2) Councilmember Siddons**
- 3) Councilmember Coleman**
- 4) Councilmember Gleason**
- 5) Councilmember Grengs**
- 6) Mayor Litfin**

12. ANNOUNCEMENTS

13. CLOSED SESSION

The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3) to Consider

1) Closed Session - The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3)

Motion to Enter into Closed Session - The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3) to consider the purchase of real property in Lakeview Township identified as a portion of existing PID: 070300400, located south of County Road 10 and east of Little Avenue.

14. ADJOURN REGULAR MEETING

OFFICE OF THE CITY ADMINISTRATOR
Shane Fineran

WORK SESSION: NONE

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: July 21, 2025	
Item Name: 8.1. Council Minutes of July 7, 2025	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the Council Minutes of July 7, 2025	
EXPLANATION OF AGENDA ITEM: Approve the Council Minutes of July 7, 2025.	
ATTACHMENTS: 1. July 7, 2025 Minutes	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
JULY 7, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the July 7, 2025, City Council meeting to order at 6:00 p.m. with all Council Members present.

2. PLEDGE OF ALLEGIANCE

Mayor Litfin led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None

4. ADOPT AGENDA

Motion to Adopt the Agenda as Published made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

5. PUBLIC HEARING

PUBLIC HEARING - Annexation - Song River Holdings Property, Serbus Property and Elm Creek Road

Lane Braaten, Community Development Director, gave a brief description of this agenda item stating a public hearing is required for the annexation of approximately 29 acres at the intersection of Highway 284 and Elm Creek Road. This includes properties of Song River Holdings, Thomas Serbus's property, which is the driveway element that serves two driveways, and the western portion of Elm Creek Road. The property is currently located in Waconia Township, and the annexation has been submitted in association with a residential development titled Elm Creek Ridge by Magellan Land Development. Waconia Township has approved this annexation. This property is guided for low and medium density residential.

Jacob and Amber Sands, 10475 Elm Creek Road. Jacob is also representing the Hendricks property and stated that Elm Creek Road has been maintained privately by the two properties on the road for over 50 years and realizes that this property will be developed. The concern is traffic, especially with so much more development that will occur in this area. Elm Creek Road is a barrier between the City and the Township and the resident feels Elm Creek Road is not built for a large number of vehicles and traffic. Resident is requesting to have the new neighborhood exit off the property on the northside into the new neighborhood.

The Magelland Land Development representative stated that he is in agreement that Elm Creek Road and Highway 284 are major components of this development. His company has conducted a traffic study on this area and has had numerous discussions with MnDOT to improve this intersection, add a turn lane, and ways to improve the safety at this intersection.

Motion to close the public hearing made by Siddons, second by Gleason
MOTION CARRIED.

Motion to Adopt Resolution No. 2025-168 Approving the Joint Resolution to Annex Portions of PID #090261211, PID #090261120 and a Segment of Elm Creek Road made by Gleason seconded by Grengs.
MOTION CARRIED.

6. OPEN FORUM

None

7. COMMUNITY INTEREST PRESENTATIONS

None

8. ADOPT CONSENT AGENDA

- 1) City Council Minutes June 16, 2025**
- 2) Approve July 7, 2025 Expenditures**
- 3) Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #2**
- 4) Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #1**
- 5) Contractor Pay Request - Downtown Reconstruction Phase 2 to W.M. Mueller & Sons #7**
- 6) Accept Proposal for Lift Station Pump Controller Upgrade and Installation**
- 7) Sale or Disposal of Surplus Equipment**
- 8) Holbrook Development Agreement**
- 9) Special Event Permit - Back to School Jamboree**
- 10) Approve Temporary On-Sale Liquor License for the Waconia Legion Post 150**
- 11) Temporary On-Sale Liquor License Waconia Legion Post 150 - Nickle Dickle Day**
- 12) Special Event Permit - Iron Tap**

Motion to Adopt the Consent Agenda as published Pulling Consent Agenda Item 8.6

Accept Proposal for Lift Station Pump Controller Upgrade and Installation made by Coleman seconded by Gleason
MOTION CARRIED.

9. COUNCIL BUSINESS

1) Discussion and Staff Direction - Utility Bill Penalty and Door Hanger Fee - 1757 Sandbar Circle

Nicole Meyer, Finance Director, stated this agenda item is for the Council to provide staff direction. The Finance Director and City Administrator were requested by email for forgiveness of door hanger and late penalty fees for the property at 1757 Sandbar Circle. Meyer reviewed the process and Ordinance procedures that were followed by staff for door hangers and penalty fees. Meyer and Fineran reviewed all the documents and information and determined that staff followed these procedures. As per the City's financial policies and guidelines, Staff cannot remove these fees and this request would have to be approved by Council.

Council was in agreement that staff followed City's policies, procedures, and protocols and that the fees would not be removed from the account.

2) Cable Television Franchise Ordinance with Comcast

Jackie Schulze, Assistant City Administrator, stated to the Council that over the past several months, Staff have been working with Comcast regarding a franchise agreement and Ordinance. In April of 2025 the Council approved the Notice of Intent of applications. At the June Public Hearing, Comcast was present to respond to Council and resident questions. For the last several weeks, Staff have been working with Comcast on the franchise agreement, which basically is the same franchise agreement with MediaCom.

Basically, this is a ten-year agreement with a possible extension upon satisfactory performance and is not exclusive. Comcast will pay a 5% franchise fee based on the revenues from the cable television services only. Comcast has submitted the \$5,000 application fee along with an additional \$5,000 escrow upon approval.

Motion to adopt Ordinance No. 782 Creating a Cable Franchise Agreement with Comcast made by Gleason seconded by Siddons

MOTION CARRIED.

Motion to adopt Resolution No. 2025-175 Authorizing Summary Publication for Ordinance #782 made by Grengs, seconded by Coleman

MOTION CARRIED.

3) Approve 2025 Capital Equipment Purchases

Jon Haukaas, Public Services Director, stated that staff have been reviewing the capital improvement budget and specifically determining operations, efficiencies, and usage of equipment. Also looking into snow removal equipment as snow operations

are the single most personnel and equipment-intensive service provided. In the current 2025 budget there is a tandem dump truck with plow equipment, a tractor with plow equipment, and a Skid Steer (replacement) with plow equipment. As the City has a large number of routes, all staff are needed at every snow event. Staff determined that the equipment in the capital improvement budget is not the best fit nor the most efficient for the City.

Staff are recommending the purchase of:

A second wheel-loader which is the same model that the City currently owns. This would eliminate the need to rent a second wheel-loader for the winter season.

A 25' Diamond Boom Mower Attachment to the front of the wheel loader

Fusion Coupler eliminates the chain-on Attachment

Box Plow for Loader for Skidsteer

Compact Excavator used by all divisions

The total cost of the recommended equipment is \$515,978.90 against an available budget of \$520,635.53. Staff are not requesting an increase to the budget, just different equipment to approve overall safety and efficiency. Staff compared the Minnesota State Cooperative Purchasing Program and the Sourcewill Cooperative Purchasing programs to find the best pricing for this equipment along with the most competitive bids.

Motion Adopting Resolution No. 2025-175 Authorizing Acquisitions of 2025 Capital Equipment made by Coleman seconded by Grengs

MOTION CARRIED.

4) Accept Proposal for Pavement Preservation Program

Jon Haukaas, Public Services Director, stated Staff have been investigating alternatives to traditional sealcoat as a pavement preservation method. Recent research by MnDOT and the Local Road Research Board has shown that petroleum-based spray-on rejuvenators are showing good results in Minnesota at a similar or lower price. Traditionally, the oil used in seal-coating was the bottom of the barrel, which means less quality for the end product. Also, this process can only be completed with the right pavement conditions, the right weather, and should be completed early in the life of the pavement. Pavement binders are a combination of asphalt for bonding and maltenes for flexibility and durability. Maltenes degrade in the manufacturing process and oxidize when exposed to UV. Oxidation first appears as small cracks, loss of fine aggregates and then revealing.

Rejuvenating Asphalt extends the durability and lifespan with a spray on application that penetrates the surface of the pavement. The new technology extends road life by 5–10 years and can be reapplied 2–3 times in 5-7 year intervals. The spray on application is pink with a sand covering while the product is curing. After a few days, the sand is swept away. Another benefit is that the treated roads do not require stripping as this is a clear sealant. Staff are confident that the City will be getting a better product at a lower cost.

Motion to Accept Proposal for the Asphalt Rejuvenator Application made by Grengs seconded by Siddons
MOTION CARRIED.

5) 1st Street Loading Zone

Shane Fineran, City Administrator, stated that Municipal Ordinance Section 632.01 establishes the Council authority in establishing truck and loading zones by Resolution within the community. During the hours of 6 a.m. to 9 p.m. the Council may specify these areas to be only for truck parking and/or loading zones. Outside the specified hours, these areas can then be accessed by the public for parking purposes.

If the Council approves, it could consider designating the south edge of 1st Street to the west of Olive where the curb cut exists, adjacent to 101 1st Street West as a Loading Zone pursuant to Section 632.01, subd. 3. This area is signed as "No Truck Parking", however. Historically, the use was as a truck and passenger loading zone. Designating this area as a loading zone will allow for the discharge of passengers or freight by motor vehicles between the hours of 6 a.m. to 9 p.m. Based on the designation of a loading zone, parking by the public could be had between the hours of 9 a.m. to 2 a.m. After 2 a.m., no parking is allowed on the business district streets by Ordinance.

Motion to adopt Resolution No. 2025-177 Declaring 1st Street West Loading Zone made by Gleason, seconded by Grengs
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

Mayor Litfin pulled Consent Agenda Item 8.6 *Accept Proposal for Lift Station Pump Controller Upgrade and Installation*. The Mayor requested this item to be pulled as it did not follow a bid process.

Jon Hauskaas, Public Works Director, stated that the City is under contract with Electric Pump as the integrator and maintenance vendor and, if directed by Council, Staff will start the process again as a bid process. If this direction is directed, the process will accumulate into multiple steps, including the reprogramming of the City's systems. It is recommended by Staff that the City remain consistent and standardized as this is a critical piece of infrastructure.

Motion to Adopt Resolution No. 2025-169 Approving Electric Pump Quote for Lift Station Control Upgrade made by Coleman second by Grengs
MOTION CARRIED.

11. REPORTS/EMERGING ISSUES

1) Staff Reports

Jackie Schulze stated that on Thursday, July 10th, The Bazillions will be performing at Waterford Park starting at 5:00 p.m.

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Nothing to report.

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor Litfin stated:

June 17th: thanked the Waconia Senior Center Staff for hosting a Root Beer Float Day.

June 18th: participated in a Mayoral call with Congressional representative Emmers office.

June 25th through June 27th: attended the League of Minnesota Cities Conferences.

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

Motion to Adjourn the July 10, 2025, City Council Meeting at 7:20 p.m. made by Council Member Gleason seconded by Council Member Coleman.

MOTION CARRIED.

WORK SESSION: CITY COUNCIL ROUND TABLE

UPCOMING CALENDAR OF EVENTS/MEETINGS:

14. CLOSED SESSION

1) Economic Development Authority (EDA) Session

Motion to reconvene for the Economic Development Authority (EDA) Session

Tim Litfin, Mayor

ATTEST:

Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.2. Approve July 21, 2025 Expenditures
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the July 21, 2025 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursement registers for the City of Waconia as of July 21, 2025. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025		
Item Name:	8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred June 2025		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Safari Island Community Center Expenditures from Sports Facilities Companies Incurred June 2025			
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in June 2025. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Safari Island Community Center.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted		Personnel Committee:	
☐ Non-Budgeted		Other:	
☐ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025		
Item Name:	8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred June 2025		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred June 2025			
EXPLANATION OF AGENDA ITEM:			
Sports Facilities Companies has provided the attached report for expenditures paid in June 2025. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Waconia Ice Arena.			
ATTACHMENTS:			
None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required		Personnel Committee:	
		Other:	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.5. Capital Project at Safari Island Community Center - Front Desk Replacement
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	None
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-178 Approving Capital Project at Safari Island Community Center for Front Desk Replacement with Atmosphere Commercial Interior	
EXPLANATION OF AGENDA ITEM: City and Sports Facilities Corporation staff reviewed the 2025 capital projects still outstanding at Safari Island Community Center. As the construction project continues at the facility this summer in coordination with ISD #110 for a new HVAC system, staff are finding ways to refresh spaces for our full facility re-opening later this fall (currently planned for mid-October). As part of the 2025 capital plan, staff planned to replace shower tiles in the locker rooms. As the HVAC project continues, staff at the facility are asking to reallocate the \$25,000 budgeted in the PIR capital project fund (103) for new tile to be used for the replacement of the front desk. Prior to construction, there were several issues with the electrical and network connections at the current desk. With the HVAC project will come improvements to these connections from below where the current desk sits. In addition, the current desk is very small and not equipped to properly handle the power and network connections. When all three computers are used at the desk during busy times, staff are not able to sit because there is limited space. With this request, staff started to review options and ideas with the City's preferred furniture vendor, Atmosphere Commercial Interiors. An image of the desk is attached to this memo for review along with a formal quote. The total estimated cost of the new desk, including installation, is \$29,408.05. This is slightly higher than the \$25,000 budgeted. Staff have reviewed some other capital projects that are under budget and are confident fund balance in the PIR Capital Project Fund can cover the balance remaining for this project. With this change, the tile project will be held off for a future year in the City's capital improvement plan. It could be part of a larger project later on that includes some flooring and other locker room improvements. With approval of this project, the facility will fully re-open in the fall not only with an updated HVAC system, but also a better functioning front desk area (with improved technology and electrical connections), new weight equipment and a sauna (both approved earlier this year). Staff are also looking at other minor updates that can be made for customers and members returning after construction is complete.	

The furniture being ordered has a 6-8 week lead time. Because of this, staff would like to get it ordered and installed in September.

ATTACHMENTS:

1. Resolution No 2025-178 Approve Capital Project Safari Island Front Desk
2. Image of Front Desk Layout
3. Atmosphere Commercial Quote

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: PIR Capital Project Fund (103) Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission:
	Park Board:
	Personnel Committee:
	Other:

**CITY OF WACONIA
RESOLUTION NO. 2025-178**

**RESOLUTION APPROVING CAPITAL PROJECT AT SAFARI ISLAND
COMMUNITY CENTER FOR FRONT DESK REPLACEMENT WITH ATMOSPHERE
COMMERICAL INTERIORS**

WHEREAS, the 2025 capital improvement plan includes a project for a locker room tile replacement for a total of \$25,000; and

WHEREAS, in review of capital project needs at the facility it was found that replacement of the front desk facility is a higher priority due to electrical and network issues along with space needs of employees while all computer workstations are being used at the front desk; and

WHEREAS, City staff obtained one quote from Atmosphere Commercial Interiors totaling \$29,408.05 for the furniture, freight, and installation;

WHEREAS, Atmosphere Commercial Interiors has completed several furniture replacements and installations at both City Hall and Public Services;

WHEREAS, the amount over what was budgeted in the PIR Capital Project Fund (103) will be covered with available fund balance from other capital projects that have come in under budget; and

WHEREAS, City staff requests approval of the project to ensure the equipment can be ordered, delivered, and installed prior to the facilities full re-opening in mid-October; and

WHEREAS, the locker room tile replacement project will be moved out to a future year in the City's capital project plan and be aligned with a larger locker room upgrade project which could include flooring and new lockers.

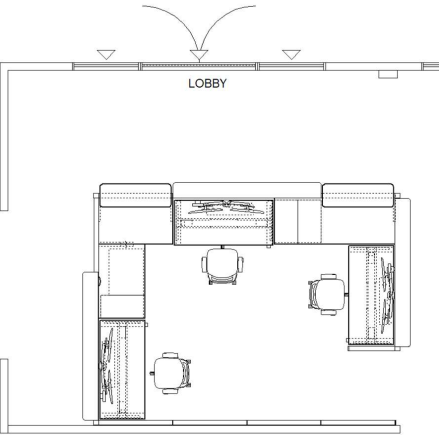
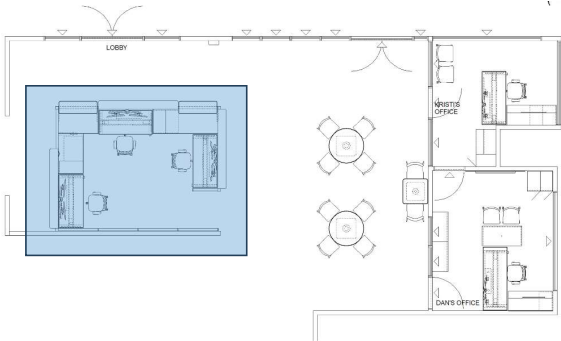
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Safari Island Community Center for the front desk furniture replacement with Atmosphere Commercial Interiors.

Adopted by the City Council of the City of Waconia this 21st day of July, 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

City of Waconia
Community Center | Reception



Quote To

CITY OF WACONIA
Accounts Payable
201 S. VINE STREET
WACONIA MN 55387-1337

Ship To

CITY OF WACONIA
201 S. VINE STREET
WACONIA MN 55387-1337

Phone +1 (952) 442-2184
Finance@Waconia.org

Sales Location MINNEAPOLIS MN

Description	Quantity	Unit Price	Extended Price
Reception			
1 FCH4CX - Desktop Power Module Including 14" 6-Outlet Power Adapter, (2) AC Power And (1) USB-A Outlet, (1) USB-C Outlet. Mounts On Top Or Under Desk Finish: WHT: White ESI ERGONO Tag For Reception FCH4CX	3	243.20	729.60
2 TS736TEPJ - Junction-End of run, Thin, 36H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC STEELCASE Tag For Reception E36	1	66.07	66.07
3 TS736TIPJ - Junction-In line, Thin, 36H STEELCASE Tag For Reception I36	3	42.67	128.01
4 TS7Q4TCLJ - Junction-L, Change of height, Thin, 36 to 42 TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG	1	134.41	134.41

THIS PRICE QUOTATION INCORPORATES, BY REFERENCE, ATMOSPHERE COMMERCIAL INTERIORS TERMS AND CONDITIONS (July 2022 or prior contract signed by client). EXECUTION OF THIS PRICE QUOTATION IS BUYER'S ACCEPTANCE OF THOSE TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
4	UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC STEELCASE Tag For Reception L36-42			
5	DSTRAYLG - Tray-Cable Management, Smart straps, 30W STEELCASE Tag For Reception TS	3	74.45	223.35
6	TS730THF - Frame-Horizontal package, Thin, 30W BASIC: 4799 PLATINUM METALLIC TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION NO TRAY: NO CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For Reception 30/42c	1	57.76	57.76
7	TS734TCIJ - Junction-In line, Change of height, Thin, 30 to 42 TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC STEELCASE Tag For Reception I30-42	2	115.16	230.32
8	TS734TCLJ - Junction-L, Change of height, Thin, 30 to 42 TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC	2	134.41	268.82

THIS PRICE QUOTATION INCORPORATES, BY REFERENCE, ATMOSPHERE COMMERCIAL INTERIORS TERMS AND CONDITIONS
 (July 2022 or prior contract signed by client). EXECUTION OF THIS PRICE QUOTATION IS BUYER'S ACCEPTANCE OF THOSE TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
8	STEELCASE Tag For Reception L30-42			
9	TS742TEPJ - Junction-End of run, Thin, 42H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC STEELCASE Tag For Reception E42	1	66.07	66.07
10	TS742TIPJ - Junction-In line, Thin, 42H STEELCASE Tag For Reception I42	4	42.67	170.68
11	TS742TLPJ - Junction-L, Thin, 42H TRIM: *OPT:TRIM PACKAGE PAINT: PAINTED TRIM PKG UPRIGHT: UPRIGHT METALLIC: *UPRIGHT:METALLIC PAINT 4799: PLATINUM METALLIC STEELCASE Tag For Reception L42	1	100.05	100.05
12	TS748HFS - Frame, Horizontal package, Stacking, 48W STEELCASE Tag For Reception HFS48	2	16.99	33.98
13	TS748THF - Frame, Horizontal package, Thin, 48W BASIC: 4799 PLATINUM METALLIC TC OPT: *OPT:TOP CAP OPTIONS OMIT CAP: TOP CAP, OMITTED CABLEOPT: *OPT:CABLE TRAY OPTION NO TRAY: NO CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY	2	71.73	143.46

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Description		Quantity	Unit Price	Extended Price
13	STEELCASE Tag For Reception 48/30c			
14	TS748THF - Frame, Horizontal package, Thin, 48W BASIC: 4799 PLATINUM METALLIC TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION NO TRAY: NO CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION NO TRAY: NO BASE TRAY STEELCASE Tag For Reception 48/36	4	69.84	279.36
15	TS748THF - Frame, Horizontal package, Thin, 48W BASIC: 4799 PLATINUM METALLIC TC OPT: *OPT:TOP CAP OPTIONS STD CAP: STD:Std Top Cap CABLEOPT: *OPT:CABLE TRAY OPTION NO TRAY: NO CABLE TRAY BASE OPT: *OPT:BASE TRIM OPTIONS KO BOTH: STD:KNOCKOUT BASE BOTH SIDES TRAY OPT: *OPT:BASE TRAY OPTION BASETRAY: BASE TRAY STEELCASE Tag For Reception 48/42c	7	71.73	502.11
16	TS712UPHX - Power infeed, 3+1, Multi purpose application, 12L in ft STEELCASE Tag For Reception MPI	1	196.32	196.32
17	TS71SSX - Receptacle-System ground, Line 1, 3+1 PLASTIC: 6249 PLATINUM SOLID CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE	4	24.55	98.20

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Description		Quantity	Unit Price	Extended Price
17	Tag For Reception			
18	TS72448LS - Skin, Laminate, 24H x 48W SURFACE: 2HWF SMOKED WALNUT (HPL) TRIM: 4799 PLATINUM METALLIC GRAINDIR: *OPT:GRAIN DIRECTION VERT: STD:VERTICAL STEELCASE Tag For Reception	2	245.41	490.82
19	TS72448TK - Panel skin-Tackable acoustical, 24H x 48W SURFACE: P123 PORTICO FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For Reception	2	84.20	168.40
20	TS72SSX - Receptacle-System ground, Line 2, 3+1 PLASTIC: 6249 PLATINUM SOLID CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For Reception	4	24.55	98.20
21	TS73048LS - Skin, Laminate, 30H x 48W SURFACE: 2HWF SMOKED WALNUT (HPL) TRIM: 4799 PLATINUM METALLIC GRAINDIR: *OPT:GRAIN DIRECTION VERT: STD:VERTICAL STEELCASE Tag For Reception	8	268.81	2,150.48
22	TS73630LS - Skin, Laminate, 36H x 30W SURFACE: 2HWF SMOKED WALNUT (HPL) TRIM: 4799 PLATINUM METALLIC GRAINDIR: *OPT:GRAIN DIRECTION VERT: STD:VERTICAL STEELCASE Tag For Reception	2	253.72	507.44
23	TS73648LS - Skin, Laminate, 36H x 48W SURFACE: 2HWF SMOKED WALNUT (HPL)	7	296.76	2,077.32

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Description		Quantity	Unit Price	Extended Price
23	TRIM: 4799 PLATINUM METALLIC GRAINDIR: *OPT:GRAIN DIRECTION VERT: STD:VERTICAL STEELCASE Tag For Reception			
24	TS73648TK - Panel skin-Tackable acoustical, 36H x 48W SURFACE: P123 PORTICO FAB DIR: *OPT:FABRIC DIRECTION HORZ: STD:HORIZONTAL APPLICATION STEELCASE Tag For Reception	7	140.07	980.49
25	TS73SSX - Receptacle-System ground, Line 3, 3+1 PLASTIC: 6249 PLATINUM SOLID CSTMPOPT: *OPT:Controlled Stamp Option NOSTAMP: STD:No Stamp STEELCASE Tag For Reception	4	24.55	98.20
26	TS7PK30X - Kit-Power, 3+1, 30W STEELCASE Tag For Reception PK/30	1	120.81	120.81
27	TS7PK48X - Kit-Power, 3+1, 48W STEELCASE Tag For Reception PK/48	9	120.81	1,087.29
28	TS7TIEPLATE - Tie plate, Package quantity 6, Side by side worksurface application STEELCASE Tag For Reception TPP	1	63.05	63.05
29	UCANT - Cantilever, On module application, 16W x 13D Basic Finish: METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE Tag For Reception CANT	3	63.05	189.15
30	UCANT - Cantilever, On module application, 16W x 13D Basic Finish: TEXTURED PAINT 7207 - BLACK Universal Cantilever , SPECIAL: , CHANGE:modified to 5 1/2" deep, , CHANGE:to be LEFT HAND only , * to support a special size Answer , transaction top, Kick transaction top, , unequal	6	122.53	735.18

