

**CITY OF WACONIA  
APRIL 6, 2026**

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

Mayor Litfin called the April 6, 2026, Waconia City Council meeting to order at 6:00 p.m. with Council Member Coleman absent.

**2. PLEDGE OF ALLEGIANCE**

Andrew Jantzen, second-grader from St. Joseph's Catholic Church, led all in the Pledge of Allegiance.

**3. PROCLAMATIONS**

**1) Proclamation Declaring April 30, 2026, Therapy Animal Day**

Mayor Litfin read the Proclamation Declaring April 30, 2026, as Therapy Animal Day into the record.

**4. ADOPT AGENDA**

Shane Fineran, City Administrator, requested that Agenda Item 9.6, *Provide for the Issuance and Sale of General Obligation Bonds, Series 2026A and 2026B and Call a Public Hearing for Issuance* be moved to agenda Item 9.2 with the remaining agenda items renumbered consecutively.

Motion to adopt the agenda as published with renumbering as indicated above was made by Council Member Gleason, seconded by Council Member Siddons.

**MOTION CARRIED.**

**5. PUBLIC HEARING**

None.

**6. OPEN FORUM**

None.

**7. COMMUNITY INTEREST PRESENTATIONS**

None.

## **8. ADOPT CONSENT AGENDA**

- 1) Approve the March 16, 2026, Council Minutes**
- 2) Approve April 6, 2026 Expenditures**
- 3) Direct the Preparation of Plans and Specs and Authorize Ad for Bids of the 2026 PMP Mill & Overlay Project CIP No. 132-A**
- 4) Authorize Execution of JPA for CSAH 10 Regional Trail Connector Project**
- 5) Accept Proposal for Phase 2 Environmental Site Assessment for TH 5 Phase 2 Corridor Improvements**
- 6) Accept Proposal for Geotechnical Services for the Downtown Phase 4 Reconstruction project**
- 7) 2026 Capital Equipment**
- 8) Lodging Tax Fund Request - Waconia Convention & Visitors Bureau (CVB)**
- 9) Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru to the National Fire Safety Council**
- 10) Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**
- 11) Sale or Disposal of Surplus Equipment**
- 12) Waconia Works Loan, 125 1st Street West, Bakery Off Main**

Motion to adopt the Consent Agenda as published was made by Council Member Grengs, seconded by Council Member Gleason.

**MOTION CARRIED.**

## **9. COUNCIL BUSINESS**

### **1) Special Event Permit - Farmers Market**

Shane Fineran stated that the City received a Special Event Permit application to return the weekly Farmers Market event to Lot 1 for the 2026 season. The market is scheduled for Thursdays, beginning June 4 through October 15, from 4:00 p.m. to 7:00 p.m. The applicant is requesting the event be considered City-sponsored under the Special Event Policy, including a waiver of the \$350 permit application fee and the \$250 fee for encumbered stalls in a public parking lot. Organizers noted that these fee savings would help support a Food Rescue Coordinator and SNAP Market Match programming.

Applicant Nicole Waldron addressed the Council, stating that 2025 was the first year of the Waconia Farmers Market. She highlighted the introduction of a children's program, *Power of Produce*, which provides children ages 4–12 with a \$2 token each week to purchase fresh produce. The program has grown significantly. For the 2026 season, six produce vendors are expected to participate throughout the season.

Regarding the request for partnership, Ms. Waldron expressed that the Farmers Market, along with the *Music in the Streets* — both held on Thursdays — will both continue to grow throughout the summer and in future years. She noted the potential to expand live music offerings to every Thursday. Attendance averaged approximately 300 visitors per week last year, with the largest market featuring 26 booths. The 2026 season is projected to include 33 booths. Most vendors are local to Carver County, generally within a 15-mile radius.

Motion to adopt Resolution No. 2026-098 approving the Special Event Permit for the Waconia Farmers Market was made by Council Member Siddons, seconded by Council Member Grengs.

**MOTION CARRIED.**

**2) Order Feasibility Report and Assessment Benefit Evaluation for 5th Street Reconstruction**

Jon Haukaas, Director of Public Services, stated that this action represents an opportunity project to reconstruct a portion of 5th Street from Olive Street to Oak Street in coordination with the Highway 5 project. The project includes assessing a portion of the costs to adjacent benefit properties. The design of the Highway 5 project necessitates relocation of the watermain outside the highway corridor. The preferred alignment has been identified along 5th Street to the north. Portions of Elm Street and Pine Street will also be impacted by the highway project, including watermain connections, sanitary sewer reconstruction, and storm sewer extensions. As the Highway 5 project is scheduled to be bid in 2026 with the construction in 2027, the timeline differs from the City's typical Chapter 429 assessment process. As a result, the assessment process for this project will be completed in conjunction with the 2027 neighborhood street reconstruction project. Since these utility relocations are required for the Highway 5 project, they are eligible for federal funding and may be covered by grant funds. Grant funding may also be applied to a portion of the adjacent street and storm sewer improvements, generally limited to the equivalent cost of pavement patching associated with the utility work.

