

WACONIA CITY COUNCIL MEETING AGENDA



Monday, August 5, 2024
6:00 PM

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

1. CALL MEETING TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

4. PUBLIC HEARING

PUBLIC HEARING- Vacation of Drainage and Utility Easement 219 Frontage Road East

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Adopt Resolution No. 2024-163 approving the Vacation of the Drainage and Utility Easement lying on that part of Lot 1, Highway Five Business Plaza, Except that part lying southerly of the south line of the north 30 feet of Lot 21, Volkenants Second Addition, Carver County, Minnesota, described as follows: The southerly 5 feet of the easterly 105.60 feet thereof.

5. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

6. 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 City Council Minutes July 15, 2024](#)
Motion to approve the July 15, 2024 Council Minutes
- 2) [Approve August 5, 2024 Expenditures](#)
Motion to Approve Payment of August 5, 2024 Expenditures
- 3) [Approve Kraus-Anderson Construction Pay Request #22 for the New Fire Station](#)
Motion to Approve Kraus-Anderson Construction Pay Request #22 for the New Fire Station Project
- 4) [Approve Kraus-Anderson Contractor Pay Request for the New Fire Station](#)
Motion to Approve Contractor Payment Request with Kraus Anderson for the New Fire Station Project
- 5) [Contractor Pay Request #8 - Waconia East Frontage Road Improvements](#)
Approve Pay Estimate No. 8 to GMH Asphalt, Inc. for the Waconia East Frontage Road Improvements
- 6) [Contractor Pay Request #2-Final - 2023 Alley Improvement Project](#)
Motion to approve Pay Estimate No. 2-Final to Kusske Construction Company LLC. for the 2023 Alley Improvement Project
- 7) [Approve 2023 Infrastructure Improvement Project Pay Request #5-Final with GMH Asphalt, Inc.](#)
Motion to approve Pay Request No. 5-Final to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project
- 8) [Approve Waconia Downtown Reconstruction - Phase 1 Pay Request #9-Final with GMH Asphalt](#)
Motion to approve pay estimate No. 9-Final to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1
- 9) [Contractor Pay Request #3 - Waconia Downtown Reconstruction - Phase 2](#)
Motion to approve Pay Estimate No. 3 to W.M. Mueller & Sons, Inc. for the Waconia Downtown Reconstruction - Phase 2 Project.
- 10) [Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements](#)
Adopt Resolution No. 2024-164 Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements
- 11) [Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100](#)
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100
- 12) [Recruitment for Finance Clerk Position](#)
Adopt Resolution No. 2024-165 Authorizing Recruitment for Finance Clerk Position
- 13) [Special Event Permit - Nickle Dickle Day](#)
Adopt Resolution No. 2024-166 Approving Special Event Permit
- 14) [Approve Temporary On-Sale Liquor Licenses for Nickle Dickle Day](#)
Adopt the following Resolutions Approving a Temporary On-Sale Liquor Licenses for Nickle Dickle Day scheduled for September 14, 2024:
Resolution No. 2024-167 Waconia American Legion Post 150
Resolution No. 2024-168 Parley Lake Winery
Resolution No. 2024-169 Schram Vineyards
Resolution No. 2024-170 The Winery at Sovereign Estate
- 16) [Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on September 14, 2024](#)
Adopt Resolution No. 2024-171 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle.

7. COUNCIL BUSINESS

- 1) [Senior Services Programming with Rink Management](#)
Adopt Resolution No. 2024-172 Approving Contract with Rink Management Services for Senior Center Programming.
- 2) [Closed Session](#)
Motion to enter into closed session.

8. ITEMS REMOVED FROM CONSENT AGENDA

9. STAFF REPORTS

10. BOARD REPORTS

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

11. ANNOUNCEMENTS

12. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: East Area Feasibility Study Follow-Up

UPCOMING CALENDAR OF EVENTS/MEETINGS:

National Night out - August 6th at 5:30 p.m. at Brook Peterson Park
Planning Commission - August 8th at 6:30 p.m.
Park Board - August 15th at 6:30 p.m.
City Council - August 19th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 5, 2024

Item Name: PUBLIC HEARING- Vacation of Drainage and Utility Easement
219 Frontage Road East

Originating Department: Community Development

Presented by: Ethan Nelson

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Adopt Resolution No. 2024-163 approving the Vacation of the Drainage and Utility Easement lying on that part of Lot 1, Highway Five Business Plaza, Except that part lying southerly of the south line of the north 30 feet of Lot 21, Volkenants Second Addition, Carver County, Minnesota, described as follows: The southerly 5 feet of the easterly 105.60 feet thereof.

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

BACKGROUND

Applicant: Adam Dittrich

Owner: 219 Frontage LLC

Address(es): 219 East Frontage Road

PID(s)# 753050050

Existing Zoning: B-1, Highway Business District

Design District: Highway District

REQUEST:

Adam Dittrich (the "Applicant") has petitioned for the Vacation of the Drainage and Utility Easement lying on that part of Lot 1, Highway Five Business Plaza, Except that part lying southerly of the south line of the north 30 feet of Lot 21, Volkenants Second Addition, Carver County, Minnesota, described as follows: The southerly 5 feet of the easterly 105.60 feet thereof. The applicant is requesting the vacation of the easement to complete the conditions of approval from the Site Plan and Design Review approved by the City Council on July 15, 2024.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 320.08 - Vacation of Streets and Public Ways
2. Section 900.05 - District Regulations, Subd. 2.F - B-1, Highway Business District

VACATION OF DRAINAGE EASEMENT:

The applicant and owner of Crusher Crossfit, located at 219 East Frontage Road is proposing to vacate a 5 ft. wide section of drainage and utility easement that runs along the southern portion of the property. The easement in question is depicted in the attachments and is located over the existing structure and serves no purpose for drainage and utility use. During the Site Plan and Design Review of Crusher Crossfit on July 15, 2024 staff recommended the condition to vacate this easement as part of their approval.

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on July 18, 2024 and posted at City Hall. Individual notices were mailed out to property owners that are adjacent to the easement proposed to be vacated. There have been no public comments at the time of this report.

CONCLUSION/RECOMMENDATION

Due to the condition of approval for Crusher Crossfit's site plan, staff recommends approval of the proposed vacation of the drainage and utility easement.

Attachments:

1. [Resolution No. 2024-163 Vacating Drainage and Utility Easement at 219 East Frontage Road](#)
2. [Public Hearing Notice \(1 Page\)](#)
3. [Application \(1 Page\)](#)
4. [Easement Exhibit \(1 Page\)](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted

_____ Non Budgeted

_____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION 2024-163**

**RESOLUTION VACATING DRAINAGE AND UTILITY EASEMENT
FOR THE PROPERTY LOCATED AT 219 EAST FRONTAGE ROAD**

WHEREAS, pursuant to City Code Section 320.08 of the City of Waconia, Minnesota (the "City") has received a petition to vacate the platted drainage and utility easement (the "Easement") lying on that part of Lot 1, Highway Five Business Plaza, Except that part lying southerly of the south line of the north 30 feet of Lot 21, Volkenants Second Addition, Carver County, Minnesota, described as follows: The southerly 5 feet of the easterly 105.60 feet thereof; and

WHEREAS, the subject parcel is located at 219 East Frontage Road, Waconia, MN, 55387 and identified as PID# 753050050; and

WHEREAS, 219 Frontage LLC owns the property and has submitted the request; and

WHEREAS, the property owner is requesting the vacation of the easement to facilitate the Site Plan & Design Review condition as part of their building addition to Crusher Crossfit; and

WHEREAS, the City Council, having considered the proposed vacation, finds the vacation of the easement is not being used for drainage and utility purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Vacation of the Drainage and Utility Easement request by 219 Frontage LLC for the property located at 219 East Frontage Road lying southerly of the south line of the north 30 feet of Lot 21, Volkenants Second Addition, Carver County, Minnesota, described as follows: The southerly 5 feet of the easterly 105.60 feet thereof.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED VACATION OF A PUBLIC DRAINAGE
AND UTILITY EASEMENT ON LOT 1 OF HIGHWAY FIVE BUSINESS PLAZA IN THE
CITY OF WACONIA

NOTICE IS HEREBY GIVEN that a hearing will be held before the City Council of the City of Waconia, Minnesota, to consider the proposed vacation of a public drainage and utility easement in the City of Waconia, pursuant to Minnesota Statutes §412.851 and §462.358 described as follows:

The public drainage and utility easement lying on that part of Lot 1, HIGHWAY FIVE BUSINESS PLAZA, Except that part lying southerly of the south line of the north 30 feet of Lot 21, VOLKENANTS SECOND ADDITION, Carver County, Minnesota, described as follows:
The southerly 5 feet of the easterly 105.60 feet thereof.

