

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, August 4, 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) City Council Minutes July 21, 2025
- 2) Approve August 4, 2025 Expenditures
- 3) **Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #2**
Approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 2 to Minger Construction
- 4) **Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #3**
Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 3 to GMH Asphalt Corporation
- 5) **2025 2nd Quarter Budget Amendments**
Adopt Resolution No. 2025-192 Approving 2025 2nd Quarter Budget Amendments
- 6) **Approve Exempt Gambling Raffle Application - Church of St. Joseph**
Adopt Resolution No. 2025-193 Approving Application for Exempt Permit Raffle with Church of St. Joseph

9. COUNCIL BUSINESS

- 1) **Safari Island Community Needs Assessment**
Motion to Approve Safari Island Community Needs Assessment Plan
- 2) **Wildcat Way Reconstruction Project CIP Project No 131-G**
Adopt Resolution No. 2025-194 Authorizing the Award of Construction Contract for the Wildcat Way Reconstruction Project
- 3) **City of Waconia Benchmark Cities**
No changes: No action required
If changes: Adopt Resolution No. 2025-195 Updating Benchmark Cities for City of Waconia's Annual Market Analysis

10. ITEMS REMOVED FROM CONSENT AGENDA

11. REPORTS/EMERGING ISSUES

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

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

OFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

WORK SESSION: HIGHWAY 5 PHASE 2 GATEWAY SIGNAGE AND STRATEGIC
PLAN INITIATIVE ACTION PLANS, DOG PARKS

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 4, 2025	
Item Name: 8.1. City Council Minutes July 21, 29025	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the July 21, 2025, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the July 21, 2025 City Council Minutes	
ATTACHMENTS: 1. July 21, 2025, City Council 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 21, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the July 21, 2025, Waconia City Council Meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Liitfin led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None.

4. ADOPT AGENDA

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

MOTION CARRIED.

5. PUBLIC HEARING

None.

6. OPEN FORUM

None.

7. COMMUNITY INTEREST PRESENTATIONS

None.

8. ADOPT CONSENT 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**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred June 2025**

- 5) **Capital Project at Safari Island Community Center - Front Desk Replacement**
- 6) **Contractor Pay Request - Water Treatment Facility Piping Modifications to Municipal Builders #7**
- 7) **2025 Command Vehicle Project**
- 8) **Hiring of Probationary Firefighters**
- 9) **Retirement of Utility Maintenance Worker**
- 10) **Trunk Fee Waiver Request - 80 8th Street - Saltire LLC**
- 11) **Norsq Comprehensive Plan Amendment – Notice of Withdrawal**
- 12) **Special Event Permit - Freshwater Church**
- 13) **Special Event Permit - Nickle Dickle Day**

Motion to Adopt the Consent Agenda as Published pulling consent agenda item 8.7 "*2025 Command Vehicle Project*" made by Council Member Coleman, seconded by Council Member Siddons
MOTION CARRIED.

9. COUNCIL BUSINESS

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

MN Chistkindlsmarkt in Waconia (Excelsior Christkindlsmarkt Inc) submitted a temporary on-sale liquor license application for an event scheduled for December 5, 2025, through December 7, 2025, and for December 12, 2025, through December 14, 2025. The special event permit for this event was previously approved by the Council. Two applications and resolutions are required as the event is being held on two separate weekends. All alcohol will be limited to City Square Park.

The applicant, Myrle MacKenzie for the MN Christkindle event, stated that liquor is a tradition of the holiday event and that the beer/wine garden will be small and fenced. The applicant reminded the Council that on the two Fridays the event will run from 12:00 p.m. to 7:00 p.m., on the two Saturdays it will be 10:00 a.m. to 7:00 p.m. and on the two Sundays it will be 10:00 a.m. to 5:00 p.m. Food trucks and food vendors will also be part of the event and the applicant is working with staff on tent locations and possible snow removal options. The gazebo will be used as a stage for Father Christmas with live reindeer and live alpacas close by in a corral.

The applicant also updated the Council on the Farmers Market, which has been very well-received by residents.

Mayor Litfin requested clarification of the beer garden fence, with the applicant stating that, aesthetically, the area would be better received with a fenced area and that no one would be leaving the Park with a beer or wine as there will be three posted gates. Attendance is expected to be around 10,000 per weekend with no entry fee.

Motion made to adopt Resolutions No. 2025-185 and Resolution No. 2025-186 Approving Temporary On-Sale Liquor Licenses made by Coleman, seconded by Siddons.

MOTION CARRIED.

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

Lane Braaten, Community Development Director, stated that 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 square-foot industrial building at 1370 Mill Lane in Waconia. The parcel is currently zoned I-1 Industrial Park District. The purposed uses, including office, manufacturing and warehousing, are permitted uses in this district. The applicant is proposing a 24-foot-wide vehicle access via the Mill Lane cul-de-sac and a nearly 50-foot-wide truck access off Mill Lane. The City Engineer reviewed the access and indicated that the truck access should be reduced to 40-foot width. The CUP portion is a proof of parking agreement, which is what the applicant is proposing. The variance is the front loading dock issue. The Planning Commission recommended approval, the landscape plan meets the City's requirements, the design review indicates the front facade meets City requirements, and the public hearing requirements have been met.

Nick Hansen, President of TMC Properties, stated his company had full approval of this project in 2022. Also stating that they are proposing a more difficult design to shield the houses and trails from truck noise and lights. This would bring an additional 10–15 employees to the current 32 employees.

Motion made to Adopt Resolution No. 2025-187 Approving Site Plan & Design Review and Variance for the Property Located at 1370 Mill Lane made by Council Member Grengs, seconded by Council Member Coleman.

MOTION CARRIED.

