

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, January 5, 2026
6:00 PM**

VISION STATEMENT

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

MISSION STATEMENT

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

**MAYOR: TIM LITFIN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN
COUNCIL MEMBER: DEREK SIDDONS**

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

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

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
 - 1) Silas Ellingson, Bayview Elementary**
- 3. PROCLAMATIONS**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
 - 1) Park Board Recognition**
 - 2) Legislative Update - Representative Jim Nash**

8. **ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) City Council Minutes December 22, 2025.
- 2) Approve January 5, 2026 Expenditures
- 3) **Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #7**
Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 7 to GMH Asphalt Corporation
- 4) **Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #5**
Motion to approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 5 to Minger Construction
- 5) **Appointment of Acting Mayor**
Adopt Resolution No. 2026-001 Appointing Acting Mayor
- 6) **Appointment of Council Representatives to Advisory Boards**
Adopt Resolution No. 2026-002 Appointing Council Representatives to Advisory Boards
- 7) **Council Liaison Appointments**
Adopt Resolution No. 2026-003 Council Liaison Appointments
- 8) **Council Committee Appointments**
Adopt Resolution No. 2026-004 Approving Council Committee Appointments
- 9) **Appointment of Bond Counsel**
Adopt Resolution No. 2026-005 Appointment Bond Counsel
- 10) **Appointment of City Attorney**
Adopt Resolution No. 2026-006 Appointing City Attorney
- 11) **Designation of Official Newspaper**
Adopt Resolution No. 2026-007 Designating Official Newspaper
- 12) **Appointment of Consulting Engineer**
Adopt Resolution No. 2026-008 Appointing Consulting Engineer
- 13) **Designate Official Depositories**
Adopt Resolution No. 2026-009 Designating Official Depositories
- 14) **Approving Delegation of Business Administrator — Electronic Funds Transfers**
Adopt Resolution No. 2026-010 Approving Designated Business Administrator for Electronic Funds Transfers
- 15) **Workers' Compensation and Property/Liability Insurance Agent**
Adopt Resolution No. 2026-011 Designate Insurance Coverage Agent

- 16) Amend Chapter 415 Regarding Storm Water Reuse Systems**
 Adopt Ordinance No. 784 Amending Chapter 415 Regarding Storm Water Reuse Systems
 Adopt Resolution No. 2026-012 Approving Summary Publication of Ordinance No. 784 Amending Chapter 415
- 17) Facade Improvement Grant - Lakeside Books**
 Adopt Resolution No. 2026-013 Approving Facade Improvement Grant for Lakeside Books
- 18) Elm Creek Ridge Final Plat — Magellan Land Development LLC**
 Adopt Resolution No. 2026-014 Approving the ELM CREEK RIDGE Final Plat Application
- 19) Award the 2025 Pond Cleaning Contract**
 Adopt Resolution No. 2026-015 Awarding the 2025 Pond Cleaning Contract
- 20) Temporary On-Sale Liquor Licenses for Waconia Lions Club**
 Adopt Resolution No. 2026-016 Temp On-Sale Liquor License, Waconia Lions Club 01-24-2026
 Adopt Resolution No. 2026-017 Temp On-Sale Liquor License, Waconia Lions Club 04-25-2026
 Adopt Resolution No. 2026-018 Temp On-Sale Liquor License, Waconia Lions Club 06-04-2026
 Adopt Resolution No. 2026-019 Temp On-Sale Liquor License, Waconia Lions Club 06-12-2026
- 21) Temporary On-Sale Liquor Licenses for St. Joseph Catholic Church**
 Adopt Resolution No. 2026-020 Temporary On-Sale Liquor License for St. Joseph Catholic Church
- 22) Special Event Permit - Special Olympics Polar Plunge**
 Adopt Resolution No. 2026-021 Approving Special Event Permit for Special Olympics Polar Plunge

9. COUNCIL BUSINESS

- 1) Ordering Preparation of Plans & Specifications and Authorizing Advertisement for Bids - CSAH 10 Connector Trail**
 Adopt Resolution No. 2026-022 Authorizing the Preparation of Plans and Specifications and Authorizing Advertisement for Bids of the CSAH 10 Connector Trail project
- 2) Intersection Control Change to All Way Stop at 1st Street and Vine Street**
 Adopt Resolution No. 2026-023 Approving the installation of stop signs on 1st Street at the intersection with Vine Street to create an all-way stop condition.

10. ITEMS REMOVED FROM CONSENT AGENDA

11. BOARD REPORTS

- 1) Staff Reports**

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

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

**OFFICE OF THE CITY ADMINISTRATOR
Shane Fineran**

WORK SESSION: OLD FIRE STATION PLANNING (4:45 P.M. AT 26 S MAPLE ST)

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.1. City Council Minutes December 22, 2025.	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the City Council Minutes of December 22, 2025.	
EXPLANATION OF AGENDA ITEM: Approve the December 22, 2025 City Council Minutes.	
ATTACHMENTS: 1. Minutes 12-22-2025	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
DECEMBER 22, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the Waconia City Council December 22, 2025, meeting to order at 6:00 p.m. with all Council Members present.

2. PLEDGE OF ALLEGIANCE

Mayor Litfin led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None

4. ADOPT AGENDA

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

MOTION CARRIED.

5. PUBLIC HEARING

1) Public Information Meeting - Franchise Fees

Motion to open the public hearing was made by Council Member Grengs, seconded by Council Member Coleman.

MOTION CARRIED.

Nicole Meyer, Finance Director, provided the City Council with a brief presentation regarding franchise fees and proposed ordinance amendments. Additional handouts and supporting information were provided. A final decision on the proposed franchise fee changes and ordinance amendments will be considered by the City Council at the regular Council meeting on Tuesday, January 20, 2026.

