

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, May 4, 2026
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**
 - 1) Kjersten Lueth, a 5th grader from Bayview Elementary School will lead all in the Pledge of Allegiance.**
- 3. PROCLAMATIONS**
 - 1) Drink Water Week**
Mayor Litfin to read the Drink Water Week Proclamation into the record
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
 - 1) 2026 Debt Issuance for Highway 5 Phase 2 — Temporary Street Reconstruction Bonds and Approval of Street Reconstruction Plan**

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Adopt Resolution No. 2026-113 Resolution Adopting a Street Reconstruction and Overlay Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds

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) Approve the April 20, 2026, City Council Minutes

2) Approve May 4, 2026, Expenditures

3) Approving Plans & Specifications and Authorizing Advertisement for Bids - Reitz Lake Lift Station Project

Adopt Resolution No. 2026-114 Accepting Plans and Authorizing Ad for Bids for the Reitz Lake Lift Station project

4) Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru to the National Fire Safety Council

Adopt Resolution No. 2026-115 Accepting Cash Donations Fire Safety and Prevention Efforts

5) Accepting Cash Donations for Operations of the Fire Department

Adopt Resolution No. 2026-116 Accepting Cash Donations for Operations of the Fire Department

6) Firefighter Retirement

Adopt Resolution No. 2026-117 Accepting Firefighter Retirement

7) League of Minnesota Cities Insurance Trust - Tort Liability Waiver

Motion to Approve the Non-Waiver of Monetary Limits on the 2025-2026 Tort Liability Insurance Policy Renewal.

8) Tobacco License Application

Adopt Resolution No. 2026-118 approving Tobacco License

9) Liquor License Application

Adopt Resolution No. 2026-119 approving off-sale liquor license

10) Low Potency Hemp Edible Retail Application

Adopt Resolution No. 2026-120 approving low potency hemp edible retail application

11) Special Event Permit - Waconia Band Practice and Park Performance

Adopt Resolution No. 2026-121 Approving Special Event for Band Boosters Park Practice & Performance

9. COUNCIL BUSINESS

1) Receive Feasibility Report and Call Hearing for the 5th Street Reconstruction Project

Adopt Resolution No. 2026-122 Receiving Feasibility Report and Calling for a Public Hearing on Improvements for the 5th Street Reconstruction Project

10. ITEMS REMOVED FROM CONSENT AGENDA

11. BOARD REPORTS

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

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

**OFFICE OF THE CITY ADMINISTRATOR
Shane Fineran**

WORK SESSION: 801 HWY 284 SMALL AREA PLAN UPDATE, 2026 Q1 BUDGET TO ACTUALS

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 3.1. Drink Water Week	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Mayor Litfin to read the Drink Water Week Proclamation into the record	
EXPLANATION OF AGENDA ITEM:	
By declaring May 4, through May 10, 2026, as National Drink Water Week, the City Council raises awareness in the community regarding the importance of safe drinking water and to celebrate the work of water professionals.	
ATTACHMENTS:	
1. Proclamation Drink Water Week	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



PROCLAMATION

Declaring May 4-10, 2026 as Drinking Water Week

WHEREAS: Water is our most valuable natural resource; and

WHEREAS: Drinking water serves a vital role in daily life, serving an essential needs for health, hydration and hygiene that support the quality of life our citizens enjoy; and

WHEREAS: Tap water provides public health protection, fire protection, support for our economy, and contributes to the overall quality of life in our community; and

WHEREAS: The water sector workforce - including those who design capital projects, operate and ensure the safety and quality of drinking water, and maintain the infrastructure that delivers it - performs essential work to provide high-quality drinking water from its source to consumers' taps; and

WHEREAS: The coronavirus pandemic has highlighted the critical importance of reliable access to safe drinking water for health, hydration, and hygiene; and

WHEREAS: We are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS: The citizens of our City are encouraged to help protect source waters from pollution, practice water conservation, and become more informed about their water systems;

NOW, THEREOFRE, I, Tim Litfin, Mayor of Waconia, do hereby proclaim May 4-10, 2026, as Drinking Water Week in the City of Waconia.

Tim Litfin, Mayor

Attest: _____

Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 4, 2026
Item Name:	5.1. 2026 Debt Issuance for Highway 5 Phase 2 — Temporary Street Reconstruction Bonds and Approval of Street Reconstruction Plan
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	Resolution No. 2026-104 - Providing for the Issuance and Sale of \$3,265,000 General Obligation Temporary Street Reconstruction Plan Bonds, Series 2026B - Approved: April 6, 2026 Resolution No. 2026-105 - Calling a Public Hearing on the Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds - Approved: April 6, 2026
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-113 Resolution Adopting a Street Reconstruction and Overlay Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds	
EXPLANATION OF AGENDA ITEM: <p>A public hearing is required for the portion of the bonds that are planned to be issued as part of the Highway 5 Phase 2 project. A public hearing notice was published in the Waconia Patriot on Thursday, April 16th. The bonds that will be issued are temporary bonds. These bonds will assist with cash flow for the project costs as aid and reimbursements from the County and State are paid to the City and work is completed on the project. The City will not issue a levy for these bonds or the interest incurred. They will be fully repaid by other funding sources identified as part of the project.</p> <p>Street reconstruction bonds are issued under Minnesota State Statute 475. To issue these bonds, the City must formally adopt a 5-year street reconstruction plan where this type of bond is planned to be used. A copy of the street reconstruction plan is attached and has been reviewed by the City's bond attorney. The City currently has a 10-year street reconstruction plan outlined in the capital budget. Several of the projects listed plan to be financed with Chapter 429 special assessment and revenue bonds.</p> <p>After public comment is received, the City Council is asked to consider the attached resolution to adopt the street reconstruction plan and approve issuance of the bonds. The bonds must be approved by at least two-thirds of the City Council members present. The issuance of street reconstruction plan bonds are subject to a 30-day reverse referendum after the public hearing concludes.</p> <p>Todd Hagen from Ehlers will be available at the meeting if additional questions arise regarding the financing for these temporary street reconstruction bonds.</p>	

ATTACHMENTS:

1. Resolution No. 2026-113 Debt Issuance TH 5 Phase 2
2. 2026-2030 TH 5 Phase 2 Reconstruction and Overlay Plan

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

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF WACONIA, MINNESOTA

HELD: MAY 4, 2026

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Waconia, Carver County, Minnesota, was duly held at City Hall on May 4, 2026, at 6:00 P.M., for the purpose, in part, of adopting a street reconstruction and overlay plan and authorizing issuance of street reconstruction bonds.

The following members were present: MAYOR LITFIN, COUNCIL MEMBERS GRENGS, COLEMAN, GLEASON, AND SIDDONS

and the following were absent: NONE

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 2026-113

RESOLUTION ADOPTING A STREET RECONSTRUCTION AND
OVERLAY PLAN AND APPROVING THE ISSUANCE OF GENERAL
OBLIGATION STREET RECONSTRUCTION BONDS

WHEREAS, the City Council (the "Council") of the City of Waconia, Minnesota (the "City"), has determined that it is in the best interest of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction and overlay plan described below, a copy of which is on file in the City Administrator's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds for street reconstruction under the circumstances and within the limitations set forth in the Act. The Act provides that a street reconstruction plan may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a public hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has prepared a five year street reconstruction and overlay plan for calendar years 2026 through 2030, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects; and

WHEREAS, on May 4, 2026, the Council held a public hearing on the adoption of the Plan and the issuance of not to exceed \$3,300,000 general obligation street reconstruction bonds (the "Bonds") under the Plan for street reconstruction improvements to those streets described in the

Plan (the "Street Reconstruction Projects") after publication of the notice of public hearing not less than 10 days nor more than 28 days prior to the date thereof in the City's official newspaper; and

WHEREAS, all parties who appeared at the public hearing were given an opportunity to express their views with respect to the proposal to adopt the Plan and to undertake and finance the Street Reconstruction Projects by the issuance of Bonds and any written comments submitted prior to the public hearing were considered.

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

1. City Policies and Goals. The financing of the Street Reconstruction Projects and the issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Plan, hereby adopted by the Council in connection with the issuance of the Bonds.

2. Adoption of Street reconstruction and overlay plan. Based on information received at the public hearing, such written comments (if any) and such other facts and circumstances as the Council deems relevant, it is hereby found, determined and declared that:

- (a) the Street Reconstruction Projects proposed in the Plan will allow the City to upgrade its transportation infrastructure to accommodate anticipated and existing residential and commercial development; and
- (b) the Plan is hereby approved and adopted in the form presently on file with the City.

3. Authorization and Approval of Bonds. The City is hereby authorized to issue the Bonds, the proceeds of which will be used, together with any additional funds of the City which might be required, to finance certain costs of the Street Reconstruction Projects and to pay costs of issuance of the Bonds.

4. Execution of Documents. The Mayor and City Administrator are authorized and directed to execute such other documents and instruments as may be required to give effect to the transactions herein contemplated.

5. Voter Referendum Contingency. Pursuant to the Act, a petition requesting a vote on the question of issuing the Bonds, signed by voters equal to five percent of the votes cast in the last municipal general election, may be filed within thirty days of the public hearing. Upon receipt of such petition within the prescribed time period, the City may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the Bonds. The authorizations and approvals contained herein are subject to and contingent upon not receiving such a petition, or, in the event such a petition is filed, the approving vote of a majority of the voters voting on the question of the issuance of the Bonds.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same;

Whereupon the resolution was declared duly passed and adopted.

[Bonds must be approved by at least a two-thirds vote of the membership present.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

STATE OF MINNESOTA
CARVER COUNTY
CITY OF WACONIA

I, the undersigned, being the duly qualified and acting City Administrator of the City of Waconia, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as the minutes relate to adopting a street reconstruction and overlay plan and the issuance of general obligation street reconstruction bonds.

WITNESS my hand on May 4, 2026.

Shane Fineran, City Administrator

May 4, 2026

STREET RECONSTRUCTION & OVERLAY PLAN IN
CONNECTION WITH FINANCING: 2026 Highway 5 Phase 2
Street Reconstruction Project

City of Waconia, MN

2026-2030



Prepared by:

Ehlers
3001 Broadway Street
Suite 320
Minneapolis, MN 55413

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill that generally exempts city bonds issued under a street reconstruction plan from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction plan. The authorization is contained in Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”).

II. PURPOSE

A street reconstruction plan represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects include but are not limited to: utility replacement and relocation and other activities incidental to the street reconstruction; the addition or reconstruction of turn lanes, bicycle lanes, sidewalks, paths, and other improvements having a substantial public safety function; realignments and other modifications to intersect with state and county roads; and the local share of state and county road projects. Except in the case of turn lanes, bicycle lanes, sidewalks, paths, and other safety improvements; realignments; intersection modifications; and the local share of state and county road projects, street reconstruction and bituminous overlays do *not* include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

The Street Reconstruction and Overlay Plan (the “SROP”) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method. It allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives, and impact on operating expenditures.

The City of Waconia, Minnesota (the “City”) believes the street reconstruction and overlay process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources. The SROP is designed to be updated on an as needed basis.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its Capital Improvement Plan (CIP) process. The City assembles the specific capital expenditures to be undertaken within the next five years. The City Council prepares a plan based on the available funding sources. From this information, a preliminary CIP is prepared for public discussion from citizens and other governmental units. Changes are made based on that input, and a final plan is established.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If bonding is necessary, the City collaborates with its municipal advisor to prepare a bond sale and repayment schedule. Street reconstruction and overlay planning occurs separately from the CIP process focusing specifically on those projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects to be financed, their estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years.

For the City to use its authority under the Act to finance street reconstruction and bituminous overlay expenditures with general obligation bonds, it must meet the requirements provided therein.

Specifically, the City must hold a public hearing for public input on the proposed SROP. Notice of such hearing must be published in the official newspaper at least ten, but not more than 28 days prior to the date of the public hearing. In addition, the City Council must approve the SROP and issuance of bonds by a two-thirds majority vote of its membership present at the meeting following a public hearing.

Although a referendum is not required, a reverse referendum is allowable. If a petition requesting a vote on the issuance of bonds bearing the signatures of at least 5 percent of the votes cast in the last municipal general election is filed with the municipal clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be required to authorize the issuance. If a municipality elects not to submit the question to the voters, the municipality shall not propose the issuance of bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The expenditures to be undertaken with this 2026 to 2030 SROP are limited to those listed in Appendix A and further discussed in the following section. All other foreseeable capital expenditures within the City will come through other means or through an amendment to this SROP.

V. FINANCING

The project expenditures under this SROP are estimated at up to \$3,000,000. If these expenditures are to be funded, that amount of money is anticipated to be generated through tax levy and sale of general obligation street reconstruction plan bonds over the five-year period. The anticipated bond size of \$3,280,000 is based upon the estimated hard and soft costs for the projects, plus estimated issuance costs, any capitalized interest, and contingency. However, for the purpose of the SROP, the not to exceed amount for the bonds, including hard and soft costs for the projects, plus estimated issuance costs, any capitalized interest, and contingency, will be \$3,300,000.

In the financing of the SROP, one statutory limitation applies to the City. Under Minnesota Statutes, Chapter 475, with few exceptions, a local government cannot incur debt greater than 3% of the estimated market value (EMV) for its jurisdiction. In the City, the EMV for property tax payable in 2026 is \$2,585,406,700. As noted in the table below, the City's debt subject to this requirement, including the proposed bond issue, is within the required threshold:

Net Debt Limit, Taxes Payable in 2026	
Estimated Market Value	2,585,406,700
Statutory Debt Limit Factor	3.0%
Statutory Debt Limit	77,562,201
Less: Debt Paid Solely from Taxes	(19,828,262)
Less: Proposed Bond Issue(s)	(3,280,000)
Unused Debt Limit	\$54,453,939

Under the SROP, the City plans to issue up to \$3,300,000 in general obligation bonds in the years 2026 through 2030 to finance the projects listed in Appendix A and further described below.