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Description		Quantity	Unit Price	Extended Price
30	overhang for transaction top, , or for a full width transaction top on , top of a single or double pane , window Eng Quote SF141319 Eng Quote Product ID SF00145467 STEELCASE Tag For Reception UCANT			
31	UCANT - Cantilever, On module application, 16W x 13D Basic Finish: TEXTURED PAINT 7207 - BLACK Universal Cantilever , SPECIAL: , CHANGE:modified to 5 1/2" deep, , CHANGE:to be RIGHT HAND only, , * to support a special size Answer , transaction top, Kick transaction top, , unequal overhang for transaction top, , or for a full width transaction top on , top of a single or double pane , window Eng Quote SF141319 Eng Quote Product ID SF00145468 STEELCASE Tag For Reception UCANT	3	122.53	367.59
32	UCL - C legs-Double post, Glides, 28 1/2H Leg Finish: METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE Tag For Reception UCL	1	246.53	246.53
33	USWS - Worksurface-Straight, Laminate, Plastic edge profile Size: Modular Depth: 30.00000 Width: 48.00000 Top Surface Finish: Solid HPL 2730 - ARCTIC WHITE Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6009 - ARCTIC WHITE Power Access: No Power Access Scalloped: With Scalloped Grommet: No Grommet Cord Drop: No Cord Drop STEELCASE Tag For Reception 30/48	2	205.01	410.02
34	USWS - Worksurface-Straight, Laminate, Plastic edge profile Size: Modular Depth: 30.00000	1	358.67	358.67

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Description		Quantity	Unit Price	Extended Price
34	Width: 78.00000 Top Surface Finish: Solid HPL 2730 - ARCTIC WHITE Grain Direction: No Grain Direction Edge Finish: Plastic - PG1 6009 - ARCTIC WHITE Power Access: No Power Access Scalloped: With Scalloped Grommet: No Grommet Cord Drop: No Cord Drop STEELCASE Tag For Reception 30/78			
35	UTR1648TA - Worksurface-Transaction, Plastic edge, Laminate, Straight, Thin, Answer application, 16D x 48W Edge Finish: PLASTIC 6009 - ARCTIC WHITE Top Surface Finish: LAMINATE FINISHES 2730 - ARCTIC WHITE Top Cap: Std Top Cap Top Cap Finish: METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE Tag For Reception 16/48	2	227.28	454.56
36	UTR1660TA - Worksurface-Transaction, Plastic edge, Laminate, Straight, Thin, Answer application, 16D x 60W Edge Finish: PLASTIC 6009 - ARCTIC WHITE Top Surface Finish: LAMINATE FINISHES 2730 - ARCTIC WHITE Top Cap: Std Top Cap Top Cap Finish: TEXTURED PAINT 7241 - ARCTIC WHITE STEELCASE Tag For Reception UTR1660TA	3	246.16	738.48
37	CFINTRODSLIDE - CF Series Intro Dual Monitor Arm Arm Finish: Textured Paint 7018 - PEWTER Bracket: Dual C-Clamp STEELCASE Tag For Reception CFI-D-C	3	328.31	984.93
38	MIGCR - Migration; Cable riser Connection Type: Leg Connection STEELCASE Tag For Reception CRX	3	129.28	387.84

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Description	Quantity	Unit Price	Extended Price
39 RPF3027AF - Pedestal-Fixed, 2 box / 1 file, Flush steel front, 28 5/8D x 15W x 27H Basic Finish: METALLIC PAINT 4799 - PLATINUM METALLIC Lock Finish: POLISHED CHROME 9201 - POLISHED CHROME Key: KEY PLUG Drawer: FULL DRAWER File Drawer Accessories: DRAWERS WITH RAILS Pull: INTEGRAL PULL Lock: SINGLE LOCK STEELCASE Tag For Reception BBF/2/29	3	487.04	1,461.12
40 RPXFTAKFP - Filler-Flush steel front pedestal, Technology / Answer / Kick application Basic Finish: METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE Tag For Reception PF	2	41.53	83.06
41 RLF24302F - Universal; Lateral file, 2 drawers, Flush steel front, 24D x 30W x 28H Basic Finish: METALLIC PAINT 4799 - PLATINUM METALLIC Lock Finish: POLISHED CHROME 9201 - POLISHED CHROME Key: KEY PLUG Top: NO TOP Lock: CENTRAL LOCKING DWR File Drawer Accessories: DRAWERS WITH RAILS Counterweight: UNIVERSAL COUNTERWEIGHT Base: UNIVERSAL BASE STEELCASE Tag For Reception LF/2/30	1	808.49	808.49
42 4821412 - Amia;Chair,Uph,Air Bckrst AIRBACK: 6249 PLATINUM SOLID PLASTIC: 6249 PLATINUM SOLID UPHISTRY: 5S25 GRAPHITE ARMS: *OPT:ARM OPTIONS H/W/P/D: STD:H/W/P/D ARMS SEAT HGT: *OPT:BASE ASSY HEIGHT RANGE 5" RANGE: STD:5" PNEU SEAT HEIGHT RANGE	3	719.48	2,158.44

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Description		Quantity	Unit Price	Extended Price
42	BASE OPT: *OPT:BASE OPTION PLASTIC: STD:PLASTIC BASE CASTERS: CASTERS HARD CST: STD:HARD CASTERS PACKAGE: *OPT:PACKAGING OPTIONS NA: Not Applicable STEELCASE Tag For Reception AMIA			
43	MGELTRQ - Migration SE; Desk-Rectangle, T leg, Extended height Size: Modular Depth: 29.00000 Width: 64.00000 Overhang: No Overhang Top Surface Finish: Solid HPL 2730 - ARCTIC WHITE Edge Finish: Plastic - PG1 6009 - ARCTIC WHITE Base Finish: Smooth Metallic 4799 - PLATINUM METALLIC Controller: Up/Down Controller Power: NA 120V, NEMA 1-15 Type A - D Foot Option: Mitered Edge Corner: Square Corner STEELCASE Tag For Reception 29/64/EXT-UP	3	1,042.64	3,127.92
Sub Total				23,783.05
MINNESOTA- Exempt - Local Municipality				0.00
Total				23,783.05
45	DD - DESIGN DEVELOPMENT WORK RELATED TO TYPICAL DEVELOPMENT, SPACE PLANNING, AND FINISH/PRODUCT SPECIFICATION. ACI DESIGN	1	2,700.00	2,700.00
47	LABOR - BUDGET TO RECEIVE, DELIVER, INSTALL 1 LARGE RECEPTION STATION AS DESIGNED •WORK TO BE PERFORMED BY NON-UNION LABOR. •WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS (7:00 AM - 4:30 PM MONDAY-FRIDAY). •WORK TO BE PERFORMED AFTER NORMAL BUSINESS (AFTER 4:30 PM MONDAY-FRIDAY AND WEEKENDS). •INSTALLATION IS COMPLETED IN ____ PHASE(S). •SPACE TO HAVE CLEAR & FREE ACCESS TO BUILDING AND INSTALLATION SITE. •IF ELEVATOR IS REQUIRED, ONE IS TO BE AVAILABLE FOR OUR USE TO	1	2,925.00	2,925.00

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Description	Quantity	Unit Price	Extended Price
47 MOVE PRODUCT AND EQUIPMENT. •IF LICENSED ELECTRICIAN OR DATA CABLING IS REQUIRED, IT WOULD BE THE CLIENT'S RESPONSIBILITY. •CLIENT IS RESPONSIBLE TO PACK ALL REQUIRED ITEMS TO ALLOW THE RELOCATION OF THE PRODUCT. •CLIENT IS RESPONSIBLE TO DISCONNECT AND RECONNECT ANY PHONE OR COMPUTER EQUIPMENT. •ANY CHANGES TO THE SCOPE OF WORK DETAILED ABOVE MAY RESULT IN ADDITIONAL COSTS. EMERALD BL			
Quotation Totals			
Sub Total			29,408.05
MINNESOTA- Exempt - Local Municipality			0.00
Grand Total			29,408.05

End of Quotation

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ACCEPTED BY _____ TIM LITFIN, MAYOR _____ 07-21-2025 _____
 CLIENT SIGNATURE, TITLE DATE ATMOSPHERE COMMERCIAL INTERIORS



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.6. Contractor Pay Request - Water Treatment Facility Piping Modifications to Municipal Builders #7
Originating Dept:	Finance
Presented By:	Amanda Ortloff
Previous Council Action:	Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Water Treatment Plant 3 Piping Modifications
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Pay Request #7 to Municipal Builders, Inc. for the Water Treatment Facility Piping Modifications	
EXPLANATION OF AGENDA ITEM: Staff has reviewed the contractor pay request for the Water Treatment Facility Piping Modifications and recommends payment of \$28,131.21 based on the engineering request for payment. This payment represents approximately 60% of the total approved contract for the project.	
ATTACHMENTS: 1. Water Treatment Facility Piping Payment #7 Memo	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Water	Planning Commission:
Budget Information:	Park Board:
☒ Budgeted	Personnel Committee:
☐ Non-Budgeted	Other:
☐ Amendment Required	



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Chaska, MN 55318-1172

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

July 15, 2025

City of Waconia
Attn: Nicole Meyer
201 South Vine St.
Waconia, MN 55387

**RE: Water Treatment Facility Piping Modifications
Pay Request No. 7**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 7 for the Water Treatment Facility Piping Modifications project. The request includes payment for the remainder of the work inside the WTP facility.

We have reviewed the estimate and recommend the City make payment in the amount of **\$28,131.21** to Municipal Builders, Inc. 100% of this requested payment is for work associated with the water system.

Please contact me if you have any questions regarding this pay request.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, Public Services Director
Seth Peterson, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 21, 2025
Item Name:		8.7. 2025 Command Vehicle Project
Originating Dept:		Fire
Presented By:		Justin Sorensen
Previous Council Action: Resolution No. 2025-051 Authorizing City Staff to Obtain Pricing for Command Vehicle Purchase. (Project #424)		
Item Type:	Consent	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-179 Approving Purchase of 2025 Ford F-150 and Related Equipment.		
EXPLANATION OF AGENDA ITEM:		
As identified in the 2025 Capital Improvement Plan (CIP), the Fire Department has a command vehicle (Project #424) budgeted at \$90,000. Per the Fire Department’s Capital Replacement Schedule, command vehicles are replaced on a 10-year cycle to ensure reliability, modern technology, and operational readiness. The current vehicle serves as the primary Duty Officer command unit, a critical component of our duty officer staffing model that supports the majority of our emergency responses. Ensuring this vehicle is dependable and equipped is essential to our operations. In February, City Council approved staff to begin obtaining quotes. After evaluating multiple vehicle types, staff determined that a half-ton pickup truck is best suited for the role. The increased cargo capacity will allow for tools and equipment such as a small ladder for replacing smoke detector batteries—enhancing response capabilities during duty officer responses and reducing the possibility of needing an upgraded All Call response. A quote was received from Fury Ford of Waconia for a 2025 Ford F-150, selected to maintain consistency across the City’s fleet. Both Fire and Public Services staff are experienced with Ford vehicles, ensuring ease of maintenance and operation and fleet similarity. Pricing was compared to State Bid from Midway Ford where the identical vehicle was priced at \$55,605.16, confirming the better pricing through Fury Ford of Waconia. Quotes for the vehicle’s upfitting—emergency lighting, siren, radio, and graphics—were also solicited from multiple vendors. Emergency Automotive Technologies submitted the lowest quote for emergency equipment installation and has a strong track record with our department. Staff is confident in their service and value. Due to current market conditions, total pricing slightly exceeded the original budget. To offset this, a planned portable radio purchase (approx. \$6,000) was removed. The revised total remains close to the allocated CIP amount.		
Recommended Purchase Summary:		
Equipment	Vendor	Quote

2025 Ford F-150	Fury Ford – Waconia	\$54,001.00
Graphics	Grafix Shoppe	\$ 4,045.00
Mobile Radio	Ancom Communications	\$ 6,670.80
Emergency Lighting/Siren	Emergency Automotive Technologies	\$26,049.70
Total Project Cost		\$90,766.50

Recommendation:

Staff recommends approval to proceed with the purchase of the 2025 Ford F-150 and associated equipment and upfitting, in alignment with Project #424 in the 2025 CIP. Future sale of the 2016 Tahoe that this vehicle is replacing will take place at a later date. In 2026, staff are recommending, as part of the part-time wages fire, to add an additional firefighter on call with a vehicle over the weekend hours to coincide with the weekend duty officer timeframe. This will allow us to have another firefighter responding to calls with the duty officer to have more hands available, but also allow newer staff to gain experience on calls of the duty officer type. Staff will evaluate the efficiency and use of the 4th command vehicle in our operations with the anticipated staffing of another vehicle.

ATTACHMENTS:

1. Resolution No. 2025-179 Command Vehicle

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required	Personnel Committee:
	Other:

CITY OF WACONIA

RESOLUTION NO. 2025-179

**RESOLUTION AUTHORIZING CITY STAFF TO PURCHASE A FORD F-150 AND
RELATED EQUIPMENT FOR FIRE COMMAND VEHICLE REPLACEMENT**

WHEREAS, replacement of a Fire Department Command Vehicle is currently programmed in the 2025 CIP for \$90,000; and

WHEREAS, Fire Department Leadership agrees to ensure that their fleet of equipment is on an appropriate replacement schedule to assure technological compliance, reliability, and serviceability of its equipment; and

WHEREAS, the City Council has the opportunity to review the quotes received and ultimately approve or deny the project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that City staff are authorized to execute quotes for the replacement of the Command Vehicle replacement project currently identified in the CIP as project #424.

Adopted and approved by the City Council of the City of Waconia on this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: July 21, 2025	
Item Name: 8.8. Hiring of Probationary Firefighters	
Originating Dept: Administration	
Presented By: Jackie Schulze	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-180 Authorizing Hire of Probationary Firefighters EXPLANATION OF AGENDA ITEM: The Waconia Fire Department currently has two vacant firefighter positions. To address ongoing staffing needs, the department conducts seasonal recruitment efforts in the fall and spring. Following a recent recruitment, staff recommends the conditional hiring of the following individuals as probationary firefighters, pending the successful completion and City evaluation of all pre-employment requirements: • Jackson Rauchwarter • Cryson Burkholder Pre-employment requirements include a background check, driving record check, medical exam, physical agility test, and psychological evaluation. This will be the last firefighter hiring of 2025. ATTACHMENTS: 1. Resolution No. 2025-180 Authorizing Hire of Probationary Firefighters	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
RESOLUTION NO. 2025 - 180**

**RESOLUTION AUTHORIZING THE
HIRING OF PROBATIONARY FIREFIGHTERS**

WHEREAS, there are multiple vacant firefighter positions within the Waconia Fire Department; and

WHEREAS, the department recently completed interviews with four interested firefighters; and

WHEREAS, the recommendation is to hire the following individuals as probationary firefighters upon the successful completion and City's evaluation of the preemployment conditions including background check, driving check, medical exam, physical agility test, and psychological evaluation:

- Bryson Burkholder
- Jackson Rauchwarter

and;

NOW, THEREFORE, BE IT RESOLVED, that, the City Council of Waconia hereby approves the conditional hiring of two probationary firefighters, with varied start dates dependent on the pre-employment contingencies and training requirements for each individual firefighter.

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.9. Retirement of Utility Maintenance Worker
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-181 Accepting Advanced Retirement Notification from Utility Maintenance Worker

EXPLANATION OF AGENDA ITEM:

Last year, the City Council approved updates to the Employee Handbook, which included the introduction of the Advance Retirement Notification Program. This voluntary program allows employees to notify the City in advance of their planned retirement and, in return, become eligible for an additional payment as part of their final paycheck. The program benefits both the employee and the City by enabling better planning and budgeting for vacant positions, creating opportunities for cross-training, and helping to minimize staffing gaps during transitions.

We are pleased to share that the City has received its first official retirement notice through this program. Jeff Hilgers, Utility Maintenance Worker, has submitted his advance retirement notification with his last day of employment scheduled for March 6, 2026. Jeff has served the City of Waconia for 23 years, and his early notice allows us to begin the hiring process prior to his departure to ensure a smooth transition and minimize disruption to operations.

Jeff provided a nine-month notice, and the required 10-day rescission period has passed.

As Jeff's retirement date approaches, we look forward to recognizing his many contributions and years of dedicated service at a future City Council meeting.

ATTACHMENTS:

1. Resolution No. 2025-191 Accept Advance Retirement

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2025 - 181**

**A RESOLUTION ACCEPTING ADVANCE RETIREMENT NOTICE FROM UTILITY
MAINTENANCE WORKER JEFF HILGERS AND PARTICIPATION IN THE CITY'S
ADVANCE RETIREMENT NOTIFICATION PROGRAM**

WHEREAS, in 2024, the City Council approved updates to the City of Waconia Employee Handbook, including the establishment of an Advance Retirement Notification Program to encourage early retirement notifications and allow for effective workforce planning; and

WHEREAS, the program provides an incentive payment to eligible employees who provide sufficient notice of their retirement to the City, allowing for appropriate budget planning, reduced staffing gaps, and the ability to ensure cross-training or succession planning as needed; and

WHEREAS, Utility Maintenance Worker Jeff Hilgers has submitted formal notice of his intent to retire from the City of Waconia, with his final day of employment scheduled for March 6, 2026, and has met all requirements of the Advance Retirement Notification Program, including a nine-month notice period and the conclusion of the ten-day rescission window; and

WHEREAS, Jeff Hilgers has served the City of Waconia for 23 years, and his early notice provides the City the opportunity to plan for a seamless transition and continue uninterrupted utility operations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby accepts Jeff Hilgers' advance retirement notification and his participation in the City's Advance Retirement Notification Program.

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.10. Trunk Fee Waiver Request - 80 8th Street - Saltire LLC
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Consider a possible trunk fee waiver for the Saltire, LLC industrial project at 80 8th Street.

EXPLANATION OF AGENDA ITEM:

Saltire, LLC received Site Plan, Design Review and Variance approval for construction of a 24,640 square foot building at 80 8th Street (PID#s 753700040 and 753050051). The variance allows a loading dock on the front face of the building which is currently not allowed under ordinance.

Subsequent to the City Council approvals, the applicant, and the applicant's builder, worked with City Staff to meet the required conditions of approval and submit the necessary building permit information for review and consideration. As part of the submittal the applicant submitted for a SAC determination through the Metropolitan Council to determine the number of SAC unit fees that would apply to the project. As the Council is aware, the City Water Trunk Fee and the City Sewer Trunk Fees are based on the SAC determination made by the Met Council.

The applicant submitted on two separate occasions due to revisions to the plan set. City staff received the revised SAC determination letters and found them confusing, so we reached out to the Metropolitan Council staff directly to determine the number of SAC units to charge for the project. The Met Council representative indicated that six (6) SAC units had been determined, so staff applied the fees according to this information, which included the following based on City Code.

The applied trunk fees due for the Saltire, LLC project are as follows based on applying a six (6) SAC unit determination:

Met Council SAC: \$14,910 = 6 units/\$2,485 per unit

City Water Trunk: \$30,600 = 6 units/\$5,100 per unit

City Sewer Trunk: \$23,400 = 6 units/\$3,900 per unit

*Stormwater Trunk is not included as this is determined based on acreage and not the Met Council SAC Determination.

All of the required building permit and City fees were paid at the time of building permit issuance, but when staff submitted the monthly SAC report to the Metropolitan Council, they indicated that 7 SAC units were required for the project. I reached out to our Sector Representative, and he connected me with Jessie Nye, Manager of the SAC Program. In

summary, she stated it was a rounding error based on the limited information they had. I expressed my concern and asked to appeal the decision and then met with Ms. Nye and the Assistant General Manager of Water Planning Services, Sam Paske, to discuss my concern related to charging our local business owner not only an additional \$2,485 for the additional SAC Unit, but an additional City Sewer Trunk and Water Trunk Fee based on City Ordinance. The discussion resulted in the attached letter from Sam Paske dated June 12th, 2025.

The letter gives some context related to why the fees are collected and how they are allocated. They remain consistent that they cannot waive the additional SAC unit, even after an error. So, on behalf of the property owner, staff has written this request to consider waving the additional Water Trunk Fee and Sewer Trunk Fee, which in total would be \$9,000. The property owner would be responsible for paying the additional SAC fee (\$2,485) to the Metropolitan Council.

Staff request the City Council consider the request and determine if waiving one (1) sewer trunk fee and one (1) water trunk fee makes sense in this situation.

ATTACHMENTS:

1. Appeal Waconia Transport Security

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission:
	Park Board:
	Personnel Committee:
	Other:



Lane Braaten
Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

June 12, 2025

Mr. Braaten,

This letter responds to your appeal, received May 27, 2025, regarding the Sewer Availability Charge (SAC) determination for Transport Security located at 80 8th Street, letter reference 250205B2 and 250519C2. We understand your request and appreciate the opportunity to work with the city to resolve the matter as best we can.

Thank you for the detailed context provided to help us arrive at the best determination that is consistent with our guidance, is fair to all communities, and fully considers the unique aspects of this project. After careful review of the information provided, we have upheld the original SAC determination. We arrived at this decision based on the following factors:

1. **Cost Allocation:** The statutorily required debt service for reserved wastewater system capacity is a fixed cost. Therefore, any unpaid capacity charges must be absorbed by other SAC payers within the region. Maintaining the integrity of the SAC system ensures costs are distributed fairly.
2. **Maximum Potential Use:** SAC calculations are based on the maximum potential use of a space on its busiest day, not typical or average daily usage. This approach ensures sufficient capacity is available to accommodate peak demand so that the wastewater system does not overflow into buildings or public right of way.
3. **Consistent Application of Criteria:** We have applied the “mixed use” gross square foot criteria consistently to numerous similar facilities in the 116 communities and building permit authorities Metropolitan Council serves. The Council is bound to apply the criteria according to adopted procedures. Consistent application of adopted criteria is crucial for fair treatment across all users.
4. **Allocating SAC Credit:** SAC credit is an allocation of previous capacity on a site to offset current, new charges for sewer capacity use. A previous SAC determination letter was issued December 2024 for a speculative warehouse building, letter reference 241217B1. This use was credited to the new mixed use building for Transport Security with the assumption that a permit was issued for that new building. Since the speculative warehouse building was never built and a permit was never issued, the credit that was allocated on the mixed use building, letter reference 250205B2, was ineligible as no previous use capacity was on site.

5. **Equitable Application Across the Region:** The Metropolitan Council is committed to consistent, accurate application of the SAC system in partnership with all 116 communities we serve. Consistent application honors community stakeholder recommendations that are vital to maintaining the system's effectiveness, integrity and fairness sharing the cost of regional wastewater collection and treatment.
6. **SAC Deferral Program:** We offer a SAC deferral program that allows communities to pay SAC over time, with a small interest rate applied. Since the City has already opted into the program, due to the uniqueness of this situation, we offer a deferral of the additional SAC without interest for the term approved in the City's agreement.

Specifically, in relation to your appeal request, it is our understanding that two separate SAC determination letters were issued and that the final letter caused some confusion for both our staff and City staff when determining how many units to apply. We were initially not aware that a permit for the first determination had *not* been issued. As a result, the second SAC determination incorporated credits that never actually existed. If they had, the SAC determination of 6 SAC units would have been correct. Because a permit for the first determination letter was not issued, and the permit is the official record for City and regional SAC, the overall SAC due is calculated based on the issued permit using the square footage criteria, which is 7 SAC units.