Many cities in Minnesota enter into franchise agreements with utility companies for the use of publicly owned rights-of-way. Rights-of-way are public property located adjacent to roadways and are used for utilities, construction access, and snow storage. Under Minnesota State Statute 216B.36, cities are authorized to charge utility companies a franchise fee to manage the use of these public rights-of-way for service delivery. Utility companies are required to collect the fee and remit it to the City on a quarterly basis, with the cost passed on to customers. Franchise fees are one method local governments may use to fund specific programs or projects. The City is proposing a franchise fee of \$5 per utility per month for residential properties, with

commercial and industrial properties charged at a different rate based on meter size. The Council reviewed the benefits of franchise fees compared to raising property taxes earlier in 2025. Based on the proposed funding needs, the average home in Waconia would see an estimated \$145 increase in property taxes. Under the proposed franchise fee structure, the average home would instead pay approximately \$120. In addition, franchise fees allow new construction to contribute immediately, eliminating the one- to two-year delay associated with property tax collection for properties already receiving municipal services. Franchise fees also provide a broader revenue base than property taxes, as renters, non-profit organizations, schools, and other tax-exempt entities that utilize public infrastructure would contribute through franchise fees. This approach ensures local control of a predictable revenue source and allows infrastructure repairs to remain on schedule in accordance with the City's Pavement Management Plan (PMP) and Playground Replacement Schedule.

If approved, franchise fee revenues would be dedicated to funding the Pavement Management Program and playground replacement projects.

The next step in the process is implementation. This meeting served as the public information meeting. On January 5, 2026, the Council will call for a public hearing on the proposed ordinance and franchise fee changes. On January 20, 2026, the City Council will consider approval of the ordinance and fee changes.

Council had no questions or comments at this time.

Bernie Benz, Ravencroft Drive, stated that he has attended many City Council meetings and has lived in Waconia for 11 years. He expressed opposition to the proposed franchise fees. Mr. Benz also noted concerns regarding commercial vehicle traffic causing damage to Sparrow Road. Additionally, he disagreed with the statement that the City must wait two years to receive property tax revenue. He stated that projects and programs should be addressed through the budget process, noting that franchise fees may gradually increase over time and are not contestable, whereas residents have the ability to contest property taxes.

Dave Swanson, 1312 Creekside Drive, stated that after speaking with a Council Member, he was told the proposed franchise fee is not a tax; however, he believes it functions as a tax. He noted that he has lived in Waconia since 1997 and that his street was previously scheduled for a mill and overlay project that was not completed due to the contractor reportedly running out of materials. Mr. Swanson expressed concern that this reflected poor planning in prior years, stating that sufficient funds were not set aside to complete needed infrastructure projects.

Steve Yetzer, 332 West Fourth Street, stated that he believes the proposed franchise fee is a tax rather than a fee. He expressed concern that the Council is not making difficult financial decisions and stated that the cumulative impact of City fees is taxing residents out of their homes. Mr. Yetzer asked how the franchise fee would apply to

multi-family buildings.

Shane Fineran, City Administrator, responded that residential, commercial, and industrial properties would be charged franchise fees based on meter size. Mr. Yetzer also stated that Waconia's fees, including SAC and WAC charges, are high and expressed concern that the overall cost structure is forcing people out of Waconia.

Mayor Litfin stated that to date the City has received three responses from residents regarding franchise fees. One for, one opposed, and one with questions.

Motion to close the public hearing on franchise fees was made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

2) 2025 Fee Schedule Ordinance Amendment

Motion to open the public hearing amending Chapter 1100 of the Waconia City Code made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

Nicole Meyer stated that under Minnesota law, the City must hold a public meeting before a zoning ordinance is amended. Chapter 1100 of the City's Code contains zoning and land use fees charged by the City. Changes to these types of fees require a public hearing. The City holds a public hearing for the entire fee schedule each year to avoid inadvertently violating this requirement for land use/zoning fee changes. The fee schedule changes include fee changes that are incorporated into the 2026 budget. Other corrections and updates have been added for items that have changed in cost or are added services provided by the City through 2025. A few of the changes are in membership fees, water/sewer utility rates, and equipment rates.

No public comments
No Council comments

Motion to close the public hearing amending Chapter 1100 of the Waconia City Code made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

6. OPEN FORUM

Bernie Benz, Ravencroft Road, spoke regarding the proposed franchise fees. He stated that he believes the charge is not a fee but rather a tax. He questioned the amount of money spent on the Ehlers summary and asked how similar infrastructure projects were funded in the past. He expressed concern that the Council may use franchise fee revenues for other projects or additional street overlays.

Mr. Benz stated that after reviewing the Ehlers handout, he was concerned about a lack of

transparency, particularly regarding the projected 2% annual increase referenced in the summary. He noted that the handouts were unclear on the actual amount of the franchise fees and expressed concern about the accuracy of information being provided by the utility companies. He also questioned the definition of a franchise as a privilege or right granted by a government. Mr. Benz stated that he would like the issue placed on the ballot for voter consideration.

David Swanson, of 1312 Creekside Drive, asked whether funds are set aside annually in the City budget for parks and for mill and overlay projects and, if so, why an increase is needed. He noted that the Providence Creek neighborhood had been budgeted for mill and overlay; however, the work was not completed because the contractor ran out of materials. Mr. Swanson also identified 22 locations involving hydrants or watermains where the curb has significantly deteriorated, resulting in standing water.

Shane Fineran, City Administrator, responded that the City typically applies a chip seal every seven years to help extend the life of roadways. He explained that there are three primary methods of maintaining streets: sealcoating, mill and overlay, and reclamation. Reclamation is a new approach that grinds up the entire asphalt surface to improve the roadway base. Mr. Fineran noted that reclamation costs are not assessed to residents and are funded through the street budget.

Mr. Benze spoke again regarding the proposed franchise fees and questioned the Council's decision to charge all residents, businesses, churches, and schools. He stated that there are too many unresolved questions to proceed with this decision and expressed concern about the impact on taxpayers.