Year	Description	Street
2026	Planned reconstruction of Highway 5 between Olive Street/Highway 284 and Main Street in 2027. This project is designed to enhance both safety and mobility by adding dedicated turn lanes, reducing conflict points, and completing the extension of the trail system along Highway 5. The City will see a median added along this corridor, intersection modifications to include right ins/outs, and construction of a roundabout at Highway 5 and Hartman Drive to increase safety and improve traffic flow in the corridor.	State Highway 5
2027	None Anticipated	
2028	None Anticipated	
2029	None Anticipated	
2030	None Anticipated	

VI. PLAN CONTINUATION

This SROP should be reviewed annually as needed by the City Council using the process outlined in this document. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this SROP.

APPENDIX A

Plan Project Costs

Project Costs by Year		
Year	Project	Amount
2026	2026 Highway 5 Phase 2 Street Reconstruction Project	\$3,000,000
2027	None Planned	-
2028	None Planned	-
2029	None Planned	-
2030	None Planned	-
Total		\$3,000,000

Proposed Street Reconstruction and Overlay Plan Bond Issue(s)

Street Reconstruction and Overlay Bond Issues by Year	
Year	Amount
2026	\$3,280,000
2027	-
2028	-
2029	-
2030	-
Total	\$3,280,000

APPENDIX B

Proposed SROP Bond Issue(s)

City of Waconia, Minnesota

\$3,280,000 GO Temporary Street Reconstruction Plan Bonds, Series 2026B

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Sources & Uses

Dated 07/02/2026 | Delivered 07/02/2026

Sources Of Funds

Par Amount of Bonds	\$3,280,000.00
Total Sources	\$3,280,000.00

Uses Of Funds

Total Underwriter's Discount (0.600%)	19,680.00
Costs of Issuance	48,000.00
Deposit to Capitalized Interest (CIF) Fund	211,550.89
Deposit to Project Construction Fund	3,000,000.00
Rounding Amount	769.11
Total Uses	\$3,280,000.00

City of Waconia, Minnesota

\$3,280,000 GO Temporary Street Reconstruction Plan Bonds, Series 2026B
 Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
07/02/2026	-	-	-	-	-	-	-
02/01/2027	-	-	59,030.89	59,030.89	(59,030.89)	-	-
08/01/2027	-	-	50,840.00	50,840.00	(50,840.00)	-	-
02/01/2028	-	-	50,840.00	50,840.00	(50,840.00)	-	-
08/01/2028	-	-	50,840.00	50,840.00	(50,840.00)	-	-
02/01/2029	3,280,000.00	3.100%	50,840.00	3,330,840.00	-	3,330,840.00	3,330,840.00
Total	\$3,280,000.00	-	\$262,390.89	\$3,542,390.89	(211,550.89)	\$3,330,840.00	-

Significant Dates

Dated 7/02/2026



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.1. Approve the April 20, 2026, City Council Minutes	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the April 20, 2026, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the April 20, 2026, City Council Minutes.	
ATTACHMENTS: 1. Council Minutes 04-20-2026	
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
APRIL 20, 2026**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the April 20, 2026, City Council Meeting to order at 6:00 p.m. with all Council Members Present.

2. PLEDGE OF ALLEGIANCE

1) Rylie Kelzer will lead all in the Pledge of Allegiance

Rylie Kelzer led all in the Pledge of Allegiance.

3. PROCLAMATIONS

1) Arbor Day Proclamation

Mayor Litfin read the Arbor Day Proclamation into the record.

4. ADOPT AGENDA

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

MOTION CARRIED.

5. PUBLIC HEARING

None.

6. OPEN FORUM

John Findley, 9135 Airport Road, spoke in opposition to the proposed Woodland Trail Preliminary Plat. He stated that the east side of the planned roundabout would encroach onto his property and suggested that the roundabout could instead be shifted to the west, where the land is currently vacant. Mr. Findley indicated that relocating the roundabout westward would result in little to no impact on this property. He also expressed concerns regarding the lack of notification about the potential relocation of the roundabout, as well as questions about the process for any land acquisition or transfer.

7. COMMUNITY INTEREST PRESENTATIONS

None.

8. ADOPT CONSENT AGENDA

- 1) **Approve City Council Minutes 04-02-2026**
- 2) **Approve April 20, 2026 Expenditures**
- 3) **Safari Island Community Center Expenditures from Sports Facilities Companies Incurred March 2026**
- 4) **Ice Arena Expenditures from Sports Facilities Companies Incurred March 2026**
- 5) **Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**
- 6) **Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru to the National Fire Safety Council**
- 7) **Hire of Park Maintenance Lead**
- 8) **Facade Improvement & Start-Up Grant - 136 Main Street West, Coney's**
- 9) **2026 2nd Quarter Budget Amendments**
- 10) **Election Write-In Candidates**

Motion to adopt the consent agenda as published was made by Council Member Siddons, seconded by Council Member Coleman.
MOTION CARRIED.

9. COUNCIL BUSINESS

1) **Woodland Trail Preliminary Plat, & PUD Zoning Request– 9350 Airport Road**

Lane Braaten, Community Development Director, reported that the Findley's visited City Hall last week to discuss concerns related to the proposed roundabout. Staff will provide additional feedback as information becomes available from Carver County. Mr. Braaten noted that the Planning Commission reviewed this agenda item on April 9th. The subject property, approximately 61 acres in size, is currently guided for a mix of low-and-medium density residential uses, which aligns with single-family homes and townhomes. The City received a Preliminary Plat application, proposing to subdivide the property at 350 Airport Road into 127 single-family lots and four outlots. In addition, the applicant has requested rezoning to a Planned Unit Development (PUD) to allow for a mix of 65-foot and 40-foot wide single-family lots. The site includes an existing farmstead and remains largely agricultural. The northern third of the property consists of wetlands. The eastern boundary is adjacent to the planned right-of-way for the future extension of County Road 92. Mr. Braaten explained that in 2022, Carver County entered into a right-of-way exchange agreement with the Kirsch property owners, establishing this area as the future corridor for County Road 92. Construction of the roadways is not part of the project, and no timeline has been established. Additionally, Carver County has identified a regional trail search corridor along the future County Road 92 alignment, while the City has identified a parallel trail corridor slightly to the east. The City's planned trail would connect areas south of Highway 5 to the northern portion of the community.

The PUD request would allow increased lot coverage and reduce setbacks to

accommodate the proposed housing mix within the medium-density residential designation. A gas line easement runs through the northern portion of the site, and the applicant is continuing to coordinate around this constraint. With the 20 conditions outlined in the staff report, the Planning Commission unanimously recommended approval of both the Preliminary Plan and the PUD.

Reid Schulz of Tamarack Land Development stated that the gas line easement spans 50 feet on either side of the line in the northern portion of the property. At this time, a homeowners' association (HOA) is not proposed, as a builder has not yet been selected. Mr. Schulz added that the project was previously reviewed by the Park Board and City Council in 2023 with multiple feasibility studies completed. The development team anticipates closing on the property with the Kirsch family soon, with grading to begin late spring or early summer. Streets, utilities and lots are expected to be completed by November of this year.

Motion to adopt Resolution No. 2026-112 approving the Woodland Trail Preliminary Plat and Planned Unit Development was made by Council Member Grengs, seconded by Gleason.

MOTION CARRIED.

2) Annexation Petition – Wolter and Klingelhutz - WITHDRAWN

The annexation application has been withdrawn by the applicants.

10. ITEMS REMOVED FROM CONSENT AGENDA

None.

11. BOARD REPORTS

1) Staff Reports

Jon Haukaas, Public Services Director, provided the Council with an update on the Downtown Reconstruction Project stating that a pre-construction meeting was held on April 16th, April 27th, traffic control will begin, and sidewalks will remain until June. Notices were mailed to affected residents on April 20, 2026.

Jackie Schulze, Assistant City Administrator, stated the Public Services Open House is scheduled for May 20th from 3 p.m. to 7 p.m. with food trucks and an up-close look at the Public Works fleet. Also, the Community Survey is now live with approximately 3000 random households receiving the request. If any resident did not receive a card, the remainder will be mailed this week. The survey link can be found on the City website, newsletter, and Facebook page for the link to complete. Thursday, June 4th, is the first Waconia Farmers Market for this season and also the first concert in the City's Summer Music Series with Anti Skip Protection performing on Olive

Street between 1st Street and 2nd Street.

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's Report for 04-20-2026:

Thank you to Waconia Senior High School students Kate Meath and Oscar Butler for their time participating in a *Mayor's Minute*. The segment was recorded and will be posted in two weeks.

On Wednesday, April 8, I met with the Chamber Board of Directors, where I shared City updates and heard their thoughts on our great community.

On Thursday, April 16, I met with the Waconia High School Mayor's Youth Advisory Council. That was the group's final planning meeting for their Earth Day event, which will be held on Wednesday, April 22, 2026.

On Friday, April 17, I met with Carver County Commissioner, Tom Workman to discuss construction projects, current and future recreational amenities, and other opportunities for the City and County to strengthen collaboration.

As a reminder, two weeks ago, the Carver County Board and the City Council approved a new trail connector along County Road 10. This trail will be located on the west side of town between Waconia Parkway North and Sterling Road.

Last Saturday, April 18, the annual Home and Business Expo was held at Waconia High School. This Chamber of Commerce-hosted event was well attended, well organized, and continues to be a great community building tradition.

Congratulations to Fire Chief Sorenson and the entire Waconia Fire Department for hosting another successful pancake breakfast on April 19.

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

Motion to adjourn the April 20, 2026, City Council Meeting at 6:30 was made by Council Member Grengs, seconded by Council Member Coleman
MOTION CARRIED.

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.2. Approve May 4, 2026, Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action:	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve May 4, 2026, Expenditures	
EXPLANATION OF AGENDA ITEM:	
Attached are the claim and disbursement registers for the City of Waconia as of May 4, 2026. 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: May 4, 2026	
Item Name: 8.3. Approving Plans & Specifications and Authorizing Advertisement for Bids - Reitz Lake Lift Station Project	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action: Resolution No. 2025-159 Accepting the Proposal for the Design of the Reitz Lake Lift Station	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-114 Accepting Plans and Authorizing Ad for Bids for the Reitz Lake Lift Station project	
EXPLANATION OF AGENDA ITEM:	
<p>Staff has been coordinating with the developer for the Woodland Trail project, located along Airport Road near the future County Road 92, to align construction of a regional lift station to coincide with approval of the development. Bolton & Menk has completed the plans and specifications in accordance with the proposal approved by the Council in June 2025.</p> <p>The requested action is to accept the project plans and specifications and authorize staff to advertise for bids. The intent is to allow for a potential award of the lift station project to occur concurrently with approval of the Final Plat. This approach helps limit the City's financial exposure to this significant infrastructure investment in the event the development is delayed or does not proceed.</p> <p>Staff has reviewed the project design and are recommending approval by the City Council.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-114 Reitz Lake Lift Station 2. Reitz Lake Lift Station Request for Authorization 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-114**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
& ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the City Council on June 16, 2025, the City Engineer has prepared plans and specifications for the Reitz Lake Lift Station Project; and

WHEREAS, the project includes the addition of a lift station and forcemain to serve future developing properties north of airport near the future County Road 92 alignment; and

WHEREAS, Staff recommend approval of the Plans and Specification and Ordering the Project be Advertised for Bids.

NOW, THEREFORE, BE IT RESOLVED, that the City approves such plans and specifications, a copy of which is available at the Public Services office; and

BE IT FURTHER RESOLVED, that the City Council of the City of Waconia hereby orders advertisement for bids for the making of such improvement under such approved plans and specifications.

Adopted this 4th day of May 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: April 28, 2026
To: Jon Haukaas, Director of Public Services
From: Jake Saulsbury, City Engineer
Subject: Reitz Lake Lift Station Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request authorization to advertise for bids for the Reitz Lake Lift Station project. The project site is near the northwest corner of Reitz Lake, and this lift station is planned to be the fourth "Regional Lift Station" in the City's sanitary sewer conveyance system. The other 3 are L-52 (located on Lakeview Terrace Blvd), H-284 (located on the old Public Services building site), and SE Area (located on CSAH 10 on the east edge of town).

This new lift station is necessary in order for Woodland Trail (the Kirsch property) to develop. As such, future approvals for this lift station project will be recommended to be contingent on certain development triggers being met. The bid schedule for the Reitz Lake Lift Station will be provided after further coordination occurs with the Woodland Trail Development team.

Please let me know if you have any questions or if you require any additional information.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.4. Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru to the National Fire Safety Council	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-115 Accepting Cash Donations Fire Safety and Prevention Efforts	
EXPLANATION OF AGENDA ITEM:	
<p>The City of Waconia received the following cash donations for fire safety and prevention efforts. The following parties donated to the City's Fire Department for these efforts:</p> <p style="padding-left: 40px;">Aloysius Symanietz - \$100 Youngstedt Incorporated - \$100</p> <p>With the Council's acceptance of this donation, staff will recognize the donation as revenue in the Fire Department's 2026 budget. The City works with the National Fire Safety Council for fire prevention materials and information. The donation received will be passed on to them so they can assist the department in future efforts.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-115 Donations National Fire Safety	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: General Fund - Fire (101)	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
<u> X </u> Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-115**

**RESOLUTION ACCEPTING CASH DONATIONS FOR
FIRE SAFETY AND PREVENTION EFFORTS AND APPROVING PASS THRU
TO THE NATIONAL FIRE SAFETY COUNCIL**

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

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

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Aloysius Symanietz	Cash Donation for Fire Safety/Prevention	\$100
Youngstedt Inc.	Cash Donation for Fire Safety/Prevention	\$100

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

WHEREAS, donations will be passed thru to the National Fire Safety Council for their efforts in providing the City with fire safety and prevention materials; and

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

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

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

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.5. Accepting Cash Donations for Operations of the Fire Department	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-116 Accepting Cash Donations for Operations of the Fire Department	
EXPLANATION OF AGENDA ITEM:	
<p>The Fire Department staff graciously received the following donation for operations of the department:</p> <p align="center">Steven & Deborah Bussler - \$200</p> <p>With the Council's acceptance of the donation, staff will recognize the donation as revenue in the Fire Department's 2026 budget.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-116 Donation Operations of the Fire Department	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: General Fund - Fire (101)	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
<u> X </u> Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-116**

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

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

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

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Steven & Deborah Bussler	Cash	\$200

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

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

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

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

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 4, 2026
Item Name:	8.6. Firefighter Retirement
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-117 Accepting Firefighter Retirement	
EXPLANATION OF AGENDA ITEM: <p>The City has recently received a retirement letter from firefighter Brandon Kolesar. Firefighter Kolesar has served on the Waconia Fire Department for 30-years, and has served up to the position of Assistant Chief.</p> <p>Thank you to Firefighter Kolesar for his 30-years of service to the Waconia Fire Department, effective April 4, 2026.</p>	
ATTACHMENTS: 1. Resolution No. 2026-117 Firefighter Retirement	

**CITY OF WACONIA
RESOLUTION NO. 2026-117**

**RESOLUTION ACCEPTING RETIREMENT OF
FIREFIGHTER BRANDON KOLESAR**

WHEREAS, the City has received a notice of retirement from Firefighter Brandon Kolesar, , after 30 years on the Waconia Fire Department; and

WHEREAS, the City has received the notice in accordance with its personnel policies to be effective April 4, 2026; and

NOW, THEREFORE, BE IT RESOLVED, that the Waconia City Council hereby accepts the retirement of Firefighter Brandon Kolesar with thanks and congratulations to him for his 30 years of service to the Waconia Fire Department.