Additionally, it is our understanding that the City of Waconia institutes City trunk fees based on the SAC determination by the Metropolitan Council. As we have stated previously, the Council is bound to apply the criteria according to adopted procedures. The Council respectfully supports City discretion and flexibility regarding application of local rules and trunk fees.

The SAC fee system, implemented metro-wide in 1973, plays a crucial role in mitigating development risks for communities by funding reserve sewer capacity to meet future growth demands. The collected SAC fees are, by law, dedicated to funding a portion of the debt service for the metropolitan wastewater system.

We value the City's partnership in SAC matters and appreciate your input. We believe a collaborative approach is essential for continuous improvement of the SAC program. To that end, we would like to offer the following:

- **Proactive Communication:** We encourage early communication regarding proposed developments to discuss SAC implications and ensure a shared understanding of the applicable criteria.
- **Collaboration:** The plans submitted to Metropolitan Council for determination are typically provided by the business owner or their affiliates. Because of this, we rely on the City as our partner to verify the plans provided with the determination letter match what the City approves and inspects to ensure correct application and use of our SAC criteria.
- **Partnership:** The Council appreciates and relies on our partnership supporting development with reasonable costs and the assurance of water and sewer service needed to support homes and businesses. The SAC determination process provided by the Council is an important, integral part of the City's permit and fee process, and we value the City's input and feedback on how our process can better meet local and regional needs.
- **SAC Training:** We offer SAC training sessions to provide a comprehensive overview of the system and address any specific questions or concerns.

- **SAC Program Improvements:** We appreciate feedback and suggestions on how this program can be better administered. We are continually improving our communications, processes and internal controls to help your community and local businesses and homeowners navigate the process more easily and with no surprises.

We are committed to working with you to resolve this unique situation in a way that works with the City and the Council. Jessie Nye (651-602-1378) is available to answer any reporting questions or to schedule SAC training. Please do not hesitate to contact me (651-602-1015) if you have further questions or would like to discuss this matter further.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam R. Sibley". The signature is fluid and cursive, with the first name "Sam" being more prominent.

Assistant General Manager, Water Planning Services

cc: Abdihafid Sahal & Brenda Stein, City of Waconia
Jessie Nye, Manager, SAC Program, Metropolitan Council
Council Member Deb Barber, Metropolitan Council



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025		
Item Name:	8.11. Norsq Comprehensive Plan Amendment – Notice of Withdrawal		
Originating Dept:	Community Development		
Presented By:	Lane Braaten		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution 2025-182 approving the withdrawal of the Comprehensive Plan Amendment by Norsq Companies and directing staff to notify the Metropolitan Council. EXPLANATION OF AGENDA ITEM: The City of Waconia previously received a petition from Norsq Companies, LLC, requesting an amendment to the City’s Comprehensive Plan to re-guide approximately 7 acres of land located in Waconia Township, west of Hartmann Drive and north of 10th Street East, identified as PID# 090240420, from Industrial (I) to Medium Density Residential (M). The City Council approved the Comp Plan Amendment on June 2nd, 2025, and staff submitted the amendment to the Metropolitan Council for review and approval. On July 8th, 2025, Norsq Companies notified the City that it no longer wishes to pursue the proposed land use change and has requested that the application be withdrawn. As such, staff has drafted the attached resolution and draft letter, which will be provided to the Metropolitan Council upon approval. ATTACHMENTS: 1. Resolution No. 2025-182 Approve Withdrawal Comp Plan Amendment 2. Withdraw Application J Koch 3. Comp Plan Withdrawal Example			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required		Planning Commission:	
		Park Board:	
		Personnel Committee:	
		Other:	

**CITY OF WACONIA
RESOLUTION 2025-182**

**RESOLUTION APPROVING WITHDRAWAL OF COMPREHENSIVE PLAN AMENDMENT
APPLICATION SUBMITTED TO THE METROPOLITAN COUNCIL FOR PROPERTY
LOCATED IN WACONIA TOWNSHIP (PID# 090240420)**

WHEREAS, the City of Waconia previously received a petition from Norsq Companies, LLC, requesting an amendment to the City's Comprehensive Plan to re-guide approximately 7 acres of land located in Waconia Township, west of Hartmann Drive and north of 10th Street East, identified as PID# 090240420, from Industrial (I) to Medium Density Residential (M); and

WHEREAS, the Waconia City Council, following appropriate public notice and hearing, approved the proposed amendment by a four-fifths vote on June 2, 2025, and submitted the amendment to the Metropolitan Council for review and approval pursuant to Minnesota Statutes § 473.858; and

WHEREAS, the applicant, Norsq Companies, LLC, has since notified the City that it no longer wishes to pursue the proposed land use change and has requested that the application for the Comprehensive Plan amendment be withdrawn; and

WHEREAS, the City Council finds it appropriate and in the public interest to formally withdraw the pending Comprehensive Plan amendment application.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the withdrawal of the Comprehensive Plan amendment application previously submitted to the Metropolitan Council regarding the re-guidance of land identified as PID# 090240420 from Industrial to Medium Density Residential.

BE IT FURTHER RESOLVED that City staff is directed to notify the Metropolitan Council in writing of this withdrawal and to take all necessary steps to effectuate the withdrawal of the application.

Adopted by the City Council of the City of Waconia this 21st day of July, 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

From: [Jeff Koch](#)
To: [Lane Braaten](#); [Josh McKinney](#)
Subject: Re: Norsq Comp Plan Amendment UPDATE
Date: Tuesday, July 8, 2025 4:40:21 PM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Outlook-4e2cvvxi.png](#)

Thanks Lane. Keep us updated if there are development opportunities that open up and yes, please withdraw our application to amend the comprehensive plan with the city council.

Regards,



Jeff Koch | Owner
T 952-221-0712
W www.norsqcompanies.com

From: Lane Braaten <lbraaten@wacniamn.gov>
Sent: Tuesday, July 8, 2025 1:49 PM
To: Josh McKinney <jmckinney@measuregrp.com>
Cc: Jeff Koch <jeff@norsqcompanies.com>
Subject: RE: Norsq Comp Plan Amendment UPDATE

Josh,

Very sorry to hear this. Although challenging to redesign on the fly for your project we were really excited to have the type of housing product proposed in our city.

Based on your email below I will relay to the City Council that you have withdrawn the project for consideration and see what they want to do related to the Comp Plan Amendment. Not sure if they will want to continue without your specific project involved. If it is not your intention to withdraw the application please let me know.

Finally, don't go too far as we will have some other opportunities coming soon. I will reach out as we get closer on some redevelopment opportunities that I think might work for you guys.

Regards,

Lane L Braaten
Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

[City of Waconia Letterhead]

[Insert Date]

[Sector Representative's Name]
Sector Representative
Community Development Division
Metropolitan Council
390 Robert Street North
St. Paul, MN 55101

RE: Withdrawal of Comprehensive Plan Amendment – Norsq Companies, LLC (PID# 090240420)

Dear [Sector Representative's Name]:

The City of Waconia respectfully submits this letter to formally withdraw the comprehensive plan amendment application previously submitted to the Metropolitan Council regarding the re-guidance of approximately 7 acres of land located in Waconia Township (west of Hartmann Drive and north of 10th Street East), identified as PID# 090240420.

This amendment, which proposed a change in land use guidance from Industrial (I) to Medium Density Residential (M), was approved by the Waconia City Council on June 2, 2025, and submitted to the Metropolitan Council for review pursuant to Minnesota Statutes § 473.858. However, the applicant, Norsq Companies, LLC, has since requested to withdraw its petition. The City Council has approved this withdrawal via Resolution No. 2025-____, adopted on [Insert Date of Council Action].

Accordingly, the City requests that the Metropolitan Council cease its review of this amendment and remove it from further consideration. Please confirm receipt of this withdrawal and advise if any additional documentation is required.

If you have any questions or need further information, please contact me.

Sincerely,

Lane Braaten
Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387
(952) 442-3106
lbraaten@waconia.org

cc: [Insert developer name/title]



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	8.12. Special Event Permit - Freshwater Church
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-183 Approving Special Event Permit for the Freshwater Church	
EXPLANATION OF AGENDA ITEM: The Freshwater Church, located at 138 1st Street West, has submitted a Special Event Permit with a street closure for a rib fest event. The event is planned to occur on Saturday, August 16, 2025, from 7:00 a.m. for setup to 5:00 p.m. for tear down. The event will feature grills for a rib competition, live music, and food sales to include hamburgers, chips, and soda as part of fundraising efforts. All proceeds will go directly to support local schools and the Waconia food shelf. The music will feature singers and guitarists during the day from 12:00 to 4:00 p.m. with no sound amplification. The request is to close Vine Street from 1st Street West north to Main Street West. Condition of approval: • The applicant shall furnish a certificate of insurance naming the City as additional insured. • The applicant will be responsible for requesting and placing barricades at the north and south street entrances of Vine Street South. • The applicant will be responsible for notifying adjacent businesses of the street closure. ATTACHMENTS: 1. Resolution No. 2025-183 Approving Special Event Permit 2. Special Event Permit - Freshwater Church	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2025-183**

**RESOLUTION APPROVING SPECIAL EVENT AND NOISE PERMIT
FRESHWATER CHURCH**

WHEREAS, the City of Waconia has received permit application for a special event and street closures from the Freshwater Church at 138 1st Street West in Waconia; and

WHEREAS, the event will be held on Saturday, August 16, 2025, from 7:00 a.m. to 5:00 p.m. and will feature food sales and live music; and

WHEREAS, municipal property to be used include Vine Street West between 1st Street West and Main Street West from the hours of 7:00 a.m. to 5:00 p.m.; and

WHEREAS, the applicant shall furnish the City of Waconia a certificate of insurance naming the city as additional insured with the limits consistent with the Special Events Policy, procure and return necessary barricades and signage for the street closure, and at notify adjacent businesses at least two weeks prior to the event; and

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

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name Rebekah		2. Last Name Kutz		
3. Primary Telephone Number 952-442-9090 x101	4. Type of Phone: ☐ Cell ☒ Business ☐ Home ☐ Other	5. Alternate Phone Number 952-200-1593	6. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address becky@freshwaterchurch.org				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☒ Manager ☐ Agent for the Owner ☐ Other		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name Drew		11. Last Name Grosz		
12. Primary Telephone Number 218-232-9554	13. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address drew@freshwaterchurch.org		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☒ Other Director		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit Freshwater Church				
19. Email Address info@freshwaterchurch.org				
20. Mailing Address 138 W. 1st St.	21. City Waconia	22. State MN	23. Zip Code 55387	
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to Freshwater Church				
26. Business Federal Tax ID Number/Tax Exempt Number 41-2014111		27. Business State Tax ID Number 5569370		
28. Business Address 4319 Steiner St	29. City St. Boni	30. State MN	31. Zip Code 55375	
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Rib Fest				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 8/16/2025				
34. Time of Event 7am start grilling. Public arrive @ Noon		35. Set up start time and clean up finish time 7am set up and 5pm tear down		

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

We intend to sell hamburgers, chips, and soda during the event as part of our fundraising efforts. All proceeds will go directly to support local schools and the community food shelf. Food will be prepared and served in compliance with local health and safety regulations.

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

Our safety team will be on site to monitor all attendees and respond to any emergencies immediately.

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: Freshwater Church

Number of receptacles: 10

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

We will be using our own trash cans outside and inside our building and will dispose of



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: Freshwater Church

Number of toilets: 10

Number of wash stations: 8

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

The Church washrooms will be open for all attendees.



No

Explain how these needs will be met for event attendees:

D. Information about any alcohol as part of the event

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

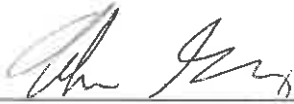
A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) Andrew Gross, 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.

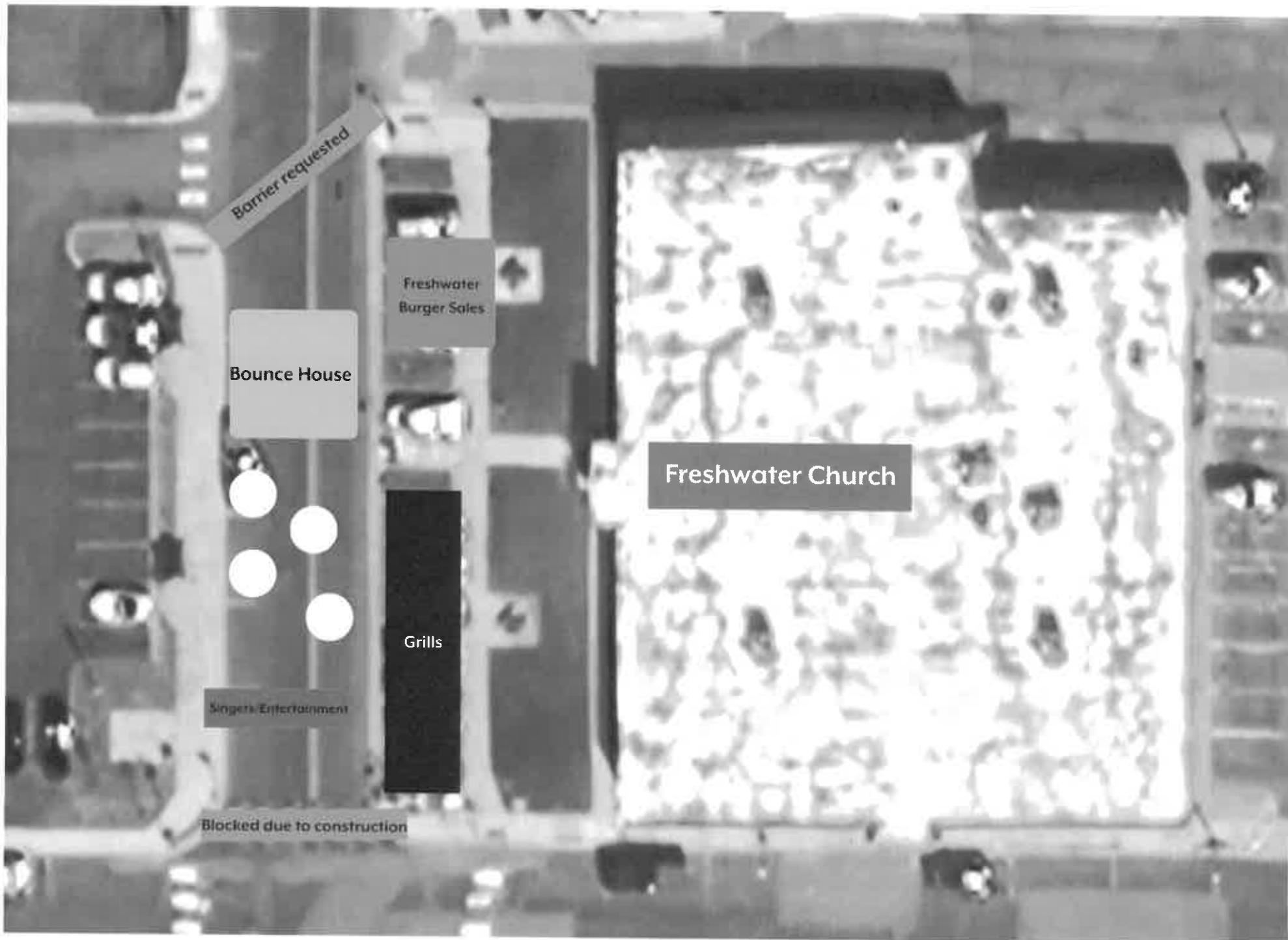
I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or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

Signature of Applicant



Date

6/25/25



West 1st St.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 21, 2025	
Item Name:		8.13. Special Event Permit - Nickle Dickle Day	
Originating Dept:		Administration	
Presented By:		Shane Fineran	
Previous Council Action: None			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-184 Approving Special Event Permit - Nickle Dickle Day EXPLANATION OF AGENDA ITEM: The 64th Annual Nickle Dickle Day event is scheduled for Saturday, September 13, 2025. This special event is identified in the City's Special Event Policy as a City-supported event in which the City provides significant logistical support with street closures, materials, and staffing. In turn, the City is recognized as a top sponsor of the event. This year's schedule brings back the Friday night street dance, and for Saturday it includes an arts and crafts fair, library book sale, and a car and truck show. Portions of 1st Street will be closed to vehicle traffic on the date of the event. Full closure on 1st Street from Maple Street East to Oak Street will be from 6:00 a.m. to 5:00 p.m. The closed portion of 1st Street will house a firetruck, mechanical bull, car show entries, and other entertainment and pedestrian traffic. Also, the full closing of Olive Street from 2nd Avenue to the alleyway just before Old National Bank for pedestrian safety and additional space for activities and vendors. The Community Education 5K, 10K and Tickle Fun run are also scheduled for September 13th with various streets along the route requested to be closed during these events.			
ATTACHMENTS: 1. Resolution No. 2025-184 Approving Special Event Permit NDD 2. Special Event Application 3. 2025 City Council Request 4. Street Dance Memo 5. 5K Run Map 6. 10K Run Map			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other:	
_____ Amendment Required			

**CITY OF WACONIA
RESOLUTION NO. 2025-184**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
AND TEMPORARY NOISE PERMIT
NICKLE DICKLE DAY**

WHEREAS, the City of Waconia has received a permit application for a special event to occur on municipal streets, parks, and trails submitted by the Waconia Chamber of Commerce; and

WHEREAS, the 64th annual Nickle Dickle Day event will be held on Saturday, September 13, 2025; and

WHEREAS, municipal property to be used on Saturday, September 13, 2025, includes portions of 1st Street, Olive Street, Elm Street, Pine Street, Spruce Street, and City Square Park for central event activities from 6:00 a.m. to 7:00 p.m.

WHEREAS, an area within the approved municipal property will be defined, designated, and fenced for the purposes of selling and consuming from approved temporary liquor licenses; and

WHEREAS, municipal property to be used on Saturday, September 13, 2025, include portions of 1st Street, Cherry Street, Waconia Parkway South trail and Maple Street for Community Education Fun Run routes from 5:00 a.m. to 11:00 a.m.

WHEREAS, Waconia Chamber of Commerce staff are permitted the use of a low speed vehicle to transport Chamber of Commerce staff and materials to and throughout the grounds; and

WHEREAS, the applicant shall furnish the City of Waconia with a certificate of insurance naming the City as an additional insured with the limits consistent with the Special Events Policy and at least two weeks prior to the event; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Special Event Permit and Temporary Noise Permit for Saturday September 13, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

Any event to be held within Parks or shelter must contact City Hall. A special event permit is required for events/activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries.
<https://www.waconia.org/347/Facility-Use-Rental-Applications>

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

Amplified Sound to be used – COMPLETE SECTION 3 (B)

Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)

Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL’S OFFICE IF REQUIRED

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

Fireworks Display as part of the event

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name		2. Last Name		
3. Primary Telephone Number	4. Type of Phone: Cell Business Home Other	5. Alternate Phone Number	6. Type of Phone: Cell Business Home Other	
7. Email Address				
8. Please send official notices relating to this license to: Mailing Address Email Business Address		9. Role of person completing application: Owner Officer Partner Manager Agent for the Owner Other		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: Cell Business Home Other	14. Alternate Phone Number	15. Type of Phone: Cell Business Home Other	
16. Email Address		17. Role of primary contact: Owner Officer Partner Manager Agent for the Owner Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit				
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 <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) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
41. Is your event in a City park? Yes No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? Yes No			
43. Estimated Number of Attendees-	44. Are tickets being sold? Yes 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 _____



209 South Vine Street Waconia, MN 55387 952-442-5812

Date: July 16, 2025

To: Mayor Litfin, Council Members Gleason, Grengs, Coleman, and Siddons
Cc: City Administrator, Shane Fineran
RE: Nickle Dickle Day

Waconia City Council:

The Waconia Chamber of Commerce's Nickle Dickle Committee is planning for the 64th annual family celebration. Nickle Dickle Day will be held on Saturday, September 13, 2025 in City Square Park and surrounding areas. As a result of the activities we have planned, a number of street closings and help from City Staff is requested. Thank you for considering these requests and please don't hesitate to contact me with any questions.

1. The Nickle Dickle committee is requesting a partial closing of First Street to vehicle traffic on the day of the event. We would like to **close First Street from Maple Street east to Oak Street from 6am – 5pm**. The closed portion of First Street will house a firetruck, mechanical bull, car show entries other entertainment and pedestrian traffic. We would like to **close Olive Street from 2nd Ave (at Yetzer's Floor Store parking Lot) to the alleyway just before Old National Bank**. This would be done to ensure pedestrian safety as well as to provide additional space for activities and vendors. We would like to do a soft close at 2nd with a hard close at the alley by Hoppers. This will allow for parking in the Yetzer's Flooring Store lot as well as the Yetzer Sleep Store & Balance Life parking lot. This also leaves the alley open for cars to exit onto Olive and go south. Each shop owner affected on Olive Street in this area will be notified of this closure.
 - a. We request that Public Services personnel erect "No parking after 6am Saturday 9/13" on 1st Street from Maple to Oak on Friday afternoon, September 12. This should help prevent us from having to tow.
 - b. "Road Closed to Vehicle Traffic" signs by Saturday, September 13, 6:00 a.m.
2. The Nickle Dickle committee is requesting an additional partial closing of First Street to vehicle traffic on the day of the event starting at 5am through 11am for the Community Ed Fun Runs.

We request that Public Services personnel erect the Road Closed to Vehicle Traffic/No Parking from 5AM – 11AM on Saturday September 14 signs on these streets by 9AM Friday September 13.

- First Street closed from Walnut Street to the end of that cul-de-sac
- Cherry Street closed from First Street to Third Street
- Waconia Parkway/Co Rd 10 at Oak Avenue closed to the round-a-bout west of Brook Peterson Park
- Cherry Street closed from Maple Street to New Perspective Senior Living
- "No public parking" signs placed behind the Carver County Historical Society (to leave space available for staff)

3. The Nickle Dickle Day 5k, 10k and tickle runs will affect the streets shown on the attached maps. Community Ed will be making arrangements to have these events escorted through town by the Carver County Sheriff's office and the Waconia Fire Dept. Regular traffic will be temporarily detained, and emergency vehicles will be granted the right of way. We will notify the Carver County Historical Society as their business is affected by the race route. They will have parking accessible in their back parking lot.
4. The Nickle Dickle Day Car Show will return for its 39th year and will display cars on the following streets which need to be closed from 6am to 5:30pm. ***We request that signs be put up on Friday evening so that the street will be cleared by 6am.***
 - 1st Street – Olive to Oak
 - Elm Street – 2nd to Main (need large barricade at Elm and 2nd & Elm & Main). The barricades Mike used to put at the alley north of the church and by the Saloon, are now needed on the corner of Elm and Main instead.
 - Pine Street – 2nd to Main
 - Spruce Street – 2nd to Main
5. We request assistance in moving bleachers and picnic tables on Friday, September 12. It's best if someone from the Chamber can assist with placement of the large bleachers and the picnic tables.
 - a. Please move 5 sets of bleachers (2 small and 3 large) from Brook Peterson Park to downtown. Three large bleachers to be placed in City Square Park facing the gazebo and 2 small bleachers to be used at Olive and 1st Street. We will need them placed on Friday, September 13 and returned on Monday, September 15.
 - i. The two small bleachers at 1st and Olive can be placed in street parking spaces Friday, and request City Staff to assist with moving them into the Olive and 1st intersection on Saturday after the Mechanical Bull is in place (approximately 10:30AM on Saturday). Bleachers should be placed on the northwest and southwest corners of the intersection, for bull spectators. Chamber staff can assist with placement direction.
 - b. Please move 30 picnic tables from the fairgrounds to City Square Park on Friday, September 12 and returned on Monday, September 15. Please place them on the east side of the park, near Spruce Street.
6. We would also like to request use of the entire City Square Park for craft booths, entertainment, and refreshments; as well as Spruce Street running from 1st to Main St for food booths.
7. We'd like to request special use of a golf cart for Friday, September 12 and Saturday, September 13 for set-up and for chamber staff to quickly transport items downtown only on the day of the event.
8. We appreciate the expertise of Public Services regarding electricity and hope that they will once again be at the City Square Park on Friday, September 12 in the afternoon as the food vendors start setting up until about 6pm. We also appreciate having someone at the park on Nickle Dickle Day to take care of any electrical or other issues that may arise. The Chamber will take care of calling Gopher One prior to Friday to ensure safe digging.
9. The City of Waconia will be listed as a top sponsor on our website and signage.