NOTICE IS FURTHER GIVEN that the hearing will be held in the Council Chambers of the Waconia City Hall at 201 Vine Street South, Waconia, Minnesota, on August 5, 2024 at 6:00 P.M. at which time and place in the City Council, as required by law, will consider the proposed vacation and will hear all persons present who are affected by the vacation.

Dated this 18th day of July, 2024

CITY OF WACONIA

By: Ethan Nelson, Assistant Planner

(Published in the Waconia Patriot on July 18, 2024.)



CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184
Fax (952) 442-2135

VACATION OF RIGHT-OF-WAY / EASEMENT

Name of applicant: Adam Dittrich

Address of applicant: 219 E Frontage Rd, Waconia, MN 55387

Phone Number 612-741-9014

THE FOLLOWING INFORMATION MUST BE PROVIDED IN ORDER TO PROCESS THE APPLICATION

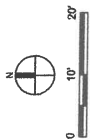
1. Names, addresses, and signatures of abutting property owners.
2. Certificate of survey indicating right-of-way/easement(s) to be vacated and related legal description(s).
3. Statement of why it would be in the public interest to vacate said right-of-way/easement(s).
4. Payment of application fee of \$300 and \$1,000 escrow. Additional consulting review fees may apply, such as civil engineering and legal counsel.

Signature of applicant: Adam Dittrich Date: 7-8-24

OFFICE USE ONLY

Date received: 7-9-24 Fee: \$ Receipt #:

Date of public hearing:



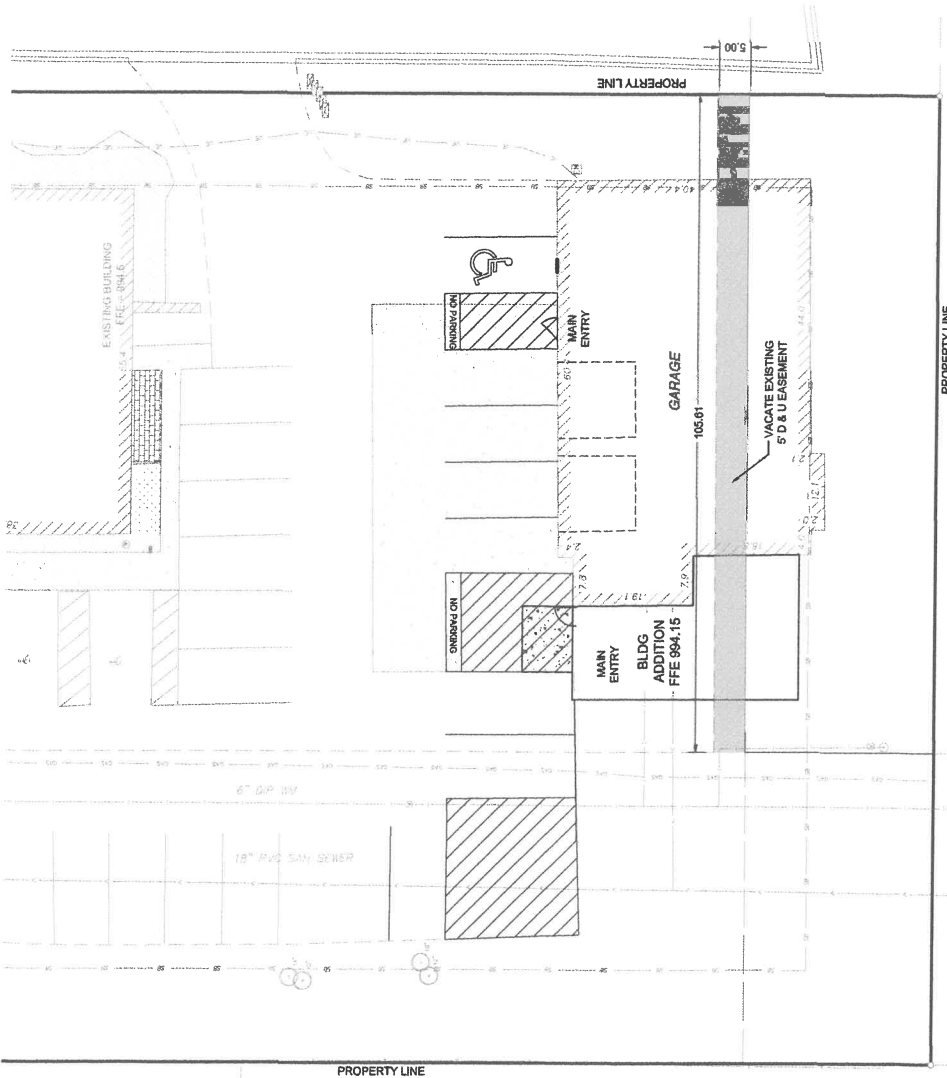
LEGAL DESCRIPTION

That part of Lot 4, HIGHWAY FIVE BUSINESS PLAZA, East of the Highway Five Business Plaza Addition, Carver County, Minnesota, described as follows:

The southerly 5 feet of the easterly 105.60 feet thereof.

LEGEND

PROPERTY LIMITS
VACATE EASEMENT



13605 151st AVENUE N. #100
Plymouth, MN 55441
P 763.412.4000 F 763.412.4090
Anderson Engineering of Minnesota, LLC

**CRUSHER CROSSFIT
ADDITION**

219 E FRONTAGE RD
WACONIA, MN 55387

CRUSHER CROSSFIT

I HEREBY CERTIFY THAT THE PLAN, SPECIFICATION, OR
STATEMENT OF WORKS PREPARED BY ME OR UNDER MY
SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
PRINT NAME: BRIAN J. FIELD, PE

SIGNATURE: NOT FOR CONSTRUCTION
DATE: 07/03/2024 LICENSE NO.: 57224

REVISION LOG
NO. DATE DESCRIPTION OF REVISIONS

SITE PLAN REVIEW
JULY 3, 2024

DESIGNED BY: [blank] DRAWN BY: [blank] CHECKED BY: [blank]

**EASEMENT
VACATION EXHIBIT**

DRAWING NO.

C4

PLOTTED: 7/1/2024 COMMA NO. 15887



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024			
Item Name:		Approve City Council Minutes July 15, 2024			
Originating Department:		Administration			
Presented by:		Sue Schwalbe			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to approve the July 15, 2024 Council Minutes					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Approve City Council Minutes of July 15, 2024.					
Attachments:					
1. July 15, 2024 Council Minutes					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
☐ Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		

CITY OF WACONIA
JULY 15, 2024

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

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m.

The following Council Members were present: Nicole Waldron, Randy Sorensen, Jeff Grengs and Nick Gleason.

The following staff were present: Shane Fineran, Jackie Schulze, Lane Braaten, Nichole Meyer Justin Sorensen, Nevin Waldron, Jon Haukaas, Jake Saulsbury of Bolton & Menk, and City Attorney Mike Melchert

2) **PLEDGE OF ALLEGIANCE**

APPOINTMENT AND OATH OF OFFICE

Appointment and Oath of Office

[Cover Page](#)

[Resolution No. 2024-147 Appointing City Council Member](#)

The Mayor stated the Council has a Resolution before them to appoint Council Person Jacob Coleman with the oath of office.

Motion by Sorensen second by Gleason to Adopt Resolution No. 2024-147 Appointing City Council Member Jacob Coleman with a term through December 31, 2024.