Adopted by the City Council of the City of Waconia on this 4th day of May 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 4, 2026
Item Name:	8.7. League of Minnesota Cities Insurance Trust - Tort Liability Waiver
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	Annual approval of non-waiver
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve the Non-Waiver of Monetary Limits on the 2025-2026 Tort Liability Insurance Policy Renewal.	
EXPLANATION OF AGENDA ITEM: <p>As part of the annual liability insurance renewal process, the City Council is required to waive or not waive the tort liability limit within our insurance program through the League of Minnesota Cities Insurance Trust (LMCIT). The <i>Liability Coverage Waiver Form</i> included describes the waiver and the effect on a potential client.</p> <p>If statutory tort limits are not waived, individual claims are capped at \$500,000, and the total payout for all claims from a single occurrence is limited to \$1,500,000. These limits apply even if the member has optional LMCIT excess liability coverage.</p> <p>It has been past practice and staff recommends the continued non-waiver of the monetary limits for the 2025-2026 policy year.</p>	
ATTACHMENTS: 1. League of MN Cities Insurance Trust Tort Liability Form	

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.8. Tobacco License Application	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-118 approving Tobacco License	
EXPLANATION OF AGENDA ITEM:	
<p>An application for a tobacco license has been submitted and reviewed for the establishment listed in the attached Resolution No. 2026-118. The tobacco licenses will be issued upon approval by the State of Minnesota and once all conditions of licensing are met, in accordance with City Ordinances, which include completion of all forms, payment of fees, and fines, and receipt of certificate of insurance.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-118 Tobacco Licensing	
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. 2026-118**

RESOLUTION APPROVING TOBACCO LICENSE/PERMIT APPLICATION

WHEREAS, An application for a new tobacco license and permit has been received in the Office of the City clerk; and

WHEREAS, the applicant and their requested license/permit are identified as:

Colony Plaza LLC
140 Highway 5 West

WHEREAS, License will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the licenses and permits as indicated above for the term April 14, 2026, through January 31, 2027.

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.9. Liquor License Application	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-119 approving off-sale liquor license	
EXPLANATION OF AGENDA ITEM:	
<p>An application for an off-sale liquor license has been submitted and reviewed for the establishment listed on Resolution No. 2026-119. The off-sale liquor license will be issued upon approval by the State of Minnesota's Alcohol and Gambling Division, and upon all conditions of licensing being met in accordance with City Ordinances, which include completion of all forms, payment of fees and fines, receipt of certificate of insurance, proof of payment of state and local taxes, approval by the State Department of Revenue and the Bureau of Criminal of Apprehension.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-119 Liquor License	
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. 2026-119

**RESOLUTION APPROVING LIQUOR LICENSE APPLICATION
COLONY PLAZA LLC
140 WEST HIGHWAY 5, WACONIA**

WHEREAS, An application for a new off-sale liquor license and permit have been received in the Office of the City clerk; and

WHEREAS, the applicant and their requested licenses/permits are identified as:

COLONY PLAZA LLC
140 WEST HIGHWAY 5
WACONIA, MINNESOTA

WHEREAS, the license will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the license and permit as indicated above for the term April 14, 2026, through January 31, 2027.

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.10. Low Potency Hemp Edible Retail Application	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-120 approving low potency hemp edible retail application	
EXPLANATION OF AGENDA ITEM: A Low Potency Hemp Edible (LPHE) Retail Application has been received and reviewed by Staff for the establishment listed on Resolution No. 2026-120. The License will be issued upon approval by the State of Minnesota and upon all conditions of licensing being met in accordance with City Ordinances, which include completion of all forms, payment of fees, and receipt of certificate of insurance.	
ATTACHMENTS: 1. Resolution No. 2026-120 LPHE	
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. 2026-120**

**RESOLUTION APPROVING
LOW POTENCY HEMP EDIBLE APPLICATIONS
COLONY PLAZA LLC
140 WEST HIGHWAY 5
WACONIA**

WHEREAS, On October 1, 2025, retailers are eligible to apply for a low-potency hemp edible license through the State of Minnesota which permits them to sell low potency hemp edible products in combination with City Registration; and,

WHEREAS, the City of Waconia Amended Chapter 515 of the City Code related to cannabis sales on October 20, 2025; and

WHEREAS, the City of Waconia received the following low potency hemp applications in the Office of the City Clerk; and

Colony Plaza LLC
140 West Highway 5
Waconia

WHEREAS, License will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the licenses and permits as indicated above for the term April 14, 2026, through January 31, 2027.

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: May 4, 2026	
Item Name: 8.11. Special Event Permit - Waconia Band Practice and Park Performance	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-121 Approving Special Event for Band Boosters Park Practice & Performance	
EXPLANATION OF AGENDA ITEM:	
<p>The Waconia Band Boosters have submitted a Special Event Permit application for the annual marching band practice and park performance. Historically, this event has taken place on and around 1st Street in preparation for the Waconia Marching Band Festival. Due to street reconstruction in that area, the event will be relocated for the 2026 season. Based on specific needs related to roadway width, route length, and proximity to staging roads, staff worked with the applicant to identify an alternative location. A segment of Oak Avenue between Waconia Parkway South and Parkside Lane has been selected. Access to Parkside Lane from Oak Avenue, as well as access to Community Drive and Brook Peterson Park Parking lot, will be maintained throughout the event.</p> <p>Oak Avenue will be closed on June 11, 2026, from 8:00 a.m. to 9:00 p.m. A portion of the Brook Peterson Park parking lot will be utilized for staging. Staff have reviewed the proposed traffic control plan and confirm that the City has the necessary materials and warning devices to implement a full road closure during this time. This event is considered a City-supported event in accordance with the Special Event Policy.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-121 Special Event Permit 2. Special Event Application 3. Location 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. 2026-121**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
FOR WACONIA MARCHING BAND PRACTICE AND PARK PERFORMANCE**

WHEREAS, the City has identified the Waconia Marching Band Practice and Park Performance as a city supported special event in the community; and

WHEREAS, the Waconia Band Boosters have submitted a special event permit to conduct Band Practice and a Park Performance on Oak Avenue.

WHEREAS, a segment of Oak Avenue between Waconia Parkway South and Parkside Lane will be closed for the event on June 11, 2026, from 8:00 a.m. to 9:00 p.m. with a portion of Brook Peterson Park parking lot to be utilized as a staging area.

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

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

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:
<input type="checkbox"/>	<input type="checkbox"/> 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.
<input type="checkbox"/>	<input type="checkbox"/> Detailed Site Plan for the event
<input type="checkbox"/>	<input type="checkbox"/> Certificate of Insurance, if required
<input type="checkbox"/>	<input type="checkbox"/> Traffic Control plan from an approved vendor for any street closures
<input type="checkbox"/>	<input type="checkbox"/> Payment for required permit fee; Checks must be made payable to the City of Waconia •\$100 for base Special Event Permit
<input type="checkbox"/>	<input type="checkbox"/> 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 Faith		2. Last Name Turner	
3. Primary Telephone Number 612-210-5708	4. Type of Phone: <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	5. Alternate Phone Number	6. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
7. Email Address faithhelen@mac.com			
8. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input checked="" type="checkbox"/> Email <input type="checkbox"/> Business Address		9. Role of person completing application: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input checked="" type="checkbox"/> Other <u>WMB Volunteer</u>	

**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: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	14. Alternate Phone Number	15. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
16. Email Address		17. Role of primary contact: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other	

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit Waconia Band Boosters			
19. Email Address waconiabandboosters@gmail.com			
20. Mailing Address 1650 Community Dr	21. City Waconia	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input checked="" type="checkbox"/> Email			

D. License Holder Information

Provide information about who this license will be issued to			
25. Entity license will be issued to Faith Turner c/o Waconia Band Boosters			
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number 38-3681247	
28. Business Address 1650 Community Dr	29. City Waconia	30. State MN	31. Zip Code 55387

Section 3. Event Information – attach additional sheets as needed for any questions**A. Event Basics**

32. Name of Event Waconia Marching Band Practice and Park Performance	
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 06/11/2025	
34. Time of Event 8:00a - 1:00p; 4:00p-9:00p	35. Set up start time and clean up finish time 8:00a start/8:00p finish

36. Location of Event –Street Address	37. City	38. State	39. Zip Code
Oak Ave from Waconia Pkwy to Parkside Ln	Waconia	MN	55387
<p>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></p> <p>Final WMB camp practice to be held in the morning on the street (Oak Ave from Waconia Pkwy to Parkl Break from 1:00p-4:00p. Setup for performance begins at 4:00p. Performance is at 6:00p. Performance will be on the street (Oak Ave from Waconia Pkwy to Parkside Ln). Performance and cleanup will be concluded by 9:00p.</p>			
<p>41. Is your event in a City park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615</p>			
<p>42. Is your event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>43. Estimated Number of Attendees- ~300</p>	<p>44. Are tickets being sold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>45. What is the admission charge, if any N/A</p>	<p>46. Purpose of event proceeds (if applicable) N/A</p>		
<p>47. Describe how attendance will be monitored and limited if necessary WMB directors, chaperones, and event volunteers will be monitoring the event and be in contact with local sheriff & fire department as necessary.</p>			
<p>48. Describe any entertainment being provided This is the final camp day and finishes with the kick off performance for the Waconia High School Marching band.</p>			

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.

The lead coordinator for the event is working with local vendors and food trucks to possibly provide food and beverages during the performance time (4p-8p). No alcohol will be served as part of this event.

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

Lead medic for WMB will be on hand for emergencies and is in contact with local sherrif and fire department.

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:

Use of Brook Peterson Park restrooms

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.

This event is a Marching Band event. Noise will be from non-amplified musical instruments. Noise from non-amplified instruments will conclude by 8:00p. Cleanup efforts will be concluded by 9:00pm.

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

See attached diagram - file name: MAP-ParkPerformance 2026.pdf

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

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

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

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

D. Information about any alcohol as part of the event

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Yes
- No

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

67. Fireworks Display as Part of the event?

- Yes
- No

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

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

- Yes
- No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

Faith Turner

I, (print name) Faith Turner, 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.

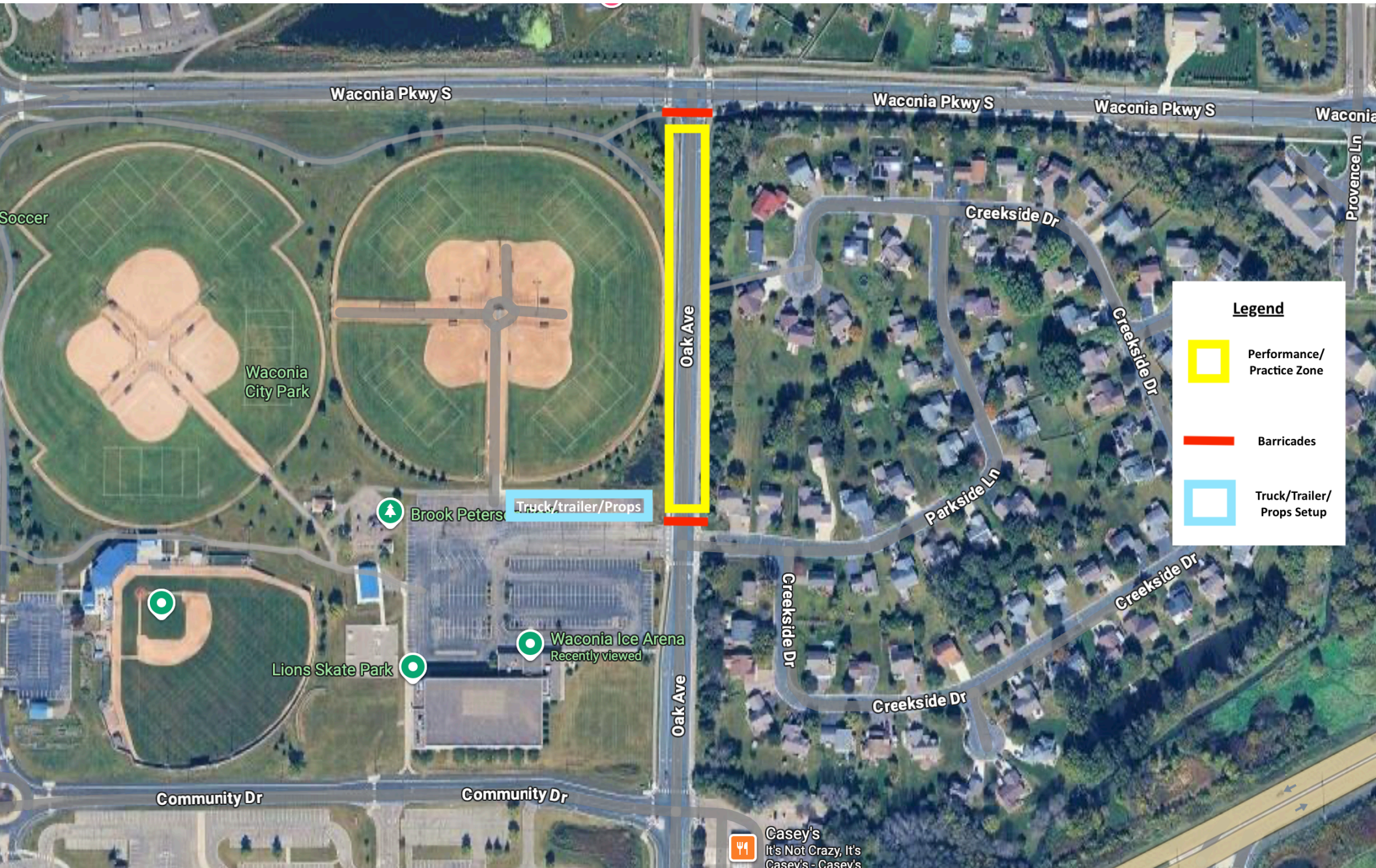
I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, 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 3/25/2026