Motion made to Adopt Resolution No. 2025-188 Approving a Conditional Use Permit for Proof of Parking made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

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

Jake Saulsbury, Bolton and Menk, stated that staff were directed by the Council to develop a long-term Pavement Management Plan (PMP) to guide the future investment in improving the City's 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 maintenance staff; staff recommend the Sierra Hills Neighborhood and the Sterling Hills Neighborhood for mill and overlay in 2025.

The design was completed, approved by staff, and received four bids. The bids ranged from \$571,631.22 to approximately \$660,000 with the low bid received from GMH Asphalt Corporation. This company is the general contractor working on the downtown project.

The City Engineer also updated the Council on the next bid opening for the Wildcat Way Project. This is a municipal state aid project which requires MnDOT approval. This requirement was met last June and the bid opening is scheduled for July 29, 2025. There will be an award recommendation for the Council to review at the August 4, 2025, Council meeting.

Also, provided an update on the downtown street project with the biggest issue being the rain. The contractor obtained partial incentive on stage 1. The incentive on stage 2 is being evaluated. The project is moving ahead to stage 3, which is along the south side of the apartment building project. The completion/opening schedule is still on track for Nickle Dickle Day.

Motion made to Adopt Resolution No. 2025-189 Authorizing Award of Construction Contract for the 2025 Infrastructure Improvements Mill & Overlay CIP Project No. 131 to GHM Asphalt Corporation made by Siddons, seconded by Grengs.
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

As per Mayor Litfin's request, Consent Agenda Item 8.7 Command Vehicle Project for the Fire Department was pulled from the agenda.

Justin Sorensen, Waconia Fire Chief, stated that in the Capital Improvement Plan the Fire Department has budgeted \$90,000 for a command vehicle. These are replaced on a 10-year cycle to ensure reliability, modern technology, and operational readiness. This would serve as the primary duty officer command vehicle and the most highly utilized vehicle in the rotation of the command vehicles. The updated pricing is \$52,460 including a spray and bedliner, which brings the total project amount to \$89,927.50 and is under budget.

Motion to Adopt Resolution No. 2025-179 Approving Purchase of 2025 Ford F-150 and Related Equipment made by Siddons, seconded by Coleman.

MOTION CARRIED.

11. REPORTS/EMERGING ISSUES

1) Staff Reports

Jackie Schulze, Assistant City Administrator, reminded the Council of music in the parks with Bob and the Beachcombers will be performing on July 24th at 5 p.m. at City Square Park. On Thursday, July 31st, the Emerson Avenue Band will be performing on Main Street between Vine and Olive from 6:30 p.m. to 8:30 p.m.

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Absent

5) Councilmember Grengs

6) Mayor Litfin

Mayor Litfin attended and/or met with the following:

07-07 City Council Work Session. The Mayor, Council and staff met unscripted without an agenda. Items discussed included a City dog park.

07-08 West Carver Transportation Coalition to discuss updates and schedules with the County and the State

07-10 Planning Commission meeting

07-11 Legislator Emmer visited Lions Field

07-14 Ridgeview CEO Mike Phelps for an update

07-16 Community meeting regarding a third hotel in the community

07-19 Iron Tap with live music

Mayor Litfin encouraged all to read the article in the Patriot regarding Carver County being ranked third nationally about the best places for new families. This includes childcare, housing, affordability, access to parks and doctors.

12. ANNOUNCEMENTS

13. CLOSED SESSION

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

Motion for Council to move to closed session made by Grengs, seconded by Coleman
MOTION CARRIED.

14. ADJOURN REGULAR MEETING

Motion to adjourn the July 21, 2025, City Council Meeting at 7:00 p.m. made by Grengs, seconded by Siddons.

MOTION CARRIED.

WORK SESSION: NONE

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 4, 2025	
Item Name: 8.2. Approve August 4, 2025 Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve August 4, 2025 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursements registers for the City of Waconia as of August 4, 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:	August 4, 2025		
Item Name:	8.3. Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #2		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	Resolution No. 2024-246 Approving Plans for the CSAH 10 & Waconia Parkway North Roundabout Improvement Project and Ordering Advertisement of Bids Resolution No. 2025-137 Award of Construction Contract for the CSAH 10 & Waconia Parkway North Roundabout Project		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 2 to Minger Construction EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the CSAH 10 & Waconia Parkway North Improvements and recommend payment of \$497,727.27 based on the engineering request for payment. This payment represents approximately 30% of the total approved contract for the project. ATTACHMENTS: 1. CSAH 10 & Waconia Parkway North Pay Request #2 Memo			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: PIR, Storm Water Utility Fund Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____	



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

July 30, 2025

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

**RE: CSAH 10 & Waconia Parkway North Improvements
Pay Request No. 2**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 2 for work completed through 7/25/2025 on the above referenced project. The work completed includes payment for mobilization, grading, sand, aggregate, retaining wall, daintile, erosion control, and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$497,727.27** to Minger Construction Companies, Inc. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm
Waconia Pkwy North (City)	\$182,890.75	96%	4%
CSAH 10 (County)	\$314,836.52	98%	2%
CSAH 10 M&O (County)	\$0.00	0%	0%
TOTAL	\$497,727.27		

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, City of Waconia
Ryan Johnson, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 4, 2025		
Item Name:	8.4. Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #3		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	Resolution No. 2025-100 Accepting Bids and Awarding Contract for the 2025 Downtown Reconstruction Phase 3 Project		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 3 to GMH Asphalt Corporation EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the Waconia Downtown Reconstruction Phase 3 Project and recommends payment of \$378,547.89 based on the engineering request for payment. This payment represents approximately 56% of the total approved contract for the project. ATTACHMENTS: 1. 2025 Downtown Recon Phase 3 Pay Request 3 Memo			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: PIR, Water, Sewer, Storm Water Budget Information: ☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: Park Board: Personnel Committee: Other:	