7. COMMUNITY INTEREST PRESENTATIONS

None

8. ADOPT CONSENT AGENDA

- 1) Approve the December 1, 2025, City Council Minutes**
- 2) Approve December 22, 2025 Expenditures**
- 3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred November 2025**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred November 2025**
- 5) Water Treatment Plant 3 Change Order No 2 - Flow Control Piping**
- 6) Authorize Staff to Solicit Pricing for Street Lighting Equipment - 2026 Downtown Street Reconstruction Phase 4**
- 7) Authorize Staff to Solicit Pricing for 2026 Capital Projects and Equipment Acquisitions**
- 8) Ordinance Amending Chapter 320 - Streets, Sidewalks, and other Public Spaces;**

the "Right-of-Way Ordinance"

- 9) **Appointment of Utility Maintenance Worker**
- 10) **Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**
- 11) **Sale or Disposal of Surplus Equipment**
- 12) **Approve Investment Portfolio Diversification Due to Unspent Bond Proceeds - Fiscal Year End 2025**
- 13) **Minnesota Department of Health Source Water Protection Plan Grant Application**
- 14) **2026 Law Enforcement Contract**
- 15) **2026 Joint Assessment Contract**
- 16) **Approve Retrofit Lighting Projects at Public Services & City Hall Facilities with Choice Electric**
- 17) **Approve Asset Management Expert Services Agreement - OpenGov Asset Management System**
- 18) **Electrical Room Mini-Split at Water Treatment Plant Replacement**
- 19) **Amendment to the City's Financial Policy and Guidelines**
- 20) **Purchase Agreement with 10401 BRE GROUP LLC for 401 13th Street East**
- 21) **Authorize Request For Proposals — Small Area Plan for 801 Highway 284**
- 22) **Steep Slope Permit - 25 Lake Street East**
- 23) **Park Board Appointments**
- 24) **Accept Community Growth Partnership Initiative Grant Proceeds - Carver County CDA**
- 25) **Accept Contamination Clean-up and Investigation Grant Proceeds from Minnesota Department of Employment and Economic Development**
- 26) **Tobacco License Application Renewals**
- 27) **Liquor License Application Renewals**
- 28) **Waste Hauler and Recycle Hauler Application Renewals**

Mayor Litfin requested the removal of
Consent Agenda #8 *Ordinance Amending Chapter 320 — Streets, Sidewalks, and other Public Spaces; the "Right-of-Way Ordinance"*
Consent Agenda #19 *Amendment to the City's Financial Policy and Guidelines*

Motion to accept the consent agenda made by Council Member Siddons, seconded by Council Member Gleason with removing Consent Agenda Items 8.8 and 8.19
MOTION CARRIED.

9. COUNCIL BUSINESS

1) Amend City Code Section 200.09 Changing Mayor and City Council Salaries

Jackie Schulze, Assistant City Administrator, stated that pursuant to State Statute, the City Council cannot approve a Mayor or Council pay increase. If approved, any adjustment would become effective January 1, 2027, following the next municipal election. The City Council has not updated elected official salaries since 2018, when the ordinance was amended to set the Mayor's compensation at \$7,200 annually and the City Council Members' compensation at \$6,000 annually. The Personnel Committee reviews this information annually and evaluates compensation levels in comparison to peer cities. The disparity between Waconia and comparable cities has continued to increase. Based on this information, the Personnel Committee determined that a compensation adjustment is warranted to remain competitive with peer cities. The committee recommends increasing the Mayor's salary to \$10,000 annually and City Council members' salaries to \$8,000 annually, effective January 1, 2027.

Motion to approve Ordinance No. 787, Amendment Chapter 200.09 of the City Code pertaining to City Council and Mayoral Salaries was made by Council Member Grengs, seconded by Mayor Litfin.

MOTION DENIED.

Aye: Mayor Litfin

Aye: Council Member Grengs

Nay: Council Member Siddons

Nay: Council Member Gleason

Nay: Council Member Coleman

2) Approve Final Tax Levy Collectable in 2026

Nicole Meyer provided the Council with a short introduction to the 2026 budget and levy approval update.

February-June: Staff and CIP Committee work to build a capital budget.

September-November: Set preliminary levy by resolution. Staff works to finalize the numbers and tax statements to homeowners based on the preliminary levy.

July-August: Staff generates preliminary operating budgets and Council reviews budgets and builds preliminary levy.

December: Final levy and budget approval.

In Waconia, the overall taxable market value increased 6.82% from 2025 and the average valued home increased in value by approximately 4.6% with the current average home valued at \$450,300. The focus for 2026 will be employee wages/benefits, strategic plan initiatives, economic development, and capital projects including equipment replacement. The Council has conducted numerous budget work sessions and held a public information meeting on December 1, 2025, to address the proposed 2026 levy as part of the budgeting process. A financial model identified the estimated impact on the 2026 City tax rate and estimates the final impact on an average valued home. With the final proposed levy, the City's tax rate will decrease

slightly from 48.173% to approximately 47.97%. The total final tax levy collectible in 2026 is \$13,914,617. The focus for 2026 will be employee wages/benefits, strategic plan initiatives, economic development, and capital projects including equipment replacement. Some of the larger 2026 infrastructure and utility projects include:

- Infrastructure Improvement Project — Portion of First/Second/Spruce/Elm/Pine/2nd Street.
- Annual Pavement Management — Mill & Overlay in the Landing Neighborhood.
- Trail Connection — County Road 10 north of Crosswinds Development.
- Highway 10 and Sparrow Road Intersection Improvements
- Trail Connection at Steerling Hills to Waconia Parkway North; Hilks Lake.
- Construction of Well #10 and #11.
- Construction of Water Treatment Plant.

The average utility rate proposed for 2026 is \$104.57 per month, which is an average increase of \$4.32 per month.

Council thanked staff for the continued hard work to keep taxes down.

Motion to adopt Resolution No. 2025-307 approving the final tax levy collectible for 2026 made by Council Member Coleman, seconded by Council Member Gleason.
MOTION CARRIED.

3) Adopt 2026 Final Budget

Motion to adopt Resolution No. 2025-308 adopting the 2026 budget for all general, enterprise, special revenue, capital project and debt service funds made by Council Member Grengs, seconded by Council Member Siddons.
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

Mayor Litfin requested Consent Agenda Item 8.8 *Ordinance amending Chapter 320 — Streets, Sidewalks, and other Public Spaces; the Right-of-Way Ordinance*, for resident awareness.

Shane Finerance stated that Chapter 320 of the City Code regulates the parameters of the use of streets, sidewalks, and other public places. The Right-of-way Ordinance establishes the legal authority for the City to manage the public right-of-way, establishes policies and procedures for those wishing to locate facilities such as private utilities within the public right of way and services to protect the health, safety and welfare of the public and ensure the integrity of the City streets and right-of-way.

Motion to adopt Ordinance No. 786 amending Section 320 of the City Code regarding city streets, sidewalks, and other public spaces made by Council Member Gleason, seconded by

Council Member Siddons.
MOTION CARRIED.

Motion to adopt Resolution No. 2025-287 Summary publication or Ordinance No. 786 made by Council Member Gleason seconded by Council Member Siddons.
MOTION CARRIED.