Legend

-  Performance/ Practice Zone
-  Barricades
-  Truck/Trailer/ Props Setup



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	May 4, 2026
Item Name:	9.1. Receive Feasibility Report and Call Hearing for the 5th Street Reconstruction Project
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-122 Receiving Feasibility Report and Calling for a Public Hearing on Improvements for the 5th Street Reconstruction Project	
EXPLANATION OF AGENDA ITEM:	
<p>On April 6, 2026, the City Council authorized the preparation of the Design and Feasibility Report for the 5th Street Reconstruction Project. Staff prepared the design in accordance with previous discussions with the City Council and to coordinate with the Trunk Highway 5 Improvements in 2027.</p>	
<p>The attached Feasibility Report has been prepared as directed, noting the design layouts and costs associated with the Project. The project scope includes full reconstruction of 5th Street between Olive Street and Orange Street, Elm Street South. between 5th Street and TH 5, and Pine Street South, between 5th Street and TH 5. 5th Street is proposed to be reconstructed to a width of 34 feet B-B currently it varies in width from 35' B-B to 46' B-B. Elm Street is planned to be reconstructed to a width of 40' B-B and currently is at 45' B-B. The short Pine Street dead end stub is proposed to be reconstructed to a width of 28' B-B and currently is 38' B-B. Elm Street is proposed to be reconstructed as a truck route and 5th Street and Pine Street are proposed to be the standard residential street sections. All streets will have concrete curb and gutter and additional storm sewer as needed.</p>	
<p>Sanitary sewer is proposed to be reconstructed/relocated under 5th Street between Orange Street and approximately 200 feet east of Pine Street. The sanitary sewer is also proposed to be replaced under Elm Street and Pine Street. All sanitary sewer is proposed as 8-inch mains. the watermain is proposed to be replaced and/or added under all of 5th Street. The watermain will also be replaced under Elm Street and Pine Street. All watermain is proposed as 8-inch mains.</p>	
<p>The construction estimates consist of the estimated construction cost based on recent construction bid prices, a 10% allowance for contingencies, and 25% allowance for bidding/surveying/engineering/property owner coordination/construction administration. We have applied the city assessment policy to all properties adjacent to the project in preparation of the preliminary assessment role. The feasibility study shows all estimated construction costs including those anticipated to be federally funded through the TH 5 Phase 2 project. It is our understanding that the federal funding would be applied to the city portion of the assessment</p>	

project. The assessable costs shown in the tables are initially conservative and will be adjusted by actual construction costs and benefit analysis for each property.

This is an expedited timeline compared to the typical street reconstruction process in order to design the project early and bid with the Highway 5 Phase 2 project this fall. The City Engineer and City staff will be available for questions on the report as attached, or to provide a brief presentation as warranted. Staff recommends approval of this request, allowing for continued work on the plans and an opportunity to hold a Public Hearing on June 1, 2026, at City Hall at 6:00 p.m. as part of the regularly held City Council Meeting.

ATTACHMENTS:

1. Resolution No. 2026-119 Feasibility Study and PH 5th Street Reconstruction Project
2. 5th Street Improvements Feasibility Study

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

**CITY OF WACONIA
RESOLUTION NO. 2026-122
RESOLUTION RECEIVING FEASIBILITY REPORT & CALLING
HEARING ON IMPROVEMENT**

WHEREAS, pursuant to a resolution of the council adopted April 6, 2026, a report has been prepared by the City Engineer with reference to the proposed Fifth Street Area Improvement Project (formerly called the Hwy 5 Area Reconstruction Project) which includes street, drainage and utility improvements on the following:

- Fifth Street W from Olive Street to Elm Street
- Fifth Street E from Elm Street Orange Street
- Elm Street S from Hwy 5 to Fifth Street
- Pine Street S from Hwy 5 to Fifth Street

WHEREAS, the report provides information regarding whether the proposed improvements are necessary, cost-effective, and feasible; whether they should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED By the City Council of the City of Waconia:

1. The council will consider such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$3,826,150.

2. A public hearing shall be held on such proposed improvements on June 1st, 2026, in the council chambers of the city hall at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council of the City of Waconia this 4th day of May 2026.

Tim Litfin, Mayor

Attest:

Jackie Schulze, Assistant City Administrator

5th Street Area Improvement Project



City of Waconia
April 29, 2026



Real People. Real Solutions.

Submitted by:

Bolton & Menk, Inc.
2638 Shadow Lane
Chaska, MN 55318
P: (952) 448-8838



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

April 29, 2026

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

RE: 5th Street Area Improvements Project

Honorable Mayor and City Council Members:

Pursuant to your request we have prepared a Feasibility Study for project components to be included in the 5th Street Area Improvements Project. The project location and the various proposed project components include the following:

- Street and utility reconstruction of 5th Street from Olive Street to Orange Street, Elm Street south of 5th Street and Pine Street south of 5th Street consisting of the following items:
 - Complete street reconstruction
 - Storm sewer replacement/expansion
 - Sidewalk replacement
 - Sanitary sewer replacement
 - Water system replacement/upsizing and addition of cathodic protection
- Removal of Trunk Highway 5 access located off of 5th Street and east of Pine Street.

This report includes maps and drawings indicating the proposed improvements and a proposed method of financing and funding. I am available to discuss this report, and this proposed project at your convenience.

Respectfully Submitted,

Bolton & Menk, Inc.

Andrew Budde, P.E.

Cc: Jake Saulsbury, City Engineer

Enclosure

Feasibility Report

For

5th Street Area Improvements Project

City of Waconia, Minnesota
0C1.128660

April 29, 2026

PROFESSIONAL ENGINEER

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 under the laws of the State of Minnesota.

Signature: And Bud

Typed or Printed Name: Andrew Budde

Date: April 29, 2026 License Number: 46585

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FIGURES

DESCRIPTION

Figure 1.1	Project Location Map
Figure 2.1	Street Reconstruction Map
Figure 2.2	Typical Street Sections
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Figure 3.1	Proposed Assessment Map

TABLES

DESCRIPTION

Table 3.1	Preliminary Assessment Roll
Table 3.2	Bond Debt Service & Proposed Funding Sources

SUMMARY & CONCLUSIONS

A. STUDY SCOPE

It is proposed that improvements to the infrastructure be constructed or reconstructed to provide the public with a sustainable system of roads, utilities, and pedestrian facilities to augment the City with good water quality, greater connectivity among residents, safer traveling for vehicles and pedestrians, and a healthier quality of life. This study investigates the feasibility of the proposed improvements, provides related project cost estimates, and recommends a proposed method for financing and funding the project. The location of these improvements is shown in Figure No. 1.1 in Appendix A and consists of the following project components:

1. Reconstruction of 5th Street (from Olive Street to Orange Street), Elm Street (from 5th Street to Trunk Highway 5) and Pine Street (from Trunk Highway 5 to 5th Street):
 - Street reconstruction of 5th Street and Pine Street to City's residential street section.
 - Street reconstruction of Elm Street to City's truck street section.
 - Removal of the Trunk Highway 5 access located between Pine Street and Oak Street.
 - Replacement of the sanitary sewer system on Elm Street and Pine Street from 5th Street to Trunk Highway 5 and from the existing Trunk Highway 5 entrance on 5th Street to Orange Street including service laterals.
 - Replacement and upsizing of the water system, including replacement of hydrants, gate valves, and services on Elm Street between 5th Street and Trunk Highway 5, Pine Street from Trunk Highway 5 to 5th Street, and 5th Street from Olive Street to Orange Street.
 - Replacement and expansion of the existing storm sewer system, including the addition of stormwater treatment.
 - Reconstruction of sidewalk on both sides of Elm Street between Trunk Highway 5 and 5th Street.

B. ESTIMATED COSTS, FUNDING, AND FINANCING

Estimated project costs for each of the project components are provided in Appendix B. The project costs are summarized as follows:

1.) Street Reconstruction	\$2,576,186
2.) Utility Reconstruction	\$1,249,964
Total Project Cost - \$3,826,150	

The proposed method of financing for the 5th Street Area Improvements Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond, a Chapter 115 Sanitary Sewer Revenue Bond, and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 115 Bond would be used for the sanitary sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. PIR Capital Improvement cash would be used for the sidewalk improvements. This proposed method will be discussed further with the Finance Director and the City’s Financial Consultant.

C. OVERALL FEASIBILITY AND COST EFFECTIVENESS

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with failing or non-existent infrastructure including street pavement, storm sewer, watermain, sanitary sewer, and sidewalk facilities. The improvements are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so. Detailed cost estimates for all project components have been completed and are located in Appendix B.

SECTION 1 – INTRODUCTION

A. IMPETUS

The impetus for this report is a request from the City of Waconia to evaluate the feasibility of planned improvements for the upcoming year. Figure No. 1.1 in Appendix A shows the proposed project location for the 5th Street Area Improvements Project.

B. REPORT ORGANIZATION

To address the various projects in an orderly manner, this report is organized into three (3) sections, shown below:

- Section 1 - Introduction
- Section 2 - Street and Utility Reconstruction
- Section 3 - Financing/Funding

SECTION 2 – STREET AND UTILITY RECONSTRUCTION

A. STREET IMPROVEMENTS

Figure No. 2.1 indicates the proposed street improvements on 5th Street, Elm Street and Pine Street. The street improvements include removal of the existing road sections on each of the roads and rebuilding them to current city standards, including replacement of existing curb and gutter sections. Additional details are outlined below:

1. 5th Street (Olive Street to Pine Street)

The proposed street section for 5th Street from Olive Street to Pine Street is 34-foot-wide street with curb and gutter and constructed to the City’s typical residential street section. The existing street width on 5th Street is 35-feet and is proposed to be narrowed by approximately 1.0-feet and will be narrowed approximately the same amount on each side of the road.

2. 5th Street (Pine Street to Oak Street)

The proposed street section for 5th Street from Pine Street to Oak Streets consists of a 34-foot-wide street with curb and gutter and constructed to the City’s typical residential street section. The existing street section on 5th Street between Pine Street and Oak Street varies from approximately 46-feet to 36-feet. The entrance to Trunk Highway 5 will be removed. The proposed 34-foot roadway will keep the same north curb location and be narrowed on the south side of the road. The curb and retaining wall along 441 Pine St South is proposed to be protected as part of this project.

3. 5th Street (Oak Street to Orange Street)

The proposed street section for 5th Street from Oak Street to Orange Street consists of a 34-foot-wide street with curb and gutter and constructed to the City’s typical residential street section. The existing street width is approximately 38-foot-wide street. The proposed narrowing of 5th Street between Oak Street and Orange Street will take place on the south side of the roadway and northern curb line will remain in approximately the same location.

4. Elm Street (Trunk Highway 5 to 5th Street)

The proposed street section for Elm Street from Trunk Highway 5 to 5th Street consists of a 40-foot-wide street with curb and gutter and constructed to the City's typical truck street section. This results in a 5-foot narrowing of the roadway. The proposed sidewalk on Elm Street between Trunk Highway 5 and 5th Street on the west side of the roadway is 6-feet at back of curb. On the east side of Elm Street the sidewalk is proposed to be 6-feet wide with a 4-foot grass boulevard.

5. Pine Street (Trunk Highway 5 to 5th Street)

The proposed street section for Pine Street consists of a 28-foot-wide street with curb and gutter and constructed to the City's typical residential street section. The existing street width for Pine Street from 5th Street to the dead-end is approximately 38' which reduces the street width by approximately 10-feet. The narrowing of Pine Street will take place on the east side of the roadway and the western curb line will be approximately in the same location. Consideration should be given to restricting parking on one side of the road.

Construction of a standard truck route section includes two lifts of bituminous pavement (6.5"), aggregate base (12.0"), and select granular borrow (12.0") underlain by geotextile fabric. The standard truck route street section will be constructed on top of a compacted subgrade and contain draitile behind the curb. Construction of a standard residential section includes two lifts of bituminous pavement (4.5"), aggregate base (8.0"), and select granular borrow (12.0") underlain by geotextile fabric. The standard residential street section will be constructed on top of a compacted subgrade and contain draitile behind the curb. The typical section for the City standard truck route and residential sections are shown on Figure No. 2.2. Known soils conditions in the area include heavy and stable clay.

Construction staging will be further refined during final design and coordinated with the Trunk Highway 5 construction. Phasing is subject to change based on findings during final design and may be adjusted as the project progresses from utility work to street construction.

B. STORM SEWER IMPROVEMENTS

The existing storm sewer systems on 5th Street will be improved as shown in Figure No. 2.3. Existing drainage patterns will primarily be maintained. New storm sewer improvements are proposed along 5th Street where access to Trunk Highway 5 will be removed, as well as at the south ends of Oak Street and Orange Street. Additional catch basins will be installed at

the intersection of Elm Street and 5th Street. A new storm sewer manhole will also be constructed on Elm Street to provide a connection point for the Waconia 1 Collision & Auto project.