The process begins with the completion of a Feasibility Study followed by a Public Hearing. By authorizing the Feasibility Study in April and holding the public hearing in June, the timeline for this local project will align with the larger Highway 5 project.

Motion to adopt Resolution No. 2026-099 ordering preparation of a Feasibility Study and Assessment Benefit Evaluation for the Highway 5 Area Reconstruction Project was made by Council Member Gleason, seconded by Council Member Grengs.

**MOTION CARRIED.**

**3) Authorize Feasibility Study for a Public Services Office Expansion**

Mr. Haukaas stated that the next two agenda items would be considered together due to their related nature. A space needs study for the Public Services campus was

completed in 2023, identifying key deficiencies as the City of Waconia continues to grow and service demands increase. The study highlighted primary needs in office space, crew locker rooms, meeting space, and equipment storage. The study evaluated a phased expansion approach, including either significant expansion at the existing site or a complete relocation of the Public Services campus. The estimated cost for an initial phase was incorporated into the Capital Improvement Plan (CIP) at \$20,000,000. A follow-up space needs assessment conducted in 2024 further identified equipment storage as a major deficiency. Currently, Public Services utilizes multiple locations for equipment storage, including the former Public Works building near Highway 284 and County Road 10 and the former Fire Station at 1st Street and Walnut Street. Both facilities require significant upgrades and are better suited for potential future redevelopment.

The study presented several options to address these deficiencies, including constructing additional space at the current site or developing a new campus. However, the existing site is significantly constrained by adjacent businesses, Water Treatment Plant No. 3, Water Tower No. 3, and a major natural gas pipeline. While the CIP includes \$20,000,000 for a future expansion project, it is recognized that this amount may not be sufficient for a full relocation or comprehensive redevelopment.

The advancement of the Water Treatment Plant No. 4 (WTP4) project and associated land acquisition has created an opportunity to reevaluate how best to meet the department's needs. Staff met with the original consultant, Oertel Architects, to explore alternative solutions. These discussions led to consideration of an approach that would address equipment storage needs through the construction of a new cold storage building in conjunction with WTP4, while addressing staff space needs through an internal office mezzanine expansion. Preliminary cost estimates for this approach are approximately \$6,000,000.

As part of the WTP4 design, site planning has already reserved space for a future 20,000-square-foot cold storage building. The project consultant estimated construction costs for this building at approximately \$4,000,000. To advance this concept, the City requested an addendum proposal to include full architectural, structural, mechanical, electrical, and fire protection design services. SEH, Inc. submitted a proposal to provide these services for a contract amendment in the amount of \$118,750.

Motion to adopt Resolution No. 2026-100 authorizing a feasibility study for the Public Services Office Expansion project was made by Council member Siddons, seconded by Council Member Grengs.

**MOTION CARRIED.**

#### **4) Cold Storage Building Design - Professional Services Agreement Addendum**

Motion to adopt Resolution No. 2026-101 authorizing approval of an addendum to the Water Treatment Plant No. 4 design professional services agreement with Short Elliot Hendrickson, Inc. made by Council Member Grengs, seconded by Council Member

Gleason.

**MOTION CARRIED.**

**5) Award CSAH 10 Regional Trail Connector Project**

Jon Haukaas stated that the goal of the City has been to connect the City's trails system to the Sterling Hill neighborhood and also provide a safe alternative to walking/biking on the shoulder of CSAH 10. A trail along CSAH 10 to the north of Sterling Road was originally included in the recent CSAH 10/Waconia Parkway North roundabout project later removed due to overall budget concerns. Staff has worked with Carver County on commitments for a portion of the construction costs and to develop a Joint Powers Agreement (JPA) detailing the duties and commitments of each party related to this project. This JPA is a separate action. The Minnesota Department of Natural Resources (DNR) Local Trails Connections Program grant funds obtained in 2024 will be expiring on June 30, 2026. Seven bids were opened on March 31, 2026, with the low bid submitted by GMH Asphalt. As per the JPA approved earlier, the project cost less the \$175,000 DNR grant and the remainder will be split between the City and County. The goal has been to complete the trail project from Sterling Road to Waconia Parkway North this spring.

Motion to adopt Resolution No. 2026-102 authorizing award of a construction contract for the Highway 10 Regional Trail Connection project was made by Council Member Gleason, seconded by Council Member Grengs.

**MOTION CARRIED.**

**6) Provide for the Issuance and Sale of General Obligation Bonds, Series 2026A and 2026B and Call a Public Hearing for Issuance**

Nicole Meyer, Finance Director, stated that there are three resolutions before the Council: two for the issuance and sale of bonds and one calling for a public hearing on an additional bond issue. In the current Capital Improvement Plan (CIP), three projects were identified for debt issuance, which will be funded through the 2026A bonds. The 2026B bonds are designated for temporary street reconstruction. The third bond relates to cash flow for the Highway 5 Phase 2 project, which is fully funded through aid and grants committed by the State of Minnesota and Carver County. These funds cover pre-planned project items and will be reimbursed at 100 percent.