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Suite 200
Chaska, MN 55318-1172

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

July 30, 2025

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

**RE: Waconia Downtown Reconstruction – Phase 3
Pay Request No. 3**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 3 for work completed through 7/25/2025 on the above referenced project. The work completed includes payment for mobilization, traffic control, removals, sand, aggregate base, storm sewer, sanitary sewer, watermain, sidewalk, and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$378,547.89** to GMH Asphalt Corporation. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm	Irrigation	Sewer	Watermain	Sidewalk
Recon	\$378,547.89	22%	30%	5%	9%	22%	12%
TOTAL	\$378,547.89						

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, City of Waconia
Colton Lee, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 4, 2025
Item Name:	8.5. 2025 2nd Quarter Budget Amendments
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	None
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-192 Approving 2025 2nd Quarter Budget Amendments	
EXPLANATION OF AGENDA ITEM: Staff reviewed the 2025 operating and capital budgets and recommends budget amendments as outlined in the attached "Exhibit A." An explanation is provided for each of the amendments. Staff reviewed these adjustments based on how future budgets may be considered, so changes can be carried over, and year-to-year review is easier to understand. Also, staff monitor the budget to actuals closely each month. Some of the amendments are recommended as updates to ensure accuracy as transactions have posted throughout the course of the budget year. These budget amendments will be posted as of July 31, 2025, and will be reflected in the July 2025 budget to actual reports presented to the City Council on or after August 15, 2025. ATTACHMENTS: 1. Resolution No. 2025-192 Approve 2025 2nd Quarter Budget Amendments 2. Budget Amendments Exhibit A dated 08-04-2025	
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 2025-192**

RESOLUTION APPROVING 2025 2nd QUARTER BUDGET AMENDMENTS

WHEREAS, the City Council of the City of Waconia, Minnesota adopted the 2025 General, Enterprise, Special Revenue, Capital Projects, and Debt Service Fund budgets on December 16, 2024; and

WHEREAS, changes are recommended to expenditure line items in the General, PIR Capital Project, Water Utility, Sewer Utility, and Storm Water Utility Funds; and

WHEREAS, changes are recommended to revenue line items in the General and Ice Arena Debt Service Fund; and

WHEREAS, the budget amendments will be posted in the City’s financial systems as of July 31, 2025, to be incorporated with budget to actual month end reporting; and

WHEREAS, City staff recommends budget amendments as identified in the attached document known as “EXHIBIT A”.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the 2025 2nd Quarter Budget Amendments as proposed.

Adopted by the City Council of the City of Waconia this 4th day of August 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

2025 - 2nd Quarter Budget Amendments

Amendment Amount/Current Budget/New Budget

"EXHIBIT A"						
Department	Line Item	Amount	Current Budget	New Budget	Revenue Expense	Description
General Fund	Interfund Transfer Out	\$ 23,000.00	\$ 2,362,625.00	\$ 2,385,625.00	Expense	Cash flow reviewed for debt fund for year end 2025. Increase in interfund transfer will need to be completed to ensure cash is available for debt payments this year. Increase will carry into 2026 and 2027 - the final 2 years of the debt payments for the ice arena facility.
Ice Arena Debt Fund	Interfund Transfer In	\$ (23,000.00)	\$ -	\$ (23,000.00)	Revenue	
General Fund - Administration	Communications	\$ 500.00	\$ 1,856.00	\$ 2,356.00	Expense	Added additional administration employee reimbursement for use of personal device for City business.
General Fund	Fund Balance	\$ (500.00)		\$ (500.00)	Fund Balance	
General Fund - Administration	PERA Contributions	\$ 360.00	\$ 39,428.00	\$ 39,788.00	Expense	Addition of employee with option for PERA took the benefit in 2025. Not originally budgeted for and will continue with 2026 budget.
General Fund	Fund Balance	\$ (360.00)		\$ (360.00)	Fund Balance	
General Fund - Administration	Contract Services	\$ 20,000.00	\$ 48,300.00	\$ 68,300.00	Expense	
General Fund - Finance	Liability Insurance	\$ (700.00)	\$ 4,500.00	\$ 3,800.00	Expense	
General Fund - Technology	Liability Insurance	\$ (1,000.00)	\$ 6,900.00	\$ 5,900.00	Expense	
General Fund - Fire	Liability Insurance	\$ (2,300.00)	\$ 10,000.00	\$ 7,700.00	Expense	
General Fund - Streets	Liability Insurance	\$ (5,100.00)	\$ 29,000.00	\$ 23,900.00	Expense	With new insurance vendor, the City is paying the agent fee directly to the agent instead of as part of the premium paid for the insurance policy. Because of this, the fee will be expended in contract services instead of with the individual departmental liability insurance line items. Reallocating funds from the liability accounts to contract services to cover this fee. This practice will carry forward to the 2026 budget and future budgeting years.
General Fund - Parks	Liability Insurance	\$ (6,900.00)	\$ 45,000.00	\$ 38,100.00	Expense	
General Fund - Central Facilities	Liability Insurance	\$ (4,000.00)	\$ 59,500.00	\$ 55,500.00	Expense	
General Fund - Technology	Fees & Licenses	\$ 1,500.00	\$ 366,315.00	\$ 367,815.00	Expense	
General Fund	Fund Balance	\$ (1,500.00)		\$ (1,500.00)	Fund Balance	Added annual software subscription for speed signs and trailer. New service in 2025 and added with replacement of trailer earlier this year. Will continue into future budget years and will plan for it to ensure proper support and reporting.
General Fund - Planning	Aid	\$ (189,363.00)	\$ -	\$ (189,363.00)	Revenue	The City will receive local housing aid in 2025. In 2024, the City received a small amount. Staff forgot to plan for this new source with completion of the 2025 budget. Revenue is expected to continue in future years so amending the budget to show this committed fund balance revenue as part of the budget. Funds will be allocated to aid in the General Fund and only released with approved housing projects approved by the City Council.
General Fund	Committed Fund Balance	\$ 189,363.00		\$ 189,363.00	Fund Balance	
General Fund - Community Safety	Contract Maintenance	\$ 2,400.00	\$ -	\$ 2,400.00	Expense	Addition of outdoor warning siren annual service contract approved by the City Council on May 19, 2025. Will continue this service in future years to ensure sirens are working and available in the community for emergencies.
General Fund	Fund Balance	\$ (2,400.00)		\$ (2,400.00)	Fund Balance	
PIR Capital Project Fund	Contract Services	\$ 4,959.00	\$ 1,853,400.00	\$ 1,858,359.00	Expense	Capital project for the City Hall door lock system project increased slightly from original budget due to additions required by the Carver County Sheriff's office. Project was approved and completed as required.
PIR Capital Project Fund	Fund Balance	\$ (4,959.00)		\$ (4,959.00)	Fund Balance	