Storm water treatment will be required in order to meet the Carver County Watershed Management Organization's (CCWMO) rules. The 5th Street Area Improvements Project will receive stormwater volume reduction and water quality treatment credits from the Highway 5 Phase 2 Project due to the oversizing of the stormwater basin constructed as part of the Highway 5 Phase 2 improvements. These credits are banked in accordance with CCWMO guidelines and will satisfy the stormwater requirements for this project. The credits are applied on a 1:1 basis.

The total estimated cost for the proposed street and storm sewer reconstruction improvements is \$2,482,594. Of this amount \$611,446 is considered assessable. Itemized cost estimates are provided in Appendix B of this report. Financing and funding for the entire project is discussed in Section 3.

C. SIDEWALK IMPROVEMENTS

The proposed sidewalk reconstruction locations are also shown in Figure No. 2.1. The proposed sidewalk on the west side of Elm Street will be 6-feet wide at back of curb and the east side of Elm Street between Trunk Highway 5 and 5th Street will be 6-feet wide with a 4-foot wide grass boulevard. The existing sidewalk widths vary and there is no boulevard except for the segment between 5th Street and the north bank entrance. All existing and proposed pedestrian ramps will be constructed to Americans with Disabilities Act (ADA) standards to provide adequate access to all users.

The total estimated cost of the sidewalk improvements is \$93,592 which is not considered an assessable cost. An itemized cost is provided in Appendix B of this report. Financing and funding for the entire project is discussed in Section 3.

D. SANITARY SEWER IMPROVEMENTS

The sanitary sewer improvements include reconstruction of the sanitary sewer main, manholes, and service connections along Elm Street and Pine Street between Trunk Highway 5 and 5th Street; along 5th Street from Orange Street to the former Trunk Highway 5 entrance; and along the east side of 144 5th Street E, as shown in Figure No. 2.4. The sewer reconstruction consists of replacing the old and deteriorated 8" clay sewer system with an 8-

inch PVC sewer main and with sewer services from the main to the property line. Sanitary manholes will be replaced, and new sewer will be connected to existing sewer as needed.

The total estimated cost for all of the sanitary sewer improvements is \$550,896. Of this amount, \$130,380 is considered assessable. Itemized cost estimates are provided in Appendix B. Financing and funding are discussed in Section 3.

E. WATERMAIN IMPROVEMENTS

Figure No. 2.5 indicates the proposed watermain improvements. The existing watermain consists of 6-inch and 8-inch mains. The existing system is aging and is susceptible to breakages and leaks. Breakages and leaks result in high maintenance and repair costs, service disruptions, and saturation of the street subgrade. Therefore, the proposed improvements include removing and replacing the watermain system within the street right-of-way with 8-inch PVC main. Replacement includes the mainline, gate valves, hydrants, and services.

The proposed pipe material is polyvinyl chloride pipe (PVC). This pipe is more resistant to corrosion from the in-place clay soils. Previous geotechnical evaluations on adjacent projects included soil resistivity testing to determine how corrosive the in-place soils are. These tests resulted in resistivity values showing the in-place soil to be moderately corrosive. To protect the watermain against corrosion, the following steps will be taken during construction:

- All hydrants and gate valves will be manufactured and secured utilizing stainless steel bolts.
- All fittings will be coated with fusion bonded epoxy.
- All ductile iron pipe, fittings, valves, valve boxes, and hydrant risers will be wrapped in polyethylene encasement material and provided with cathodic protection.

The total estimated cost for all of the watermain improvements is \$699,068 of which all is considered non-assessable for this project. The Minnesota Department of Transportation has not yet made their funding determination for items needed to occur as part of the adjacent Highway 5 Phase 2 project. However, it is assumed that the majority of these watermain improvements will be covered by grant funds allocated to the Highway 5 Phase 2 project.

Itemized cost estimates are provided in Appendix B. Financing and funding are discussed in Section 3.

SECTION 3 – FINANCING / FUNDING

A. FINANCING

The proposed method of financing for the 5th Street Area Improvements Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond, a Chapter 115 Sanitary Sewer Revenue Bond, and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 115 Bond would be used for the sanitary sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. PIR Capital Improvement cash would be used for the sidewalk improvements.

It is recommended that the City discuss financing options in more detail with their Financial Consultant. Combining the financing of this project with other possible planned improvements or planned equipment purchases should also be evaluated and discussed.

The total estimated project cost is \$3,826,150. The detailed cost estimates for individual project components are located in Appendix B. The estimates consist of the estimated construction cost based on recent construction bid prices, a 10% allowance for contingencies, and a 25% allowance for bidding, surveying, engineering, property owner coordination, construction staking, construction administration, and inspection costs.

B. FUNDING

The different funding sources proposed to be used to service the bond debt include the following:

- Special assessments
- New special debt levy
- Stormwater funds
- Sewer funds
- Water funds
- PIR funds

- Highway 5 Phase 2 grant funds

The City has funds available in the various fund accounts to service the debt. And if necessary, the City also has funds available in the general fund to service the debt.

The following sections provide a cost apportionment and funding source summary for the various project components.

C. STREET / STORM / SIDEWALK RECONSTRUCTION

The total project costs are apportioned as follows:

Item	Cost / FF	City Cost or Assessment	Recommended Funding Source
Sidewalk Construction Cost			
Sidewalk Construction Cost	\$93,592	City	PIR Fund
Total Project Cost:	\$93,592		
Street / Storm Reconstruction Costs			
Extra Section Depth / Width	\$551,048	City	New Special Debt Levy
Street / Storm Reconstruction Cost	\$1,931,546		
Total Street / Storm Reconstruction Cost:	\$2,482,594		
Assessment Calculations			
Standard Street Section Cost	\$1,931,546		
City Contribution (50%)	\$965,773	City	New Special Debt Levy
Assessable Eligible Portion (50%)	\$965,773		
Total Front Footage	3,634.25		
Corner Lot Front Footage (Feet)	0		
Assessment Basis Front Footage (Feet)	3,634.25		
Assessable Cost Per Front Foot	\$265.74		
Non-Assessable Front Footage (Feet)	1,333.35		
Non-Assessable Cost	\$354,327	City	New Special Debt Levy
City Front Footage (Feet)	0.0		
City Front Footage Cost	\$0		
Assessment Front Footage (Feet)	2,300.90		
Total Assessed Amount	\$611,446	Assessment	Special Assessments
Total City Cost:	\$1,964,740		
Total Assessed Amount:	\$611,446		
Total Project Cost:	\$2,576,186		

Following are several characteristics that make this project area unique:

- Over half of the lots are corner lots.
- The long side of the corner lots front the project area for all of these corner lots.
- There are 3 lots on the project area with frontage that does not front the project area. Per policy, these are assessed at 75% of their lot frontage that faces the project area.
- The location of Highway 5 results in approximately 2½ blocks where there are no lots on the south side of 5th Street.

Due to this unique project area, it is recommended to base the per front footage cost on the entire project area rather than including a portion of the corner lot footage in the overall assessment calculations. This approach is included on the previous table and lowers the preliminary street assessments by approximately 30%.

D. SANITARY SEWER

The sanitary sewer proposed for reconstruction services commercial and residential properties. Commercial and multi-family properties are converted to equivalent residential units (ERUs) based on water usage. Two properties exceed the normal water usage for a typical single-family home. These properties and their ERU calculations are as follows:

Property Owner	Property Address	Annual Water Usage (gal)	Daily Water Usage (gal)	Daily Usage / ERU (gal)	*ERUs
CRS PROPERTIES	524 ELM ST	184,000	505	275	1.5
WACONIA COMMONS LLC	540 ELM ST S	315,000	864	275	3

* ERUs are rounded down to the nearest 0.5 units

** Estimated usage based on total ERU calculation

On previous projects the portion of the sanitary sewer cost that was assessed consisted of 50 percent of the typical project sanitary sewer cost. Costs related to bypass pumping are isolated as City costs and not included in the assessment calculations.

Also, the unique project area as discussed with the street assessments should be considered by including non-assessable sanitary sewer units. To remain fair and equitable, it is recommended to include 20 non-assessable units to account for the large amount of frontage along the long side yard lots and along Highway 5 that do not contain sewer services. With the addition of these non-assessable units, this project contains 39.5 sewer units, 19.5 of which are assessable.

Based on the information and recommendations above, the total project costs for the sanitary sewer component of the proposed project are apportioned as follows:

Item	Cost / Units	City Cost or Assessment	Recommended Funding Source
Total Sanitary Sewer Project Costs			
Typical Sanitary Sewer Project Cost	\$528,208		
City Contribution Cost	\$22,688	City	Sewer Fund
Total Project Cost:	\$550,896		
Assessment Calculations			
Assessment Eligible Portion	\$528,208		
City Contribution (50%)	\$264,104	City	Sewer Fund
Assessable Eligible Portion (50%)	\$264,104		
Sanitary Sewer Units	39.5		
Assessment Per Unit	\$6,686.18		
Assessable Units	19.5		
Non-Assessable Units	20		
Non-Assessable Cost	\$133,724	City	Sewer Fund
Total Assessed Amount	\$130,380	Assessment	Special Assessments
Total City Cost:	\$420,516		
Total Assessed Amount:	\$130,380		
Total Project Cost:	\$550,896		

E. WATERMAIN

Watermain costs are typically partially assessed and partially paid by the City through the water fund. However, with relocating the watermain out of the Highway 5 right-of-way, the majority of the watermain for this project will be paid with grant funds and any remaining costs will be paid via the City’s water fund. The total estimated project cost for watermain is \$699,068.

F. OVERALL COST SUMMARY

In summary, a portion of the street and utility reconstruction work will be assessed to benefit property owners and the remaining work is recommended to be paid by the City. The overall costs for all project components are summed as follows:

Item	Cost	Recommended Funding Source
Assessed Amount (Per Policy)	\$741,826	Special Assessments
Street & Utility Reconstruction (City Cost)	\$2,385,256	Combined Bond Funds & PIR Capital Improvement Funds
Watermain	\$699,068	Highway 5 Grant Funds
Total Overall Project Cost:	\$3,826,150	

G. ASSESSMENTS

The assessable portion of the street and utility reconstruction work is proposed to be assessed to the benefiting properties in accordance with current City policy as follows:

- Street Reconstruction - 50% Assessed on a Front Footage Basis of Standard City Residential Street
- Storm Sewer Reconstruction - 50% Assessed on a Front Footage Basis
- Sanitary Sewer Reconstruction - 50% Assessed on a Unit Basis
- Watermain Reconstruction – Not Assessed

Some of the project components would not be assessed. These project components include the following:

- Extra Depth and Width of Street Reconstruction
- Sidewalk Reconstruction
- Sanitary Sewer & Watermain Non-Standard Construction Items

The current estimated assessable percentage of the street and utility reconstruction project is 19.4%. The minimum required assessable percentage for a Chapter 429 bond is 20.0%. Consistent with City policy and previous assessment projects, a benefit evaluation will be conducted to determine the special benefit amounts. The assessments will be capped at these amounts as determined by this benefit evaluation process. This process is anticipated to

lower the assessments and reduce the assessable percentage of the project. Therefore, as discussed in the previous section, a combined bond approach is recommended in order meet all statutory requirements.

A copy of the current City assessment policy is included in Appendix C of this report for reference. Located in Appendix A is an assessment area map (Figure 3.1). To follow is the preliminary assessment roll (Table 3.1) for the street and utility reconstruction project area and debt service and proposed funding sources (Tables 3.2).

**TABLE 3.1 - PRELIMINARY ASSESSMENT ROLL
5TH STREET AREA IMPROVEMENTS PROJECT
4/29/2026**

PROP. NO.	P.I.D.	OWNER	PROPERTY ADDRESS	OWNER ADDRESS		F/F	*STREET ASSESSMENT	SANITARY SEWER UNITS	SANITARY SEWER ASSESSMENT	TOTAL ASSESSMENT	**ANNUAL ASSESSMENT PAYMENT
1	755030240	TAYLOR A ZALLEK	441 OLIVE ST S	441 S OLIVE ST	WACONIA MN 55387	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
2	755000190	PHILIP J GRAFFUNDER	440 ELM ST S	440 ELM ST S	WACONIA MN 55387	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
3	755000291	DAVID BUMGARNER	441 ELM ST S	441 ELM ST S	WACONIA MN 55387	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
4	755000300	TR AGREEMENT OF DAVID & DIANE LAABS	40 5TH ST E	229 E LINCOLN AVE	GAYLORD MN 55334	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
5	755000400	LELAND M OTTO	441 PINE ST S	509 PINE ST S	WACONIA MN 55387	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
6	750243110	NATALIE MEGER	144 5TH ST E	7526 W 270TH ST	BELLE PLAINE MN 56011	100.00	\$26,574.20	1.0	\$6,686.17	\$33,260.37	\$4,412.58
7	750243010	NATALIE MEGER	132 5TH ST E	7526 W 270TH ST	BELLE PLAINE MN 56011	75.00	\$19,930.65	1.0	\$6,686.17	\$26,616.82	\$3,531.19
8	755020250	CHARLES W & MARLENE L SCHMAKEL	156 5TH ST E	156 E 5TH ST	WACONIA MN 55387	115.60	\$30,719.77	1.0	\$6,686.17	\$37,405.95	\$4,962.56
9	755020260	MICHAEL C SCHMAKEL	140 5TH ST E	156 5TH ST E	WACONIA MN 55387	86.70	\$23,039.83	1.0	\$6,686.17	\$29,726.00	\$3,943.68
10	750242200	MATTHEW G GELLER	216 5TH ST E	216 5TH ST E	WACONIA MN 55387	127.05	\$33,762.52	1.0	\$6,686.17	\$40,448.69	\$5,366.24
11	755020240	MATTHEW G GELLER	216 5TH ST E	216 5TH ST E	WACONIA MN 55387	176.00	\$46,770.59	1.0	\$6,686.17	\$53,456.76	\$7,091.99
12	754400120	PATS PROPERTIES LLC	240 5TH ST E	8080 SCANDIA ROAD	WACONIA MN 55387	80.50	\$21,392.23	1.0	\$6,686.17	\$28,078.40	\$3,725.10
13	754400050	ALLICIA ANDERSEN	433 OAK ST S	433 S OAK ST	WACONIA MN 55387	79.50	\$21,126.49	1.0	\$6,686.17	\$27,812.66	\$3,689.84
14	754400040	WILLIAM S & SUSAN M HEIL	400 ORANGE ST S	400 ORANGE ST S	WACONIA MN 55387	79.50	\$21,126.49	1.0	\$6,686.17	\$27,812.66	\$3,689.84
15	755020280	DRU M DELANGE	409 ORANGE ST S	PO BOX 609	LESTER PRAIRIE MN 55354	74.10	\$19,691.48	1.0	\$6,686.17	\$26,377.65	\$3,499.46
16	755030310	KURT E & LISA M SIEBERT	501 OLIVE ST S	501 S OLIVE ST	WACONIA MN 55387	78.50	\$20,860.75	0.0	\$0.00	\$20,860.75	\$2,767.55
17	755000510	CRS PROPERTIES LLC	524 ELM ST S	8150 WILDWOOD ROAD	WACONIA MN 55387	189.00	\$50,225.24	1.5	\$10,029.26	\$60,254.50	\$7,993.83
18	755000480	WACONIA COMMONS LLC	540 ELM ST S	13911 RIDGEDALE DR STE 100	MINNETONKA MN 55305	90.90	\$24,155.95	3.0	\$20,058.52	\$44,214.46	\$5,865.83
19	755000430	SECURITY BANK WACONIA	539 ELM ST S	PO BOX 45	WACONIA MN 55387	222.85	\$59,220.60	1.0	\$6,686.17	\$65,906.78	\$8,743.70
20	755000470	BRIAN MACKENTHUN	500 PINE ST S	8200 KELZER POND DR	VICTORIA MN 55386	107.50	\$28,567.26	1.0	\$6,686.17	\$35,253.44	\$4,676.99
21	755000460	SECURITY BANK WACONIA	508 PINE ST S	PO BOX 45	WACONIA MN 55387	72.20	\$19,186.57	1.0	\$6,686.17	\$25,872.74	\$3,432.48
22	755000410	ALINA M LUEDLOFF	501 PINE ST S	501 PINE ST S	WACONIA MN 55387	103.50	\$27,504.30	1.0	\$6,686.17	\$34,190.47	\$4,535.97
23	755000420	LELAND M OTTO	509 PINE ST S	509 PINE ST S	WACONIA MN 55387	50.00	\$13,287.10	1.0	\$6,686.17	\$19,973.27	\$2,649.81
						2,300.90					