Thanks for your help in making this a successful community celebration! Please feel free to contact me at 952-442-5812 or 612-850-1961 should you have any questions.

Sincerely,

Christine Fenner, President
Waconia Chamber of Commerce

Nickle Dickle Day Event Lead Committee:

- City of Waconia – Mike Dressel
- Carver County Sheriff's office – Sgt. Jonathon Howard
- Car Show – Mike Keaveny
- St. Joe's Church and School – Dave Philp
- Waconia Community Ed – Steven Jensen
- Waconia Library – Margot Barry
- Arts & Crafts – Bobbi Grohmann

July 16, 2025

Memo: City of Waconia

From: Waconia Chamber of Commerce

RE: Temporary Noise Permit & Dance Plan

Street Dance Plan

Location: Portion of Municipal Lot #1

Duration of lot closure: 10:00 am 9/12/2025 – 12:00 am Midnight 9/13/2023 (will need to have signs indicating lot closure times and towing consequences). The staging may begin set-up as early as 10:00am.

Date: Friday September 12, 2025 (Nickle Dickle Eve)

Time: Band Contracted 8pm – 11:30pm Gates open: 7:00pm

Band: IV Play (staged in parking lot, exact location TBD)

Gate: 2 gates for selling tickets. Must be 21 years + for admittance.

Logistics:

Fencing – working with City of Waconia to use snow fencing with stanchions. Need to work out timing of snow fencing set up and removal after dance.

Security – working in partnership with Carver County Sheriff's office.

Bar – Contracting with Iron Tap to sell alcoholic drinks, as well as non-alcoholic options.

Tables & Chairs – stationed at gates. Picked up after the dance at 11:30pm. Table barrels to be returned to Waconia Brewing Company. Volunteers to complete these tasks.

Garbage & Biffs – Chamber to contract services.

All of the businesses that are located on this parking lot will be notified. We are also be working in conjunction with Waconia Brewing Company.





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	9.1. Temporary On-Sale Liquor License for MN Christkindlsmarkt in Waconia
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-185 and No. 2025-186 Approving Temporary On-Sale Liquor License for MN Christkindlsmarkt in Waconia	
EXPLANATION OF AGENDA ITEM: The Office of the City Administrator received an application for a temporary on-sale liquor license from the MN Christkindlsmarkt in Waconia (Excelsior Christkindlsmarkt, Inc) for an event scheduled for December 5, 2025, through December 7, 2025, and for December 12, 2025, through December 14, 2025. Because of liquor licensing laws and the duration of the event, if approved, MN Christkindlsmarkt in Waconia will receive two separate temporary licenses. They will be required to pay for two separate licenses. Sale and consumption of alcoholic beverages will be limited to City Square Park on Spruce Street South in Waconia.	
ATTACHMENTS: 1. Resolution No. 2025-185 Approving Temp On-Sale Christkindlsmarkt (1) 2. Resolution No. 2025-186 Approving Temp On-Sale Christkindlsmarkt (2)	

**CITY OF WACONIA
RESOLUTION NO. 2025-185**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION
MN CHRISTKINDLSMARKT IN WACONIA
(EXCELSIOR CHRISTKINDLSMARKET, INCORPORATED)**

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the MN Christkindlsmarkt in Waconia (Excelsior Christkindlsmarkt, Incorporated) for December 5, 2025, through December 7, 2025, at the City Square Park, Waconia, Minnesota; and

WHEREAS, sales and consumption of alcoholic beverages will be limited to City Square Park located on Spruce Street South in Waconia; and

WHEREAS, the applicant shall furnish the City of Waconia with a certificate of insurance naming the City as an additional insured with the limits consistent with the Special Events Policy and at least two weeks prior to the event; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the MN Christkindlsmarkt in Waconia (Excelsior Christkindlsmarkt, Incorporated) from December 5, 2025, through December 7, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2025-186**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION
MN CHRISTKINDLSMARKT IN WACONIA
(EXCELSIOR CHRISTKINDLSMARKET, INCORPORATED)**

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the MN Christkindlsmarkt in Waconia (Excelsior Christkindlsmarkt, Incorporated) for December 12, 2025, through December 14, 2025, at the City Square Park, Waconia, Minnesota; and

WHEREAS, sales and consumption of alcoholic beverages will be limited to City Square Park located on Spruce Street South in Waconia; and

WHEREAS, the applicant shall furnish the City of Waconia with a certificate of insurance naming the City as an additional insured with the limits consistent with the Special Events Policy and at least two weeks prior to the event; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the MN Christkindlsmarkt in Waconia (Excelsior Christkindlsmarkt, Incorporated) from December 12, 2025, through December 14, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025
Item Name:	9.2. Site Plan and Design Review, Variance & Conditional Use Permit (CUP) - TMC Properties - 1370 Mill Lane
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Adopt Resolution 2025-187 approving the Site Plan, Design Review, and Variance applications submitted by TMC Properties, LLC for the property located at 1370 Mill Lane. Motion to Adopt Resolution 2025-188 approving the Proof of Parking Conditional Use Permit. EXPLANATION OF AGENDA ITEM: <u>BACKGROUND</u> Applicant: Nick Hansen Owner: TMC Properties, LLC Address(es): 1370 Mill Lane PID# 755160110 Existing Zoning: I-1, Industrial Park District Design District: Industrial District <u>REQUEST</u> The applicant, Nick Hansen, TMC Properties, LLC, has resubmitted a Site Plan and Design Review application, along with Variance and Conditional Use Permit (CUP) applications, proposing a new 36,702 sq. ft. industrial building, which would include a mix of office, laboratory, manufacturing and warehousing. <u>APPLICABLE ORDINANCE PROVISIONS:</u> 1. Section 900.05 – District Regulations, Subd. 2.J. – I-1, Industrial Park District 2. Section 900.06 – Supplementary Regulations, Subd. 9 – Architectural Design Standards 3. Section 900.06 – Supplementary Regulations, Subd. 8 – Environmental Protection Regulations 4. Section 900.07 – Landscaping and Fencing 5. Section 900.08 – Performance Standards 6. Section 900.09 – Off-Street Parking, Loading, and Access Regulations 7. Section 900.10 – Sign Regulations 8. Section 900.12 - Administration, Enforcement and Procedures a. Subd. 4. Variances b. Subd. 5. Conditional Use Permits c. 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.

EXISTING USE

The industrially zoned subject parcel is currently unimproved/undeveloped.

ZONING

The subject parcel is zoned I-1, Industrial Park District. The proposed uses, including office, manufacturing and warehousing, are permitted uses in this district.

LOT REQUIREMENTS

The I-1, Industrial Park District section of the City Ordinance states *“The purpose of this district is to provide for higher quality employment areas within the City where light manufacturing and related compatible uses can be accommodated in a value enhancing park-like setting.”* The Lot Requirements for the Industrial Park District are indicated in Table 1-1 below.

Table 1-1.	I-1 – Lot Requirements	Existing Site Improvements	Proposed Site Improvements
Lot Area	43,560 sq. ft. min. (1 Acre)	126,760 sq. ft. (2.91 Acres)	126,760 sq. ft. (2.91 Acres)
Lot Width	200 ft. min.	conforming	conforming
Maximum Hardcover Surface	85% max.	0%	55.7%*
Front Yard Setback	50 ft. min.	N/A	conforming
Interior Side Setback	20 ft. min.	N/A	conforming
Rear Yard Setback	50 ft. min.	N/A	50 ft.
Maximum Structure Height	50 ft.	N/A	conforming

*The hardcover calculation for the site if the proof of parking were improved would be 63.2%.

The proposed improvements to the site meet the lot requirements stated in Section 900.05, Subd. 2.J – Industrial Park District.

VEHICULAR ACCESS

The applicant is proposing a 24 ft. wide vehicle access via the Mill Lane cul-de-sac and a nearly 50 ft. wide truck access off of Mill Lane. The City Engineer reviewed the accesses and indicated, based on the truck turning movement provided, that the truck access shall be reduced to a 40 ft. width.

SCREENING OF EQUIPMENT

Mechanical equipment, such as furnaces, air conditioners, elevators, transformers, and utility

equipment, shall be screened, whether on the roof or mounted on the ground, with a screening material similar to or compatible with material used on the main structure.

The plan set indicates a transformer pad in front of the building and a chiller/hot oil boiler concrete pad on the rear side of the building. The boiler concrete pad is proposed to be screened by an 8 ft. chain-link fence with vinyl slats and the only screening near the front side transformer pad is some landscape plantings (see attached landscape plan). The standard requires screening material similar to or compatible with material used on the main structure. The Planning Commission and City Council should further discuss if the landscaping and/or chain link fence with vinyl slats is consistent with this requirement.

The plan set does not identify any rooftop mechanical, but any future outdoor/rooftop mechanical equipment shall be screened per City Ordinance requirements.

OFF-STREET PARKING

The purpose of off-street parking regulation is to alleviate or prevent congestion of public streets, and to promote the safety and welfare of the public, by establishing minimum requirements for the off-street parking, loading and unloading of motor vehicles in accordance with the use to which the property is put.

City Ordinance requires the following parking requirements for a business office;

One (1) space per 200 square feet of gross floor area, but at least three (3) parking spaces.

- The applicant is proposing 3,603 square feet of office space $(3,603/200) = 18.015$ parking spaces

City Ordinance requires the following parking requirements for a manufacturing use:

One (1) space for each 400 square feet of floor area, plus one space for each company owned truck (if not stored inside the principal building).

- The applicant is proposing 12,909 square feet of manufacturing area $(12,909/400) = 32.2725$ parking spaces

City Ordinance requires the following parking requirements for a warehousing use:

One (1) space for each 1,000 square feet of floor area, plus one (1) space for each employee on maximum shift.

- The applicant is proposing 20,190 square feet of warehouse area and 0 employees on maximum shift $(20,190/1,000) + 0 = 20.19$ parking spaces

The calculations above, when totaled, indicate 70.48 parking spaces required. City Code indicates that "If, in the application of these provisions, a fractional number is obtained one parking space shall be provided for that fraction." As such, 71 parking spaces are required for the proposed project. The applicant has included 70 total parking spaces and requested a conditional use permit for proof of parking for twenty-four (24) of the stalls to be constructed at a later date if necessary. Any recommendation of approval should require a condition to revise the site plan to include one (1) additional parking space consistent with City Code requirements.

The applicant statement indicated that the 10-15 staff members at this location would be

primarily in operations, manufacturing, and laboratory personnel. As such, staff did not include any warehousing employees in the overall parking calculation as they have been provided for in the office and manufacturing calculations.

Proof of Parking- Conditional Use Permit

The applicant has identified, and requested a Conditional Use Permit, to allow proof of parking for twenty-four (24) parking spaces associated with the proposed project. City Code states “If it can be demonstrated by the owner that the parking required exceeds demand, all parking need not be constructed initially but parking required to satisfy the ordinance shall be shown on the official site plan.” Proof of parking requires the approval of a Conditional Use Permit per City Code requirements. Staff has included a condition of approval requiring the applicant enter into a recordable proof of parking agreement with the City obligating the property owner to construct the additional parking spaces at the City’s request if the City deems such parking spaces necessary at any point in the future. The applicant shall be responsible for all costs associated with the drafting and recording of the proof of parking agreement.

The proposed facility would require a total of 71 parking spaces to be in conformance with City Ordinance requirements. The initial plans indicate 70 parking spaces and requires an additional parking space to be added to the plans. Based on a review of the Site Plan there appears to be enough space to add an additional parking space, meet all setback requirements and remain below the maximum hardcover requirements. Additionally, staff anticipates that this may cause the request of 24 proof of parking spaces to become 25, which shall be accounted for in the proof of parking agreement.

LOADING REGULATIONS

City Ordinance requires all industrial buildings to have at least one off-street loading berth. Buildings which are 10,000 square feet or more, shall have a minimum of two (2) berths. The plan indicates two conforming loading berths and the location of a possible third.

City code restricts placement of loading docks/berths to locations other than the front/front yard of proposed structures. The applicant has requested a variance from this standard due to the existing location of the parcel and site conditions. See attached applicant statement regarding the proposed variance request. The variance criteria have been included in this report for review and consideration when determining if the variance to allow loading docks/berths on the front side of the building should be granted for this project.

LANDSCAPING

Section 900.07, Subd. 2.A of the City Ordinance requires one (1) tree for every one thousand (1,000) square feet of total building floor area.

The proposed structure is 36,702sq. ft., which would require the applicant to plant 36.7/37 trees on site. The plan indicates the planting of 37 trees, which is consistent with City Code requirements.

SIGNS

The applicant has not submitted a sign plan for the proposed project. The plan indicates a

monument sign and a visitor entry sign along Mill Lane, along with a wall sign mounted on the front side of the building. Please note that additional sign details were not provided and that any final sign plan shall be submitted to staff for review and approval consistent with Section 900.10 of the City Code. Future signage requires a permit through the city and shall be formally reviewed at that time. Site Plan approval does not constitute approval of the signs indicated on the plan set.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The City Code indicates “The intent of this subsection is to minimize the adverse effect of light and glare on operators of motor vehicles, pedestrians, and on residential and other land uses in the vicinity of a light source, to promote traffic and personal safety, and to prevent the nuisance associated with the intrusion of spillover light and glare.”

The submitted TMC Industries Exterior Lighting plan dated 10.28.2022 conforms to City Ordinance requirements.

PEDESTRIAN ACCESS

There are no sidewalks planned for Mill Lane and an internal sidewalk system is not planned for the site due to the layout and location. There is an access sidewalk along the front of the building between the parking area and the main entrance.

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.”

Sheet No. P2 – Preliminary Exterior Elevations Site Plan – Option D indicates a “PC Dumpster Enclosure PC-1 @ Exterior”. The dumpster enclosure is located on the front side of the building near the loading berth/dock areas. Based on the description it appears that the enclosure will match the proposed building materials, which is consistent with City Code requirements. Additionally, the applicant shall be required to install a screening gate to fully enclose the dumpster location and totally screen the dumpsters from view consistent with City Code. The gate screening material shall be consistent with the design of the building and dumpster/trash enclosure.

GRADING, DRAINAGE & UTILITIES

The Public Services Director and City Engineer have reviewed the initial utility, grading and storm water plans dated October 28th, 2022. The review comments have been attached to this document and are dated June 25th, 2025. Any recommendation of approval should require the applicant to revise the plan set consistent with the Site Plan Review #1 comments dated June 25th, 2025. The applicant shall work with the City Engineer to revise the utility information to the satisfaction of the City prior to any work commencing on site.

DESIGN REVIEW – INDUSTRIAL 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 TMC Industries project staff finds that the design requirements stated in the Industrial Design District have been met.

VARIANCE REVIEW CRITERIA:

Waconia City Code Section 900.12, Subd. 4 and Minnesota State Statute 462.357, Subd. 6 establishes criteria to be considered when contemplating the issuance of a Variance in terms of “practical difficulty” as follows: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the Variance are consistent with the Comprehensive Plan.” So a City evaluating a Variance application should make findings as to:

1. Is the Variance in harmony with the purposes and intent of the ordinance?
2. Is the Variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?
5. Will the Variance, if granted, alter the essential character of the locality?

State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas, practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

CONCLUSION/RECOMMENDATION

The Planning Commission, at their regular meeting on July 10th, 2025, held the public hearing, took all public comment and reviewed the Site Plan, Design Review, Variance and Conditional Use Permit applications based up on the City Code criteria stated earlier in this report and recommended approval via a 5-0 vote based on the conditions and findings stated in the attached resolutions.

If the City Council approves the TMC Industries project, the Planning Commission and staff would recommend the approval upon 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 revise the plan set consistent with the Site Plan Review #1 comments dated June 25th, 2025. All revisions shall be approved by the City Engineer prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The 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 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.

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 trash enclosure shall be constructed of the same, or similar material, to the principal structure and shall include a gate fully screening the trash/dumpster area. The gate materials shall be submitted for review and approval prior to work commencing on site.
7. All future signage shall require a sign permit from the City of Waconia. The specific details regarding each sign shall be reviewed for conformance to City Ordinance requirements. Site Plan approval does not constitute approval of the signs indicated on the plan set.
8. The truck access off of Mill Lane shall be reduced to a 40 ft. width.
9. The Site Plan shall be revised to include 71 parking spaces. The revised plan shall be reviewed and approved by City staff prior to work commencing on site.
10. Any future outdoor mechanical equipment shall be screened per City Ordinance requirements. This statement includes both ground mounted and roof mounted mechanical equipment.
11. The applicant shall enter into a recordable proof of parking agreement with the City obligating the property owner to construct the additional parking spaces at the City's request if the City deems such parking spaces necessary at any point in the future. The applicant shall be responsible for all costs associated with the drafting and recording of the proof of parking agreement.
12. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

ATTACHMENTS:

1. Resolution No. 2025-187 Site Plan Design Review and Variance
2. Resolution No. 2025-188 CUP Proof of Parking
3. Location Map 1370 Mill Lane
4. Statement of Use Letter
5. TMC Industries Civil Plan Set
6. Landscape Plan
7. Floor Plan and Building Elevations
8. Color Building Elevations
9. Precast Material Samples
10. Lighting Plan
11. 20250625 TMC Industries Resubmittal Review #1

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	

Non-Budgeted Amendment Required	Personnel Committee: Other:
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**CITY OF WACONIA
RESOLUTION 2025-187**

**A RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW AND VARIANCE
FOR THE PROPERTY LOCATED AT 1370 MILL LANE**

WHEREAS, Nick Hansen (the “**Applicant**”), has submitted Site Plan & Design Review and Variance applications for the property located at 1370 Mill Lane (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lots 6 and 7, Block 3, Waconia West Industrial Park and identified as PID# 755160110; and

WHEREAS, the property is zoned for I-1, Industrial Park District and is located within the Industrial Design Standards District; and

WHEREAS, the Applicant is proposing to construct a 36,702 sq. ft. industrial building on the Property; and

WHEREAS, the City’s Off-Street Parking, Loading, and Access Regulations, and the Industrial Park District, prohibit loading berths on the front side of a building and the applicant has proposed a Variance to allow the loading berths to face Mill Lane; and

WHEREAS, the Planning Commission, at their regular meeting on July 10th, 2025, voted 5-0 to recommend approval of the Site Plan & Design Review and Variance applications for the property located at 1370 Mill Lane 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 revise the plan set consistent with the Site Plan Review #1 comments dated June 25th, 2025. All revisions shall be approved by the City Engineer prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The 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 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.
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. All future signage shall require a sign permit from the City of Waconia. The specific details regarding each sign shall be reviewed for conformance to City Ordinance requirements. Site Plan approval does not constitute approval of the signs indicated on the plan set.
7. The trash enclosure shall be constructed of the same, or similar material, to the principal structure and shall include a gate fully screening the trash/dumpster area. The gate materials shall be submitted for review and approval prior to work commencing on site.
8. The truck access off of Mill Lane shall be reduced to a width of 40 ft.
9. The Site Plan shall be revised to include 71 parking spaces. The revised plan shall be reviewed and approved by City staff prior to work commencing on site.
10. Any future outdoor mechanical equipment shall be screened per City Ordinance requirements. This statement includes both ground mounted and roof mounted mechanical equipment.

11. The applicant shall enter into a recordable proof of parking agreement with the City obligating the property owner to construct the additional parking spaces at the City's request if the City deems such parking spaces necessary at any point in the future. The applicant shall be responsible for all costs associated with the drafting and recording of the proof of parking agreement.
12. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

WHEREAS, the City Council further finds and concludes:

1. The Site Plan is consistent with the City's regulations as stated above with the recommended conditions of approval.
2. The proposed improvements, including the loading berths facing Mill Lane, are compatible with surrounding properties in that the structure across Mill Lane to the east has a loading berth facing Mill Lane.
3. The variance request is reasonable and will cause the neighboring residential and park areas to be screened from all truck traffic by the proposed building.
4. The proposed loading berths facing Mill Lane will not alter the essential character of the industrial area as it is consistent with neighboring properties that also have loading berths facing directly toward adjacent road right-of-way.
5. The subject parcel includes residential and park areas to the west/southwest and improvement of loading berths consistent with City Code requirements would more heavily impact visibility and noise for these residential uses.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan & Design Review and Variance applications submitted by Nick Hansen for the property located at 1370 Mill Lane subject to the conditions, findings and recommendations of the Waconia Planning Commission stated above.

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION 2025-188**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR PROOF OF PARKING**

WHEREAS, Nick Hansen (the “**Applicant**”) has submitted a Conditional Use Permit application to the City of Waconia (the “**City**”) pursuant to Sections 900.11 and 900.12 of the Waconia City Code; and

WHEREAS, the subject parcel is identified as PID# 755160110 and located at 1370 Mill Lane (the “**Property**”); and

WHEREAS, the Applicant has requested a Conditional Use Permit (CUP) to allow proof of parking for twenty-five (25) of the required seventy-one (71) parking spaces for the project; and

WHEREAS, City Code states that all parking need not be constructed initially if it can be demonstrated by the owner that the parking required exceeds demand and the City approves a Conditional Use Permit to allow for proof of parking; and

WHEREAS, a public hearing regarding the Applicant’s request for a Conditional Use Permit was conducted by the City’s Planning Commission at its regular meeting on July 10th, 2025, which was held in the Council Chambers at Waconia City Hall, 201 South Vine Street, Waconia, Minnesota; and

WHEREAS, at the public hearing the Planning Commission considered comments from the Applicant, City staff and members of the public; and

WHEREAS, the City’s Planning Commission, via a 5-0 vote, recommended approval of the Conditional Use Permit application based on the following findings of fact:

1. The project will not have an adverse impact on the public health, welfare or safety of the neighborhood, rather it should provide only the parking necessary for the proposed use.
2. The CUP is consistent with the goals, objectives and policies of the Comprehensive Plan as the project will allow expansion and growth of existing industry within the community.
3. The proof of parking is consistent with City Code in that the applicant has identified there is enough space to construct the necessary parking and have explained that the required parking exceeds the need of the proposed use of the project.
4. The use is adequately served by public facilities and services and will not create excessive demands for additional public services.

5. The project is consistent with the performance standards stated in Section 900.08.
6. The project will not result in the loss of solar access, significant natural, scenic or historical features.

WHEREAS, the City's Planning Commission recommends approval of the Conditional Use Permit application with the following conditions:

1. The CUP shall be reviewed by the City staff annually to ensure that its conditions are being complied with. Failure to comply with any condition set forth in a CUP shall constitute a violation of this Ordinance and shall automatically terminate the permit.
2. The applicant shall be required to enter into a recordable proof of parking agreement with the City obligating the property owner to construct additional parking spaces at the City's request if the City deems such parking spaces necessary at any point in the future.
3. The CUP shall become void one (1) year after being granted by the City Council if substantial construction has not been completed.

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

1. The findings of the City's Planning Commission are hereby incorporated as findings of the City Council.
2. A Conditional Use Permit for proof of parking is hereby approved, subject to the findings and conditions set forth in this resolution.
3. The Conditional Use Permit granted by this resolution shall remain in effect only so long as the conditions set forth in this resolution are observed and the applicable provisions of the Waconia Code are met.
4. The City Administrator shall, at the Applicant's expense, record a certified copy of this Resolution with the Carver County Recorder and/or Registrar of Titles, as appropriate, against the Property.