Mayor Litfin requested Consent Agenda Item 8.19 *Amendment to the City's Financial Policy and Guidelines* for resident awareness.

Ms. Meyer stated that the main update is with the approval of the City's Strategic Plan. The City plans to budget for a general fund unassigned balance for 2026 at 41%. Not the 40% that was previously stated in the policy. The Strategic Plan outlines that the City wants to enhance the financial strength in the general fund and that was listed as a priority. The Council made a budget for 2026 to end at about 41% which was approximately what the Council requested. Over the course of the next two years, staff would like the budget to be about 43% by December 2028. The largest source of City revenue remains property taxes.

Motion to amend the City's Financial Policy and Guidelines was made by Council Member Grengs, seconded by Council Member Gleason.
MOTION CARRIED.

11. STAFF REPORTS

None.

12. BOARD REPORTS

1) Staff Reports

a. Law Enforcement Update, Sgt. Jon Howard

Sgt Jon Howard provided the Council with an update on his department. Sgt. Howard has spent 11 weeks training at the Northwest Police Staff and Command School. The Carver County Sheriff's Office had a wonderful year working with the City of Waconia and added a new traffic safety officer position.

The County developed a drone program which is for utilizing drones for certain calls such as missing children or fleeing individuals. The drones will not be used for surveillance. The Department now has two new boats and a jet skiff for use on Lake Waconia and the snowmobiles are out and patrolling.

In 2024, the total calls for service were 6,584 and from January 1st through December 17th of 2025, there were 6,547 total calls for service. The City accounts for approximately 20% of all calls in Carver County. Then provided a day-of-week analysis as well as an hour-of-day analysis of calls for service.

Council thanked the Department for great work and great information.

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Nothing to report.

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor Litfin reported the following activities:

1. Wednesday, December 3rd, four residents came to share and ask questions at the December "Mayor is In' Session. The next *Mayor Is In* session will be Wednesday, January 7th. Please join the Mayor at City Hall.
2. Wednesday, December 3rd, a new local group met for the second time to plan a series of spring events. Spring into Health. The theme is "do something for 30 minutes more." Or, "spring into health in 2026!" Watch for more marketing from the City, the Chamber of Commerce, Safari Island, Community Education, the food shelf, or local fitness centers. Should be a lot of fun.
3. Thursday December 4th and December 18th, the Mayors Youth Advisory Council met. This group is planning a component of the Spring into Health event. These awesome Waconia high school students are an impressive group.
4. Friday, December 5th, the Carver County Mayors met in Carver. A solid group of community leaders from across the County. The group meets every other month to share.
5. Tuesday, December 9th, Mr. Fineran and the Mayor met with MnDOT and Carver County transportation officials. This meeting was called by MnDOT, regarding the dangerous intersection of CSAH 5 and CSAH 92 just east of Waconia. I have received a handful of safety complaints about that intersection since becoming mayor. I think we can all agree that this is a dangerous intersection. I sent those complaints to a contact I have at MnDOT. The last complaint I received, I also sent to Carver County transportation officials and copied City Council members. At our meeting, Carver County stated they do not see a change coming to that intersection in the next 5 and 10 years. According to MnDOT, the intersection does not meet the crash warrants necessary for a safety improvement. However, I did receive some very good news from MnDOT that day: MnDOT will put this intersection in for a

Regional HSIP grant for construction in 2030-2031 as they have received several complaints about this intersection as well. They also see this area continuing to grow, and they believe safety improvements are necessary. Awesome news! Diane Langerbeck, the south area engineer for MnDOT reported this great news. In summary, citizens and community members. It is really worth your time to speak up, send an email and get involved. This good news proves that theory

6. This past month, Jen, Jackie and I worked on five Mayors' Minute videos. A big thanks to those two all-stars from our City of Waconia staff. Thanks also to guests Dan Steinhagen, Turner, Kim Machenthun, Lisa Aamot, Herb Van Eyll (Santa), and the entire City Council.
7. Tuesday, December 9th, I met with Superintendent, Brian Gersich. I wanted to bring him up to speed on the new "Spring into Health" initiative that the city, community, and school partners are working on.
8. Wednesday, December 10th, I was the holiday host for Game Day at the Waconia Senior Center for their annual Christmas event.
9. Twice in the past two weeks, Mr Fineran and I met to sign official purchase and sale documents at Melchert's Law Office.
10. Wednesday, December 17th, the Southwest Transportation Coalition met here in Waconia. This group is preparing for their annual lobby efforts at the Capital in St. Paul in February.

a. Summary of December 8th, 2025 Closed Session to Evaluate the Performance of Shane Fineran, City Administrator

12-08-25 the Council met in closed session to review the performance evaluation of City Administrator Shane Fineran. The last review was completed in 2022. The evaluation scores were as follows:

- 1 - immediate attention
- 2 - needs attention
- 3 - meets standards
- 4 - element of strength
- 5 - distinct strength

The Council scored Mr. Fineran at 4.4 in each category, with the Management Team scoring Mr. Fineran at 4.6 in each category.

13. ANNOUNCEMENTS

None.

14. ADJOURN REGULAR MEETING

Motion to adjourn the December 22, 2025, Waconia City Council meeting at 7:45 p.m. was made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.2. Approve January 5, 2026 Expenditures	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve January 5, 2026 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursements registers for the City of Waconia as of January 5, 2026. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.3. Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #7	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: Resolution No. 2025-100 Accepting Bids and Awarding Contract for the 2025 Downtown Reconstruction Phase 3 Project	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 7 to GMH Asphalt Corporation</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Staff have reviewed the contractor pay request for the Waconia Downtown Reconstruction Phase 3 Project and recommends payment of \$41,187.90 based on the engineering request for payment. This payment represents approximately 84% of the total approved contract for the project.</p> <p>ATTACHMENTS:</p> <p>1. Downtown Recon Phase 3 Pay Request 7 Bolton & Menk</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: PIR, Water, Sewer, Storm Water	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

December 30, 2025

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

**RE: Waconia Downtown Reconstruction – Phase 3
Pay Request No. 7**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 7 for work completed through 12/19/2025 on the above referenced project. The work completed includes payment for landscaping, irrigation, and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$41,187.90** to GMH Asphalt Corporation. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm	Irrigation	Sewer	Watermain	Sidewalk
Recon	\$41,187.90	32%	10%	58%	0%	0%	0%
TOTAL	\$41,187.90						