*Cost per FF = \$265.74 (Original Calculation)

**Based on a 5.50% Interest Rate and a 10 Year Term.

	Totals:	\$611,445.76	19.5	\$130,380.36	\$741,826.12	\$98,416.42
	TOTAL FRONT FOOTAGE:	3,634.25				
	CORNER LOT CREDIT:	0.00				
	ASSESSMENT BASIS FRONT FOOTAGE:	3,634.25				
	NON-ASSESSABLE FRONT FOOTAGE:	1,333.35				
	ASSESSMENT FRONT FOOTAGE:	2,300.90				

TABLE 3.2
DEBT SERVICE & PROPOSED FUNDING SOURCES
FOR
5TH STREET AREA IMPROVEMENTS PROJECT
4/29/2026

PROPOSED PROJECTS	TOTALS					DEBT SERVICE / FUNDING SOURCE						RECOMMENDED FINANCING OPTION
	TOTAL PROJECT COST	TOTAL ASSESS. AMOUNT	TOTAL GRANT AMOUNT	TOTAL CITY COST	TOTAL ASSESS. %	TOTAL DEBT SERVICE	DEBT SVC ASSMT REVENUE	DEBT SVC GENERAL/PIR FUND	DEBT SVC SEWER FUND	DEBT SVC WATER FUND	TOTAL REVENUE	
STREET & UTILITY RECONSTRUCTION	\$3,826,150	\$741,826	\$699,068	\$2,385,256	19.4%	\$395,197	\$93,751	\$248,302	\$53,144	\$0	\$395,197	\$3,850,000 Combined Bond
TOTALS:	\$3,826,150	\$741,826	\$699,068	\$2,385,256	19.4%	\$395,197	\$93,751	\$248,302	\$53,144	\$0	\$395,197	

- Notes:
- 1.) All Debt Service Projections are Based on a 10-Year Bond At 4.5%.
 - 2.) Actual Assessment Revenue Debt Service Will Be Based On Interest Rate 1.0% Above Bonding Cost (=4.5% + 1.0% = 5.5%) With a 10-Year Term.
 - 3.) Amounts Shown Do Not Include Any Grant Funds Which May Reduce the Required Payment Amounts.
 - 4.)The MnDOT Funding Determination and the Timing of the Grant Funds May Allow for the Bonding Amount to be Lowered.