Adopted by the City Council of the City of Waconia this 21st day of July, 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator





May 28, 2025

City of Waconia
201 South Vine Street
Waconia, MN 55387

Re: Statement of Use Letter
Waconia Site Plan and Design Review Application

Introduction

I would like to start by introducing myself. My name is Nick Hansen and I am the President of TMC Industries, Inc. at 1423 Mill Lane in Waconia, MN. TMC has been a proud member of the Waconia community since 1997. We currently have 32 full-time employees, almost all of whom are from this, and the surrounding communities. TMC is a family-owned business, started by our founder Gil Overson in 1979 and currently owned and operated by the 2nd generation of family.

TMC is a provider of high-performance greases and solvents sold to the semiconductor and aerospace markets as well as a provider of custom molecular distillation services primarily in the food ingredient and supplement markets. We distill many types of oils at our facility, most of which are natural ingredients used in the food manufacturing industry. Our facility is certified as SQF (Safe Quality Food), along with current certifications through the US FDA, MN Department of Agriculture, GMP, Kosher, and Halal.

Through hard work and dedication from our great staff, TMC has experienced tremendous growth over the past 5 years, outgrowing our current facility. We purchased the vacant lot at 1370 Mill Lane approximately four years ago and proceeded through design, proposal and full acceptance through the city to expand to include a new facility across the street from our existing operation in 2022. Through concessions from our customers, we decided to delay the project in 2022, but are back to discuss re-approving the same plan for re-approval.

Statement of Use

It is our intention to add an additional 10-15 staff members at this location, primarily in operations, manufacturing, and laboratory personnel. The main corporate office (leadership and administration) would remain in the existing facility across the street. The entire facility would be included in our SQF comprehensive plan and would meet all regulatory requirements for the processing of food ingredient oils as stated above. We plan to remain in the same shift operation as our current facility – 2 shifts Mon-Thursday evening (24-hour operations from 6am Monday through Midnight Thursday)



Variance Proposal Discussion

As was the case before, we understand that the proposal for this building will require a variance, specifically regarding the direction of the loading docks (planned to face Mill Lane). We understand that the city code requires the loading docks to not face the main street of entrance. In this instance however, following this requirement would require the loading docks to face either the park and trail to the north and west of the property, or residential neighborhoods to the west and south of the property.

It is our request to seek a variance to this requirement to have the loading docks face Mill Lane. We feel that requesting this variance will better meet the harmony, consistency, unique circumstances, essential character, and reasonable use of an industrial facility by facing all daily operations, noise, and light towards the street and adjacent industrial neighborhood rather than the trail, park, or residential properties. As you will see in the propose site and landscape design plans, this theme is carried out throughout the design with natural barriers, trees, landscaping, etc. to provide as much shielding from the surrounding neighborhoods and park as possible.

Prior to the 2022 application, TMC along with our team from Shaw Construction held a neighborhood meeting on September 20, 2022 by inviting all neighbors within the surrounding radius. The purpose of the meeting was to engage our neighbors with the proposed development of the site and our intention to request this variance. Several of the closest residential homeowners attended the meeting and in general were inquisitive about the project, hours of operations, use, number of trucks and employees, etc. All guests in attendance were verbally in favor of the loading dock placement towards the street over doors facing the walking path or residential properties.

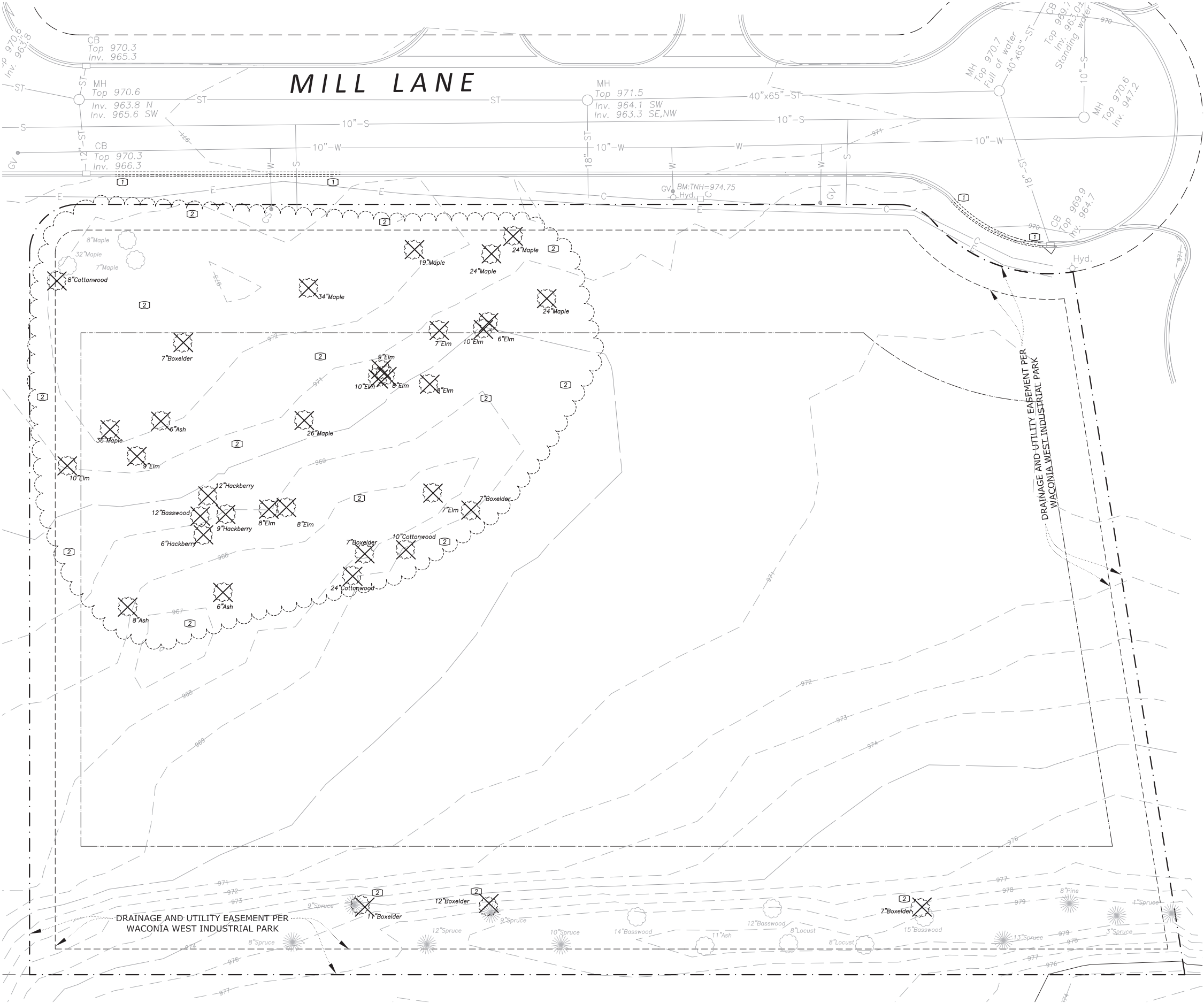
We take great pride in our commitment, not just as an active resident and member of the Waconia community, but also of our role as a good neighbor. We look forward to your feedback and this proposed project.

Regards,

A handwritten signature in blue ink, appearing to read "Nick Hansen", is written over a light blue horizontal line.

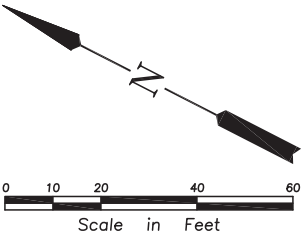
Nick Hansen
President
TMC Industries Inc.

NOTE: WORK WITHIN THE PUBLIC ROW OR CONNECTIONS 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. EXTENT OF REMOVALS MUST BE VERIFIED WITH THE CITY PRIOR TO DEMOLITION. BITUMINOUS PAVEMENT MUST BE SAW-CUT AND CONCRETE REMOVED TO THE NEAREST JOINT.



- DEMOLITION NOTES
- 1 - Remove curb & gutter
 - 2 - Remove brush/tree(s)

- LEGEND
- BOUNDARY/ROW/BLOCK LINE
 - EASEMENT
 - BUILDING/PARKING SETBACK LINE
 - W - EXISTING WATERMAIN
 - S - EXISTING SANITARY SEWER
 - ST - EXISTING STORM SEWER
 - G - EXISTING BURIED GAS LINE
 - E - EXISTING BURIED ELECTRIC LINE
 - C - EXISTING BURIED COMMUNICATION LINE
 - 980 - EXISTING CONTOUR
 - x 995.50 - EXISTING ELEVATION



Project:



1370 Mill Lane
Waconia, MN 55387



Linner Morschen
Architects

424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com



REHDER
& ASSOCIATES, INC.

Civil Engineers & Land Surveyors
3440 Federal Drive, Suite 110
Eagan, MN 55122
Telephone: 651-452-5051
www.rehder.com

PROJECT NO.: 221-2552.029
DRAWING FILE: 2552029.DWG

I hereby certify that this plan was prepared by
me or under my direct supervision and that I
am a duly Licensed Professional Engineer under
the laws of the State of Minnesota.

Date _____
Name _____ Reg. No. _____

CITY SUBMITTAL
NOT FOR CONSTRUCTION
10-28-22

PROPOSED BY:

SHAW
CONSTRUCTION

7685 Corporate Way
Eden Prairie, MN 55344-2021

952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

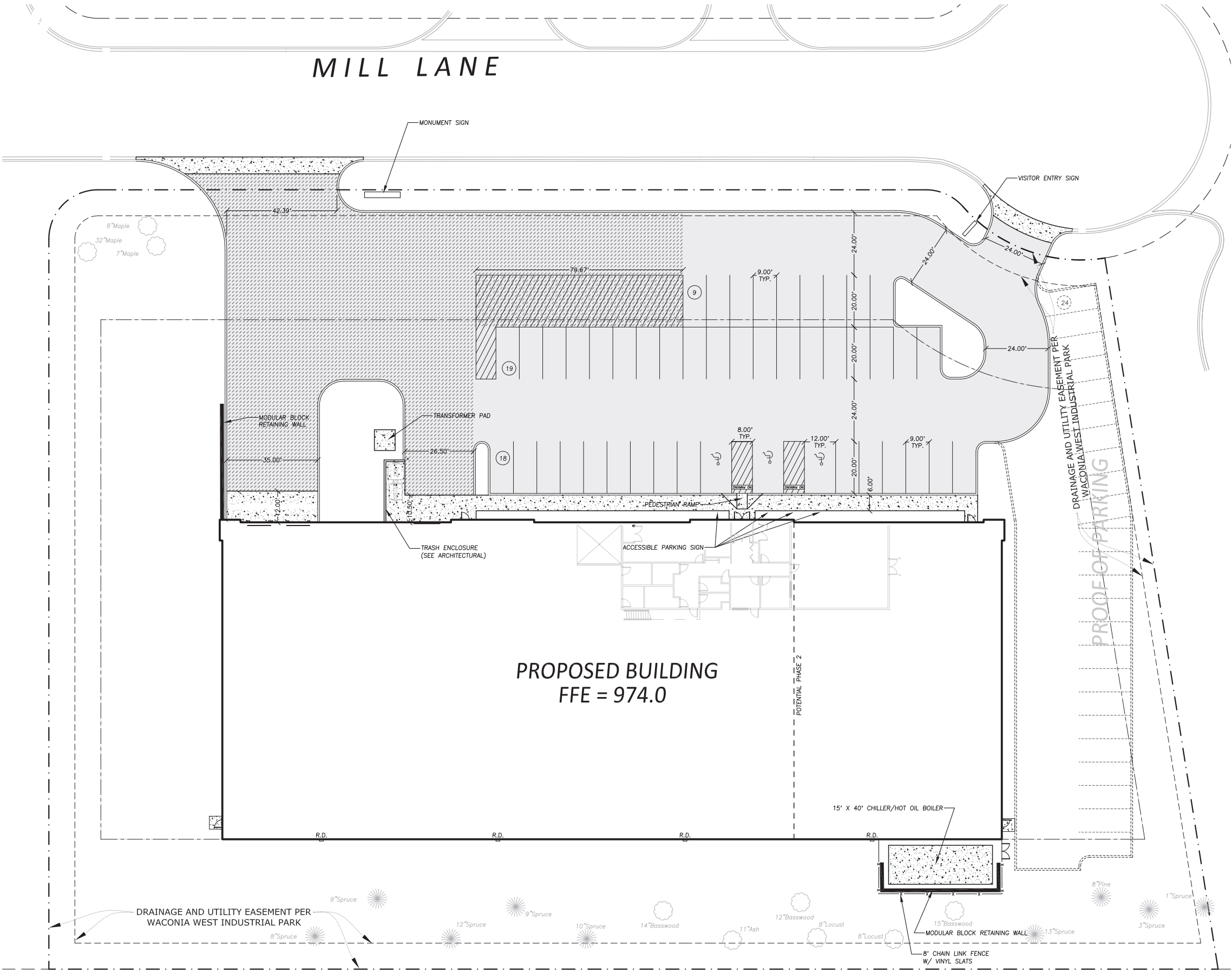
SITE DEMOLITION PLAN

DATE: 10-28-22

REVISION NO.

DRAWN BY: NPA
SHEET NO.

C1



SITE NOTES

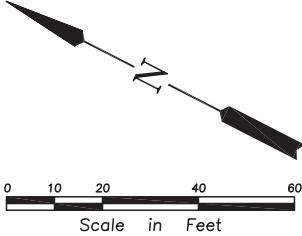
- ① - All dimensions between curbing and to radius points are to face of curb.
- ② - All dimensions abutting curbs are to back of curb.
- ③ - All curb and gutter on private property shall be type B-612 unless otherwise noted.
- ④ - Construct drives/entrances according to City of Waconia Std. Plates.
- ⑤ - All parking stall striping width is 9.00' unless otherwise noted.

SITE SUMMARY

SITE AREA = 2.91 ACRES
DISTURBED AREA = 2.60 ACRES
EXISTING IMPERVIOUS AREA = 0.00 ACRES
POST CONSTRUCTION IMPERVIOUS AREA = 1.62 ACRES (55.7%)

LEGEND

- BOUNDARY/ROW/BLOCK LINE
- - - EASEMENT
- BUILDING/PARKING SETBACK LINE
- [Pattern] PROPOSED CONCRETE
- [Pattern] PROPOSED STD. DUTY BITUMINOUS
- [Pattern] PROPOSED HEAVY DUTY BITUMINOUS



Project:



1370 Mill Lane
Waconia, MN 55387



**Linner Morschen
Architects**

424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com



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Telephone: 651-452-5051
www.rehder.com

PROJECT NO.: 221-2552.029
DRAWING FILE: 2552029.DWG

I hereby certify that this plan was prepared by
me or under my direct supervision and that I
am a duly Licensed Professional Engineer under
the laws of the State of Minnesota.

Name _____ Date _____
Reg. No. _____

CITY SUBMITTAL
NOT FOR CONSTRUCTION
10-28-22

PROPOSED BY:

**SHAW
CONSTRUCTION**

7685 Corporate Way
Eden Prairie, MN 55344-2021
952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

SITE DIMENSION PLAN

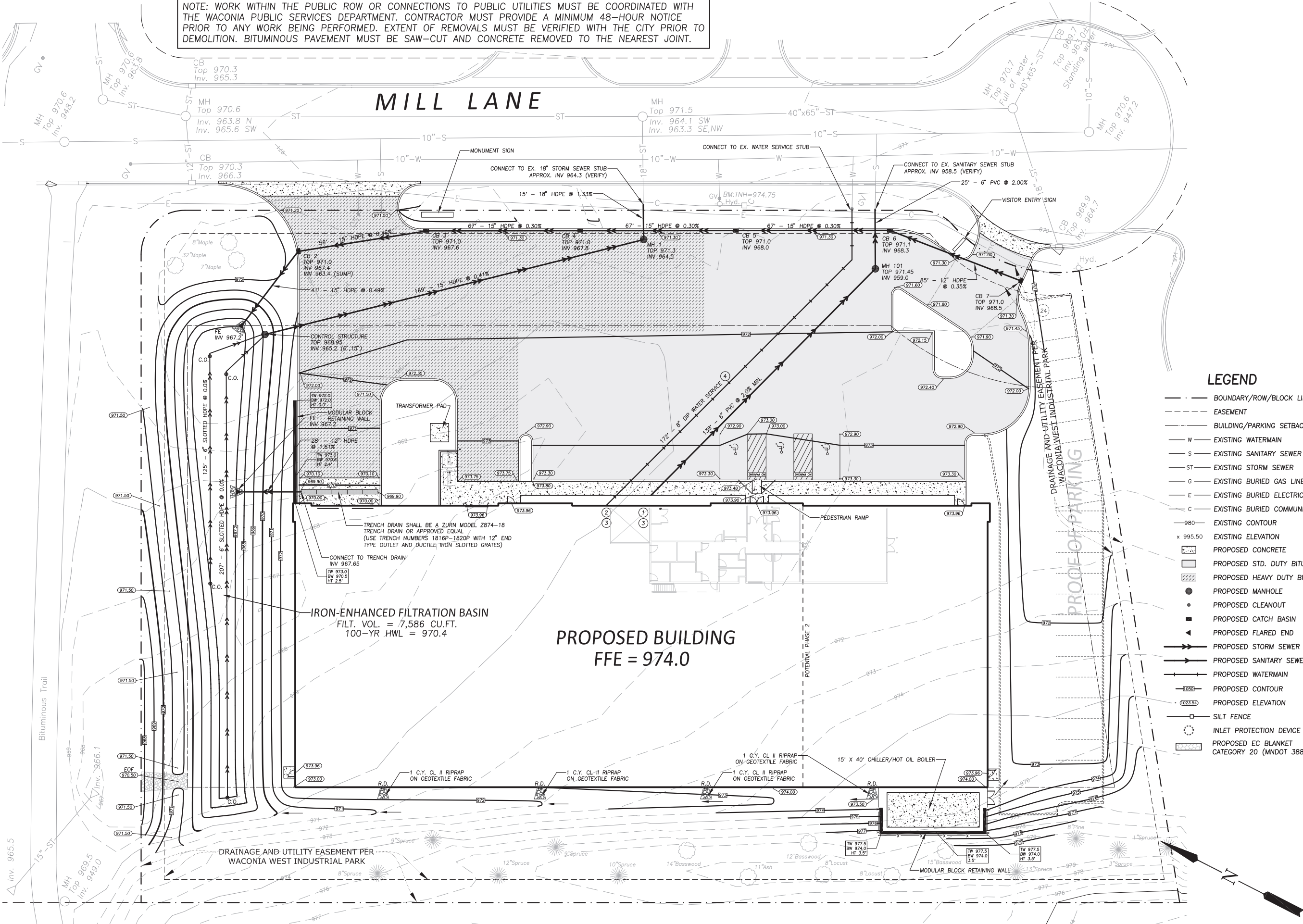
DATE: 10-28-22

REVISION NO.

DRAWN BY: NPA
SHEET NO.

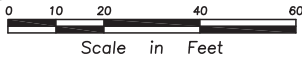
C2

NOTE: WORK WITHIN THE PUBLIC ROW OR CONNECTIONS 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. EXTENT OF REMOVALS MUST BE VERIFIED WITH THE CITY PRIOR TO DEMOLITION. BITUMINOUS PAVEMENT MUST BE SAW-CUT AND CONCRETE REMOVED TO THE NEAREST JOINT.



NOTE: PROVIDE INLET PROTECTION IN NEAREST DOWNSTREAM CATCH BASIN OR AS REQUIRED BY THE CITY.

NOTE: SEE SHEET C3.1 FOR GRADING & EROSION CONTROL NOTES



LEGEND

- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- BUILDING/PARKING SETBACK LINE
- W EXISTING WATERMAIN
- S EXISTING SANITARY SEWER
- ST EXISTING STORM SEWER
- G EXISTING BURIED GAS LINE
- E EXISTING BURIED ELECTRIC LINE
- C EXISTING BURIED COMMUNICATION LINE
- 980 EXISTING CONTOUR
- x 995.50 EXISTING ELEVATION
- PROPOSED CONCRETE
- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED MANHOLE
- PROPOSED CLEANOUT
- PROPOSED CATCH BASIN
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- 1000 PROPOSED CONTOUR
- 023.54 PROPOSED ELEVATION
- SILT FENCE
- INLET PROTECTION DEVICE
- PROPOSED EC BLANKET CATEGORY 20 (MNDOT 3885)

Project:



1370 Mill Lane
Waconia, MN 55387

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Telephone: 651-452-5051
www.rehder.com

PROJECT NO.: 221-2552.029
DRAWING FILE: 2552029.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date _____
Name _____ Reg. No. _____

CITY SUBMITTAL
NOT FOR CONSTRUCTION
10-28-22

PROPOSED BY:



7685 Corporate Way
Eden Prairie, MN 55344-2021
952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

GRADING, DRAINAGE, EROSION
CONTROL & UTILITY PLAN

DATE: 10-28-22 REVISION NO.

DRAWN BY: NPA
SHEET NO.

C3

Project:



1370 Mill Lane
Waconia, MN 55387



Linner Morschen Architects
424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com



REHDER & ASSOCIATES, INC.
Civil Engineers & Land Surveyors
3440 Federal Drive, Suite 110
Eagan, MN 55122
Telephone: 651-452-5051
www.rehder.com

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C3.1

GRADING NOTES

- 1 - All elevations shown are to final surfaces.
- 2 - Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

- 1 - Perimeter erosion control measures must be installed by the Contractor and inspected by the City prior to any other work. Contractor must provide 24-hour notice prior to inspection.
- 2 - Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
- 3 - All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
- 4 - Sweep paved public streets as necessary where construction sediment has been deposited.
- 5 - Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
- 6 - Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
- 7 - The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
- 8 - All pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours of connection to a surface water.
- 9 - Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of the sediment reaches 1/2 the storage volume. Removal must be completed within 72 hours of discovery.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.

POLLUTION PREVENTION MANAGEMENT

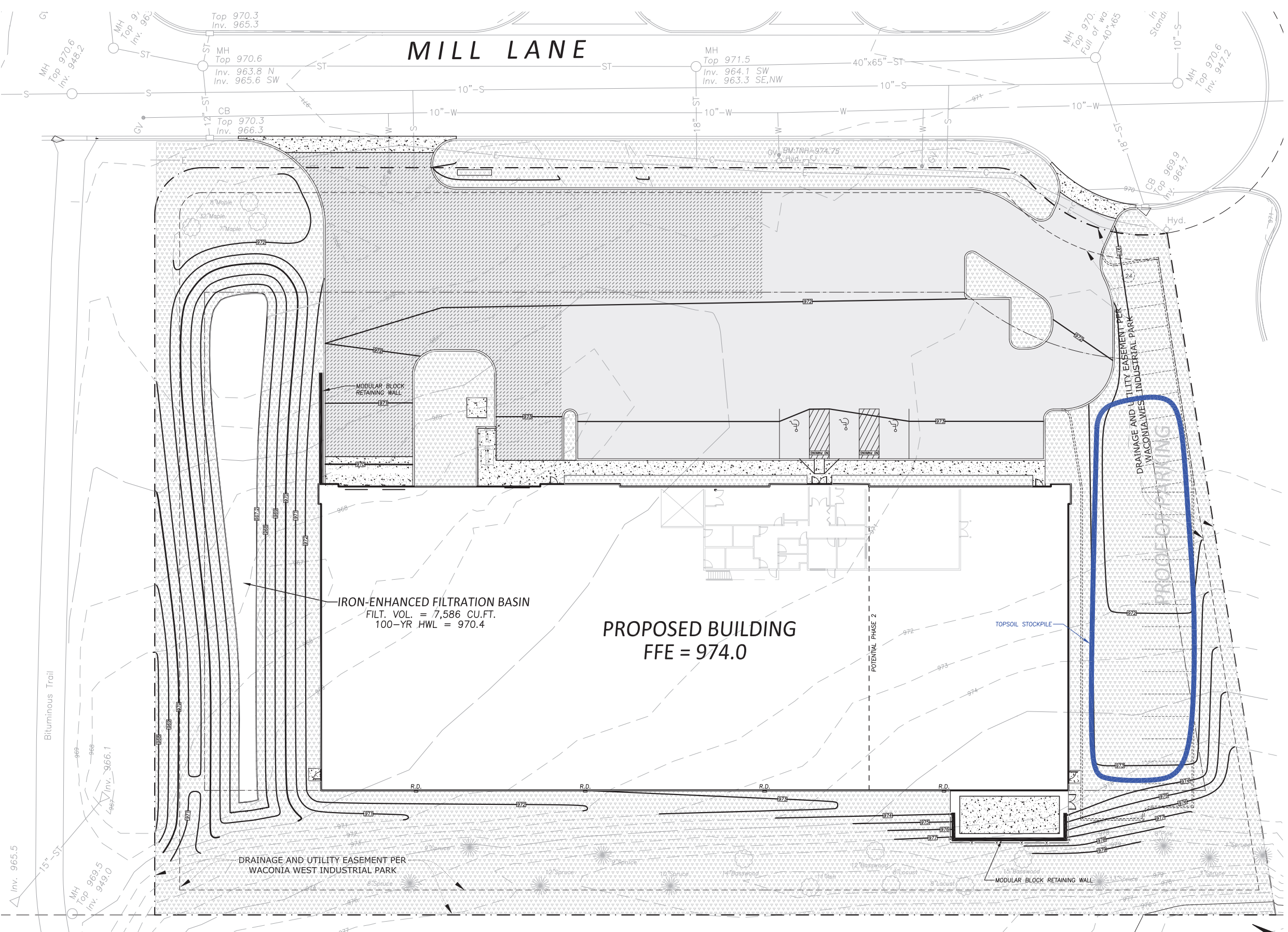
- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

UTILITY NOTES

- 1 - All sewer services to extend to a point 5' from proposed building.
- 2 - Bring water main into proposed building and cap at the floor.
- 3 - Verify all service locations and inverts with mechanical engineer before construction.
- 4 - All watermain to have a minimum of 7.5' of cover.