Assistant City Administrator Jackie Schulz administered Jacob Coleman with the oath of office.

3) **ADOPT AGENDA**

Motion by Sorensen second by Coleman to adopt the agenda as published.

MOTION CARRIED.

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Tim Litfin representing Tour de Tonka stated that on Saturday, August 3, 2024, Tour De Tonka will be coming through Waconia. He gave a brief history of the event and thanked the Council and staff for their help and assistance with the event. This event has run consecutively for 19 years and each year the event came through Waconia.

5) **ADOPT CONSENT AGENDA**

- 5.1 Approve City Council Minutes July 1, 2024
 - [Cover Page](#)
 - [July 1, 2024 Council Minutes](#)
- 5.2 Minutes from July 10, 2024 Special City Council Meeting
 - [Cover Page](#)
 - [July 10, 2024 Council Minutes](#)
- 5.3 Approve July 15, 2024 Expenditures
 - [Cover Page](#)
- 5.4 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred June 2024
 - [Cover Page](#)
- 5.5 Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred June 2024
 - [Cover Page](#)
- 5.6 Contractor Pay Request #1-Final - Fire Station Construction - Storm Water Reuse Irrigation Installation
 - [Cover Page](#)
- 5.7 Contract with ArchiveSocial for Social Media Archiving Solution
 - [Cover Page](#)
 - [Resolution No. 2024-148 Authorizing Contract with ArchiveSocial](#)
 - [ArchiveSocial Solution Overview](#)
 - [ArchiveSocial Account Order Form Updated](#)
- 5.8 CivicClerk Agenda and Meeting Management Software
 - [Cover Page](#)
 - [Resolution No. 2024-149 Authorizing Contract with CivicPlus for CivicClerk Software](#)

[CivicClerk - Overview](#)

[CivicClerk Statement of Work](#)

5.9 Ordinance Amendment - Edits to City Code Chapter 580: Alcoholic Beverages

[Cover Page](#)

[Ordinance No. 773 Amending Chapter 580 Alcoholic Beverages](#)

[Resolution No. 2024-150 Approving Ordinance No. 773 Summary Publication](#)

5.10 Special Event Permit - Back to School Ice Cream Social

[Cover Page](#)

[Resolution No. 2024-151 Approving Special Event Permit for Thrivent Financial for an Ice Cream Social](#)

[Special Event Permit Thivent Backyard Wishes Back to School](#)

[Location Map Thrivant Backyard Wishes](#)

5.11 Approve Application for Optional 2 am Closing for:

The Saloon, 16 Elm Street South

Hoppers Bar & Grill, 119 Olive Street South

[Cover Page](#)

[Resolution No. 2024-152 Approving Optional 2 am Closing for The Saloon](#)

[Resolution No. 2024-153 Approving Optional 2 am Closing for Hoppers](#)

5.12 Approve Temporary On-Sale Liquor License and Application for an Exempt Permit to Conduct Bingo

[Cover Page](#)

[Resolution No. 2024-154 Approving Temporary On-Sale Liquor License Knights of Columbus](#)

[Resolution No. 2024-155 Approving Exempt Permit Knights of Columbus](#)

5.13 Approve Temporary On-Sale Liquor License for the Lions Club at the Hometown Bank

[Cover Page](#)

[Resolution No. 2024-156 Approving Temporary On-Sale Liquor License for Waconia Lions Club](#)

- 5.14 Approve Temporary On-Sale Liquor License for the Waconia Lions - Beach Bash rescheduled.

[Cover Page](#)

[Resolution No. 2024-157 Approving Temporary On-Sale Liquor License for Waconia Lions Club](#)

- 5.15 Approve Temporary On-Sale Liquor Licenses for the Waconia American Legion Post 150

[Cover Page](#)

[Resolution No. 2024-158 Temporary On-Sale Liquor License Waconia American Legion Post 150](#)

- 5.16 Resignation of Finance Clerk & Promotion of Finance Specialist

[Cover Page](#)

[Resolution No. 2024-159 Accepting Resignation of Finance Clerk and Promotion of Financial Specialist](#)

Motion by Grengs second by Sorensen to Adopt the Consent Agenda as published.

MOTION CARRIED

6) COUNCIL BUSINESS

6.1 Local Affordable Housing Aid

[Cover Page](#)

[Resolution No. 2024-160 Allocating Local Affordable Housing Aid](#)

Shane Fineran, City Administrator staff is recommending allocating some of the City's Local Affordable Housing Aid which is a new revenue/aid stream from the State of Minnesota during the 2023 legislative session the legislature. This created a new aid program for metropolitan cities to develop and preserve affordable housing within their communities called the Local Affordable Housing Aid. The first allocation has

been certified and the City stands to receive \$73,322.56 with all fund expended within five years. The funds can be used for emergency rental assistance, financial support to nonprofit affordable housing providers, financial support for projects that meet income targets for ownership or rental housing, and housing rehabilitated that is affordable to the local workforce. The Carver County CDA is applying for grant funds from Minnesota Housing for the Single-Family Stand-Alone Affordability Gap program and seeks to expand the land trust program within Waconia. Currently there are ten properties within Waconia as part of the program. As part of the Carver County CDA grant application, it is recommended that the City allocates \$20,000 of this new funding aid to the application to continue to support and expand the land trust program in the community.

Motion by Coleman second by Grengs to adopt Resolution No. 2024-160 Allocating Local Affordable Housing Aid.

MOTION CARRIED

6.2 [Zoning Administrator Appeal - Bode Gray's Trash Enclosure - 125 1st Street West](#)

[Cover Page](#)

[March 21 2022 Council Packet Info Trash Enclosure](#)

[Trash Enclosure Images](#)

Community Development Director Lane Braaten provided a timeline with a description of this agenda item. The trash enclosure plans were to be submitted to staff for review and approval, so it matches the building before being installed. The trash enclosed was installed prior to approval which leads to this agenda item.

The City received a Notice of Appeal from Greg James requesting the Council review the applicable information regarding the existing trash enclosure structure and determine if the City Zoning Administrator's interpretation requiring the materials to be updated according to the Site Plan and Design Review approval and the City's Design Standards is appropriate. The applicant believes this is an appropriate design and meets the design standards. The Council and staff reviewed acceptable materials.

Mayor Waldron questioned staff regarding clarifying the process and the appeal.

Motion by Coleman second from Gleason to approve the appeal of Bode Gray's Trash Enclosure – 125 1st Street West.

MOTION CARRIED. (4-1 with Sorensen opposed)

6.3 Variance - 343 Lakeview Terrace Boulevard

Cover Page

Resolution No. 2024-161 Approving Variance at 343 Lakeview Terrace Boulevard

Location Map (1 Page)

Existing & Proposed Site Plan (2 Pages)

Stormwater Plan (1 Page)

Staff Review Comments (1 Page)

DNR Comments (1 Page)

Site Photos (5 Pages)

Native Plant Guidelines

The City received a variance application from the property owner of 343 Lakeview Terrace Boulevard requesting approval of a variance to make hardcover improvements up to 27.84% versus the maximum 25% allowed in the Shoreline Overlay District. The applicant would like to connect the two walkout doors and deck steps for accessibility of the rear portion of their home. The applicants are agreeable to all the conditions associated with the application.

Council Member Sorensen questioned if the rain gardens are a need or a want. Braaten stated that the location and design works for the site and is treating the stormwater necessary to stay under the 25% and therefore both rain gardens are necessary.

Mayor's concern is that the 25% maximum is established in the Shoreline Overlay District and should be accounted for in the initial design.

Motion by Gleason, second by Coleman to adopt Resolution No. 2024-161 Approving Variance at 343 Lakeview Terrace Boulevard.

MOTION CARRIED.