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

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

Enclosure

CONTRACTOR'S PAY REQUEST
DOWNTOWN RECONSTRUCTION, PHASE 3



DISTRIBUTION:	
CONTRACTOR (1)	
OWNER (1)	
ENGINEER (1)	

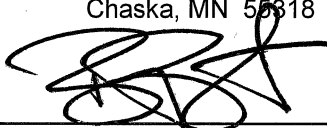
CITY OF WACONIA -
BMI PROJECT NO. 0C1.133737

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$3,776,341.66
TOTAL, COMPLETED WORK TO DATE	\$3,351,846.62
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$3,351,846.62
RETAINED PERCENTAGE (5.0%)	\$167,592.33
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$3,184,254.29
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$3,143,066.39
PAY CONTRACTOR AS ESTIMATE NO. 7	\$41,187.90

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: GMH Asphalt Corp
 9180 Laketown Road
 Chaska, MN 55318

By  Name VP Title

Date 12-29-25

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 ENGINEER: BOLTON & MENK, INC., 2638 SHADOW LANE, STE 200, CHASKA, MN 55318

By , CONSULTING ENGINEER

Date 12/30/2025

APPROVED FOR PAYMENT:
 OWNER:

By _____ Name Title Date

And _____ Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026	
Item Name:	8.4. Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #5	
Originating Dept:	Finance	
Presented By:	Amanda Ortloff	
Previous Council Action:	Resolution No. 2024-246 Approving Plans for the CSAH 10 & Waconia Parkway North Roundabout Improvement Project and Ordering Advertisement of Bids Resolution No. 2025-137 Award of Construction Contract for the CSAH 10 & Waconia Parkway North Roundabout Project	
Item Type:	Consent	
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 5 to Minger Construction</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Staff have reviewed the contractor pay request for the CSAH 10 & Waconia Parkway North Improvements and recommends payment of \$338,085.54 based on the engineering request for payment. This payment represents approximately 94% of the total approved contract for the project.</p> <p>ATTACHMENTS:</p> <p>1. CSAH 10-WPN Payment #5 Bolton & Menk</p>		
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: PIR, Storm Water		Planning Commission:
Budget Information:		Park Board:
<input checked="" type="checkbox"/> Budgeted		Personnel Committee:
<input type="checkbox"/> Non-Budgeted		Other:
<input type="checkbox"/> Amendment Required		



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

December 31, 2025

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

**RE: CSAH 10 & Waconia Parkway North Improvements
Pay Request No. 5**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 5 for work completed through 12/19/2025 on the above referenced project. The work completed includes payment for muck excavation, aggregate, pedestrian flasher system, fencing, signing mast arms, trail grading, and other miscellaneous items. Retainage has been reduced to 1% as all substantial work has been completed on the project with only a few punchlist items remaining.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$338,085.54** to Minger Construction Companies, Inc. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm
Waconia Pkwy North (City)	\$153,456.64	96%	4%
CSAH 10 (County)	\$171,794.60	94%	6%
CSAH 10 M&O (County)	\$12,834.30	100%	0%
TOTAL	\$338,085.54		

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

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

Enclosure

CONTRACTOR'S PAY REQUEST
CSAH 10 & WACONIA PKWY IMPROVEMENTS



BOLTON & MENK

Real People. Real Solutions.

DISTRIBUTION:

- CONTRACTOR (1)
- OWNER (1)
- ENGINEER (1)

CITY OF WACONIA -
BMI PROJECT NO. C14.120613

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$2,670,410.18
TOTAL, COMPLETED WORK TO DATE	\$2,540,739.57
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$2,540,739.57
RETAINED PERCENTAGE (1.0%)	\$25,407.40
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$2,515,332.17
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$2,177,246.63
PAY CONTRACTOR AS ESTIMATE NO. 5	\$338,085.54

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Minger Construction Companies Inc
 620 Corporate Drive
 Jordan, MN 55352

By **Cole Denver** Digitally signed by Cole Denver
 DN: C=US, E=coled@mingerconst.com, O="Minger Construction Co, Inc.", CN=Cole Denver
 Date: 2025.12.30 16:04:33-06'00'

Name Title

Date 12/30/2025

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 2638 SHADOW LANE, STE 200, CHASKA, MN 55318

By Ryan R Johnson, CONSULTING ENGINEER

Date 12/30/2025

APPROVED FOR PAYMENT:

OWNER:

By _____
 Name Title Date

And _____
 Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.5. Appointment of Acting Mayor	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-001 Appointing Acting Mayor	
EXPLANATION OF AGENDA ITEM: Appoint Acting Mayor for the calendar year 2026.	
ATTACHMENTS: 1. Resolution No. 2026-001 Appointing Acting Mayor	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-001

RESOLUTION APPOINTING ACTING MAYOR

WHEREAS, Mayor Tim Litfin has recommended the appointment of Jeff Grengs as Acting Mayor for 2026.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the appointment of Jeff Grengs as Acting Mayor for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.6. Appointment of Council Representatives to Advisory Boards	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-002 Appointing Council Representatives to Advisory Boards	
EXPLANATION OF AGENDA ITEM: Appointment of Council Representatives to Advisory Boards.	
ATTACHMENTS: 1. Resolution No. 2026-002 Advisory Boards	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-002

RESOLUTION APPOINTING COUNCIL REPRESENTATIVES TO ADVISORY BOARDS

WHEREAS, Mayor Litfin recommends that a Council Member be appointed to attend the Advisory Board meetings as a liaison to the Council; and

WHEREAS, Mayor Litfin recommends that Jacob Coleman be appointed as Council representative to the Planning Commission; and

WHEREAS, Mayor Litfin recommends that Nick Gleason be appointed as Council representative to the Park Board.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Advisory Board Council Representative appointments as recommended by Mayor Litfin for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.7. Council Liaison Appointments	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-003 Council Liaison Appointments	
EXPLANATION OF AGENDA ITEM: Appoint Council Liaisons for 2026.	
ATTACHMENTS: 1. Resolution No. 2026-003 Council Liaison Appointments	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-003

RESOLUTION APPOINTING COUNCIL LIAISON APPOINTMENTS

WHEREAS, Mayor Litfin recommends that a Council Member be appointed to attend the various meetings as a liaison the Council; and