CATCH BASIN/MANHOLE SCHEDULE

STRUCTURE NO.	BARREL SIZE	NEENAH CASTING NO.
MH 1	48"	R-1642B
CB 2	48"	R-3067V
CB 3	48"	R-3067V
CB 4	48"	R-3067V
CB 5	48"	R-3067V
CB 6	48"	R-3067V
CB 7	24" X 36"	R-3067V



Project:



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**SHAW
CONSTRUCTION**

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Eden Prairie, MN 55344-2021

952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

TOPSOIL MANAGEMENT PLAN

DATE: 10-28-22

REVISION NO.

DRAWN BY: NPA

SHEET NO.

C4

Project:



1370 Mill Lane
Waconia, MN 55387



Linner Morschen Architects

424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com



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DATE: 10-28-22

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SHEET NO.

C4.1

10/15/2016

F. Topsoil Management Plan Guidance

Related Ordinance Section(s): § 153.60

Purpose

The goal of the Topsoil Management Plan is to preserve the structure of undisturbed soils on site and/or improve the quality and permeability of disturbed soils once mass grading is completed and infrastructure is installed.

Carver County Topsoil Standard

Table 1. Carver County Topsoil Standard

Requirement	Range	Test Method
Material Passing the #10 [19 mm]	100%	ASTM D 422
Material passing No. 4 [4.75 mm]	≥ 85%	-
Clay	5% – 30%	ASTM D 422
Silt	5% - 35%	ASTM D 422
Sand	38% - 75%	ASTM D 422
Organic matter	3% – 15%	ASTM D 2974
pH	6.1 – 7.5	ASTM G 51
Compaction	- 1,400 kilopascals (kPa) / 200 pounds per square inch (psi) in the upper 12 inches of soil, or - bulk density of less than 1.4 grams per cubic centimeter (g/cm3) in the upper 12 inches of soil	Field test

Matching Existing Soils

For sites that have not been previously graded, a site specific topsoil standard can be developed using one of the methods described below. The site specific standard should include

Method 1 Soil Survey Data

A site specific topsoil standard can be developed using information on physical soil properties from the Natural Resource Conservation Service's Web Soil Survey for Carver County. A site specific standard shall be developed using a weighted average of the physical soil properties for the top 12 inches of soil map units identified within the project area.

Method 2 Onsite Testing

A site specific topsoil standard may be developed using onsite sampling results. One (1) sample shall be collected of the top 12 inches of soil from each soil map unit within the disturbed area of the project. Samples shall be collected and analyzed for percent clay, percent sand, percent silt, organic matter content, and pH. A site specific standard shall then be developed using a

Carver County BMP Guidelines (2016)

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Perform subsoil preparation before placing topsoil. Perform subsoil preparation in one direction on the contours perpendicular to the flow of water and slopes flatter than 1:2 (V:H). Scarify/loosen the subsoil to a depth of 6 inches. Subsoil areas shall be loosened to less than 200 psi [1400 kPa]. For saturated soil, delay subsoil preparation until soil dries to at least field capacity.

The following areas do not require subsoil preparation:

- Areas within the dripline of existing trees,
- Over utilities within 30 in of the surface,
- Where trenching or drainage lines are installed,
- Where compaction is required by design (abutments, footings, or inslopes), and
- Inaccessible slopes.

Soil Bed Preparation Methods

Prepare the soil surface to provide a smooth, moist, and evenly textured foundation before sowing seed or placing sod. Complete the tilling after applying soil amendments to the soil. Use cultivating equipment such as disks, harrows, field diggers, or tillers capable of loosening the soil to a depth of at least 6 in on all areas except for slopes steeper than 1:2 (V:H). Till the soil surface to remove track imprints from wheeled or tracked equipment. Operate cultivating equipment on slopes at right angles to the direction of surface drainage. Soil clods, lumps, and tillage ridges 3 in [75 mm] high may remain in place for seeding operations. Soil clods, lumps and tillage ridges 1.5 inch (40 mm) high may remain in place for sodding operations. Multiple passes of the equipment may be needed to meet these requirements

Submittal Requirements

The Topsoil Management Plan shall include the following information:

(1) Topsoil Standard. This section will identify the topsoil standard being utilized for the project.

(2) Topsoil Stripping and Stockpiling Methods. This section shall include the following:

(a) Estimated quantity of topsoil available on the site.

(b) Quantity of topsoil needed to restore green space areas.

(c) Estimated depth of topsoil available on the site.

(d) Description of equipment used to strip topsoil.

(e) Temporary methods of erosion control for topsoil stockpile (silt fence or similar).

(f) Permanent methods of erosion control for topsoil stockpile (establishment of vegetation) if stockpile will remain in place for longer than 6 months.

(3) Topsoil Stockpile Sampling Methods. This section shall include a description of the number of samples to be collected and the process for collecting samples from the stockpile(s). One composite sample shall be collected, tested, and submitted per 2,500 cubic yards of stockpile. For sites with stockpiles less than 2,500 cubic yards, a minimum of one composite sample shall be collected, tested, and submitted.

(4) Topsoil Re-application Procedures. This section shall include the following:

(a) Method for decompacting subsoil prior to reapplication of topsoil.

(b) Method for re-applying stockpiled topsoil prior.

Carver County BMP Guidelines (2016)

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weighted average of the samples collected on site. Sample results and the proposed site specific standard must be submitted prior to permit approval.

Stockpile Testing Requirements

One composite sample shall be collected, tested, and submitted per 2,500 cubic yards of stockpile. For sites with stockpiles less than 2,500 cubic yards, a minimum of one composite sample shall be collected, tested, and submitted.

Stockpile Sampling Procedures

1. One sample shall be collected per 2,500 cubic meters of stockpile (a minimum of one sample shall be taken if stockpiles are less than 2,500 cubic meters).

2. The Contractor/Supplier shall form a face for the full height of the stockpile at four locations.

3. A loader bucket or similar equipment shall then be filled by channeling the full height of the stockpile face, from the bottom to the top, in one operation.

4. The bucket shall then be lowered and emptied by rotation to form a small pile at each sampling location.

5. The sampler shall place a shovel full of soil from each pile into a large container. The soil shall be thoroughly mixed and a sufficient amount of mixed topsoil shall be taken to fill a standard topsoil sampling container.

6. Samples shall be submitted for analysis to lab qualified to use the following test methods: ASTM D 422, ASTM D 2974, and ASTM G 51. Samples shall be analyzed for clay, silt, sand, organic matter, and pH.

7. Additional topsoil shall not be added to the stockpile after sampling.

8. Sample results shall be submitted to the County for review. Test results are valid for 6 months.

Inplace (ungraded) Topsoil Sampling Procedures

1. The sampling procedure for inplace (ungraded) topsoil shall consist of the preparation of one composite sample for each soil map unit within the project area.

2. Each composite sample shall represent full depth topsoil from not fewer than ten individual locations per soil map unit. If the full depth is unknown, a sample from the top 6 inches of soil shall be obtained at each location.

3. The sampler shall place a shovel full of soil from each area into a large container. The soil shall be thoroughly mixed and a sufficient amount of mixed topsoil shall be taken to fill a standard topsoil sampling container.

4. Samples shall be submitted for analysis to lab qualified to use the following test methods: ASTM D 422, ASTM D 2974, and ASTM G 51. Samples shall be analyzed for clay, silt, sand, organic matter, and pH.

5. Sample results shall be submitted to the County for review.

Testing Requirements for Imported Topsoil

For imported topsoil material, test results or certification from the supplier will be acceptable methods for demonstrating compliance with the topsoil standard. If test results or certification from the supplier are unavailable, testing should be conducted per the requirements for stockpile testing (1 sample per 2,500 cubic yards of material).

Subsoil Preparation Methods

Carver County BMP Guidelines (2016)

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10/15/2016

(c) General description of method(s) for amending topsoil to meet specification provided in Table 2, if testing shows stockpiles do not meet specification.

(5) Construction Schedule and Phasing. Construction sequencing shall include:

(a) Timing for stockpiling topsoil.

(b) Timing for preparing subsoil and replacing topsoil in common areas.

(c) Timing for preparing subsoil and replacing topsoil on individual lots.

(6) Plan Sheet(s) showing:

(a) Quantity of topsoil needed.

(b) Total green space area including outlots, common areas, boulevards, residential front, rear, and side lots, etc. Green space area shall be shown on plan sheet and calculation of total area shall also be provided.

(c) Location and size of stockpile(s).

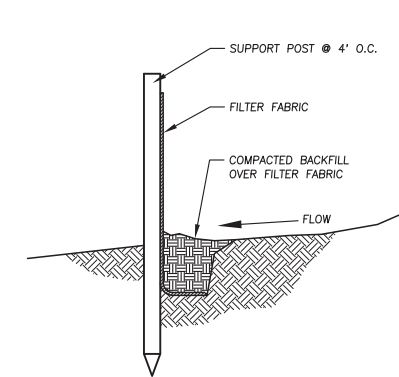
(d) Location(s) where topsoil is to be reapplied.

(e) Note that topsoil must be reapplied at a depth of 6 inches and must meet the specification in Table 2.

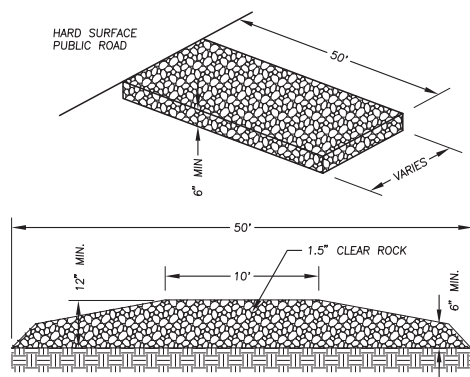
(f) Note that topsoil quality and depth must be verified by County or City staff prior to seeding or placement of sod.

Carver County BMP Guidelines (2016)

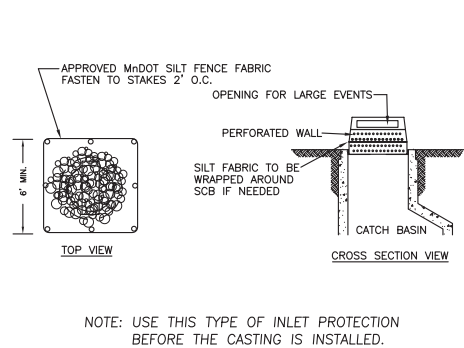
Page 12 of 39



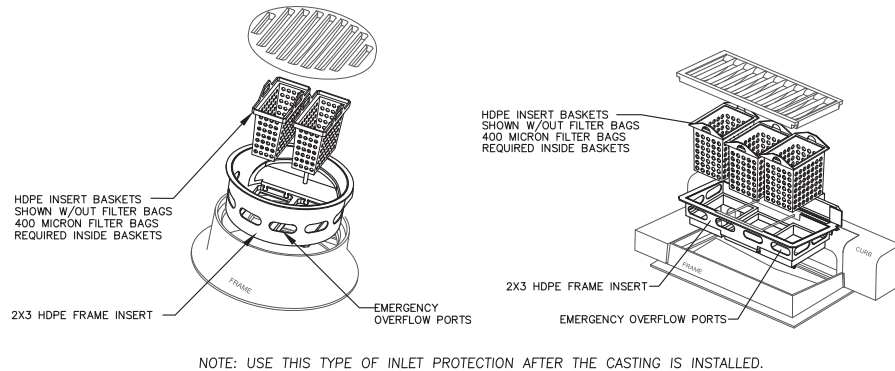
1
C5
SILT FENCE
NO SCALE



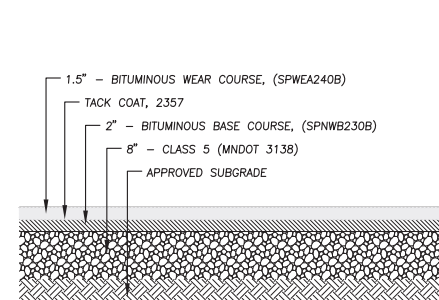
2
C5
ROCK CONSTRUCTION ENTRANCE
NO SCALE



3
C5
INLET PROTECTION
(INFRA SAFE OR EQUAL)
NO SCALE

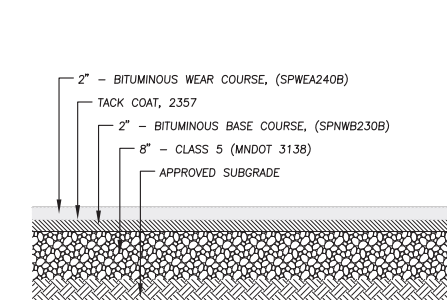


4
C5
INLET PROTECTION
(INFRA SAFE OR EQUAL)
NO SCALE



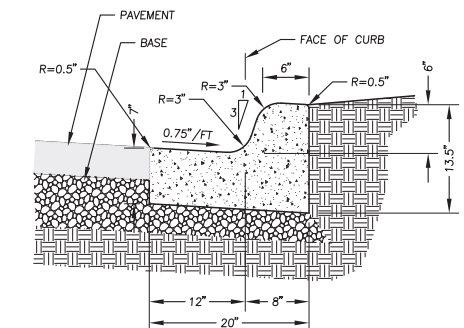
NOTE: Pavement section recommendation provided by Braun Intertec, Project No. B2104333.

5
C5
STANDARD DUTY PAVEMENT SECTION
NO SCALE



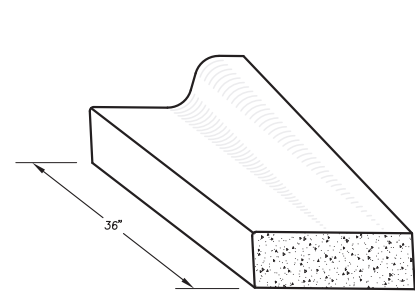
NOTE: Pavement section recommendation provided by Braun Intertec, Project No. B2104333.

6
C5
HEAVY DUTY PAVEMENT SECTION
NO SCALE



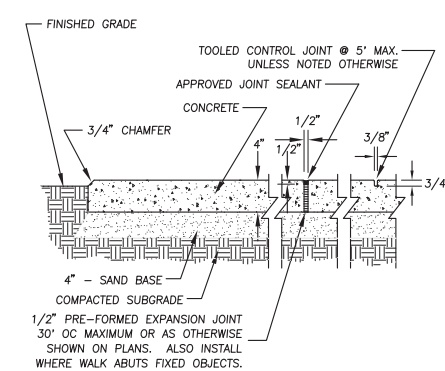
Note: Where contours indicate, ignore 0.75"/ft slope indicated above and match adjoining pavement slope to prevent gutter from "ponding".

7
C5
B612 CONCRETE CURB & GUTTER
NO SCALE

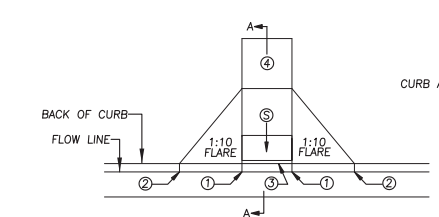


Note: Curb type B612 shown; similar for other curb types.

8
C5
CURB & GUTTER BEAVERTAIL
NO SCALE

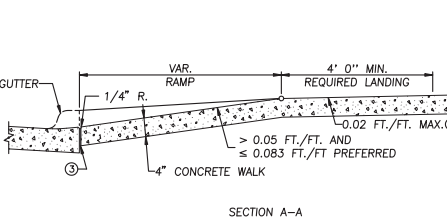


9
C5
CONCRETE SIDEWALK
NO SCALE



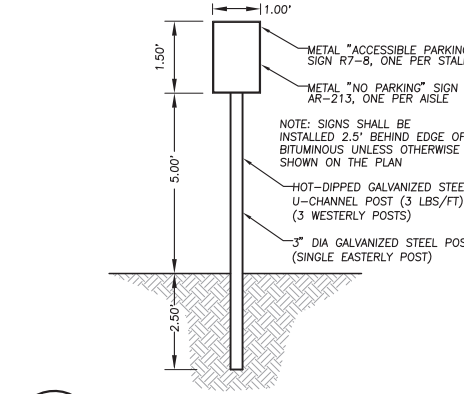
- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
- ③ 1/2" PREFORMED JOINT FILLER MATERIAL AASHTO M 213. JOINT FILLER SHALL BE PLACED FLUSH WITH THE BACK OF CURB AND ADJACENT SIDEWALK. JOINT SHALL BE FREE OF DEBRIS. RECTANGULAR DETECTABLE WARNING SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNING SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- ④ 4" BY 4" MIN. LANDING WITH MAX. 2.0% SLOPE IN ALL DIRECTIONS.
- ⑤ IF LONGITUDINAL SLOPE IS GREATER THAN 5.0%, 4" X 4" MIN. LANDING WITH MAX. 2.0% SLOPE IN ALL DIRECTIONS REQUIRED.
- ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%

10
C5
PEDESTRIAN RAMP
NO SCALE

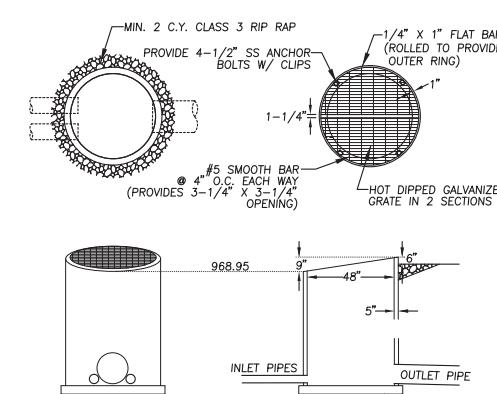


- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
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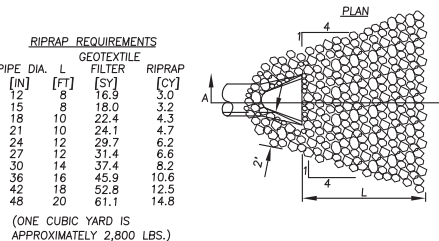
11
C5
ACCESSIBLE PARKING SIGN AND POST
NO SCALE



12
C5
CONTROL STRUCTURE
NO SCALE

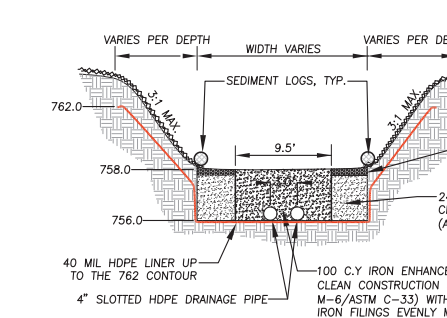


13
C5
STORM SEWER CLEANOUT
NO SCALE

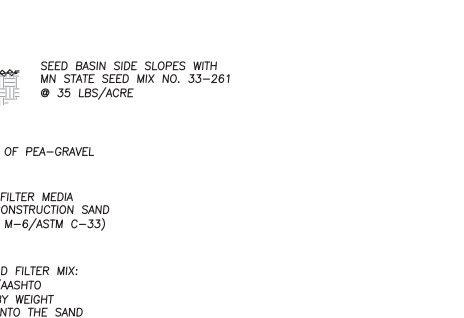


NOTE: SEE PLAN VIEW FOR EXACT LOCATION OF DRAIN TILE
NOTE: IRON ENHANCED SAND FILTER MIX SHALL BE FROM PLAISTED COMPANIES INCORPORATED OR APPROVED EQUAL

14
C5
RIPRAP DETAIL
NO SCALE



15
C5
IRON-ENHANCED FILTRATION BASIN CROSS SECTION
NO SCALE



16
C5
SEED BASIN SIDE SLOPES WITH
MIN STATE SEED MIX NO. 33-261
● 35 LBS/ACRE

Project:



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424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
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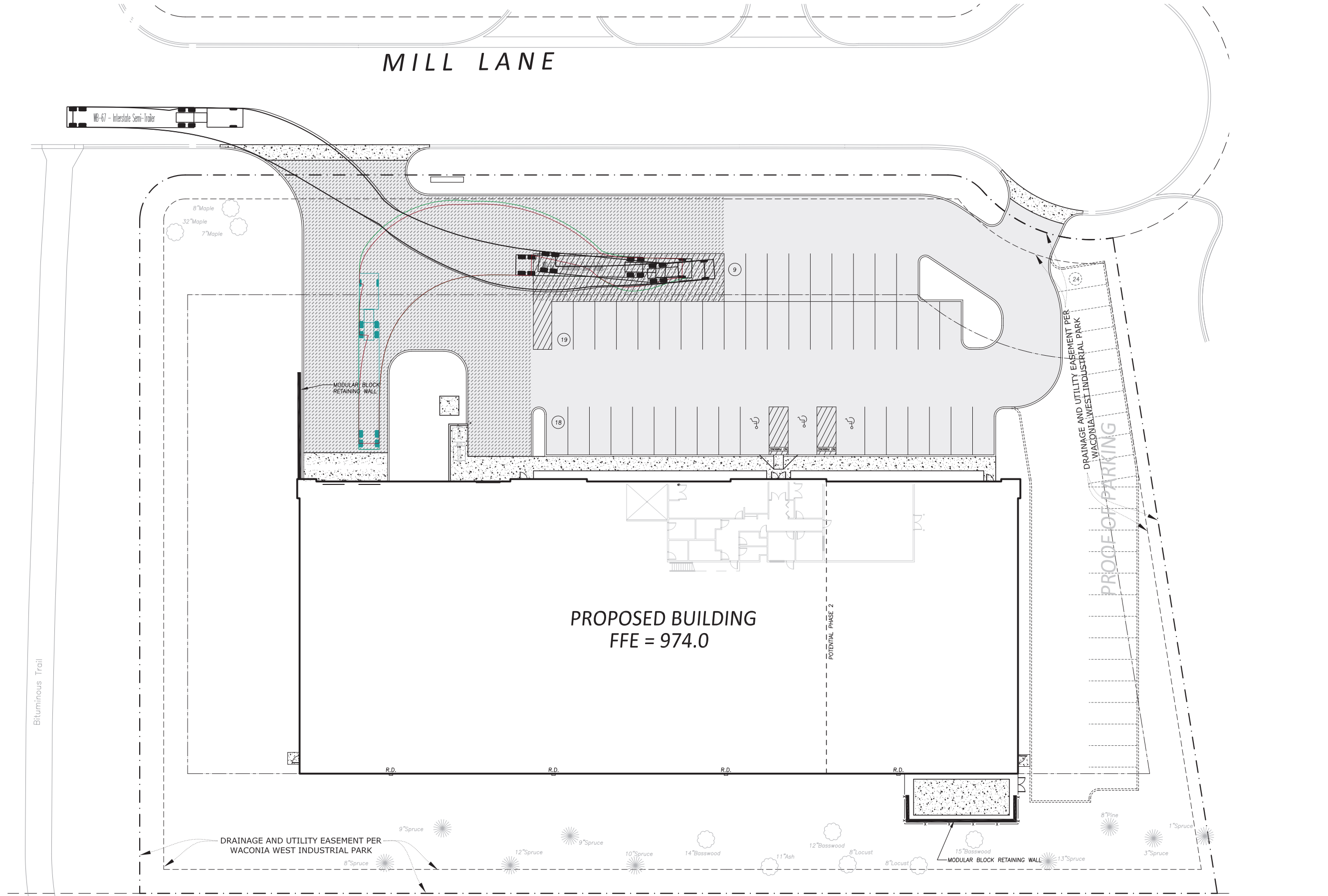
SHEET TITLE:

DETAILS

DATE: 10-28-22 REVISION NO.