6.4 Site Plan & Design Review - 219 Frontage Road East

Cover Page

Resolution No. 2024-162 Approving Site Plan and Design Review East Frontage Road

[Location Map](#)

[Crusher Crossfit Waconia Project Narrative](#)

[Crusher Crossfit Architectural Drawings](#)

[Crusher Crossfit Civil Drawings](#)

[Crusher Crossfit Supplemental Drawings](#)

Braaten gave the Council a description of agenda item stating the City received an application for a Site Plan and Design Review to construct a 680 square foot addition to the Crusher Crossfit building at 219 Frontage Road East. The addition will be on the west side of the south building. All materials are consistent with the City's design standards. The applicant is available for questions.

Motion by Sorensen second by Grengs to adopt Resolution No. 2024-162 Approving Site Plan and Design Review East Frontage Road.

MOTION CARRIED

7) [ITEMS REMOVED FROM CONSENT AGENDA](#)

No items were removed from the Consent Agenda

8) [STAFF REPORTS](#)

No Staff Reports

9) [BOARD REPORTS](#)

Councilmember Sorensen – Nothing to report

Councilmember Coleman - Nothing to report

Councilmember Gleason - Nothing to report

Councilmember Grengs – Attended the Planning Commission Meeting

Mayor Waldron - Nothing to report

10) [ANNOUNCEMENTS](#)

Shane Fineran stated the Parks Commission meeting has been cancelled and will meet again in August.

Jackie Schulze reminded residents that City Hall will be closed from 12:00 am to 4:30 pm on July 18th for an employee appreciation event. National Night Out is scheduled for August 6, 2024, at Brook Peterson Park starting at 5:30 p.m. with food trucks, games, and a fun night.

Mayor Waldron reminded residents the next scheduled Music in the Streets is scheduled for August 15, 2024, with Traveled Ground performing.

11) **ADJOURN REGULAR MEETING**

Motion by Sorensen second by Gleason to adjourn the July 18, 2024, Council meeting at 7:00 p.m.

MOTION CARRIED

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve August 5, 2024 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Payment of August 5, 2024 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements register for the City of Waconia as of August 5, 2024. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve Kraus-Anderson Construction Pay Request #22 for the New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Kraus-Anderson Construction Pay Request #22 for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #22 for the new fire station project. The contractors requesting payment are as follows: Wells Concrete Products Company \$29,570.65 Ebert Construction \$254,863.04 Right-Way Caulking, Inc. \$11,856.00 Ford Metro, Inc. \$3,781.00 Twin City Acoustics, Inc. \$6,222.50 MCI, Inc. \$7,698.95 Wasche Commerical Finishes, Inc. \$9,500.00 Gag Sheet Metal, Inc. \$10,677.60 Sentra-Sota Sheet Metal, Inc. \$94,008.39 Electrical Production Services, Inc. \$15,137.72 Northwest Asphalt, Inc. \$13,965.00 The total amount of the contractor payments for this request is \$457,280.85. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve Kraus-Anderson Contractor Pay Request for the New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Contractor Payment Request with Kraus Anderson for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has requested payment in the amount of \$10,027.63 for construction management services through June 30, 2024.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Contractor Pay Request #8 - Waconia East Frontage Road Improvements					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve Pay Estimate No. 8 to GMH Asphalt, Inc. for the Waconia East Frontage Road Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia East Frontage Road Improvements and recommends payment of \$23,526.03 based on the engineering request for payment. This payment represents approximately 91% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Contractor Pay Request #2-Final - 2023 Alley Improvement Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Estimate No. 2-Final to Kusske Construction Company LLC. for the 2023 Alley Improvement Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the 2023 Alley Improvement Project and recommends payment of \$13,115.18 based on the engineering request for payment. This payment represents approximately 99.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Storm Water Utility Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve 2023 Infrastructure Improvement Project Pay Request #5-Final with GMH Asphalt, Inc.					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Request No. 5-Final to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the 2023 Infrastructure Improvement Project and recommends payment of \$8,103.52 based on the engineering request for payment. This payment represents approximately 88.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund, Storm Water Utility Fund							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve Waconia Downtown Reconstruction - Phase 1 Pay Request #9-Final with GMH Asphalt					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve pay estimate No. 9-Final to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia Downtown Reconstruction - Phase 1 and recommends payment of \$25,698.56 based on the engineering request for payment. This payment represents approximately 92% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Contractor Pay Request #3 - Waconia Downtown Reconstruction - Phase 2					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Estimate No. 3 to W.M. Mueller & Sons, Inc. for the Waconia Downtown Reconstruction - Phase 2 Project.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia Downtown Reconstruction - Phase 2 Project and recommends payment of \$787,086.02 based on the engineering request for payment. This payment represents approximately 52.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR, Water, Sewer, Storm Water							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-164 Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City entered into development agreements with Hartman Communities for the development known as the Woodland Creek Addition - Phases 1 thru 4. Municipal improvements such as roadways, sidewalks, and utilities were completed and signed off on by the City's inspector and engineer around October 1, 2022 for phases 1 thru 3 and July 5, 2024 for phase 4 of the development. The developer has provided a two year warranty bond for phases 1 thru 3 and is in the process of providing a two year warranty bond for the phase 4 improvements. As part of the development agreement for these phases, the City Council is to accept the improvements. Upon acceptance, staff will determine the total valuation and add them to the asset listing for the City, These new municipal improvements will then be depreciated in value throughout their useful life. The City will release all letters of credit (LOC) being held for municipal improvements upon receipt of the final maintenance bond and acceptance of the improvements by the City Council. The City will continue to hold a landscape LOC until these improvements are signed off on by the City's Public Services Department.							
Attachments:							
1. Resolution No. 2024-164 Accepting Woodland Creek Phases 1 thru 4 Development Municipal Improvements							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-164**

**RESOLUTION ACCEPTING WOODLAND CREEK PHASES 1 THRU 4
DEVELOPMENT MUNICIPAL IMPROVEMENTS**

WHEREAS, the final municipal improvements have been completed and signed off on by the City's engineer for the Woodland Creek Phases 1 thru 4 Developments; and

WHEREAS, the total asset valuation for the development's assets; including utilities, streets, and sidewalks will be determined and segregated by the City's engineer; and

WHEREAS, upon receiving the two-year warranty bond from the developer's contractor, all letters of credit being held for municipal improvements will be released.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby accepts the Woodland Creek Phases 1 thru 4 development municipal improvements.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council will hold a public hearing in the Council Chambers located at 201 South Vine Street, Waconia, Minnesota, at 6:00 p.m. on August 19, 2024, to receive public input regarding proposed revisions to the City's fee schedule (Waconia City Code, Chapter 1100). The fee schedule includes the rates charged by the City for licenses, permits, municipal utilities, services, land use applications, penalties, and other items. You can view the proposed fee schedule at City Hall (same address as above) or on the City's website: www.waconia.org. The City invites comments in person at the hearing or written comments can be sent prior to the hearing to Nicole Meyer, Finance Director, via U.S. Mail at 201 South Vine Street, Waconia, MN 55387, or via email at nmeyer@waconia.org.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Recruitment for Finance Clerk Position					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):		7/15/2024: Resolution No. 2024-159 Accepting Resignation of Finance Clerk					
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-165 Authorizing Recruitment for Finance Clerk Position							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
At the City Council's meeting on July 15, Finance Clerk Carrie Krienke's resignation was accepted, and Finance Specialist Jessica Fasching was promoted into the position. In the memo from that meeting, it was stated that additional discussions were necessary internally and with the Personnel Committee prior to authorizing recruitment to fill Jessica's position. Following these conversations, it is recommended that the City fill the Finance Specialist position as a Finance Clerk position. This person would be responsible for all accounts payable functions within the City, which would allow our current accountant to take on higher level work including working with developers agreements, escrow payments, and taking some additional workload off the Finance and Assistant Finance Director. This would also allow all positions in the Finance Department to have a dedicated back-up and promote cross training. By filling this position at a slightly higher level (Grade 5 vs Grade 4), it would help to significantly reduce the overtime that several of our Finance staff members are working. The salary scales between the two positions are less than 4% apart, and it would have a limited financial impact for 2024, given that this position will likely go unfilled until October. A tentative schedule would have the position posted the week of August 5, with interviews after Labor Day, and a tentative start date in early October.							
Attachments:							
1. Resolution No. 2024-165 Authorizing Recruitment for Finance Clerk							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-165**