2025 - 2nd Quarter Budget Amendments

Amendment Amount/Current Budget/New Budget

"EXHIBIT A"						
Department	Line Item	Amount	Current Budget	New Budget	Revenue Expense	Description
PIR Capital Project Fund	Contract Services	\$ 25,000.00	\$ 1,858,359.00	\$ 1,883,359.00	Expense	Capital project for Safari Island tile replacement included in capital budget software, but not included in line item budget for 2025. Project changed with approval by the City Council on July 21st to replacement of the front desk during the construction this summer. Adding project for front desk - original tile project estimated \$25,000.
PIR Capital Project Fund	Fund Balance	\$ (29,408.00)		\$ (29,408.00)	Fund Balance	
Sewer Utility Fund	Capital Equipment	\$ 6,188.00	\$ 205,000.00	\$ 211,188.00	Expense	Push camera system for sewer and storm water utility televising was in need of replacement. Project was not included in original budget this year, but the system was in need of immediate replacement. Project cost is over \$10,000 and must be included as capital equipment.
Sewer Utility Fund	Fund Balance	\$ (6,188.00)		\$ (6,188.00)	Fund Balance	
Storm Water Utility Fund	Capital Equipment	\$ 6,188.00	\$ -	\$ 6,188.00	Expense	
Storm Water Utility Fund	Fund Balance	\$ (6,188.00)		\$ (6,188.00)	Fund Balance	
Water Utility Fund	Contract Services	\$ 80,000.00	\$ 251,037.00	\$ 331,037.00	Expense	Capital project of Tower #3 Reconditioning originally budgeted in cost of construction, but because the project will not be capitalized, moving to contract services. Staff will track the costs for the project verses budget, but ultimately the improvement will be capitalized and depreciated.
Water Utility Fund	Cost of Construction	\$ (80,000.00)	\$ 4,011,636.00	\$ 3,931,636.00	Expense	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 4, 2025	
Item Name:		8.6. Approve Exempt Gambling Raffle Application - Church of St. Joseph	
Originating Dept:		Administration	
Presented By:		Sue Schwalbe	
Previous Council Action: None			
Item Type:		Consent	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-193 Approving Application for Exempt Permit Raffle with Church of St. Joseph EXPLANATION OF AGENDA ITEM: The City has received an application for an Exempt Permit from Church of St. Joseph to conduct a raffle on September 13, 2025, at the St. Joseph Education Center, 41 1st Street East in Waconia. ATTACHMENTS: 1. Resolution No. 2025-193 Exempt Permit Churof of St. Joseph			
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. 2025-193**

**RESOLUTION APPROVING AN APPLICATION FOR EXEMPT PERMIT
CHURCH OF ST. JOSEPH**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Church of St. Joseph to conduct a Raffle on September 13, 2025; and

WHEREAS, the Church of St. Joseph requested this exempt permit in order to conduct a raffle at the St. Joseph Education Center, 41 1st Street East in Waconia as stated on the application; and

WHEREAS, the applicant shall furnish the City of Waconia 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

WHEREAS, the City Clerk is hereby instructed to provide a copy of this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the application for Exempt Permit to conduct a raffle at the Church of St. Joseph, St. Joseph Education Center, 41 1st Street East in Waconia on 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 4th day of August 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 4, 2025
Item Name:	9.1. Safari Island Community Needs Assessment
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Safari Island Community Needs Assessment Plan

EXPLANATION OF AGENDA ITEM:

In 2000, the City entered into a Lease and Shared Use Agreement for the construction and use of the community center space known as Safari Island Community Center. This facility, operated by the City since construction, features fitness facility uses, such as fitness class space, indoor jungle gym, weight training and cardio equipment, lap pool, zero-depth recreation pool with water features, gymnasium, and walking track. The gymnasium and lap pool area are further delineated and managed under the Shared Use Agreement, which details how and when each entity can use those shared spaces. All other areas are enjoyed and utilized by the City and the patrons of the facility.

The facility was constructed with the City's contribution of \$3.8M in funds and a lease term of 30 years for the use and operation of the facility. The City has the option to extend the lease and can do so within 24 months of the lease termination date.

Beginning in approximately 2022, and in response to an expansion project of the existing facility in the Capital Investment Plan, the City Council began discussing the future of Safari Island and community center-based types of recreation services. It was determined that prior to 2030 the City should study the needs of the facility, the needs of the community, market conditions, etc. as part of a process to evaluate and determine future investments related to providing this service. With that in mind, the Capital Investment Plan identified \$15,000 for consultant work as a project to help begin this process. This effort was also identified as a priority for the current City Council in the Strategic Plan adopted for the period of 2025-2029.