WHEREAS, Mayor Litfin recommends the appointment of Tim Litfin as Council Liaison to the Southwest Corridor Transportation Coalition; and

WHEREAS, Mayor Litfin recommends the appointment of Jeff Grengs as Council Liaison to Independent School District 110 and District 110 Community Education Advisory Council; and

WHEREAS, Mayor Litfin recommends the appointment of Tim Litfin as Council Liaison to the Chamber of Commerce.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Council Representative Liaison appointments as recommended by Mayor Litfin for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.8. Council Committee Appointments	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-004 Approving Council Committee Appointments	
EXPLANATION OF AGENDA ITEM: Appoint Council Committee Appointments for 2026.	
ATTACHMENTS: 1. Resolution No. 2026-004 Committee Appointments	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-004

RESOLUTION APPROVING COUNCIL COMMITTEE APPOINTMENTS

WHEREAS, Mayor Litfin has recommended the appointment of Mayor Tim Litfin and City Council Member Derek Siddons to the 2026 Personnel Committee; and

WHEREAS, Mayor Litfin has recommended the appointment of Council Member Jeff Grengs and Mayor Tim Litfin to the Long-Range Capital Improvement Projects Planning Committee.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Council Committee appointments as recommended by Mayor Litfin

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.9. Appointment of Bond Counsel	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-005 Appointment Bond Counsel	
EXPLANATION OF AGENDA ITEM: The City utilizes Taft, Steinhaus & Hollister, LLP for legal services related to financial matters including bond issuance and economic development activities. These matters are not typically handled by the City Attorney.	
ATTACHMENTS: 1. Resolution No. 2026-005 Bond Counsel	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-005

RESOLUTION APPOINTING OF BOND COUNSEL

WHEREAS, the City has recommended the appointment of the following firm as Bond Counsel for 2026;

Taft, Stettinius & Hollister, LLP

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the appointment of the above noted firm as Bond Counsel for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.10. Appointment of City Attorney	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-006 Appointing City Attorney	
EXPLANATION OF AGENDA ITEM: Staff recommends the City of Waconia continue legal representation with Melchert, Hubert, Sjodin, PLLP for 2026.	
ATTACHMENTS: 1. Resolution No. 2026-006 Appointing City Attorney 2. Representation Agreement for 2026 (12-18-2025)	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-006

RESOLUTION APPOINTING CITY ATTORNEY

WHEREAS, The City of Waconia annually reviews the designation of its City Attorney.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the appointment of Melchert Hubert Sjodin as City Attorney for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

J. Michael Melchert, Esq.

Direct Dial:
(952) 442-7788

Email Address:
mmelchert@mhslaw.com



MELCHERT HUBERT SJODIN

ATTORNEYS AT LAW

December 18, 2025

121 West Main Street, Suite 200
Waconia, Minnesota 55387
Telephone: (952) 442-7700

OTHER OFFICES
Chaska, Minnesota

www.mhslaw.com

Via email: sfineran@waconiamn.gov

Shane Fineran
City Administrator
City of Waconia
201 South Vine Street
Waconia, MN 55387

**Re: *Waconia City Attorney
2026 Representation***

Dear Shane:

Melchert Hubert Sjodin, PLLP, respectfully requests that the City of Waconia (the "City") appoint our firm as City attorneys for 2026. This letter confirms terms of representation. As you will see, the terms are substantially similar to last year, except we are requesting a cost-of-living increase for rates. If the City approves, please email a scan of the City's executed signature page back to me.

SCOPE OF SERVICES

We will provide usual and customary legal services to the City as requested by the City. In certain instances, due to the need for particular expertise or due to a conflict of interest, it may be necessary for the City to retain other legal counsel. The City acknowledges this possibility and that our representation does not entail a continuing obligation to advise the City concerning legal developments bearing on the City's affairs generally or, after the completion of any matter, subsequent legal developments.

STAFFING

I will serve as your primary contact. When questions or comments arise about our services, staffing, billing, or other aspects of our representation, please contact me. My direct dial telephone number is (952) 442-7788. It is important that you are satisfied with our services and responsiveness.

Shane Fineran
December 18, 2025
Page 2

We strive to provide quality legal services in an efficient, economical manner. To do this, we sometimes involve other attorneys and paralegals from our firm. Although this approach might appear to be a duplication of effort, under certain circumstances this practice facilitates communication, improves the quality of the work and ultimately is more economical.

RESPONSIBILITIES

Based upon information and guidance provided by you, we will provide legal counsel and assistance to you in accordance with this letter, keep you reasonably informed of progress and developments, and respond to your inquiries. You agree to cooperate fully in all matters relating to the work we are performing and to fully and accurately disclose to us all facts that may be relevant to the matter or that we may otherwise request, and to keep us apprised of developments relating to the matter. You also will make yourself reasonably available to attend meetings, discovery proceedings and conferences, hearings, and other proceedings. Your responsibilities will further include approving negotiations and business terms in documents; approving causes of action and parties to any litigation; and determining acceptable terms of any compromise, settlement, or agreement. In addition, you will be responsible for advising us whether any document we have prepared or received and sent to you for your approval or review reflects the principal terms of your proposed agreement, or other expectations, as the case may be.

Either at the beginning or during the course of our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any partner or employee of our firm is intended to be an expression of opinion only, based on information available to us at the time, and may not be construed by you as a promise or guaranty of any particular result.

FEES, DISBURSEMENTS, AND OTHER CHARGES

Our fees will be based on the complexity of the particular matter, the skill and experience of the attorney providing the service and the amount of time spent by attorneys and paralegals on the matter. Each lawyer and paralegal has an hourly billing rate based generally on his or her experience and expertise. The rate multiplied by the time spent on your behalf, measured in tenths of an hour, will be evaluated by the billing attorney as the basis for determining the fee.

My standard billing rate is \$345.00 per hour. We have agreed to reduce billing rates for certain services provided to the City, as a governmental entity, in accordance with the schedule set forth on **Exhibit A** attached hereto. Time devoted by paralegals is charged at billing rates currently ranging from \$130.00 to \$200.00 per hour. These rates are adjusted from time to time to reflect increased experience and inflationary cost increases affecting our practice, and the

MELCHERT HUBERT SJODIN, PLLP

Shane Fineran
December 18, 2025
Page 3

adjusted rates will apply to all services performed thereafter. Our hourly rates are adjusted as of January 1 of each year.