**RESOLUTION TO
AUTHORIZE RECRUITMENT
FOR FINANCE CLERK**

WHEREAS, the City recently received a resignation from the Finance Clerk and promoted the current Finance Specialist to that role;

WHEREAS, this left a vacancy with the current Finance Specialist position; and

WHEREAS, after discussions and evaluations of department needs, it was recommended to fill the Finance Specialist at the Finance Clerk level to hire a slightly more experienced employee and promote cross training across the department; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the recruitment for the Finance Clerk position.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Special Event Permit - Nickle Dickle Day					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-166 Approving Special Event Permit							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 63rd annual Nickle Dickle Day event is scheduled for Saturday, September 14, 2024. This special event is identified in the City's Special Event Policy as a City supported event in which the City provides significant logistical support with street closures, materials, and staffing. In turn the City is recognized as a top sponsor of the event. This years schedule includes an arts and crafts fair, library book sale, and the car and truck show. Portions of 1st Street will be closed to vehicle traffic on the date of the event. Full closure on 1st Street from Maple Street East to Oak Street will be from 6:00 am to 5:00 p.m. The closed portion of 1st Street will house a firetruck, mechanical bull, car show entries, and other entertainment and pedestrian traffic. Also full closing of Olive Street from 2nd Avenue (at Yetzer's Floor Store parking lot) to the alleyway just before Old National Bank for pedestrians safety and additional space for activities and vendors. The Community Education 5K, 10K and Tickle Fun Run is also scheduled for September 14th with various streets along the route requested to be closed during these events. <u>Attachments:</u> 1. Special Event Permit Nickle Dickle Day.pdf 2. 2024 City Council Request 3. NDD 5K Run Map 4. NDD 10K Run Map 5. NDD Tickle Run Map 6. Resolution 2024-166, Approving Special Event and Temporary Noise Permit							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- ☐ Amplified Sound to be used – COMPLETE SECTION 3 (B)
- ☒ Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- ☒ Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL'S OFFICE IF REQUIRED
- ☒ Tents or other membrane structures to be erected as part of the event
- ☐ Fireworks Display as part of the event

Staff
Initials

For your license application to be processed, you must submit the following to the City Halls's Office:

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name Christine		2. Last Name Fenner		
3. Primary Telephone Number 952-442-5812	4. Type of Phone: ☐ Cell ☒ Business ☐ Home ☐ Other	5. Alternate Phone Number 612-850-1961	6. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address cfenner@destinationwaconia.org				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☒ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other 		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other 		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit Waconia Chamber of Commerce				
19. Email Address cfenner@destinationwaconia.org				
20. Mailing Address 209 S Vine st		21. City Waconia	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to Waconia Chamber of Commerce				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number		
28. Business Address 209 S Vine St		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 Nickle Dickle Day				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 9/14/2024				
34. Time of Event 8:00AM-5:00PM		35. Set up start time and clean up finish time 9:00AM on 9/13; 6:00PM on 9/14		

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.

Private vendors

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

Emergency services will be coordinated with Carver County Sheriff's Office and Waconia 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: Suburban Waste Services

Number of receptacles: 90

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

Monday, September 16, 2024



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: Mini Biff

Number of toilets: 18

Number of wash stations:

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

Monday, September 16, 2024



No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ☒ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☒ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

NA

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.

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:

Parley Lake Winery, Schram Vineyards, The Winery at Sovereign Estate

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.

Parley Lake Winery, Schram Vineyards, The Winery at Sovereign Estate

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

NA

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

Parley Lake Winery, Schram Vineyards, The Winery at Sovereign Estate

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

Wine will be sold by the glass in a designated are in City Square Park. IDs will be checked to enter the gated 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.

Craft vendors will provide their own 10x10 popup tents.

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) Christine Jenner, 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

Christine Jenner

Date

8/1/2024



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

Date: July 31, 2024

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

Waconia City Council:

The Waconia Chamber of Commerce's Nickle Dickle Committee is planning for the 63rd annual family celebration. Nickle Dickle Day will be held on Saturday, September 14, 2024 in City Square Park and surrounding areas. As a result of the activities we have planned, a number of street closings and help from City Staff is requested. Thank you for considering these requests and please don't hesitate to contact me with any questions.

1. The Nickle Dickle committee is requesting a partial closing of First Street to vehicle traffic on the day of the event. We would like to **close First Street from Maple Street east to Oak Street from 6am – 5pm**. The closed portion of First Street will house a firetruck, mechanical bull, car show entries other entertainment and pedestrian traffic. We would like to **close Olive Street from 2nd Ave (at Yetzer's Floor Store parking Lot) to the alleyway just before Old National Bank**. This would be done to ensure pedestrian safety as well as to provide additional space for activities and vendors. We would like to do a soft close at 2nd with a hard close at the alley by Hoppers. This will allow for parking in the Yetzer's Flooring Store lot as well as the Yetzer Sleep Store & Balance Life parking lot. This also leaves the alley open for cars to exit onto Olive and go south. Each shop owner affected on Olive Street in this area will be notified of this closure.
 - a. We request that Public Services personnel erect "No parking after 6am Saturday 9/14" on 1st Street from Maple to Oak on Friday afternoon, September 13. This should help prevent us from having to tow.
 - b. "Road Closed to Vehicle Traffic" signs by Saturday, September 14, 6:00 a.m.
2. The Nickle Dickle committee is requesting an additional partial closing of First Street to vehicle traffic on the day of the event starting at 5am through 11am for the Community Ed Fun Runs.