In April, the City Council reviewed proposals from firms that engage in this type of work. The scope of services that staff provided the firms was to develop an understanding and baseline data of market conditions and demographics of the service area and patrons and to conduct some public engagement around the topic. At around the same time, the management company that the City contracted with for Safari Island and Ice Arena operations and management was sold to a new company called Sports Facilities Companies (SFC). It was determined that it would be beneficial to give SFC some time to get up to speed on local operations and then receive a proposal from them for a similar effort.

SFC has submitted the attached proposal to perform what it calls a Community Needs

Assessment focused on recreation services and Safari Island. This effort will include existing data research on existing conditions, market, and industry evaluation, site visits, stakeholder meetings, and a patron/community website & survey data collection. This information will be compiled into a report that the City can then use to begin the process more earnestly in determining the future of recreation services and the City's plan to meet those needs. The City will receive a substantial discount on the fees based on our existing customer relationship with a package fee of \$17,050. Travel by SFC to Waconia will be billed at actual expense. The Capital Investment Plan has adequate funds to absorb the additional cost over what was budgeted, and the SFC proposal is substantially cheaper than other proposals for similar work submitted by other companies reviewed in April. Once kicked off, the work will take about 13 weeks to complete.

ATTACHMENTS:

1. Safari Community Needs Assessment

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



SERVICES

Proposed services document prepared exclusively for

City of Waconia, MN
Attn: Shane Fineran

by The Sports Facilities Companies
July 25, 2025

July 25, 2025

Shane Fineran
City Administrator
City of Waconia, MN

Mr. Fineran,

On behalf of the Sports Facilities Companies (SFC), it is my pleasure to provide this proposal to conduct a Community Needs Assessment for the City of Waconia with a specific focus on the Safari Island Community Center. The steps detailed in the enclosed Scope of Work outline how SFC will evaluate future-facing opportunities for the Safari Island Community Center to enhance the programs, services, and offerings available to Waconia residents.

SFC understands the importance of Safari Island within the community – the Center serves as Waconia's hub for fitness, aquatics, sports, and various community activities. As the shared-use agreement between the City of Waconia and Waconia Public Schools (ISD 110) approaches the end of its term, it is critical for the City to have a detailed understanding of the current and future demands of Waconia residents related to active recreation and wellness. By qualifying and quantifying community needs, SFC will support the City in beginning to plan for the future of Safari Island as an individual facility and the future of recreation services available in the City.

Once SFC's Community Needs Assessment is complete, the City will have a detailed understanding of:

- The demographic and socioeconomic characteristics of the service area (defined across multiple drive times from Safari Island)
- The demographic and socioeconomic characteristics of members/participants of Safari Island
- The levels of service offered by the City related to recreation-serving physical assets/facilities
- How Waconia's levels of service compare to comparably sized communities
- Any gaps in recreation and wellness programs/services offered by the City relative to expected or recommended programs/services
- The community's demand for additional programs and services that can be offered through operational and/or physical asset improvements
- Strategies for meeting the recreation and wellness needs of the community

Once you have reviewed this proposal, please let me know when we can reconnect to discuss the Scope of Work, refine the process, and initiate the Community Needs Assessment.

We look forward to providing these services and supporting the City of Waconia in enhancing the recreation and wellness services available to people who call Waconia "home."

Sincerely,



Evan Eleff
Partner
Sports Facilities Companies

SCOPE OF WORK | COMMUNITY NEEDS ASSESSMENT

Step 1: Project Kick-Off Meeting

To initiate the Community Needs Assessment, the Advisory Team will set up and facilitate an initial virtual meeting with the City's team (the "Client Team") to cover six topics that allow SFC's Advisory Team to begin its work. Those topics are:

- Introductions
- History and key insights
- Existing data
- Partners and stakeholders
- Timeline/key dates
- Other questions & answers

Step 2: Existing Data Review

Following the kick-off meeting, the Advisory Team will review existing data, documentation, and resources related to the initiative. As the operator of Safari Island, SFC has access to the information that needs to be reviewed related to the Community Center, but will coordinate with the Client Team to gather supplemental data (e.g., a comprehensive list of recreation programs provided by the City).

Step 3: Market and Industry Research and Evaluation

Also following the kick-off call, the Advisory Team will initiate its independent research efforts. The Advisory Team will focus on three categories of research, each of which will provide valuable insights and data points that will inform future discussions, strategies, and recommendations. Those categories and their components are:

- **Market Research:** key local market demographic and socioeconomic data based on a 10-minute, 15-minute, and 30-minute drive time from Safari Island.
- **Participation Data and Trends:** indoor sports, aquatics, and fitness participation rates and recent trends.
- **Industry Research:** relevant trends in sports, aquatics, and fitness related to physical assets, programs, technology, and more.

In combination with the existing data review, the market and industry analysis will identify a comprehensive set of factors that influence opportunities/recommendations to be considered within the Community Needs Assessment.

Step 4: Site Visit: Development Planning Session (DPS)

The Advisory Team's site visit will begin with a Development Planning Session (DPS), which is a half-day session designed to create alignment, identify the parameters of the initiative, and create the most likely path forward for the goals of the project. The DPS will encompass discussions related to service goals, service offerings, ideas for facility enhancement, and ideas for service enhancement. Additionally, the DPS will cover topics such as alliances with institutional, non-profit, and private partners and user groups, participation and utilization goals, space considerations, funding/financing opportunities, competition, market share, and more.

Step 5: Site Visit: Independent Market Tour

The Advisory Team will independently tour the Waconia market to understand resident's perspective on the community, including how accessibility, visibility, and competing service providers may influence recommendations for the future of Safari Island.

Step 6: Site Visit: Stakeholder and User Group Meetings/Interviews

During the site visit, the Advisory Team will facilitate up to four (4) meetings with key stakeholders to gain insights related to community needs, opportunities, and challenges. The Advisory Team will work with the Client Team to develop the schedule and invitations for these important meetings.