Other factors may be considered in determining our fees, including the novelty and difficulty of the questions involved; the skill needed to perform the services properly; the experience, reputation, and ability of those performing the services; the time limitations imposed by you or the circumstances; the amount involved and results obtained; and any other factors that may be relevant under applicable rules of professional conduct. However, these factors will not result in our fees exceeding the indicated amounts based on our hourly rates without prior discussion with you.

In addition to our fees, we will expect payment for disbursements and other charges as billed. You authorize us to incur all reasonable costs and to retain any investigators, consultants, or experts necessary, in our judgment, in our representation of the City.

Each month we will furnish you with a statement describing our services, disbursements and other charges to the date of the statement (in a format and with such detail as you and we may agree). There is often an unavoidable delay in reporting disbursements and other charges, and therefore not all disbursements and charges will be billed at the same time as the related legal services. Also, statements for a matter that has a fee of less than \$250.00 may be held for a month if we anticipate additional fees the next month.

TERMINATION

Either party may terminate our appointment as City Attorney at any time, with or without cause.

GENERAL PROVISIONS

Enclosed is a statement entitled *General Provisions of Representation* setting forth additional terms and conditions, which are incorporated into this letter and apply to our representation to the extent not expressly inconsistent with this letter. If this letter correctly reflects your understanding of the terms and conditions of our representation, please confirm your acceptance by signing in the space provided below and returning a scan of this letter to me. Our firm and the City agree this letter may be executed and delivered electronically, and that electronic execution (e.g., via DocuSign or pdf) shall be deemed effective and enforceable.

MELCHERT HUBERT SJODIN, PLLP

Shane Fineran
December 18, 2025
Page 4

We are pleased to have this opportunity to be of service and to work with you.

Very truly yours,



J. Michael Melchert

JMM/clv

cc: Christophe Morschen (via email: cmorschen @mhsalw.com)

The City of Waconia acknowledges and agrees to the terms and conditions set forth in this letter (including the attached *General Provisions of Representation* and **Exhibit A**).

The City of Waconia appoints J. Michael Melchert and Melchert Hubert Sjodin, PLLP, as City Attorney to represent the interests of the City of Waconia in the matters which are the subject of this letter.

Shane Fineran, City Administrator

GENERAL PROVISIONS OF REPRESENTATION

Except as modified by the accompanying engagement letter, the following provisions will apply to the relationship between Melchert Hubert Sjodin, PLLP, and our clients:

(1) The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, witnesses, consultants, court personnel, and others; conferences among our personnel; factual investigation; legal research; responding to clients' requests to provide information to auditors in connection with reviews or audits of financial statements; drafting of letters, pleadings, briefs, and other documents; travel time; waiting time in court or elsewhere; and time in depositions and other discovery proceedings.

(2) In addition to our fees, we will be entitled to payment or reimbursement for disbursements and other charges incurred in performing services such as photocopying, messenger and delivery, air freight, computerized research, videotape recording, travel (including mileage, parking, airfare, lodging, meals, and ground transportation), long distance telephone, facsimiles, word processing, court costs, and filing fees. To the extent we directly provide any of these services, we reserve the right to adjust the amount we charge, at any time or from time to time, as we deem appropriate, in light of our direct costs, our estimated overhead allocable to the services, and outside competitive rates. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements will not be paid by our firm and will be the responsibility of, and billed directly to, the client.

(3) Although we may, from time to time, furnish estimates of fees or charges that we anticipate will be incurred on a client's behalf, these estimates are subject to unforeseen circumstances and are by their nature inexact. We will not be bound by any estimates except as otherwise expressly set forth in the engagement letter or otherwise agreed to by us in writing.

(4) Fees, disbursements, and other charges will be billed monthly and are payable upon presentation. We expect prompt payment.

(5) A client shall have the right at any time to terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of termination.

Shane Fineran

December 18, 2025

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(6) We reserve the right to withdraw from our representation with the client's consent or for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts billed in a timely manner, the client's failure to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, impair an effective attorney-client relationship or would render our continuing representation unlawful or unethical. If we elect to do so, the client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of withdrawal.

(7) If any attorney providing services to you leaves our firm, we will work with you to replace that attorney with someone acceptable to you.

EXHIBIT A
Waconia City Attorney 2026 Fee Schedule

We will provide the following types of services for the fees indicated. If a firm attorney with an hourly rate lower than the rate quoted in this schedule provides the billed services, the lower hourly rate will be billed to the City.

1. Public Meetings. We will attend City Council meetings and, as requested, other public meetings. Our rate for attendance at such meetings is \$200.00 per hour.
2. Routine Code Amendments and Code Enforcement. We will provide requested legal services in relation to minor amendments to the City Code and preparation of basic ordinances and enforcement of basic City Code provisions (utility hookup, nuisance, animal, etc.) including litigation. Our rate for these services is \$255.00 per hour.
3. Municipal Finance/Chapter 429. We will provide requested legal services to the City in relation to public financing, tax increment financing and financing of public improvements pursuant to Minnesota Statutes Chapter 429. We are not bond counsel. Our rate for these services is \$275.00 per hour.
4. Personnel and Labor Relations. We will provide requested legal services to assist the City in personnel matters including but not limited to, employment practices, employment disciplinary proceedings, employment contracts, data practices act matters, and personnel policy review and analysis. Our rate for these services is \$255.00 per hour.
5. Economic Development. We will provide requested legal services in relation to economic development and redevelopment projects including, but not limited to, land acquisition, land sales, covenant preparation, negotiations with developers and drafting agreements. Our rate for these services is our standard hourly rate.
6. Eminent Domain. We will provide requested legal services in relation to condemnation of land and relocation benefits and litigation related thereto. Our rate for these services is \$255.00 per hour.
7. Land Use and Construction Litigation. We will provide requested representation of the City in pre-litigation negotiation, litigation and alternative dispute resolution relating to land use and construction matters. Our rate for these services is our standard hourly rate.