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

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

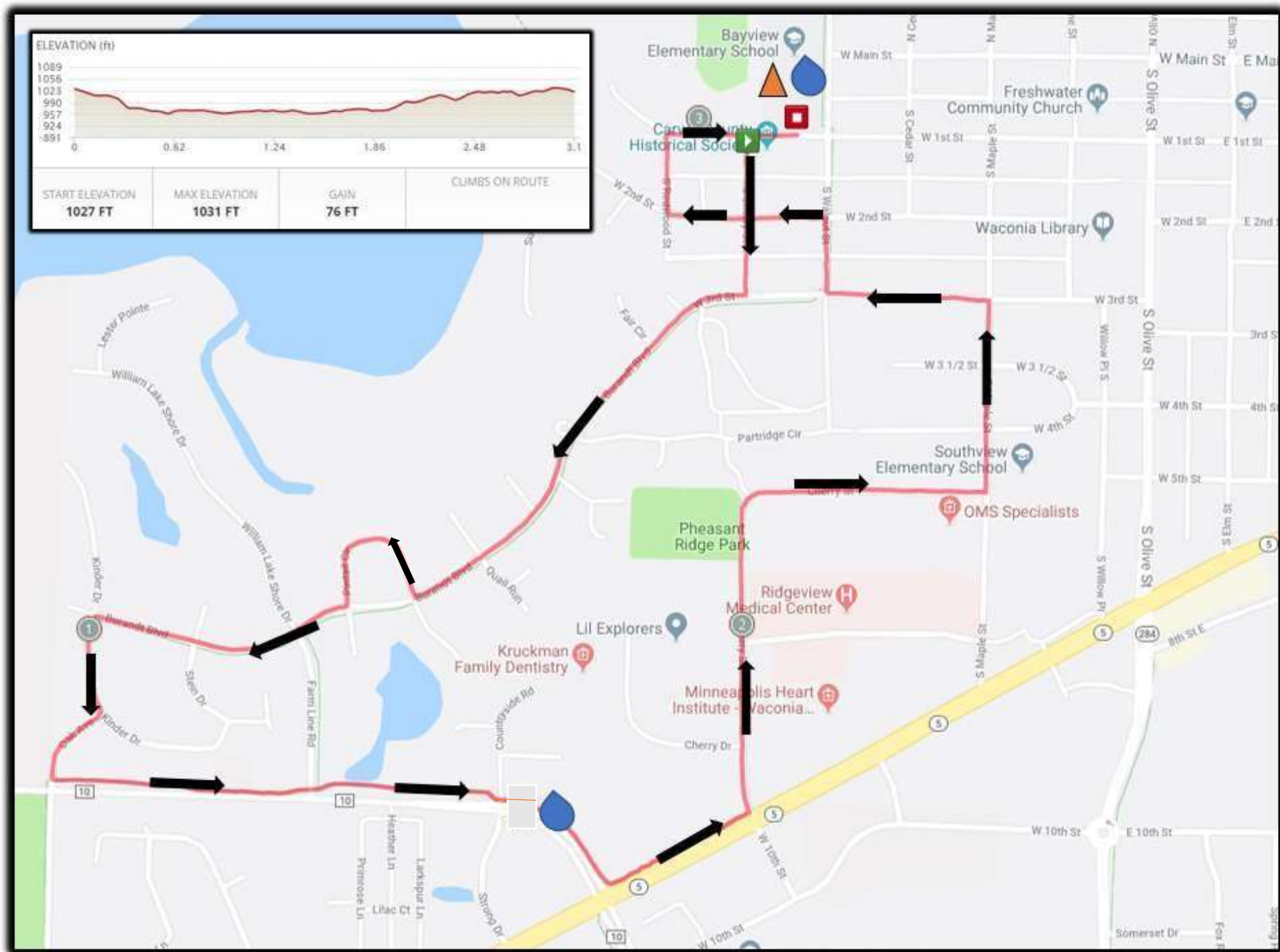
3. The Nickle Dickle Day 5k, 10k and tickle runs will affect the streets shown on the attached maps. Community Ed will be making arrangements to have these events escorted through town by the Carver County Sheriff's office and the Waconia Fire Dept. Regular traffic will be temporarily detained, and emergency vehicles will be granted the right of way. We will notify the Carver County Historical Society as their business is affected by the race route. They will have parking accessible in their back parking lot.
4. The Nickle Dickle Day Car Show will return for its 38th year and will display cars on the following streets which need to be closed from 6am to 5:30pm. ***We request that signs be put up on Friday evening so that the street will be cleared by 6am.***
 - 1st Street – Olive to Oak
 - Elm Street – 2nd to Main (no large barricade needed at Elm and 1st). The barricades Mike used to put at the alley north of the church and by the Saloon, are now needed on the corner of Elm and Main instead.
 - Pine Street – 2nd to Main
 - Spruce Street – 2nd to Main
5. We request assistance in moving bleachers and picnic tables on Friday, September 13. It's best if someone from the Chamber can assist with placement of the large bleachers and the picnic tables.
 - a. Please move 5 sets of bleachers (2 small and 3 large) from Brook Peterson Park to downtown. Three large bleachers to be placed in City Square Park facing the gazebo and 2 small bleachers to be used at Olive and 1st Street. We will need them placed on Friday, September 13 and returned on Monday, September 16.
 - i. The two small bleachers at 1st and Olive can be placed in street parking spaces Friday, and request City Staff to assist with moving them into the Olive and 1st intersection on Saturday after the Mechanical Bull is in place (approximately 10:30AM on Saturday). Bleachers should be placed on the northwest and southwest corners of the intersection, for bull spectators. Chamber staff can assist with placement direction.
 - b. Please move 30 picnic tables from the fairgrounds to City Square Park on Friday, September 13 and returned on Monday, September 16. Please place them on the east side of the park, near Spruce Street.
6. We would also like to request use of the entire City Square Park for craft booths, entertainment, and refreshments; as well as Spruce Street running from 1st to Main St for food booths.
7. We'd like to request special use of a golf cart for Friday, September 13 and Saturday, September 14 for set-up and for chamber staff to quickly transport items downtown only on the day of the event.
8. New request: The 3 Waconia wineries will be coming together for a special blocked-off Wine Garden section within the boundaries of City Square Park. Each winery will be applying for the City of Waconia license application. ID's will be checked and wristbands provided upon entrance of the special block-off section. Times for the wine garden section will be from 10:30am-5:00pm.
9. We appreciate the expertise of Public Services regarding electricity and hope that they will once again be at the City Square Park on Friday, September 13 in the afternoon as the food vendors start setting up until about 6pm. We also appreciate having someone at the park on Nickle Dickle Day to take care of any electrical or other issues that may arise. The Chamber will take care of calling Gopher One prior to Friday to ensure safe digging.

10. The City of Waconia will be listed as a top sponsor on our website and signage.

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

Sincerely,

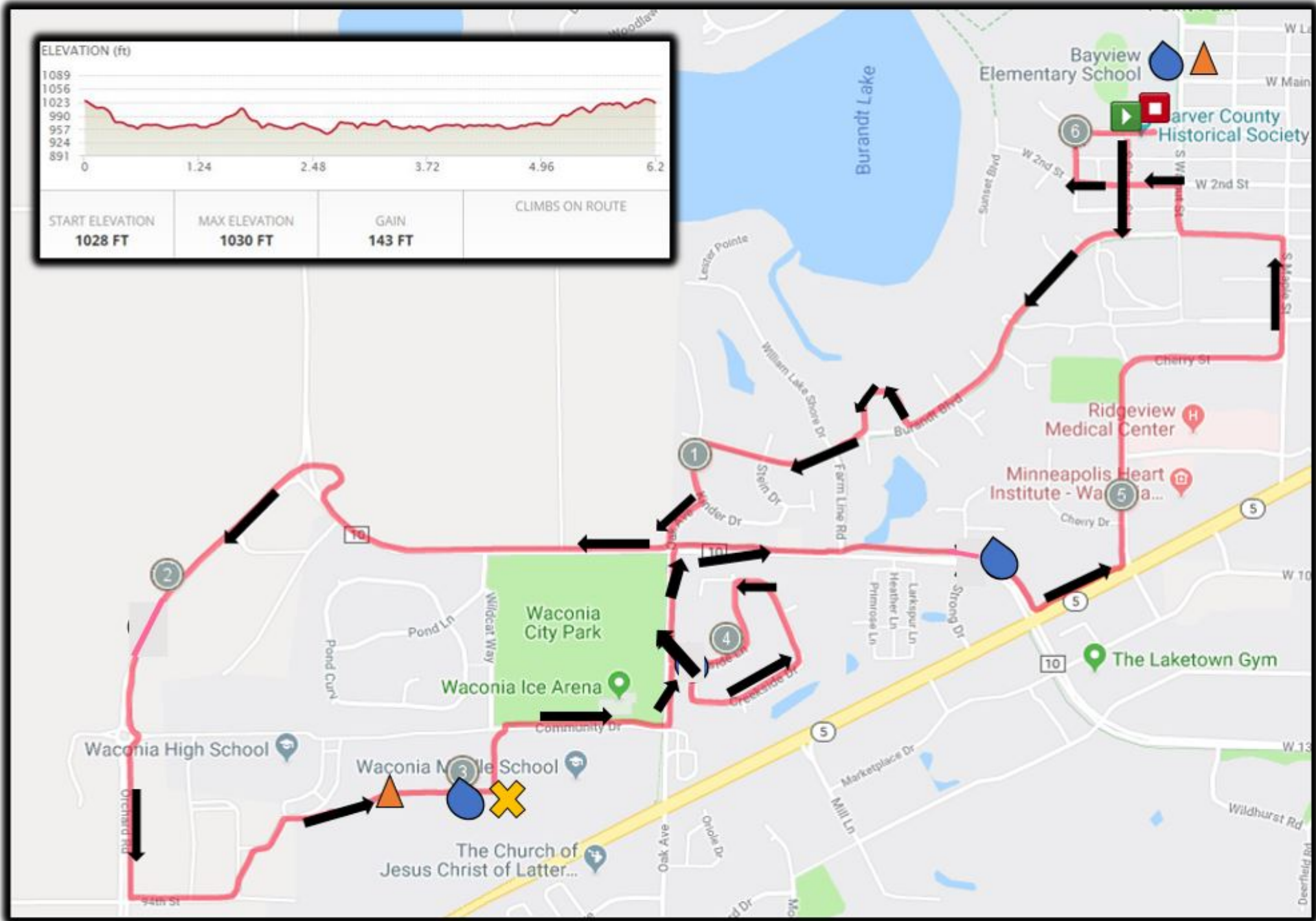
Christine Fenner, President
Waconia Chamber of Commerce and Nickle Dickle Day Committee



Nickle Dickle Day 5K Route – Saturday, September 17, 2022

 Water Stop

 Mini Biff



Nickle Dickle Day 10K Route – Saturday, September 17th, 2022 - Water Stop X 10K Relay Exchange Mini Biff



Youth ¹/₂ Mile Tickle Nickle Dickle Day - Waconia, MN - Saturday 9.17.2022

**CITY OF WACONIA
RESOLUTION NO. 2024-166**

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

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

WHEREAS, the 63rd annual Nickle Dickle Day event will be held on Saturday September 14, 2024; and

WHEREAS, municipal property to be used on Saturday, September 14th include portions of First Street, Olive Street, Elm Street, Pine Street, Spruce Street, and City Square Park for central event activities from 6:00 a.m. until 7:00 p.m.