Optional: Custom Community Engagement Website and Survey

If desired, the Advisory Team will develop a customized, multi-functional project website designed to solicit insights and feedback from the community at large as a supplement to the invitation-based stakeholder and user group meetings. The website will include the following elements:

- Background and overview
- Respondent survey
- Interactive prioritization exercises to assess demand for physical spaces and programs/services
- Open-ended feedback

To maximize access to and use of the site, the Advisory Team will build access through both a QR Code and a hyperlink, giving participants the option to access and interact with the site and participate in the survey on both mobile devices and computers.

Step 7: Levels of Service/Facilities Gap Analysis

Building upon the research, data, and insights developed throughout the existing data review and market analysis, the Advisory Team will develop a Levels of Service Analysis to identify gaps in recreation assets relative to comparable communities. The matrix will include an assessment of the City's recreation assets per capita against national recreation asset benchmarks from similarly sized communities across the United States. The Levels of Service/Facilities Gap Analysis will demonstrate which recreation asset types have a surplus or a deficit relative to benchmarks and inform SFC's recommendations by identifying the recreation asset types that are most needed.

Step 8: Program Gap Analysis

The Advisory Team will develop a matrix of programs to identify gaps in services/offerings throughout the City. The program gaps analysis will provide a general overview of the recreation programs that are currently available and the programs that could be accommodated through improvements to Safari Island and/or the development of new assets.

Step 9: Community Needs Assessment Report

To culminate the Community Needs Assessment, the Advisory Team will produce a report detailing the findings from the previous steps and recommendations designed to address the identified opportunities. The Community Needs Report will be developed as either a traditional narrative report or as a summary-level presentation deck to be developed and delivered in a virtual presentation to the Client Team.

FEES | COMMUNITY NEEDS ASSESSMENT

	STANDARD FEE	SFC EXISTING CLIENT FEE
Step 1: Project Kick-Off Meeting	Included	Included
Step 2: Existing Data Review	\$2,500.00	\$1,500.00
Step 3: Market and Industry Research and Evaluation	\$3,000.00	\$1,850.00
Step 4: Site Visit: Development Planning Session (DPS)	\$2,500.00	\$1,500.00
Step 5: Site Visit: Independent Market Tour	\$1,000.00	\$800.00
Step 6: Site Visit: Stakeholder and User Group Meetings/Interviews	\$3,200.00	\$2,400.00
Optional: Custom Community Engagement Website and Survey	\$7,500.00	Included, If Desired
Step 7: Levels of Service/Facilities Gap Analysis	\$3,500.00	\$2,500.00
Step 8: Program Gap Analysis	\$4,500.00	\$3,000.00
Step 9: Community Needs Assessment Report	\$5,500.00	\$3,500.00
SUBTOTAL: FEE FOR TASKS	\$33,200.00	\$17,050.00
PURCHASE AND PRODUCTION FEES	Included	Included
TRAVEL EXPENSES	\$5,000.00	Reimbursed
ADMINISTRATION	\$2,500.00	Included
TOTAL PROJECT FEE	\$40,700.00	\$17,050.00

PROPOSED TIMELINE	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Step 1: Project Kick-Off Meeting	Virtual												
Step 2: Existing Data Review	Gather	Review		Analyze									
Step 3: Market and Industry Research and Evaluation		Review and Analyze											
Step 4: Site Visit: Development Planning Session (DPS)					On Site								
Step 5: Site Visit: Independent Market Tour					On Site								
Step 6: Site Visit: Stakeholder and User Group Meetings/Interviews					On Site	Follow-Up as Needed							
Step 7: Custom Community Engagement Website and Survey		Development			Launch	Open Response Period			Analysis				
Step 8: Levels of Service/Facilities Gap Analysis		Gather		Review			Analysis						
Step 9: Program Gap Analysis		Gather		Review			Analysis						
Step 10: Community Needs Assessment Report								Draft Report			Review	Finalize	Deliver



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 4, 2025											
Item Name: 9.2. Wildcat Way Reconstruction Project CIP Project No 131-G											
Originating Dept: Public Services											
Presented By: Jon Haukaas											
Previous Council Action: Adopt Resolution No. 2025-086 Approving the Preparation of Plans & Specifications and Authorizing Advertisement for Bids - Wildcat Way Reconstruction											
Item Type:	Regular Session										
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-194 Authorizing the Award of Construction Contract for the Wildcat Way Reconstruction Project											
EXPLANATION OF AGENDA ITEM: The City Council at its March 3rd meeting, directed staff to prepare plans and specifications and then subsequently advertise for bids for the reconstruction of Wildcat Way. Bids were received and opened electronically through QuestCDN on Tuesday, July 29 for the Wildcat Way Reconstruction Project. 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><tr><td>GMH Asphalt Corporation</td><td>\$593,799.42</td></tr><tr><td>Valley Paving, Inc.</td><td>\$598,238.55</td></tr><tr><td>Peterson Companies</td><td>\$714,207.87</td></tr><tr><td>Minger Construction Co. Inc.</td><td>\$809,184.60</td></tr></table> The low bidder for the project is GMH Asphalt Corporation, from Chaska, Minnesota. The low bid is 10.4% below the Engineer's Estimate of \$663,000 and 36.3% 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. This roadway was added to our Municipal State Aid System as directed by the City Council on February 3, 2025. As such, we are able to use MSAS funding for the majority of this project. Certain utility related items will be paid for from those funds. Based on the items above, it is recommended the City award a construction contract in the amount of \$593,799.42 to GMH Asphalt. ATTACHMENTS: 1. Resolution No. 2025-194 Award Contract 2. Wildcat Way Bid Results		<u>Bidder</u>	<u>Bid Amount</u>	GMH Asphalt Corporation	\$593,799.42	Valley Paving, Inc.	\$598,238.55	Peterson Companies	\$714,207.87	Minger Construction Co. Inc.	\$809,184.60
<u>Bidder</u>	<u>Bid Amount</u>										
GMH Asphalt Corporation	\$593,799.42										
Valley Paving, Inc.	\$598,238.55										
Peterson Companies	\$714,207.87										
Minger Construction Co. Inc.	\$809,184.60										
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:										