Todd Hagen of Ehlers and Associates, presented the pre-sale reports to the Council. Mr. Hagen stated that the bonds will not be sold until June 15, 2026, as the public hearing is scheduled for May 4, 2026. While these are separate bond issues, there is a cost savings associated with bundling them together. The 2026A bonds represent the annual 10-year bond issue for street, water, storm sewer, and sanitary sewer projects. The Council has been provided with a pre-sale report outlining the terms and conditions, including the option to prepay the bonds without penalty.

Motion to adopt Resolution No. 2026-103 providing for the issuance and sale of \$9,520,000 General Obligation Bonds, Series 2026A was made by Council Member

Grengs, seconded by Council Member Gleason.  
**MOTION CARRIED.**

Motion to adopt Resolution No.2026-104 providing for the issuance and sale of \$3,265,000 General Obligation Temporary Street Reconstruction Bonds, Series 2026B was made by Council Member Siddons seconded by Council Member Gleason.  
**MOTION CARRIED.**

Motion to adopt Resolution No. 2026-105 calling for a Public Hearing on the proposal to adopt a street reconstruction plan and the intent to issue General Obligation Street Reconstruction Bonds was made by Council Member Grengs, seconded by Council Member Gleason.  
**MOTION CARRIED.**

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

None.

## **11. STAFF REPORTS**

### **1) Law Enforcement Update - Sgt. Jon Howard**

Sgt. Jon Howard provided the Council with the quarterly update. He reminded the Council that “A offenses” are considered major offenses, while “B offenses” are minor infractions.

In the first quarter, A offenses totaled 58, compared to 51 during the same period last year, indicating overall consistency in major offenses. However, fraud cases are increasing, and the department is actively working to raise public awareness.

B offenses totaled 15 in the first quarter, down from 24 during the same quarter last year. Non-criminal offenses were 75, compared to 78 last year.

Traffic stops decreased slightly from 78 to 71. Sgt. Howard noted that the distinction between incidents often depends on whether a deputy must make an arrest or can resolve the situation with a report. The department continues to prioritize de-escalation to minimize the need for further action.

Out of approximately 1,700 calls for service, 217 required additional action. Of those, 197 resulted in reports, with the remainder leading to arrests.

Sgt. Howard also noted that April will include increased enforcement focused on distracted driving, which has become a significant issue in recent years. He reminded residents that e-bike operators must be at least 15 years old and that vehicles may not be parked on city streets for more than 24 hours.

## 12. BOARD REPORTS

### 1) Staff Reports

### 2) Councilmember Siddons

Nothing to report.

### 3) Councilmember Coleman

Absent

### 4) Councilmember Gleason

Nothing to report.

### 5) Councilmember Grengs

Nothing to report.

### 6) Mayor Litfin

Mayor Litfin provided the following report:

The Mayor thanked staff for securing favorable bids for geotechnical services for the Downtown Phase 4 Reconstruction Project, noting that great pricing for an important project.

On March 19, the Mayor met the Carver County Commissioner, John Fahey (District 5), to discuss construction projects and recreational amenities.

On March 24, the Mayor met with Tim Lynch.

The Mayor also expressed appreciation to Jody from Paws Inn, Mike Lieberman from Bob's Barbershop, and Mike Pelps from Ridgeview for participating in the *Mayors Minute*.

On March 25, the Mayor attended a bi-monthly meeting with City Administrator Shane Fineran, Waconia School Superintendent Brian Gersich, School Board Chair Kelly Amott, and Christine Fenner from the Chamber of Commerce.

On March 26, the Mayor met with the Mayor's Youth Advisory Council to discuss upcoming Earth Day events.

On March 26, the Mayor noted that Waconia Senior Center honored the passing of longtime member Shirley Heinin.

Also on March 26, the Mayor attended the Waconia Chamber Luncheon and, along with Shane Fineran, Lane Braaten, and Jon Haukaas, presented the State of the City

Address.

**13. ANNOUNCEMENTS**

On Saturday, April 11th, is the Annual Chamber of Commerce Community Expo. The Waconia Park Board Meeting is rescheduled for April 23, 2026, at 6:30 with the public encouraged to attend the annual tree planting.

**14. ADJOURN REGULAR MEETING**

Motion to adjourn the April 4, 2026, City Council Meeting was made by Council Member Gleason seconded by Council Member Grents at 7:15 p.m.

**MOTION CARRIED.**

**WORK SESSION: COMMUNITY NEEDS ASSESSMENT FINAL REPORT,  
WATER TREATMENT PLAN #4 DESIGN UPDATE**

**UPCOMING CALENDAR OF EVENTS/MEETINGS:**

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Tim Litfin, Mayor

ATTEST: \_\_\_\_\_  
Sue Schwalbe, Administrative Specialist