DRAWN BY: NPA
SHEET NO.

C5



Project:



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SHEET TITLE:

TRUCK TURNING EXHIBIT

DATE: 10-28-22

REVISION NO.

DRAWN BY: NPA
SHEET NO.

C6

planting schedule

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AX	7	Acer x freemanii 'Sienna' / Sienna Glen Maple	3" BB	
	AX2	3	Amelanchier x grandiflora 'Autumn Brilliance' / 'Autumn Brilliance' Serviceberry HT 15' w 12'	7" Clump	
	BR	8	Betula nigra / River Birch HT 40' W 30'	8" Clump	
	CO	5	Celtis occidentalis / Common Hackberry	3" BB	
	PA3	2	Picea abies / Norway Spruce	10" BB	
	PG	6	Picea glauca 'Densata' / Black Hills Spruce	10" BB	
	PN	1	Pinus nigra / Austrian Pine	8" BB	
	TG	2	Tilia cordata 'Greenspire' / Greenspire Littleleaf Linden	3" BB	
	UF	3	Ulmus parvifolia 'Frontier' / Frontier Elm HT 50' W 40'	3" BB	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	
	CB	13	Cornus sericea 'Balladeline' / Firedance Dogwood	#10 Cont.	
	DB	45	Diervilla sessilifolia 'Butterfly' / Southern Bush-honeysuckle	#5 Cont.	
	ST	31	Spiraea betulifolia 'Tor' / White Frost™ Birchleaf Spirea	#5 Cont.	
ANNUALS/PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	
	CK	36	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass HT 36" W 18"	#3 Cont.	
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	SEED 2	7,555 sf	MN-DOT 32-261 Seed Mix Stormwater South and West / w/ Category 3 Erosion Blanket	seed	
	SEED 1	20,209 sf	MNDOT Mix 35-641 Mesic Prairie / w/ Category 3 Erosion Blanket	seed	
	PP	27,628 sf	Poa pratensis / Kentucky Bluegrass	sod	

soils notes

- A

ALL PLANTING BEDS SHALL RECEIVE 6" PULVERIZED LOAM TOPSOIL BORROW MN DOT SPEC. 3877-2B ENHANCE WITH AGED AND SCREEN COMPOST
- B

ALL SODDED(LAWN) AREA SHALL RECEIVE 6" MIN. COMMON TOPSOIL BORROW MN DOT SPEC. 3877-1A

key notes

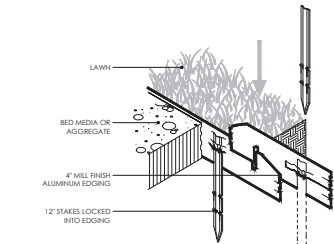
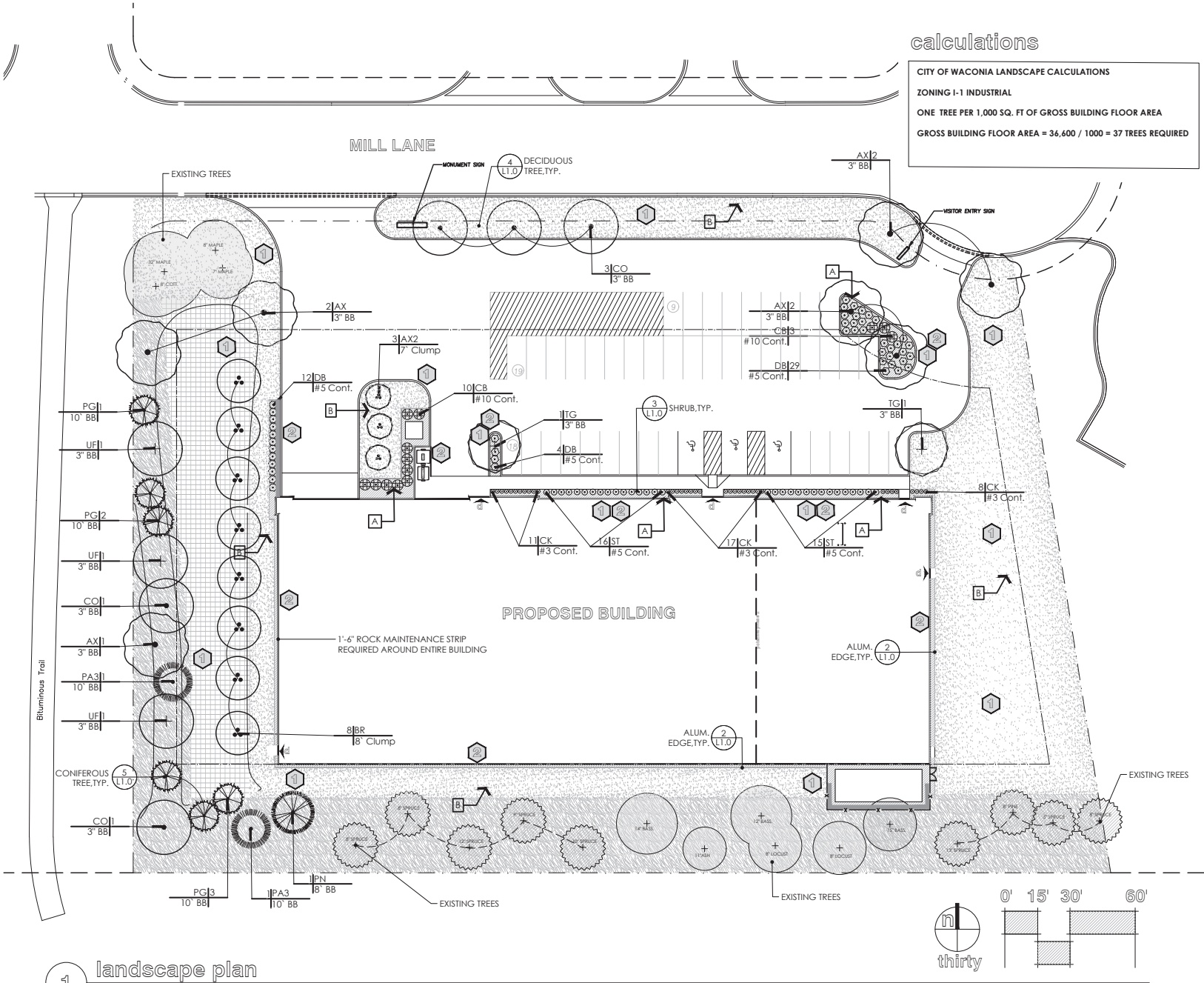
- 1

IRRIGATION: PROVIDE IRRIGATION FOR SOD AND PLANTING AREAS WITHIN THE PROJECT BOUNDARIES FOR 100 % COVERAGE. REFER TO DESIGN BUILD IRRIGATION SPECIFICATION, PROVIDE SHOP DRAWING FOR IRRIGATION SYSTEM INCLUDING HEAD LAYOUT, SPACING, TYPE, BACKFLOW PREVENTER LOCATIONS, POINT OF CONNECTION, SLEEVES, CONTROLLER, VALVE BOX LOCATIONS, ZONE INDICATIONS AND PIPE SIZING. PROVIDE ON-SITE OPERATION TUTORIAL FOR OWNER AN INCLUDE ALL MANUALS AND INFORMATION ON THE SYSTEM
- 2

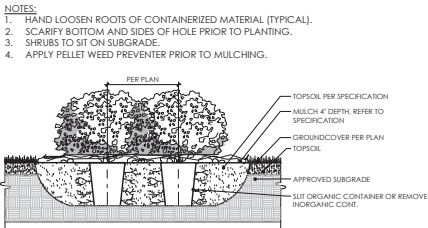
PROVIDE AND INSTALL 1 1/2" TRAP ROCK MULCH TO A 4" DEPTH ON NON-WOVEN LANDSCAPE FABRIC.

planting notes

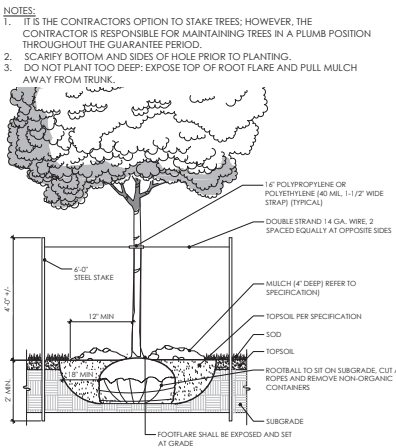
- CONFIRM ALL QUANTITIES, SHAPES AND LOCATIONS OF BEDS, AND ADJUST AS REQUIRED TO CONFORM TO THE SITE CONDITIONS. CONFIRM ANY ADJUSTMENTS WITH THE LANDSCAPE ARCHITECT.
- LOCATE ALL UTILITIES. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH NEW CONSTRUCTION.
- ALL PLANTING BEDS SHALL RECEIVE 6" MIN. OF PLANTING SOIL. REFER TO SOIL NOTES FOR PLANTING SOIL MIX REQUIREMENTS.
- ALL SOD AREAS SHALL RECEIVE 4" OF TOP SOIL. REFER TO SOIL NOTES FOR TOP SOIL MIX REQUIREMENTS.
- ALL PLANTING AREAS SHALL RECEIVE HARDWOOD SHREDDED MULCH APPLIED TO 3" DEPTH WITH PELLET WEED PREVENTER UNDER ALL MULCH BEDS UNLESS INDICATED AS OTHER MULCH ON PLANS.
- THE CONTRACTOR SHALL REMOVE FROM THE SITE ALL SOD/TURF WHICH HAS BEEN REMOVED FOR NEW PLANT BEDS. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEeled IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED.
- THE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF DISCREPANCIES EXIST. ADVISE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL AVOID DAMAGING EXISTING TREES. DO NOT STORE OR DRIVE HEAVY MATERIALS OVER TREE ROOTS. DO NOT DAMAGE TREE BARK OR BRANCHES.
- THE CONTRACTOR SHALL KEEP PAVEMENTS, FIXTURES AND BUILDINGS CLEAN AND UNSTAINED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. THE PROJECT SITE SHALL BE KEPT CLEAR OF CONSTRUCTION WASTES AND DEBRIS.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. MULCH, PLANTING SOIL AND OTHER MISCELLANEOUS PLANTING COMPONENTS SHALL BE CONSIDERED INCIDENTAL TO THE RELATED PLAN. VERIFY ALL QUANTITIES.
- CONTRACTOR IS RESPONSIBLE FOR WATERING AND ALL PLANT CARE UNTIL FINAL ACCEPTANCE BY THE OWNER.
- PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF PLANTINGS IS COMPLETE. INSPECTION HAS BEEN MADE AND PLANTING IS ACCEPTED EXCLUSIVE OF THE GUARANTEE
- MAINTENANCE SHALL INCLUDE WATERING, WEEDING, MULCHING, REMOVAL OF DEAD MATERIAL PRIOR TO GROWING SEASON, RE-SETTING PLANTS AND PROPER GRADE, AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
- WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK AND SOD EVERY OTHER DAY UNTIL ACCEPTANCE BY THE OWNER. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.



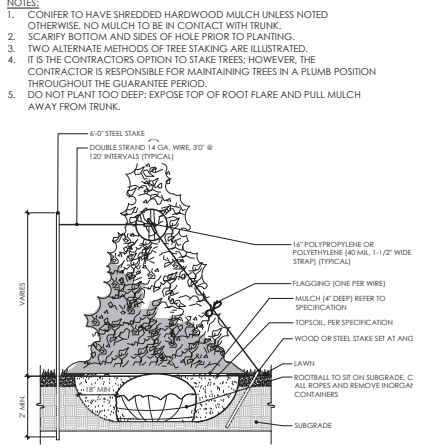
2 aluminum edge
scale: nts



3 shrub
scale: nts



4 deciduous tree
scale: nts



5 coniferous tree
scale: nts



client

SHAW CONSTRUCTION
7685 CORPORATE WAY
EDEN PRAIRIE, MN 55344

project

TMC INDUSTRIES
1370 MILL LANE
WACONIA, MN 55387

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 Professional Engineer and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY
NOT FOR CONSTRUCTION

SKETCHED BY: *Jason P. Aune*
TYPED BY: *Jason P. Aune*
DATE: 10-29-2022
PROJECT NO.: 22017

issue / revision

NO	DATE	CITY SUBMITTAL	ISSUE / REVISION
1	10-29-2022		

sheet title

LANDSCAPE PLAN

THIS SQUARE APPEARS 1/2" x 1/2" ON FULL SIZE SHEETS.

DRAWN BY:
CHECKED BY:

L1.0



TMC
INDUSTRIES
TMC



Linner Morschen
Architects

424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com



SHAW
CONSTRUCTION

P1-D4

Architectural site plan of a building complex. The plan includes a large Warehouse area on the left, a Manufacturing area on the right, and an R&D (Research & Development) area on the far right. The central part of the plan contains several smaller rooms and utility areas.

Rooms and Areas:

- WAREHOUSE:** A large open area on the left side of the plan.
- MANUFACTURING:** A large open area on the right side of the plan.
- R&D:** Research & Development area, located on the far right. It includes a "HIGH WDW, TYP. @ DASHED" and "PIPE BOLLARDS, TYP.".
- LAB:** Laboratory area, located between the Manufacturing and R&D areas. It includes a "40'0" X 31'9" 2172 SF (MFG)".
- OFFICE 1:** Located near the center-right, with dimensions "11'7" X 15'0"
- OFFICE 2:** Located near the center-right, with dimensions "11'2" X 11'11"
- OFFICE 3:** Located near the center-right, with dimensions "11'2" X 11'11"
- PLANT SUPER:** Located near the center-right, with dimensions "11'2" X 11'11"
- BREAK/CONF RM:** Break and Conference Room, located near the center, with dimensions "4'14" X 14'0"
- WASH AREA:** Located near the center, with dimensions "15'0" X 15'0"
- WASH AREA SLOPE FLOOR TO DRAIN, W/ SLIDING CURTAIN:** Located near the center, with dimensions "15'0" X 15'0"
- WATER SERVICE, VERIFY LOCATION, SEE CIVIL DRAWINGS:** Located near the center, with dimensions "15'0" X 15'0"
- WOMEN:** Restrooms for women, located near the center.
- MEN:** Restrooms for men, located near the center.
- VEST:** Vestibule, located near the center.
- HALLWAY:** Located near the center.
- CLO:** Closet, located near the center.
- TABLES/CHAIRS STOR:** Storage area for tables and chairs, located near the center.
- COFFEE, N.I.C.:** Coffee area, located near the center.
- KEURIG, N.I.C.:** Keurig area, located near the center.
- REF, N.I.C.:** Refrigerator area, located near the center.
- WALL MTD, TV, N.I.C.:** Wall-mounted TV area, located near the center.
- CLEAN HANGING ROD:** Located near the center.
- (12) 12" X 18" STACKED HALF-HIGH LOCKERS:** Located near the center.
- UP TO STORAGE MEZZANINE:** Located near the center.
- DOCK LEVELER:** Located near the top left.
- FUTURE 9'X9' DOCK DOOR:** Located near the top left.
- ELEC SERVICE:** Electrical service area, located near the top left.
- CONC PAD FOR TRANSFORMER, SEE CIVIL FOR LOCATION & SIZE:** Located near the top left.
- CONC CURB & GUTTER, SEE CIVIL:** Located near the top left.
- RETAINING WALL, SEE CIVIL, W/ 42" H. PIPE GUARDRAIL:** Located near the top left.
- TRENCH DRAIN, SEE CIVIL:** Located near the top left.
- 8" SOLID PC WALL PANELS:** Located near the top left.
- PIPE BOLLARD, TYP.:** Located near the top left.
- 6" X 5" X 5" CONC STOOP W/ FNDN:** Located near the top left.
- 6" X 5" X 5" CONC STOOP W/ FNDN:** Located near the top left.
- 5" X 5" X 5" CONC STOOP W/ FNDN, TYP. U.N.O.:** Located near the top left.
- LINE OF CANOPY, ROOF ABOVE, TYP. OF (2):** Located near the top left.
- STRUCTURAL ROOF SLOPE @ 1/4" FT TO ROOF DRAIN:** Located near the bottom center.
- ROOF DRAIN DOWN PIPE THRU WALL DISCHARGE ABOVE GRADE, TYP. OF (4):** Located near the bottom center.
- MIN. 8'-0" (+) HIGH ABOVE GRADE CHAINLINK FENCE W/ (2) 3'-0" GATE:** Located near the bottom right.
- 15'0" X 40'-0" CHILLER/HOT OIL BOILER CONC PAD, RETAINING WALL, SEE CIVIL DRAWINGS:** Located near the bottom right.
- POTENTIAL PHASE 2:** Indicated by a dashed line and arrows, located near the bottom right.
- 43'-10" VER W/ STRUCTURAL:** Vertical dimension line, located near the bottom right.
- 43'-10" VER W/ STRUCTURAL:** Vertical dimension line, located near the bottom right.

1 PRELIMINARY FLOOR PLAN
Scale: 3/32" = 1'-0" **2** BUILDING AREA: 36,702 SF

Project:

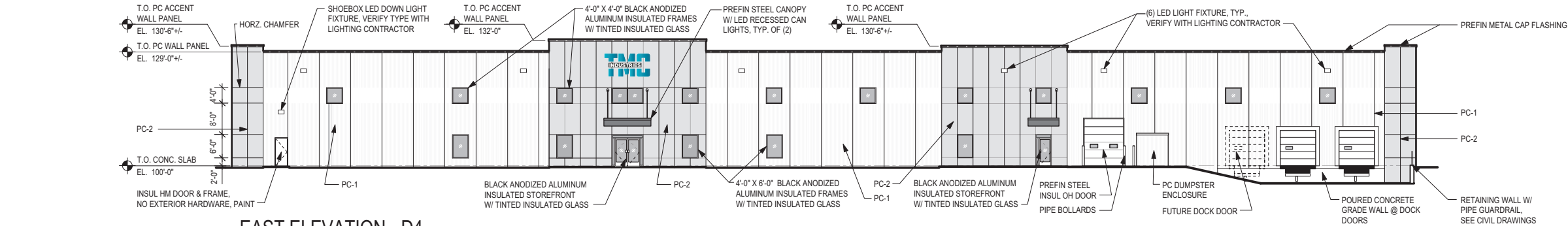


1370 Mill Lane
Waconia, MN 55387



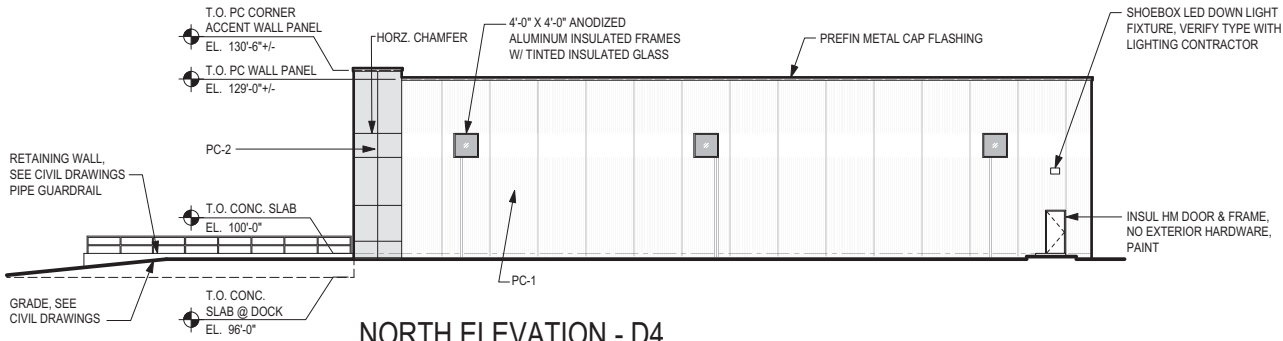
Linner Morschen
Architects
424 Chestnut Street North, Ste 204
Chaska, MN 55318
PHONE: (952) 884-6455
EMAIL: lmorschen@linnermorschenarchitects.com

CITY SUBMITTAL
NOT FOR CONSTRUCTION
10-28-22



EAST ELEVATION - D4

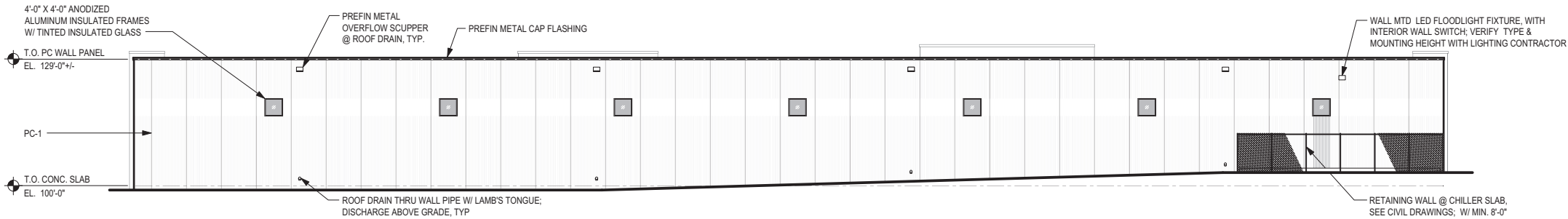
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NORTH ELEVATION - D4

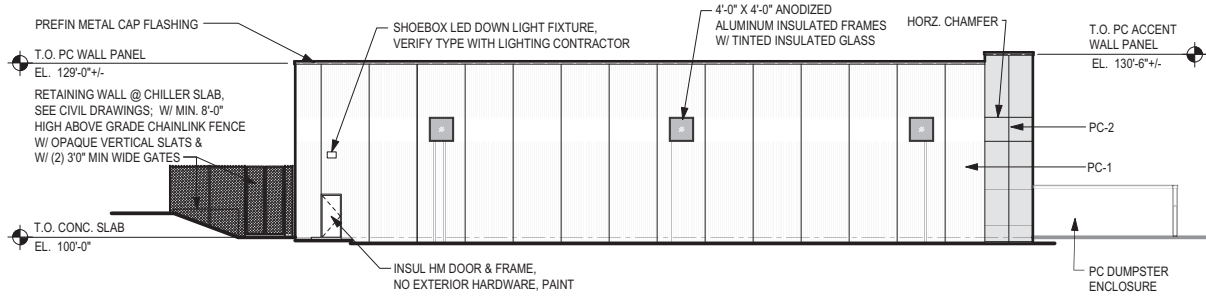
Scale: 1/16" = 1'-0"

PRECAST CONCRETE WALL PANEL FINISH LEGEND	
PC-1	PRECAST CONCRETE WALL PANELS EXPOSED AGGREGATE, UNIFORM LOW RIB LIGHT GREY TONE WITH 4'-0" HIGH TROWELED SMOOTH BAND
PC-2	PRECAST CONCRETE WALL PANELS EXPOSED AGGREGATE DARK GREY TONE



WEST ELEVATION - D4

Scale: 1/16" = 1'-0"



SOUTH ELEVATION - D4

Scale: 1/16" = 1'-0"

PROPOSED BY:

SHAW
CONSTRUCTION

7685 Corporate Way
Eden Prairie, MN 55344-2021
952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

PRELIMINARY
EXTERIOR ELEVATIONS

DATE: 10-28-22

REVISION NO.