Funding Sources & Uses: Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____
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**CITY OF WACONIA
RESOLUTION NO. 2025-194**

**RESOLUTION AUTHORIZING AWARD OF CONSTRUCTION CONTRACT
FOR THE WILDCAT WAY RECONSTRUCTION CIP PROJECT NO. 131-G TO
GMH ASPHALT CORPORATION IN THE AMOUNT OF \$593,799.42**

WHEREAS, the City Council on March 3rd, 2025, authorized the preparation of plans and specification and to publicly bid the Wildcat Way Reconstruction Project; and

WHEREAS, the following bids were received virtually on July 29, 2025, at 9:00 a.m.; and

Bidder	Bid Amount
GMH Asphalt Corporation	\$593,799.42
Valley Paving, Inc.	\$598,238.55
Peterson Companies	\$714,207.87
Minger Construction Co. Inc.	\$809,184.60

WHEREAS, Staff and City Engineer recommend award of Wildcat Way Reconstruction 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 Wildcat Way Reconstruction Project in the amount of \$593,799.42to GMH Asphalt Corporation.

Adopted by the City Council of the City of Waconia this 4th day of August 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 29, 2025

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

RE: Wildcat Way Reconstruction Award Recommendation

Dear Mr. Haukaas,

Bids were received and opened electronically through QuestCDN on Tuesday, July 29 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	\$593,799.42
Valley Paving, Inc.	\$598,238.55
Peterson Companies	\$714,207.87
Minger Construction Co. Inc.	\$809,184.60

The low bidder for the project is GMH Asphalt Corporation, from Chaska, Minnesota. The low bid is 10.4% below the Engineer's Estimate of \$663,000 and 36.3% 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 **\$593,799.42** 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.

Colton Lee, P.E.

Cc: Jake Saulsbury, City Engineer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 4, 2025
Item Name:		9.3. City of Waconia Benchmark Cities
Originating Dept:		Administration
Presented By:		Jackie Schulze
Previous Council Action: None		
Item Type:	Regular Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: No changes: No action required If changes: Adopt Resolution No. 2025-195 Updating Benchmark Cities for City of Waconia's Annual Market Analysis		
EXPLANATION OF AGENDA ITEM:		
As part of the annual budget process, Waconia conducts a market analysis using peer/benchmark cities. The City’s historical process for conducting this market analysis looked like:		
Prior to 2021: Compare ourselves to all seven-county metro-area cities with populations from 7,500– 25,000 with the goal of the top of our range being the average of the top of the comparable cities ranges		
2021 – 2023: Compare ourselves to all seven-county metro-area cities with populations from 10,000 – 30,000 with the same goal identified above		
In 2023, the City of Waconia completed a classification and compensation study with David Drown and Associates (DDA). DDA is a local government consulting firm, with experience in executive recruiting, class and compensation studies, strategic plans, human resources contracting, etc. They are the most widely used compensation and classification study provider of local governments in Minnesota. During this classification and compensation study, our consultant, Tessia Melvin, brought forward a list of recommended benchmark cities. These cities were determined looking at a variety of components, similar staffing and service structures, market value, proximity, populations within a recommended range, cities that may be growing, etc. This removed several cities that we were previously comparing to, and added a few new cities such as Buffalo and Monticello that technically fell out of the metro area. In addition, it was recommended that Chaska, Chanhassen, and Victoria be included in the study due to proximity within Carver County. In February of 2023, the City Council adopted resolution 2023-54, which authorized the list of benchmark cities to be:		
• Buffalo (16,541) • Monticello (14,831) • Crystal (21,906) • Prior Lake (28,027) • Hopkins (18,589) • Robbinsdale (13,968)		

- Victoria (11,493)
- Chaska (29,034)
- Chanhassen (25,937)
- Farmington (23,909)
- Forest Lake (20,685)
- Hastings (21,121)
- Hutchinson (14,701)
- New Brighton (22,228)
- Oakdale (28,226)
- Rogers (13,617)
- Ramsey (28,560)
- Stillwater (19,240)
- West St. Paul (21,722)
- Vadnais Heights (12,632)
- White Bear Lake (23,360)

Eden Prairie and Minnetonka were also included as spotlight cities, meaning we don't include them in our salary study, but do try to keep an eye on what they are doing.

The Classification and Compensation Study was completed with DDA in mid-2023, which resulted in a change to our pay grid and the creation of pay grades. During the study, each job description was evaluated by City staff, reviewed by management, ultimately rewritten, assigned a “score”, and placed into a pay grade based on the scoring. It was the goal of the City as part of the compensation study to have the top of our range be the average value of the benchmark cities ranges.

Each summer, the City's Personnel Committee meets prior to the budget process to review the results of our annual market study. Following this year's meeting, Mayor Litfin has requested the City Council consider changing the benchmark cities. His recommendation would be to remove West St. Paul, Crystal, Ramsey, Vadnais Heights, Hopkins, Robbinsdale, Oakdale, and White Bear Lake. He has also requested we add in the following cities:

- St. Michael (population 21,034)
- Delano (population 7,142)
- New Prague (8,240)
- Jordan (6,752)

Please note, cities under 7,000 have not been part of Waconia's market analysis for at least ten years, if not longer, and cities under 10,000 in population have not been part of our market analysis since 2021.