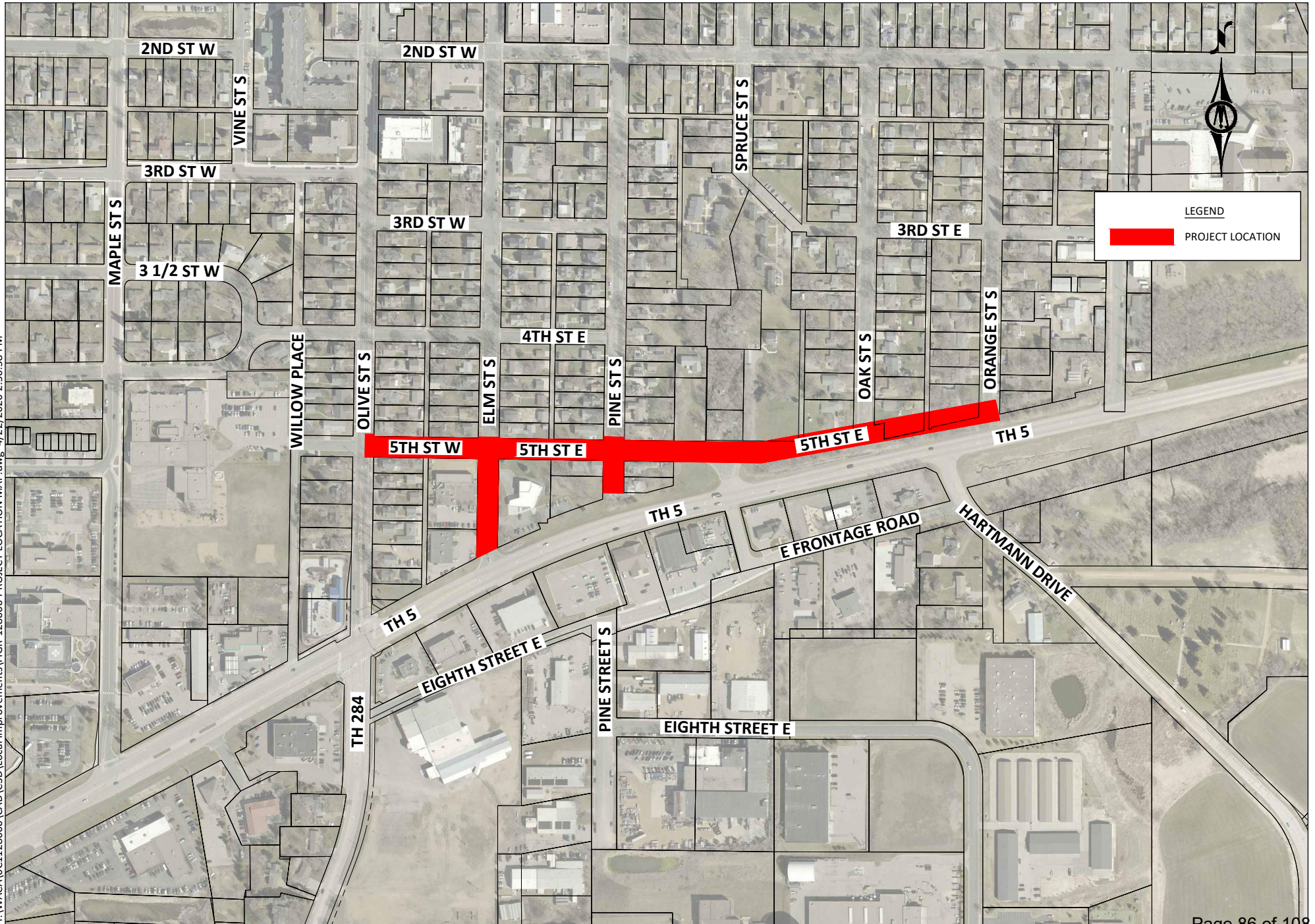
APPENDIX A

FIGURES



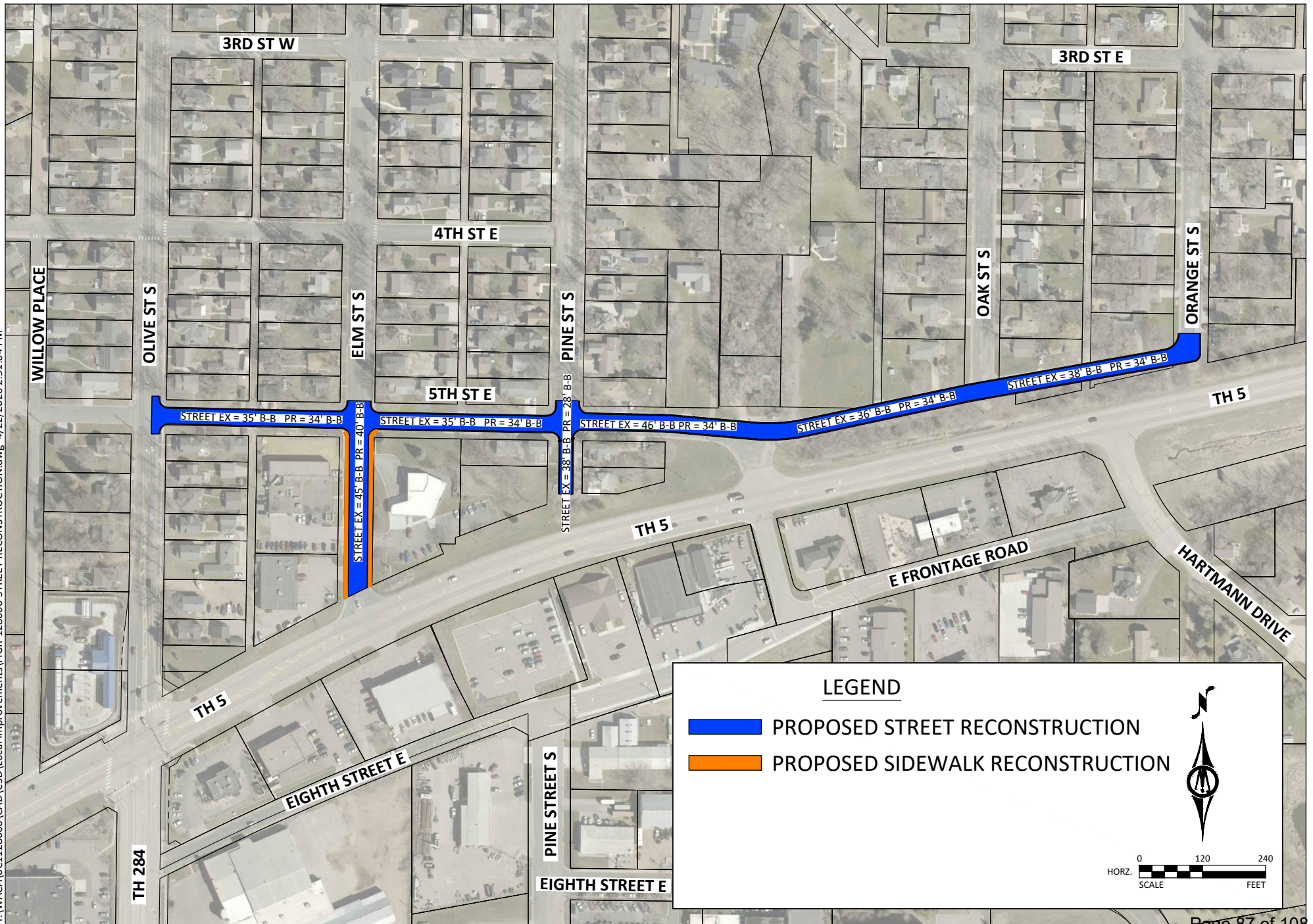
LEGEND

PROJECT LOCATION

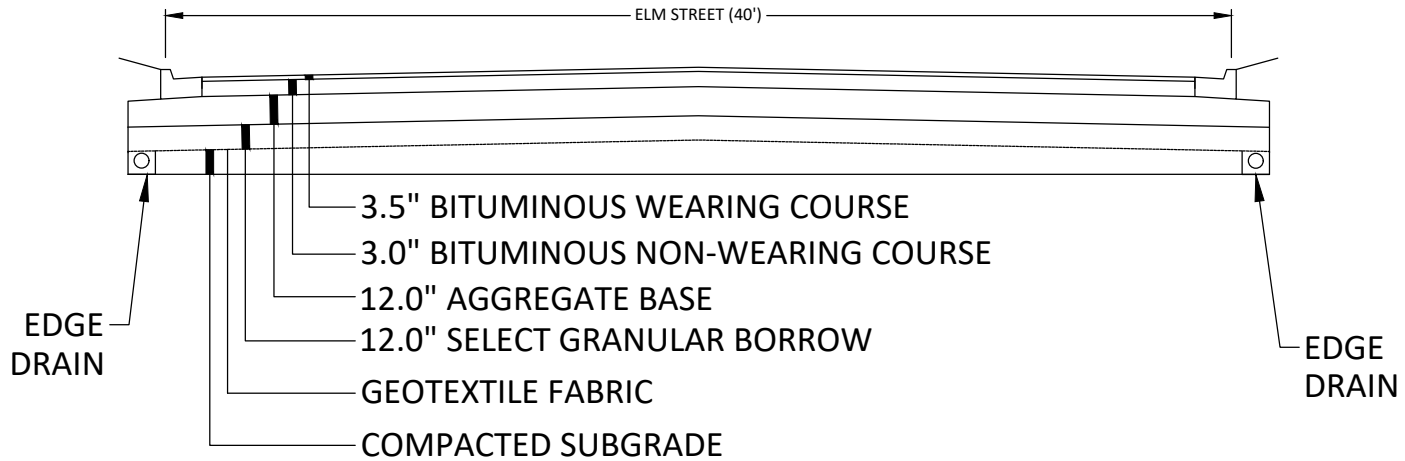


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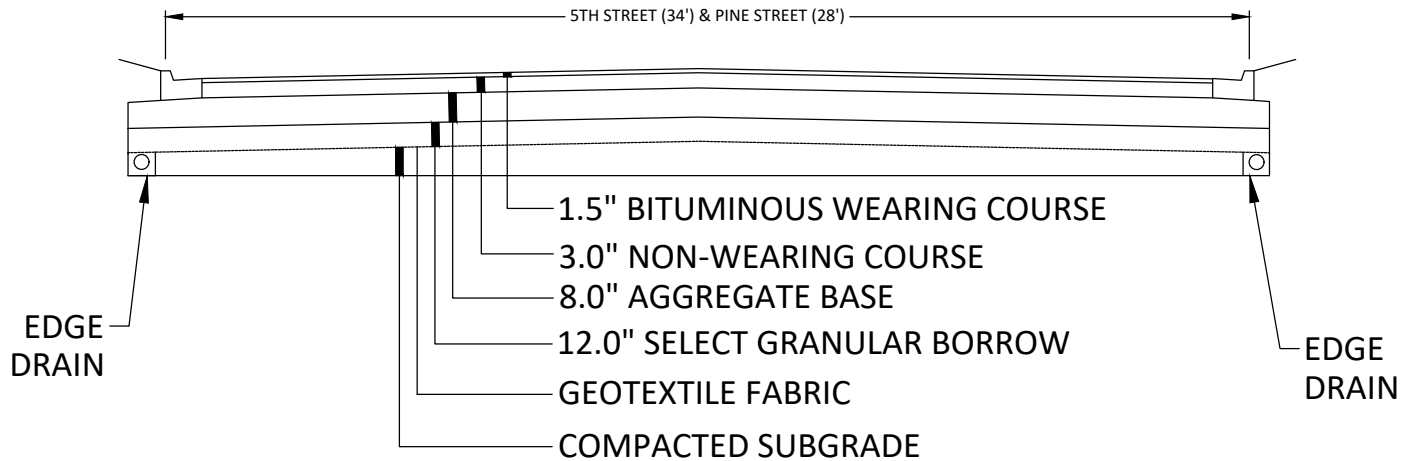
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STREET SECTION (TRUCK SECTION)
NOT TO SCALE



STREET SECTION (RESIDENTIAL SECTION)
NOT TO SCALE



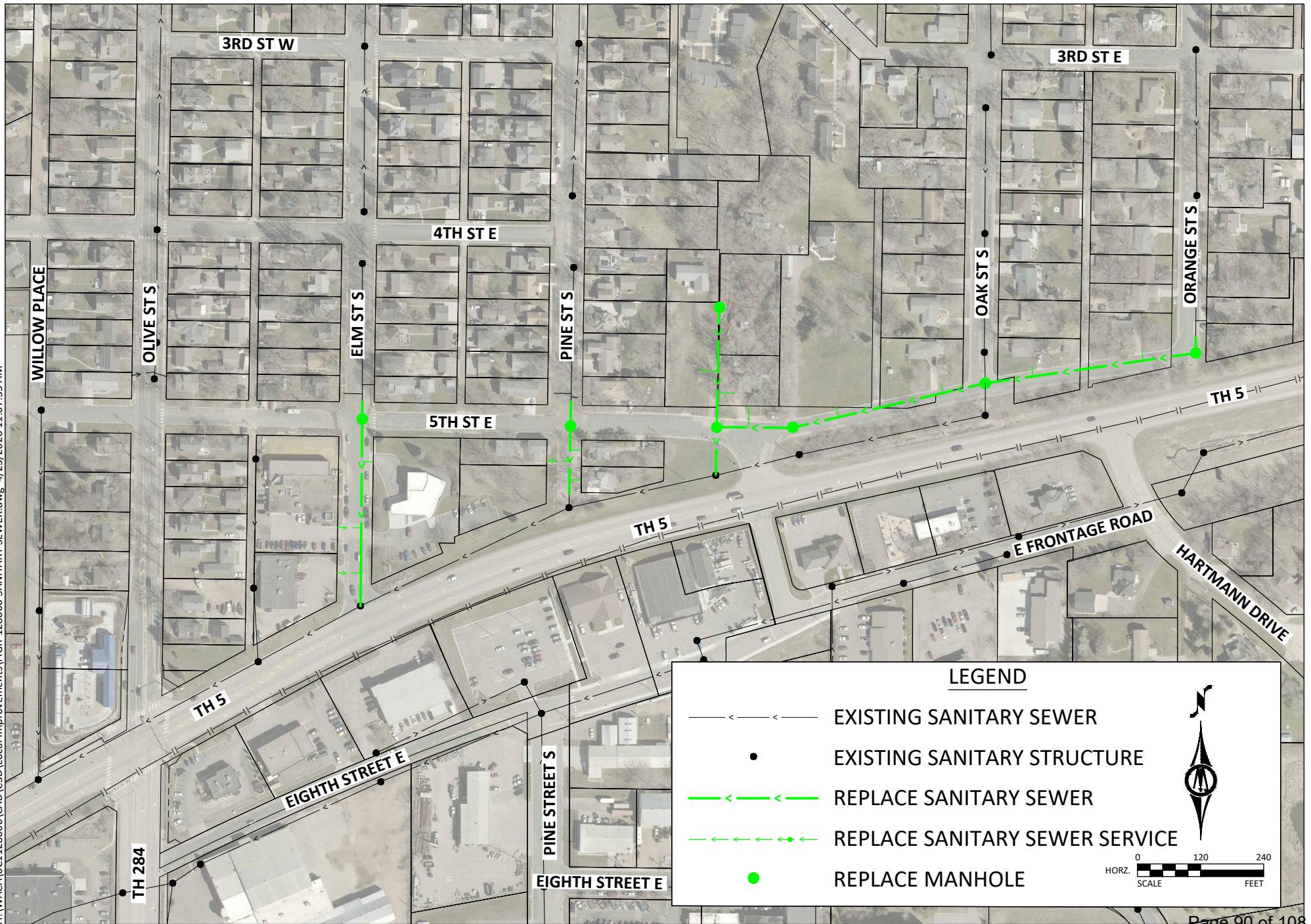
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LEGEND

	EXISTING STORM SEWER
	EXISTING STORM STRUCTURES
	PROPOSED STORM SEWER
	PROPOSED MANHOLE
	PROPOSED CATCH BASIN

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5th Street Area Improvements

City of Waconia

Figure 3.1: Assessment Map



April 2026



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PROP. NO.	OWNER	PROPERTY ADDRESS	P.I.D	PROP. NO.	OWNER	PROPERTY ADDRESS	P.I.D	PROP. NO.	OWNER	PROPERTY ADDRESS	P.I.D
1	TAYLOR A ZALLEK	441 OLIVE ST S	755030240	11	MATTHEW G GELLER	216 5TH ST E	755020240	21	SECURITY BANK WACONIA	508 PINE ST S	755000460
2	PHILIP J GRAFFUNDER	440 ELM ST S	755000190	12	PATS PROPERTIES LLC	240 5TH ST E	754400120	22	ALINA M LUEDLOFF	501 PINE ST S	755000410
3	DAVID BUMGARNER	441 ELM ST S	755000291	13	ALLICIA ANDERSEN	433 OAK ST S	754400050	23	LELAND M OTTO	509 PINE ST S	755000420
4	TR AGREEMENT OF DAVID & DIANE LAABS	40 5TH ST E	755000300	14	WILLIAM S & SUSAN M HEIL	400 ORANGE ST S	754400040				
5	LELAND M OTTO	441 PINE ST S	755000400	15	DRU M DELANGE	409 ORANGE ST S	755020280				
6	NATALIE MEGER	144 5TH ST E	750243110	16	KURT E & LISA M SIEBERT	501 OLIVE ST S	755030310				
7	NATALIE MEGER	132 5TH ST E	750243010	17	CRS PROPERTIES LLC	524 ELM ST S	755000510				
8	CHARLES W & MARLENE L SCHMAKEL	156 5TH ST E	755020250	18	WACONIA COMMONS LLC	540 ELM ST S	755000480				
9	MICHAEL C SCHMAKEL	140 5TH ST E	755020260	19	SECURITY BANK WACONIA	539 ELM ST S	755000430				
10	MATTHEW G GELLER	216 5TH ST E	750242200	20	BRIAN MACKENTHUN	500 PINE ST S	755000470				

APPENDIX B

ITEMIZED COST ESTIMATES

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

STREET RECONSTRUCTION - ASSESSABLE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 35,000.00	\$ 35,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00
3	REMOVE BITUMINOUS PAVEMENT	SQ YD	11,172	\$ 2.25	\$ 25,137.00
4	REMOVE CONCRETE CURB & GUTTER	LIN FT	4,187	\$ 6.00	\$ 25,122.00
5	REMOVE CONCRETE DRIVEWAY	SQ FT	10,122	\$ 3.50	\$ 35,427.00
6	REMOVE BITUMINOUS DRIVEWAY	SQ FT	2,749	\$ 4.25	\$ 11,683.25
7	REMOVE AGGREGATE DRIVEWAY	SQ FT	1,434	\$ 3.00	\$ 4,302.00
8	REMOVE CONCRETE STAIRS	SQ FT	96	\$ 25.00	\$ 2,400.00
9	REMOVE DRAIN PIPE	LIN FT	455	\$ 10.00	\$ 4,550.00
10	REMOVE DRAINAGE STRUCTURE	EACH	6	\$ 1,200.00	\$ 7,200.00
11	SALVAGE & REINSTALL SIGN	EACH	10	\$ 350.00	\$ 3,500.00
12	SALVAGE & REINSTALL MAILBOX	EACH	4	\$ 350.00	\$ 1,400.00
13	COMMON EXCAVATION (EV)	CU YD	6,920	\$ 29.00	\$ 200,680.00
14	GEOTEXTILE FABRIC TYPE 7	SQ YD	10,485	\$ 3.25	\$ 34,076.25
15	AGGREGATE BASE CLASS 5 (CV) - 8" DEPTH	TON	4,977	\$ 33.00	\$ 164,241.00
16	CONCRETE CURB & GUTTER (B618)	LIN FT	4,937	\$ 26.00	\$ 128,362.00
17	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	1,500	\$ 90.00	\$ 135,000.00
18	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	764	\$ 93.00	\$ 71,052.00
19	3" BITUMINOUS DRIVEWAY	SQ FT	2,649	\$ 9.50	\$ 25,165.50
20	CONCRETE DRIVEWAY	SQ FT	4,568	\$ 13.00	\$ 59,384.00
21	AGGREGATE SURFACING	TON	1,401	\$ 37.50	\$ 52,537.50
22	CONCRETE STAIRS	SQ FT	104	\$ 110.00	\$ 11,440.00
23	SOD TYPE LAWN	SQ YD	3,010	\$ 15.00	\$ 45,150.00
24	TOPSOIL BORROW (LV)	CU YD	487	\$ 52.00	\$ 25,324.00
25	CONSTRUCT DRAINAGE STRUC. DES 2'X3'	EACH	6	\$ 4,000.00	\$ 24,000.00
26	CONSTRUCT DRAINAGE STRUC. DES 4022-48	EACH	11	\$ 8,000.00	\$ 88,000.00
27	CONSTRUCT DRAINAGE STRUC. DES 4020-48	EACH	1	\$ 8,000.00	\$ 8,000.00
28	15" RC PIPE SEWER DES 3006 CL V	LIN FT	242	\$ 83.00	\$ 20,086.00
29	18" RC PIPE SEWER DES 3006 CL V	LIN FT	701	\$ 88.00	\$ 61,688.00
30	CASTING ASSEMBLY (STORM)	EACH	13	\$ 1,300.00	\$ 16,900.00
31	ADJUST CASTING (STORM)	EACH	1	\$ 950.00	\$ 950.00
32	CONNECT TO EXISTING STORM PIPE	EACH	3	\$ 2,000.00	\$ 6,000.00
33	CONNECT TO EXISTING STORM STRUCTURE	EACH	1	\$ 2,000.00	\$ 2,000.00
34	CONNTXT TO EXSITING 4" PEROFRATED EDGE DRAIN	EACH	3	\$ 1,100.00	\$ 3,300.00
35	STORM DRAIN INLET PROTECTION	EACH	12	\$ 250.00	\$ 3,000.00
36	SILT FENCE	LIN FT	2,982	\$ 4.00	\$ 11,928.00
37	BIOROLL	LIN FT	1,155	\$ 5.00	\$ 5,775.00
38	LANDSCAPING	ALLOWANCE	1	\$ 20,000.00	\$ 20,000.00
39	IRRIGATION & DOG FENCE REPAIR	ALLOWANCE	1	\$ 10,000.00	\$ 10,000.00

	<i>SUBTOTAL:</i>	\$1,404,760.50
	<i>CONTINGENCIES (10%):</i>	\$140,476.05
	<i>ESTIMATED CONSTRUCTION COST:</i>	\$1,545,236.55
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>		\$386,309.14
	TOTAL ESTIMATED PROJECT COST:	\$1,931,545.69