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

WHEREAS, municipal property to be used on Saturday, September 14th include portions of First Street, Cherry Street, Waconia Parkway S trail and Maple Street for Community Education Fun Run routes from 5:00 a.m. until 11:00 a.m.

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

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

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

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Approve Temporary On-Sale Liquor Licenses for Nickle Dickle Day					
Originating Department:		Administration					
Presented by:		Sue Schwalbe					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt the following Resolutions Approving a Temporary On-Sale Liquor Licenses for Nickle Dickle Day scheduled for September 14, 2024: Resolution No. 2024-167 Waconia American Legion Post 150 Resolution No. 2024-168 Parley Lake Winery Resolution No. 2024-169 Schram Vineyards Resolution No. 2024-170 The Winery at Sovereign Estate							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Office of City Administrator received an applications for a temporary on-sale liquor licenses from the Waconia American Legion Post 150, Parley Lake Winery, Schram Vineyards, and The Winery at Sovereign Estate for Nickle Dickle Day scheduled for September 14, 2024. For the Waconia Legion Post 150, Sale and consumption of alcoholic beverages for the event will be limited to the parking lot and patio area associated with the 4 Main Building at 4 Main Street East in Waconia. For Parley Lake Winery, Schram Vineyards, and The Winery at Sovereign Estate, sale and consumption of alcoholic beverages for the event will be limited to City Square Park on South Spruce Street. Staff recommends approval of these Resolutions.							
<u>Attachments:</u>							
1. Resolution No. 2024-167 Temporary On-Sale Liquor License Waconia Legion Post 150 2. Resolution No. 2024-168 Temporary On-Sale Liquor License Parley Lake Winery 3. Resolution No. 2024-169 Temporary On-Sale Liquor License Schram Vineyards 4. Resolution No. 2024-170 Temporary On-Sale Liquor License The Winery at Sovereign Estate							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-XXX**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia American Legion Post 150 for a Nickle Dickle Day scheduled for September 13, 2024 through September 15, 2024, in the parking lot and patio area associated with the 4 Main building located at 4 Main Street East, Waconia, MN, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the parking lot and patio area associated with the 4 Main building located at 4 Main Street East, Waconia, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Waconia American Legion Post 150 for September 13, 2024, through September 15, 2024, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2024-168**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Parley Lake Winery, 8280 Parkley Lake Road in Waconia for Nickle Dickle Day scheduled for September 14, 2024; and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the City Square Park on South Spruce Street in Waconia, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Parley Lake Winery for September 14, 2024, upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2024-169**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Schram Vineyards, 8785 Airport Road in Waconia for Nickle Dickle Day scheduled for September 14, 2024; and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the City Square Park on South Spruce Street in Waconia, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Schram Vineyards for September 14, 2024, upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2024-170**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from The Winery at Sovereign Estate, 9950 North Shore Road in Waconia for Nickle Dickle Day scheduled for September 14, 2024; and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the City Square Park on South Spruce Street in Waconia, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of The Winery at Sovereign Estate for September 14, 2024, upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on September 14, 2024					
Originating Department:		Administration					
Presented by:		Sue Schwalbe					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-171 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has received an application for an Exempt Permit from the Church of St. Joseph to conduct a Raffle on September 14, 2024. Staff recommends approve of this license. Attachments: 1. Resolution No. 2024-171 Approving Application for Exempt Permit Church of St. Joseph to Conduct a Raffle							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**RCITY OF WACONIA
RESOLUTION NO. 2024-171**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
CHURCH OF ST. JOSEPH TO CONDUCT A RAFFLE**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Church of St. Joseph, 41 East 1st Street in Waconia for Saturday, September 14, 2024; and

WHEREAS, the Church of St. Joseph requested this exempt permit in order to conduct a “Raffle” at the St. Joseph Education Center, 41 East 1st Street in Waconia in conjunction with Nickle Dickle Day as stated on the application for said exempt permit; and

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

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Application for Exempt Permit for a Raffle to be conducted at the St. Joseph Education Center, 41 East 1st Street in Waconia on September 14, 2024, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance, and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Senior Services Programming with Rink Management					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-172 Approving Contract with Rink Management Services for Senior Center Programming.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The contract with Senior Community Services to provide programming and senior center director staffing in the Senior Center Space was terminated by Senior Community Services (SCS) effective July 31, 2024. Prior to the termination of the agreement SCS staff have compiled a programming and event schedule through the remainder of the calendar year. After evaluating a few options to include joint powers with another municipality, city staffing, termination of programming, and expansion of partnership with Rink Management it is recommended that a contract with Rink Management be executed to provide staffing and programming support for the Senior Center space. Entering into a contract with Rink Management will mirror the existing contract for services with SCS and allow for dedicated staffing support and coordination of programs and outings made available to the local senior community. The contract will be for 20 hours per week. The goal will be to provide as seamless level of service previously provided by Senior Community Service. Programming and coordination will be managed by Kristy Sherlock, Assistant General manager of Safari Island & the Waconia Ice Arena, and overseen by Dan Montague, General Manager of Safari Island & the Waconia Ice Arena. Day to day staffing and support will be provided by 1 to 2 dedicated staff. This transition will be budget neutral as the contract rate will remain unchanged as to what was budgeted for in 2024 with additional operating expenses also accounted for supplies, transportation, and contracted vendors or entertainment. Based upon the desire of both parties, a longer term contract agreement for 2025 and beyond will be considered as part of the 2025 budget. At the time of packet publication the contract will be provided under separate cover once available.							
Attachments:							
1. Resolution No. 2024-172 Approving Agreement with Rink Management For Senior Center Programming Services							
2. August Senior Center Calendar							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Recreation>Contract Services							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-172**

**RESOLUTION APPROVING AGREEMENT WITH RINK MANAGEMENT FOR
SENIOR CENTER PROGRAMMING SERVICES**

WHEREAS, the City has built space for programming and gathering that is focused on older adults in the community; and

WHEREAS, the City desires to provide enhanced and additional services and programming to the older adults in the community that serve their health, wellness, social, financial wellbeing; and

WHEREAS, the City had contracted with Senior Community Services to provide these services but the contract had been terminated effective July 31, 2023; and

WHEREAS, the City currently contracts with Rink Management Services for facility operations and programming at the Waconia Ice Arena and Safari Island Community Center; and

WHEREAS, Rink Management Services has the desire, staffing, and recreational programming knowledge to expand the level of services currently offered to the Senior Center located at City Hall; and

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the agreement with Rink Management Services for Senior Center programming services pending any edits made by the City Attorney and to be executed by the City Administrator.

Adopted by the City Council of the City of Waconia this 5th day of August 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



Located in Waconia City Hall
201 S Vine ST, Waconia, MN 55387
952-856-4474

Open Monday - Thursday
10 am to 3 pm daily

Events & Activities August 2024



**Mrs. C's Art Class:
Personalized Art Board***
Tuesday, August 6 at 12:30 pm

Registration is required; limited to 10 people.