If the City Council would like to make a change to our benchmark cities, this action would need to be adopted by resolution of the full City Council, which is included in your packet. If the City Council elects to keep the cities as is, no action is required.

ATTACHMENTS:

1. Resolution No. 2025-195 Class & Comp Benchmarks
2. City Council Memo 02-21-2023
3. Resolution No. 2023-054 Adopting Original Benchmark Cities

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. 2025-195**

**RESOLUTION UPDATING BENCHMARK CITIES
FOR ANNUAL MARKET STUDY**

WHEREAS, in 2023 the Waconia City Council approved a Classification and Compensation Study with David Drown and Associates to help achieve the initiatives associated with the City’s strategic priority focused on a *Stable, Capable Workforce*; and

WHEREAS, as part of Resolution 2023-053, the City Council adopted benchmark cities following recommendations from David Drown and Associates; and

WHEREAS, the City has received a request to remove the following benchmark cities:

- | | | |
|-------------------|-------------------|---------------|
| • West. St. Paul | • Crystal | • Ramsey |
| • Vadnais Heights | • Hopkins | • Robbinsdale |
| • Oakdale | • White Bear Lake | |

WHEREAS, the City has received a request to include the following cities:

- | | | | |
|---------------|----------|--------------|----------|
| • St. Michael | • Delano | • New Prague | • Jordan |
|---------------|----------|--------------|----------|

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the updated benchmark cities to be the following:

- | | | |
|-----------------------|-----------------------------|---------------|
| • Buffalo | • Monticello | • Prior Lake |
| • Victoria | • Chaska | • Chanhassen |
| • Farmington | • Forest Lake | • Hastings |
| • Hutchinson | • New Brighton | • Oakdale |
| • Rogers | • Stillwater | • St. Michael |
| • New Prague | • Delano | • Jordan |
| • Eden
(spotlight) | • Minnetonka
(spotlight) | |

Adopted by the City Council of the City of Waconia this 4th day of August 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 21, 2023					
Item Name:	Approve Benchmark Cities for Job Classification and Compensation Study					
Originating Department:	Administration					
Presented by:	Jackie Schulze					
Previous Council Action (if any):	January 3, 2023: Resolution 2023-18, Approve Classification and Compensation Study					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution 2023-54, Approving Benchmark Cities						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
The Classification and Compensation Study is underway for the City of Waconia. There have been two small-group committee meetings, an all-employee meeting, and now all employees are working on filling out a Position Analysis Questionnaire about their specific position and what they do on a daily basis. Once these questionnaires are completed, David Drown Associates (DDA) will begin the process of rewriting job descriptions. Once job descriptions are complete, they will conduct a market analysis. The Class and Comp working committee has been working hard over the past several weeks in identifying benchmark cities. Historically, the City of Waconia has used metro area cities between the populations of 7,500 and 25,000 to compare to. More recently, we updated the population to reflect Waconia's growing population, and have looked at metro area cities between the populations of 10,000 and 30,000. In looking at benchmarks, it was advised to look at similar cities to what we are: cities that may be growing, have similar amenities and services, are close in proximity, and in that 10,000 to 30,000 range. A list of benchmark cities was established with recommendations from DDA and the working committee: • Buffalo • Chaska • Chanhassen • Crystal • Farmington • Forest Lake • Hopkins • Hastings • Hutchinson • Monticello • New Brighton • Oakdale • Prior Lake • Rogers • Ramsey • Robbinsdale • Stillwater • Vadnais Heights • Victoria • West St. Paul • White Bear Lake The majority of these cities are cities we had already been using as benchmarks, with the exception of Buffalo,						

Monticello, and Hutchinson, which are all new.

In addition, the committee and DDA have recommended looking at Eden Prairie and Minnetonka as "spotlight" cities. These are cities that are close in proximity to us, who we may compete with for workforce. With spotlight cities, the City does not use them in any sort of position or pay analysis, but keeps an eye on what they are doing in terms of cost-of-living-adjustments, etc., to ensure we are remaining competitive.

It is best practice for the City Council to approve the group of benchmark cities prior to the start of the market analysis.

Attachments:

1. [2354res_class__comp_benchmarks.doc](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted

_____ Non Budgeted

_____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2023-54**

**RESOLUTION APPROVING BENCHMARK CITIES
FOR CLASSIFICATION & COMPENSATION STUDY**

WHEREAS, the City has set a strategic priority as a stable, capable workforce; and

WHEREAS, desired outcomes include having an engaged workforce and ensuring our staff have adequate capabilities;

WHEREAS, the City Council recently approved a Classification and Compensation study to help achieve the initiatives associated with this priority; and

WHEREAS, a working committee of City staff have been meeting with the City's consultant to help determine the City's benchmark cities for comparison; and

WHEREAS, the following cities are recommended to be the City's benchmark cities for this study;

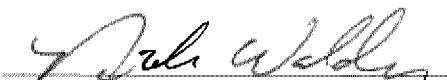
- | | | |
|---------------|-----------------|-------------------|
| • Buffalo | • Chaska | • Chanhassen |
| • Crystal | • Farmington | • Forest Lake |
| • Hopkins | • Hastings | • Hutchinson |
| • Monticello | • New Brighton | • Oakdale |
| • Prior Lake | • Rogers | • Ramsey |
| • Robbinsdale | • Stillwater | • Vadnais Heights |
| • Victoria | • West St. Paul | • White Bear Lake |

and,

WHEREAS, Eden Prairie and Minnetonka will be highlighted as spotlight cities but not used as benchmark cities; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the benchmark cities recommended by David Drown Associates and the Class & Comp Working Committee.

Adopted by the City Council of the City of Waconia this 21st day of February, 2023.


Nicole Waldron, Mayor

Attest:


Jackie Schulze, City Clerk