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

STREET RECONSTRUCTION (EXTRA SECTION - NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1.00	\$ 8,000.00	\$ 8,000.00
2	CLEAR & GRUB TREE	EACH	4	\$ 750.00	\$ 3,000.00
3	COMMON EXCAVATION (EV)	CU YD	673	\$ 29.00	\$ 19,517.00
4	SUBGRADE EXCAVATION (EV)	CU YD	363	\$ 35.00	\$ 12,705.00
5	4" PERFORATED EDGE DRAIN	LIN FT	5,303	\$ 22.00	\$ 116,666.00
6	4" PVC DRAIN TILE CLEANOUT	EACH	14	\$ 500.00	\$ 7,000.00
7	GEOTEXTILE FABRIC TYPE 7	SQ YD	264	\$ 3.25	\$ 858.00
8	AGGREGATE BASE CLASS 5 (CV) - 4" DEPTH	TON	150	\$ 33.00	\$ 4,950.00
9	AGGREGATE BASE CLASS 5 (CV) - 8" DEPTH	TON	304	\$ 33.00	\$ 10,032.00
10	STABILIZING AGGREGATE (CV)	TON	621	\$ 50.00	\$ 31,050.00
11	SELECT GRANULAR BORROW (CV) - 12" DEPTH	CU YD	4,240	\$ 33.00	\$ 139,920.00
12	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	152	\$ 90.00	\$ 13,680.00
13	BITUMINOUS WEAR COURSE - 2.0" EXTRA DEPTH	TON	114	\$ 93.00	\$ 10,602.00
14	BITUMINOUS WEAR COURSE - 3.5" EXTRA DEPTH	TON	166	\$ 93.00	\$ 15,438.00
15	4" SOLID LINE WHITE	LIN FT	185	\$ 2.50	\$ 462.50
16	CROSSWALK EXPOXY	SQ FT	126	\$ 7.00	\$ 882.00
17	ROCK CONSTRUCTION ENTRANCE	EACH	6	\$ 1,000.00	\$ 6,000.00

<i>SUBTOTAL:</i>	\$400,762.50
<i>CONTINGENCIES (10%):</i>	\$40,076.25
<i>ESTIMATED CONSTRUCTION COST:</i>	\$440,838.75
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>	\$110,209.69
<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$551,048.44</i>

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

SIDEWALK (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 5,500.00	\$ 5,500.00
2	REMOVE CONCRETE WALK	SQ FT	4,554	\$ 2.80	\$ 12,751.20
3	4" CONCRETE WALK (w/ AGG. CL 5 BASE)	SQ FT	2,818	\$ 12.00	\$ 33,816.00
4	PEDESTRIAN RAMP	EACH	4	\$ 4,000.00	\$ 16,000.00

	<i>SUBTOTAL:</i>	\$68,067.20
	<i>CONTINGENCIES (10%):</i>	\$6,806.72
	<i>ESTIMATED CONSTRUCTION COST:</i>	\$74,873.92
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>		\$18,718.48
	<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$93,592.40</i>

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

SANITARY SEWER RECONSTRUCTION (ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
2	CLEAR & GRUB TREE	EACH	4	\$ 750.00	\$ 3,000.00
3	REMOVE SANITARY MANHOLE	EACH	5	\$ 1,250.00	\$ 6,250.00
4	REMOVE SANITARY PIPE	LIN FT	1,707	\$ 15.00	\$ 25,605.00
5	REMOVE SANITARY SERVICE PIPE	LIN FT	530	\$ 15.00	\$ 7,950.00
6	ADJUST RIM & FRAME CASTING	EACH	1	\$ 900.00	\$ 900.00
7	8" PVC PIPE SEWER SDR 35	LIN FT	1,997	\$ 78.00	\$ 155,766.00
8	6" PVC PIPE SEWER SERVICE SDR 26	LIN FT	645	\$ 44.00	\$ 28,380.00
9	8" X 6" SERVICE WYE	EACH	14	\$ 900.00	\$ 12,600.00
10	CLEANOUT	EACH	14	\$ 1,000.00	\$ 14,000.00
11	CONSTRUCT SANITARY MANHOLE	EACH	8	\$ 10,000.00	\$ 80,000.00
12	CASTING ASSEMBLY (SANITARY)	EACH	8	\$ 1,300.00	\$ 10,400.00
13	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	8	\$ 2,000.00	\$ 16,000.00
14	CONNECT TO EXISTING SANITARY SERVICE	EACH	14	\$ 950.00	\$ 13,300.00

	<i>SUBTOTAL:</i>	\$384,151.00
	<i>CONTINGENCIES (10%)</i>	\$38,415.10
	<i>ESTIMATED CONSTRUCTION COST:</i>	\$422,566.10
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>		\$105,641.53
	<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$528,207.63</i>

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

SANITARY SEWER RECONSTRUCTION (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00
2	BYPASS PUMPING	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00

	<i>SUBTOTAL:</i>	\$16,500.00
	<i>CONTINGENCIES (10%):</i>	\$1,650.00
	<i>ESTIMATED CONSTRUCTION COST:</i>	\$18,150.00
	<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>	\$4,537.50
	<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$22,687.50</i>

**ESTIMATED PROJECT COST
FOR
5TH ST. AREA IMPROVEMENTS
4/29/2026**

WATERMAIN RECONSTRUCTION (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00
2	REMOVE WATERMAIN	LIN FT	1,699	\$ 7.00	\$ 11,893.00
3	REMOVE HYDRANT	EACH	2	\$ 850.00	\$ 1,700.00
4	REMOVE WATERMAIN SERVICE	LIN FT	328	\$ 15.00	\$ 4,920.00
5	REMOVE GATE VALVE & BOX	EACH	7	\$ 500.00	\$ 3,500.00
6	6" DIP WATERMAIN	LIN FT	35	\$ 90.00	\$ 3,150.00
7	8" PVC WATERMAIN	LIN FT	2,726	\$ 80.00	\$ 218,080.00
8	HYDRANT	EACH	3	\$ 9,000.00	\$ 27,000.00
9	3 LB ANODE	EACH	17	\$ 450.00	\$ 7,650.00
10	WATERMAIN FITTINGS	POUND	2,100	\$ 18.50	\$ 38,850.00
11	6" GATE VALVE & BOX	EACH	3	\$ 3,500.00	\$ 10,500.00
12	8" GATE VALVE & BOX	EACH	15	\$ 4,500.00	\$ 67,500.00
13	1" CURB STOP & BOX	EACH	9	\$ 1,200.00	\$ 10,800.00
14	1" CORPORATION STOP	EACH	9	\$ 900.00	\$ 8,100.00
15	1" SERVICE PIPE	LIN FT	411	\$ 45.00	\$ 18,495.00
16	TRACER WIRE ACCESS BOX	EACH	1	\$ 675.00	\$ 675.00
17	TEMPORARY WATER SYSTEM	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00
18	CONNECT TO EXISTING WATER SERVICE	EACH	9	\$ 900.00	\$ 8,100.00
19	CONNECT TO EXISTING WATERMAIN	EACH	11	\$ 2,500.00	\$ 27,500.00

	<i>SUBTOTAL:</i>	<i>\$508,413.00</i>
	<i>CONTINGENCIES (10%):</i>	<i>\$50,841.30</i>
	<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$559,254.30</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>		<i>\$139,813.58</i>
	<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$699,067.88</i>

APPENDIX C

CITY ASSESSMENT POLICY

**Section Extracted from City of Waconia Financial Policy & Guidelines
Last Amended June 19, 2017**

Special Assessments

The financing for reconstruction projects is through the sale of General Obligation 429 Improvement Bonds. Minnesota State Statute requires a minimum assessed percentage of 20% for projects financed with 429 bonds.

With each reconstruction project, a feasibility study is completed and approved by the City Council. Once a draft of the feasibility study is complete, City staff will share the information with a qualified appraiser to determine the special benefit to each property in the reconstruction area. The City Council will use this appraisal information as a basis for finalizing the special assessments due by property owners for reconstruction projects.

Assessment Policy Summary:

- The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel or unit basis.
- The City pays 50% of the total project cost of a standard local street section and 100% of the cost of extra width and extra depth above the city standard local street section.
- Storm sewer costs are to be included in the total project cost of a city standard local street, assessed 50% (and City pays 50%), in accordance with the Street Assessment Policy.
- All or some of the following improvements may be incorporated in a reconstruction project. Costs for these improvements will be included in the overall project cost, with a contribution from the City: storm water ponding, street lights, relocation of overhead power lines, street signs, sidewalks and trails, and boulevard trees.
- Corner lots and parcels with multiple frontages shall be assessed 50% of the front footage on each side.
- A minimum assessment shall be levied to parcels identified within the project area having neither direct primary nor non-primary access to affected streets. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
- Assessments will not be levied for seal coat and overlay operations.
- Assessments may be pre-paid to the City by benefiting properties
- Assessments will be billed to the benefiting property owner by the City; typically over a ten (10) year period, at an interest rate of one percent (1%) over the bond interest rate. Other terms of the assessment receivable may be available to the benefiting property owners.
 - For any project, where all the benefiting property owner(s) are governmental entities (school district, county, state, etc.), the City will assess the benefiting property owner(s) the actual bond interest rate, typically over a ten (10) year period.
- In the case where a benefiting property owner is delinquent in their assessment payment, assessments may be certified to real estate taxes over a ten (10) year period, at an interest rate one percent (1%) over the bond interest rate.
- Partial pre-payments for assessments exceeding \$100,000.00 may be accepted by the City.

Infrastructure Improvement Cost Breakdown & Methodology

Improvement	Type of Construction	Method
Curb & Gutter	New Development	100% of the cost assessed to abutting property owner on linear front footage OR unit basis.
	Reconstruction (Complete)	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel.
	Reconstruction (Spot repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Local Street	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid by City.
	Maintenance (Seat coat & overlay)	100% Paid with City funds.
Collector Street as defined by the City's Transportation Plan	New Development	100% of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis.
	Reconstruction	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage OR per unit basis. City pays 50% of the cost of the construction of city standard local street and 100% of the cost of construction above a city standard local street.
	Maintenance (Seat coat & overlay)	100% Paid with City funds.
Intersection	New Development	100% of the cost to be included as part of street project and apportioned according to appropriate street construction category.
	Reconstruction	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Multiple Fronted Parcels - Corner Lot - Double Fronted Lot - Large Parcels - Etc.	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: - 50% of the front footage on all sides of the parcel. 50% of the cost to be paid with City funds.

Table continues on next page

Improvement	Type of Construction	Method
Parcels with no driveway access to primary and non-primary streets.	Reconstruction	A minimum assessment shall be levied to parcels identified within the project area having no direct driveway access to neither primary nor non-primary streets, i.e. alley access. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
Alley	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
Sanitary Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Sanitary Sewer Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Sanitary Sewer Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Lift Station	New Development	100% of the cost assessed to benefited area on a per unit basis.
Water Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Water Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Water Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Storm Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Storm Water Ponding	New Development	100% assessed to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

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Improvement	Type of Construction	Method
Overhead Power Lines	Relocation	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
Street Lights	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Street Signs	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Sidewalks & Trails	New Development	100% of cost assessed on a unit basis to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Boulevard Trees	New Development	100% of cost paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

Deferred Special Assessments

Hardship Assessment Deferral for Senior Citizens, People with Disabilities, or Members of the National Guard or other Reserves Ordered to Active Military Service.

Pursuant to the authority for deferring special assessments as provided in Minnesota State Statute Section 435.193 through 435.195, the City Council may, in its discretion, defer the payment of special assessments for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments.

Eligibility

Any person 65 years of age or older, permanently and totally disabled (as determined by the Social Security Administrator), or a member of the National Guard or other reserve ordered to active military service may request deferment of special assessments levied against real property for public improvements if the following conditions are met.

1. **Ownership.** The applicant must be the fee simple owner of the property or must be a contract vendee for fee simple ownership. An applicant must provide either a recorded deed or contract for deed with the application to establish a qualified ownership interest as required here.
2. **Homestead.** The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.

3. Income. The income threshold for eligibility of those applicants 65 years of age and older or disabled be established by the most recent U.S. Census Bureau Poverty Threshold compilations. Income eligibility would be determined by the submittal of the most recent federal tax filing form.

Interest on Deferred Assessment

Interest on the deferred assessment shall be forgiven until December 31st of the year before the first installment is payable.

Deferment Period

The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Administrator of any change in status that would affect eligibility or deferment.

The entire amount of deferred special assessments shall be due within sixty (60) days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Administrator shall add thereto interest at a per annum interest rate of one percent (1%) above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the City Council that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty (60) days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Termination of Deferral Status

The option to defer the payment of special assessment shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following events:

1. Sale of Property. The subject is sold, transferred, or subdivided in whole or in part.
2. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.
3. Nonhomestead Property. The subject property loses its homestead status for any reason.
4. No Hardship. The City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Filing for Federal Status/Fee

An eligible applicant must file an application not later than thirty (30) days after the assessment is adopted by the City Council.

All deferral applications must be made on forms approved by the City and submitted to the City Administrator. The applicant will be charged an administrative filing fee, based on the current fee schedule.

Nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the above noted requirements where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

Deferred Assessment Procedures

- Deferred Assessment Application form is provided to applicant/property owner by the City Administrator's Office.
- Applicant fills out the application form and provides the relevant information to document qualification for deferred assessment. Applicant then returns form to City Administrator's Office.
- City Administrator forwards the application to the Finance Director for review of qualifications. Finance Director makes recommendation to City Council to approve or deny the application.
- An approved application may be forwarded to the Carver County Recorder's office for recording and to the Carver County Taxpayer Services Division.
- The deferral information is entered into the City's property records data base.
- At such time the property no longer qualifies for the deferred assessment (upon a transfer of the property, loss of homestead status, or death, no hardship as determined by the Council), the County Auditor/Recorder's office will notify the City of the termination of the deferral status, and direct the party to the City Administrator's office to pay balance on the outstanding deferred assessment amount.

7. That my social security number is _____ Spouse _____
8. That on January 2, 20____ or December 1, 20____ I owned and occupied the above property as my homestead and such occupancy began on _____.
9. That the payments for improvements on the special assessments duly adopted by the City of Waconia as of _____ which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be delayed and that such payments be so deferred for the years 20____ to 20_____.

Owner Signature

Owner Signature

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I, _____, City Clerk of the City of Waconia, Carver County, State of Minnesota, do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the minutes of official record was duly
 _____ **APPROVED** _____ **DENIED** as of _____, 20_____.

That in accordance with approval granted, that the payment for special assessments on the applicant's subject property in the amount of \$_____ for the year (s) _____ should be so deferred with interest at the annual rate of $\frac{1}{2}\%$, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Dated _____ 20_____

City Clerk

10/2/2008