*These art activities are made possible by the voters of Minnesota through a grant from the Minnesota State Arts Board, thanks to a legislative appropriation from the arts and cultural heritage fund.



Orientation to Legacy Writing
Thursday, August 8 at 10:30 am

Want to write your 'life story' or memoirs, but not sure where to start? Bill Marsella will explain his 8-week class, designed to help you get started by writing a 2-page (1,000 words) story each week based on selected themes.



Family Legacy Storytelling: What Options Exist and How To Get Started On Your Own
Tuesday, August 13 at 12:30 pm

Inherited Stories Founder and CEO, Dietrich Nissen, will discuss family legacy story creation and its importance to the long-term well-being of our families and greater community. He'll provide methods to get started on building your legacy story, share businesses dedicated to this cause, and leave time for Q&A and discussion.



**Minnesota's State Parks
presentation by Doug Ohman**
Thursday, August 15 at 10:30 am

Doug has visited all 67 state parks and has photographs, stories, history and personal adventures to share. Learn the history of the oldest state parks, and the incredible recreational opportunities just waiting to be explored.



**Does the Thought of Downsizing
and Moving Overwhelm You?**
Tuesday, August 20 at 12:30 pm

Senior Move Specialist Lee Syndergaard will present tips for those considering a move or who would like to declutter for the future. From downsizing, sorting, and getting rid of the excess to packing, unpacking and resettling, you will gain valuable knowledge and a multitude of resources to help you get through the process "gently".



MELCHERT HUBERT SJODIN
ATTORNEYS AT LAW

**Elder Law Planning &
Living Wills Presentation**
Tuesday, August 27 at 12:30 pm



The Science of Sleep
Thursday, August 29 at 10:30 am

What does the latest research tell about sleep? How do we manage sleep? How much sleep do I need? What is SLEEP DRUNK? New information and tips will be shared.

For events requiring registration, sign up at the center.

Unless otherwise described, all activities and events are held at the Senior Center located inside Waconia City Hall.

Waconia Area Senior Center

August 2024 Events & Activities Calendar

Monday	Tuesday	Wednesday	Thursday
			1
			10 am: "Class of 65" 12:30 pm: Bridge
5	6	7	8
10 am: Chair Yoga 11 am: Card Games 12:30 pm: Mahjong	Mexican Train Dominoes 9:15 am: Advisory Committee 10 am: Cribbage 10:30 am: Book Club (Oak Room) 12 pm - 3 pm: Tech Support (Oak Room) 12:30 pm: Personalized Art Board	10 am: Card Games 12:30 pm: BINGO	Senior Day at Carver County Fair 10:30 am: Words That Last: Orientation to Legacy Writing 12:30 pm: Bridge
12	13	14	15
10 am: Games of Choice 10 am: Quilting Group 12:30 pm: Mahjong Al & Alma's Lake Minnetonka Boat Cruise (full)	Mexican Train Dominoes 10 am: Cribbage 12:30 pm: Inherited Stories: Family Legacy Storytelling	10 am: Card Games 12:30 pm: Yahoo BINGO	10:30 am: Minnesota's State Parks presented by Doug Ohman 12:30 pm: Bridge 1 pm: Craft Group
19	20	21	22
10 am: Chair Yoga 11 am: Card Games 12:30 pm: Mahjong	Mexican Train Dominoes 10 am: Cribbage 12 pm - 3 pm: Tech Support (Oak Room) 12:30 pm: Gentle Transitions: Downsizing	10 am: Card Games 12:30 pm: BINGO	10 am: 500 card game 12:30 pm: Bridge
26	27	28	29
10 am: Donuts with a Deputy 12:30 pm: Mahjong	Mexican Train Dominoes 10 am: Cribbage 12:30 pm: Melchert Law: Elder Law Planning and Living Wills	10 am: Card Games 12:30 pm: BINGO BIRTHDAY PARTY	10:30 am: CareBuilders at Home: The Science of Sleep 11:30 Poetry Group (Oak Room) 12:30 pm: Bridge

See the full newsletter for details. For events requiring registration, sign up at the center.
 Unless otherwise described, all activities and events are held at the Senior Center located inside Waconia City Hall.
 201 S Vine ST, Waconia, MN 55387 | 952-856-4474 | Open Monday - Thursday | 10 am to 3 pm daily

Recurring Monthly Activities



Personal Technology Support 1st and 3rd Tuesdays each month, 12 pm - 3 pm by appointment

Volunteers from Senior Community Services' Technology Education, Connection & Help (TECH) Services team can help you:

- Troubleshoot device settings or errors
- Find and use helpful device features
- Manage online security and safety
- Download and manage applications
- Virtually connect via Zoom or Facetime

There is no cost, but you must sign up for an appointment. Bring your device with you.



Book Club

Tuesday, August 6 at 10:30 am

Join us for a discussion of the book

***"The Same Kind of Different as Me"*
by Ron Hall and Denver Moore.**

This is a FREE Book Club offered with Carver County Library.

Donuts with a Deputy Monday, August 26 at 10 am

Join us for coffee and donuts as we listen to updates from Sheriff Tyler Stahn.

His updates are always entertaining and informative. You won't want to miss it!



"Class of '65"

1st Thursday each month at 10 am

Meet other "65ers" to connect and reminisce!



On the last Wednesday of each month we celebrate with an Ice Cream Social!

Quilting Group

2nd Monday each month, 10 am

All quilters, including beginners, are invited to join this group each month.

Craft Group*

Thursday, August 15 at 1 pm

Acrylic Painting: Sunflower

All materials will be provided.

Registration is required.

Limit 10 participants.



*These art activities are made possible by the voters of Minnesota through a grant from the Minnesota State Arts Board, thanks to a legislative appropriation from the arts and cultural heritage fund.

Poetry Reading

**Thursday, August 29 at 11:30 am
in the Oak Room**

Enjoy a fun beverage while you listen.

Fitness & Health

SilverSneakers® Chair Yoga

1st and 3rd Monday each month, 10 am

Move your body through a series of seated and standing yoga poses. Chair support helps you safely perform a variety of postures designed to increase flexibility, and improve balance, and range of movement. Restorative breathing exercises and final relaxation promote stress reduction and mental clarity.



Thank you to Safari Island for providing instructors for these fitness classes offered at the Senior Center!

Support for Caregivers

Caregiver Support Group
1st Wednesday each month
10:00 am - 11:30 am

Good Samaritan Society
Waconia and Westview Acres
433 West 5th St.
Waconia, MN 55387



A minimum participant cost-share contribution of \$5.00 per meeting is encouraged.

Senior Community Services' licensed social worker Sara Roberts, facilitates the support group and offers fee-based **one-on-one coaching and counseling** to help caregivers maintain their own life balance while caring for a loved one.

To make an appointment, call 612-868-6720 or email s.roberts@seniorcommunity.org.

Games

BINGO

Wednesdays at 12:30 pm

Join us for classic and Yahoo BINGO.

Bridge

Thursdays at 12:30 pm

Join us each Thursday.

Card Games

**Several days each month;
see calendar for times**

Drop in to join a variety of card games including Hand & Foot, 500, and Kings Corner. Cards provided by the Senior Center.

Cribbage

Tuesdays at 10 am

Beginners and experts are invited to play.

Mahjong

Mondays at 12:30 pm

Beginners and experts welcome! Mahjong sets provided by the Senior Center.

Mexican Train Dominoes

Tuesdays

Dominoes provided by the Senior Center.

952-856-4474 | seniorcenter@waconia.org
mnseniorcenters.org/waconia-area-senior-center

The Waconia Area Senior Center Newsletter is published monthly.
The Waconia Area Senior Center has a contract with Senior Community Services to provide daily center operations management, programming, and activities for older adults.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 5, 2024					
Item Name:		Closed Session					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to enter into closed session.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Pursuant to Minnesota Statute 13D.05, Subdivision 3(b) the City Council will meet in closed session to review attorney client privilege related to the lawsuit Bruce Allen v. City of Waconia.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			