DRAWN BY: C.A.W.

2236

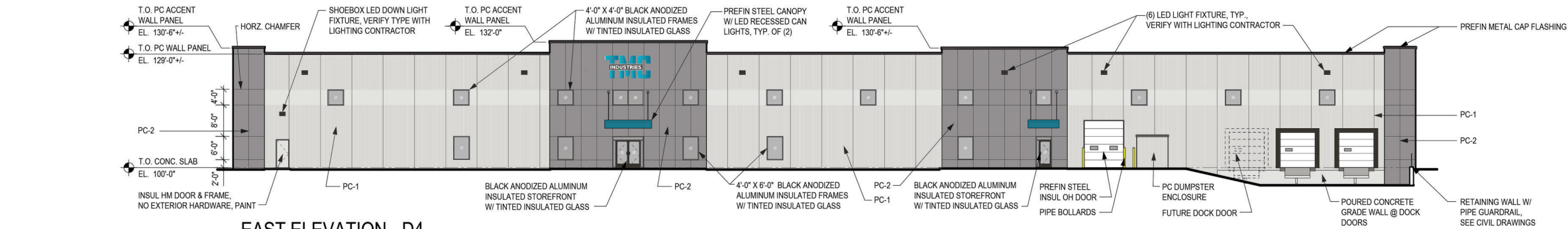
SHEET NO.

P2-D4

Project:

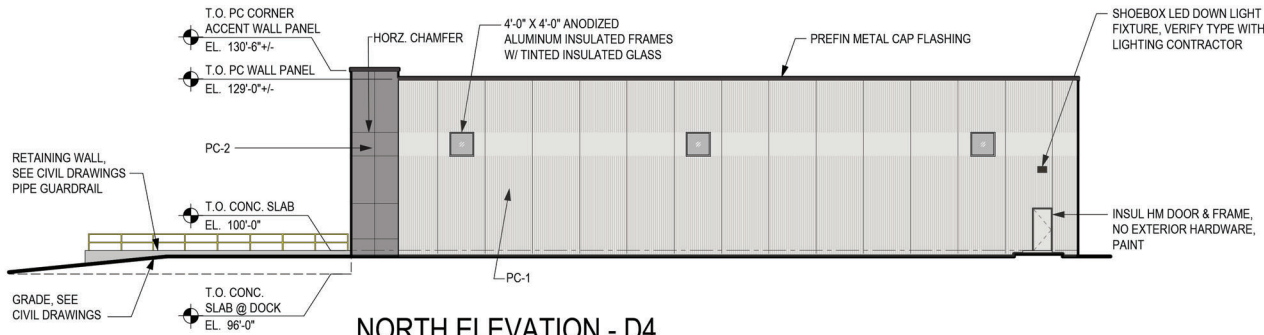


1370 Mill Lane
Waconia, MN 55387



EAST ELEVATION - D4

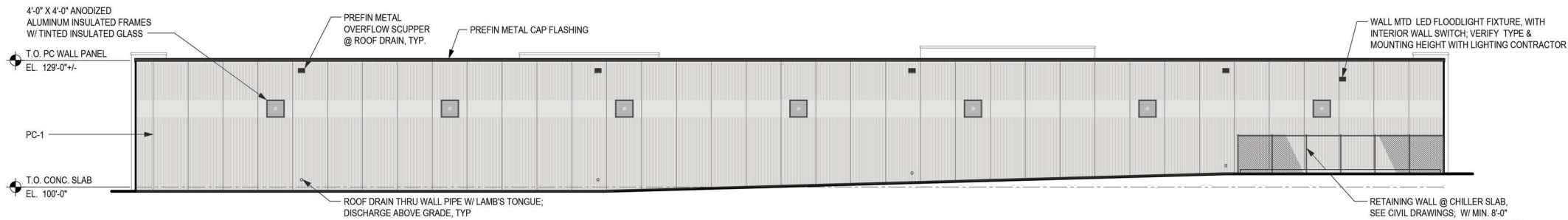
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NORTH ELEVATION - D4

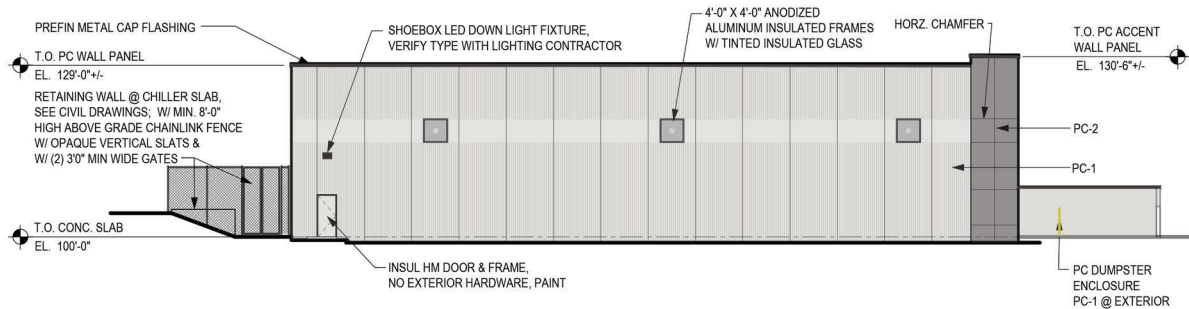
Scale: 1/16" = 1'-0"

PRECAST CONCRETE WALL PANEL FINISH LEGEND	
PC-1	PRECAST CONCRETE WALL PANELS EXPOSED AGGREGATE, UNIFORM LOW RIB LIGHT GREY TONE WITH 4'-0" HIGH TROWELED SMOOTH BAND
PC-2	PRECAST CONCRETE WALL PANELS EXPOSED AGGREGATE DARK GREY TONE



WEST ELEVATION - D4

Scale: 1/16" = 1'-0"



SOUTH ELEVATION - D4

Scale: 1/16" = 1'-0"

PROPOSED BY:

SHAW
CONSTRUCTION

7685 Corporate Way
Eden Prairie, MN 55344-2021
952-937-8214
952-934-9433 Fax
www.shawconstruct.com

SHEET TITLE:

PRELIMINARY
EXTERIOR ELEVATIONS
SITE PLAN - OPTION D

DATE: 10-28-22

REVISION NO.

DRAWN BY: C.A.W.
SHEET NO.

2236

P2



Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
	AW		6	Lithonia Lighting	RSX2 LED P4 40K R4 WBA	RSX Area Fixture Size 2 P4 Lumen Package 4000K CCT Type R4 Distribution	1	25328	0.9	189.54	
	WP		2	Lithonia Lighting	WPX1 LED P2 40K Rvolt	WPX1 LED wallpack 3000lm 4000K color temperature 120-277 Volts	1	2913	0.9	24.42	

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Total Area Calculated @ Grade	+	0.6 ft	13.0 ft	0.0 ft	N/A	N/A
Parking Area	X	2.2 ft	13.0 ft	0.0 ft	N/A	N/A

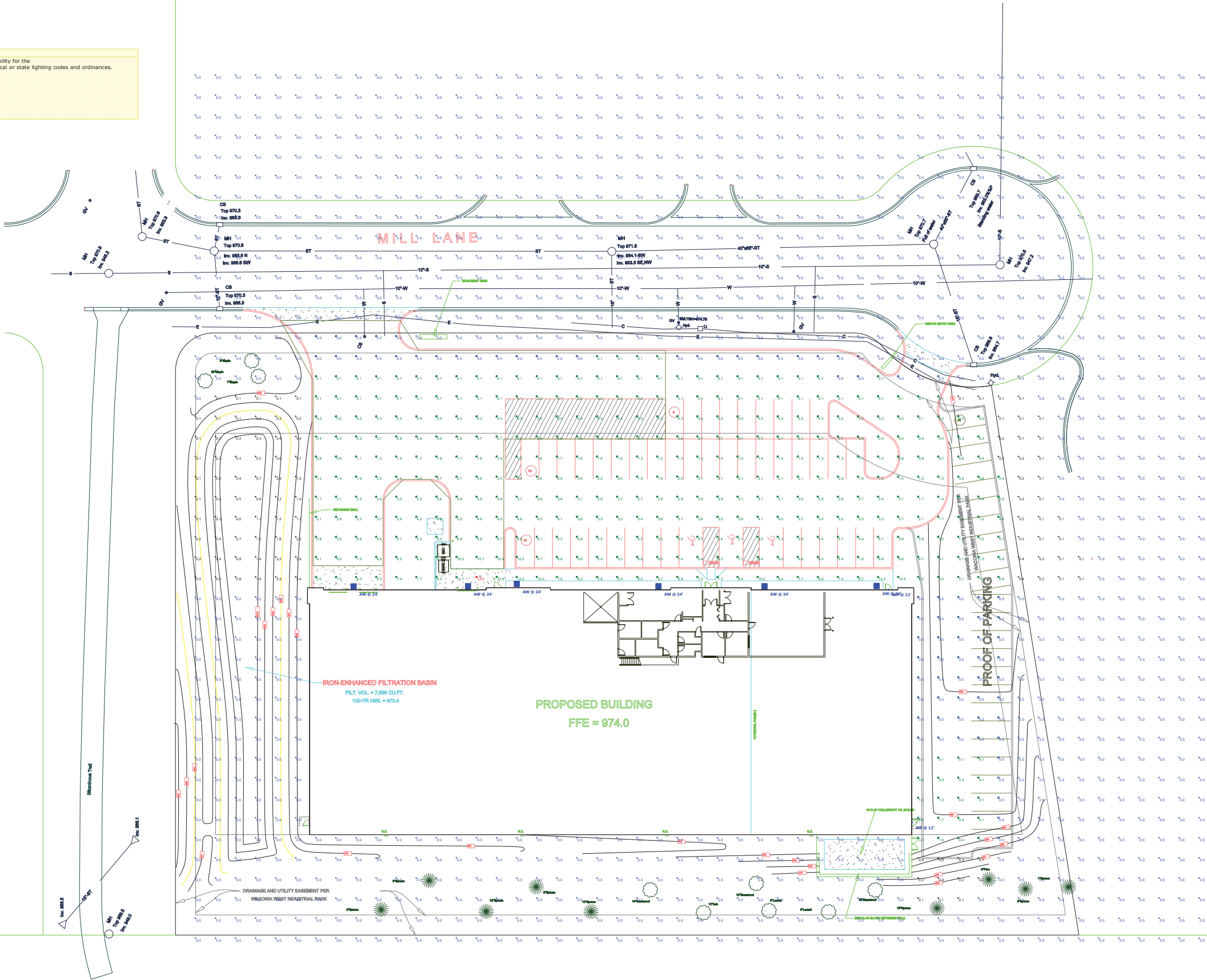
Note

1. Davis and Associates, Inc does not assume responsibility for the interpretation of this calculation, or compliance to local or state lighting codes and ordinances.

2. All readings/calculations are shown @ grade.

3. Fixture heights are shown on plan.

Plan View
Scale: 1" = 10ft



TMC Industries Submittal
Site Plan Review #1
June 25, 2025

This review is based on the resubmitted plans dated 10/28/2022 and received on 6/3/2025.

This review assumes all proposed improvements will be privately owned and maintained. Should this assumption be incorrect, additional comments may be appropriate.

General Comments

1. Stormwater management for the original Waconia West Industrial Park development is provided by a two-cell wet retention pond system directly east of Mill Lane constructed in 1995. This system was designed to provide peak runoff rate control and nominal water quality treatment. The following should be considered regarding current stormwater management:
 - a. To meet the current MS4 requirements for permanent stormwater management, the applicant will also need to treat the water quality volume from onsite improvements as over 1 acre of new and/or reconstructed impervious surface is proposed. The water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface.
 - b. Due to tight soils and proximity to the water table (as indicated in the Geotechnical Report), infiltration is not required. Therefore, the applicant has proposed filtration to treat the water quality volume, and it is sized adequately to meet the NPDES requirements.
 - c. The location of the Iron Enhanced Sand Filter (IESF) and bioretention basin should be indicated on the plan with hatching to show where specific sections are to be installed. A profile should be provided for the length of the basin through the outlet structure to verify design and ensure the system is constructed as proposed. The IESF detail provided does not match the Carver County Water Management Organization (CCWMO) requirements, and a detail for the bioretention filter area shall also be added. Details shall be coordinated with the CCWMO.
 - d. The 40 mil liner should be removed from the detail. Even though infiltration may be hindered by the tight soils, the liner is unnecessary.
 - e. Calculations for reduction in TSS and TP shall be submitted for City records. These reductions can be included in the overall Waste Load Reductions required by local TMDLs and should be recorded in the City's SWPPP as well.
2. Although no volume control or water quality credits can be used to meet CCWMO requirements, the 10th Street Stormwater Reuse system can be utilized to irrigate the site at a reduced cost. A reuse main connection is available near the northeast corner of the site. If desired, coordination would be needed with the Public Services Department for a reuse agreement, applicable fees/rates, etc.

3. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting. A copy of any approvals or permits required should be submitted conditional to Final Plat approval.
4. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Plat approval.
5. A Stormwater Pollution Prevention Plan (SWPPP) meeting NPDES requirements must be included for review and approval. For plan requirements, refer to the following link:
<https://www.pca.state.mn.us/business-with-us/2020-ms4-general-permit>
6. If any plan revisions result in retaining walls 4' or greater in height, plans must be designed by a licensed Professional Engineer. Wall plans must be provided for review and approval prior to construction. A building permit from the City is also required.
7. Record drawings must be submitted upon completion of the project. Two hard copies and an electronic copy are required.
8. The applicant shall 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.
9. Construction of the entrances will require removal of pavement on Mill Lane, as well as curb. The extent of expected pavement removal and restoration should be indicated on the necessary plans, and pavement restoration should be indicated as 6.5 inches of bituminous pavement (3 lifts) and 14 inches of aggregate base.
10. The northerly existing water service shall be removed to the main in the street and the main capped/repared. The northerly existing sanitary sewer service shall be removed to approximately the back of curb (to match the easterly construction limit of the water service removal and to keep one lane open on Mill Lane at all times). The resultant street patch shall include 6.5 inches of bituminous pavement (3 lifts) and 14 inches of aggregate base.
11. A new gate valve is recommended for the water service since it will serve as the "Curb Stop" for the site development. Results of any work in the street; a street patch shall include 6.5 inches of bituminous pavement (3 lifts) and 14 inches of aggregate base.
12. Existing hydrants are located at the northeast quadrant of the Mill Lane / Industrial Blvd intersection, near the center of the parcel along the west side of Mill Lane, and near the west end of the Mill Lane cul-de-sac. The need for an additional hydrant and the need for a fire connection shall be reviewed and approved by the Fire Chief.
13. Storm sewer connections to the proposed filtration basin are recommended to be constructed with RCP to minimize potential for floating of storm sewer pipe ends.

14. The proposed 18" HDPE from MH-1 to the existing storm sewer shall be RCP, or a manhole shall be installed at the connection location. The existing pipe is RCP.
15. A sump manhole is recommended to be provided downstream of the trench drain to provide pre-treatment prior to discharge to the filtration basin. This addition will simplify future maintenance/cleaning and will reduce ongoing maintenance costs.
16. The hatching for the IESF should be added to the Landscaping Plan. Seed mix MNDOT 32-261 should only be applied over the bioretention filter bottom (not the IESF).
17. Erosion control blanket should be indicated with a separate hatch and only applied to the areas with steep slopes and swales.
18. The proposed pavement is private. The Standard Duty Section includes 3.5 inches of pavement with 8 inches of aggregate base, and the Heavy Duty Section includes 4" pavement with 8" aggregate base. Due to the heavy clay soils in this area, the minimum recommended pavement section includes 4" of bituminous, 8" of aggregate base, geotextile fabric, and daintile stubbed out of the low point catchbasins.
19. A heavy duty concrete apron detail shall be included in the plans. The City's standard detail for this is available in the "Manual of Design and Construction Standards" found on the City's website.
20. The northerly proposed entrance is approximately 50 feet wide. The provided truck turning exhibit shows this is much larger than required for the site's design vehicle. This entrance width should be reduced to approximately 40 feet.
21. The concrete pedestrian ramp near the front entrance of the building is recommended to be ADA compliant and contain truncated domes.
22. The landscaping plan shall be reviewed to confirm the proposed planting locations do not conflict with the proposed storm sewer pipes at the connection to Mill Lane, the OCS location, and the 12" inlet near the northeast corner of the building.
23. The FDC shall be located on the front of the building facing Mill Lane.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025																				
Item Name:	9.3. 2025 Infrastructure Improvement Project - Mill & Overlay CIP Project No. 131																				
Originating Dept:	Public Services																				
Presented By:	Jon Haukaas																				
Previous Council Action:	Resolution No. 2025-123 Authorizing the Preparation of Plans and Specifications and Authorizing Advertisement for Bids of the 2025 Pavement Management Plan Mill and Overlay Project CIP 131																				
Item Type:	Regular Session																				
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-189 Authorizing the Award of Construction Contract for the 2025 PMP Mill & Overlay Project																					
EXPLANATION OF AGENDA ITEM: The City Council directed staff to develop a long-term Pavement Management Plan (PMP) to guide the future investment in improving our transportation infrastructure throughout the city. The draft PMP has been used to create a recommendation of streets that would benefit from a mill and overlay pavement rehabilitation. Utilizing the data collected from last year's pavement condition rating contract as well as the knowledge of the maintenance staff, the following streets were recommended for mill and overlay in 2025. <u>Sierra Hills Neighborhood</u> <table> <tr> <td>Campfire Drive E</td><td>Starlight Drive to 480 ft south</td></tr> <tr> <td>Silver Street</td><td>Starlight Drive to Feather Circle</td></tr> <tr> <td>Starlight Drive</td><td>Campfire Drive E to Silver Street</td></tr> <tr> <td>Feather Circle</td><td>Silver Street to Cul-de-sac</td></tr> <tr> <td>Diamond Point</td><td>Silver Street to Cul-de-sac</td></tr> </table> <u>Sterling Hills Neighborhood</u> <table> <tr> <td>Sterling Road</td><td>County Road 10 to Park Point Road</td></tr> <tr> <td>Dunbury Road</td><td>Sterling Road to Cul-de-sac South</td></tr> <tr> <td>Lockridge Road</td><td>Sterling Road to Cul-de-sac South</td></tr> <tr> <td>Park Point Road</td><td>570 feet south of Sterling Road to Cul-de-sac North</td></tr> </table> The City Council authorized the preparation of plans and specifications, and advertisement for bids at the April 21, 2025, meeting. Bids were received for the above-referenced project on July 15, 2025. Four bids were received and are tabulated below. Bids were received and opened electronically through QuestCDN on Tuesday, July 15 for the project referenced above. Four (4) bids were received, and the results of the bids are tabulated below: <table> <tr> <td><u>Bidder</u></td><td><u>Bid Amount</u></td></tr> </table>		Campfire Drive E	Starlight Drive to 480 ft south	Silver Street	Starlight Drive to Feather Circle	Starlight Drive	Campfire Drive E to Silver Street	Feather Circle	Silver Street to Cul-de-sac	Diamond Point	Silver Street to Cul-de-sac	Sterling Road	County Road 10 to Park Point Road	Dunbury Road	Sterling Road to Cul-de-sac South	Lockridge Road	Sterling Road to Cul-de-sac South	Park Point Road	570 feet south of Sterling Road to Cul-de-sac North	<u>Bidder</u>	<u>Bid Amount</u>
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GMH Asphalt Corporation	\$571,631.22
Northwest Asphalt	\$598,227.10
Wm. Mueller & Sons, Inc.	\$642,236.60
Valley Paving, Inc.	\$660,153.25
The low bidder for the project is GMH Asphalt Corporation, from Chaska, Minnesota. The low bid is 11.8% below the Engineer's estimate of \$648,000 and 13.4% below the high bid. GMH Asphalt Corporation has successfully completed projects of this type in the past and have thereby shown themselves to be a responsible contractor. GMH Asphalt is also the contractor on the Downtown Reconstruction Phase 3 project. Based on the items above, staff recommend the City Council award a construction contract in the amount of \$571,631.22 to GMH Asphalt. ATTACHMENTS: 1. Resolution No. 2025-189 Award 2025 PMP Mill & Overlay Project 2. 2025 Mill & Overlay Project Recommendation	
Budgeted	

**CITY OF WACONIA
RESOLUTION NO. 2025-189**

**RESOLUTION AUTHORIZING AWARD OF CONSTRUCTION CONTRACT
FOR THE 2025 INFRASTRUCTURE IMPROVEMENTS
MILL & OVERLAY CIP PROJECT NO. 131 TO
GMH ASPHALT CORPORATION IN THE AMOUNT OF \$571,631.22**

WHEREAS, the City Council on April 21, 2025, authorized the public bid for the 2025 Infrastructure Improvements Mill & Overlay project; and

WHEREAS, the following bids were received virtually on July 15, 2025, at 10:00 a.m.; and

Bidder	Bid Amount
GMH Asphalt Corporation	\$571,631.22
Northwest Asphalt	\$598,227.10
Wm. Mueller & Sons, Inc.	\$642,236.60
Valley Paving, Inc.	\$660,153.25

WHEREAS, Staff and City Engineer recommend award of the 2025 Infrastructure Improvements Mill & Overlay Project to GMH Asphalt Corporation who have successfully completed projects of this scale and scope.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes award of Construction Contract for the 2025 Infrastructure Improvements Mill & Overlay Project in the amount of \$571,631.22 to GMH Asphalt Corporation.

Adopted by the City Council of the City of Waconia this 21st day of July 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318

Phone: (952) 448-8838
Bolton-Menk.com

July 15, 2025

City of Waconia
Attn: Jon Haukaas
310 10th St E
Waconia, MN 55387

RE: 2025 Street Improvement Project Award Recommendation

Dear Mr. Haukaas,

Bids were received and opened electronically through QuestCDN on Tuesday, July 15 for the project referenced above. Four (4) bids were received, and the results of the bids are tabulated below:

<u>Bidder</u>	<u>Bid Amount</u>
GMH Asphalt Corporation	\$571,631.22
Northwest Asphalt	\$598,227.10
Wm. Mueller & Sons, Inc.	\$642,236.60
Valley Paving, Inc.	\$660,153.25

The low bidder for the project is GMH Asphalt Corporation, from Chaska, Minnesota. The low bid is 11.8% below the Engineer's Estimate of \$648,000 and 13.4% below the high bid.

GMH Asphalt Corporation has successfully completed projects of this type in the past and have thereby shown themselves to be a responsible contractor. GMH Asphalt is also the contractor on the Downtown Reconstruction Phase 3 project. Based on the items above, it is recommended the City award a construction contract in the amount of **\$571,631.22** to GMH Asphalt. I am open to discuss this information with you and answer any questions that you or the City Council may have.

Sincerely,

Bolton & Menk, Inc.

Jake Saulsbury, P.E.

Cc: Ryan Johnson, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 21, 2025		
Item Name:	13.1. Closed Session - The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3)		
Originating Dept:	Public Services		
Presented By:	Jon Haukaas		
Previous Council Action:			
Item Type:	Regular Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Enter into Closed Session - The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3) to consider the purchase of real property in Lakeview Township identified as a portion of existing PID: 070300400, located south of County Road 10 and east of Little Avenue.			
EXPLANATION OF AGENDA ITEM: The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3) to consider the purchase of real property in Lakeview Township identified as approximately 15.954 acres portion of vacant land of existing PID: 070300400, located south of County Road 10 and east of Little Avenue. The land is part of a larger parcel of land in Laketown Township and certain steps will be required to split the land from the existing parcel and annex into the City. The purpose will be to the site of the City's future Water Treatment Plant No. 4. If the Council decides to move forward with the purchase of property, reconvening to regular session is necessary in order to formally approve the purchase agreement and adopt Resolution #190.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____	