Shane Fineran

December 18, 2025

Page 8

8. Routine Land Use Matters. We will provide requested legal services for simple and routine land use matters such as minor subdivisions, one parcel conditional use permits (excepting big box) or variances and minor amendments to the zoning and subdivision provisions of the City Code. Our rate for these services is \$255.00 per hour.
9. Complex Land Use Matters. We will provide requested legal services for more complex land use matters including, but not limited to, subdivision review and approval, rezoning requests, amendments to or new comprehensive plans, major revisions to zoning ordinances or subdivision ordinances, variances associated with subdivisions, big box conditional use permits, annexation matters, negotiations with developers and other governmental agencies and utility companies and preparation of development agreements and resolutions. Our rate for these services is our standard hourly rate.
10. Environmental Review. We will provide requested legal services for City environmental matters including services related to the preparation and review of EAWs, AUARs and EISs. Our rate for these services is our standard hourly rate.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.11. Designation of Official Newspaper	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-007 Designating Official Newspaper	
EXPLANATION OF AGENDA ITEM: Approve designation of official newspaper.	
ATTACHMENTS: 1. Resolution No. 2026-007 Designation of Official Newspaper	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-007

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

WHEREAS, The City must annually designate an Official Newspaper.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the designation of *The Patriot* as Official Newspaper for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.12. Appointment of Consulting Engineer	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-008 Appointing Consulting Engineer	
EXPLANATION OF AGENDA ITEM: Staff recommends that the City of Waconia contract with Bolton & Menk Inc for professional engineering services in 2026.	
ATTACHMENTS: 1. Resolution No. 2026-008 Consulting Engineer 2. 2026 Waconia Fee Letter	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-008

RESOLUTION APPOINTING CONSULTING ENGINEER

WHEREAS, The City of Waconia annually reviews the designation of its City Engineer

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the appointment of Jake Saulsbury of Bolton & Menk, Inc as Consulting Engineer for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

December 3, 2025

City of Waconia
Attn: Mr. Shane Fineran, City Administrator
201 South Vine Street
Waconia, MN 55387

RE: 2026 Professional Engineering Services

Dear Mr. Fineran:

We are pleased to once again offer professional engineering services to the City of Waconia for 2026 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of your community and understanding of your needs coupled with cooperation and hard work will result in the continued advancement of the City's vision for its future.

It is also my pleasure to inform you we will continue to offer the "municipal discount" for key staff members serving your City. This discount applies to day-to-day general engineering items and is intended to minimize the engineering impact on the General Fund budget. For your City, the municipal discount includes the following:

- Kreg Schmidt - First 10 hours/month at \$80/hour
- Jake Saulsbury - First 15 hours/month at \$75/hour
- Colton Lee - First 15 hours/month at \$70/hour

Further, we have not changed our fee for City Council meeting attendance or Planning Commission meeting attendance. We have also not changed our design fees for City projects. All of these fees have remained unchanged for well over 10-years. The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require as together we work to build a safe, sustainable and beautiful community.**

Respectfully Submitted,
Bolton & Menk, Inc.

Kreg J. Schmidt, P.E.
Vice President

2026 FEE SCHEDULE

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2026. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

EMPLOYEE CLASSIFICATION	2026 HOURLY BILLING RATE
Administrative	\$70-175
Technician	\$98-186
Survey Technician	\$112-202
Senior Technician	\$138-230
Construction Manager	\$162-228
Design Engineer	\$135-202
Graduate Engineer	\$125-190
Graduate Surveyor	\$145-202
Landscape Designer	\$128-178
Landscape Architect	\$156-185
Licensed Project Surveyor	\$190-237
Planner	\$120-181
Project Engineer	\$148-220
Project Manager	\$140-261
Senior Landscape Architect	\$154-269
Senior Planner	\$172-240
Senior Project Engineer	\$170-220
Senior Project Manager	\$190-290
Architect	\$160-276
Specialist*	\$100-216
Practice Expert**	\$125-349
Principal**	\$180-320
Senior Principal**	\$232-344
Municipal Project Design Fee - Final Plans and Specifications (Well Defined Scope)	6%
Municipal Project Design Fee - Final Plans and Specifications (State Aid & Federally Funded Projects)	8%
City Council/Planning Commission Meeting Attendance	\$60.00/Meeting
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise, incl. project communication, funding, etc.

**Highly specialized and industry expertise unique to the market or area of discipline.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.13. Designate Official Depositories	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-009 Designating Official Depositories	
EXPLANATION OF AGENDA ITEM: Approve the official depositories designations.	
ATTACHMENTS: 1. Resolution No. 2026-009 Official Depositories	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-009

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

WHEREAS, The City must annually consider institutions as Official Depositories for City of Waconia funds of 2026:

Old National Bank
Security Bank Waconia
MidCountry Bank
Hometown Bank

Oppenheimer & Company Inc
Moreton Capital Markets, LLC
Ehlers Investment Services

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the designation of Official Depositories for 2026 as recommended.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026
Item Name:	8.14. Approving Delegation of Business Administrator — Electronic Funds Transfers
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-010 Approving Designated Business Administrator for Electronic Funds Transfers	
EXPLANATION OF AGENDA ITEM:	
<p>To pay certain vendor claims, the City of Waconia may utilize electronic funds transfers (EFTs) in place of paper checks. Electronic funds transfers may also be used for the purchase and sale of investments. While EFTs provide efficiency and convenience, they also present unique opportunities for fraud. As a result, Minnesota state law requires local units of government to adopt specific policies and procedures prior to making electronic funds transfers.</p> <p>These requirements are outlined in Minnesota Statutes §471.38 and include the following:</p> <ul style="list-style-type: none">• On an annual basis, the governing body must delegate authority to a designated business administrator to make electronic funds transfers.• The disbursing bank must keep on file a certified copy of the delegation of authority.• The individual initiating the electronic transfer must be identified.• The individual initiating the transfer must document the request and obtain approval from the designated business administrator prior to initiating the transfer.• Written confirmatio of the transaction must be completed within one business day following the transfer.• A list of all electronic funds transfer transactions must be submitted to the governing body at its next regular meeting. <p>The City's financial policies and procedures already require these controls and approvals as part of the accounts payable process. However, state law also requires the City Council to annually designate a business administrator authorized to approve electronic funds transfers. Staff recommends that the Finance Director be designated as the City's authorized business administrator for electronic funds transfers. Upon City Council approval, a certified copy of Resolution No. 2026-010 will be provided to the banks and brokers used by the City for electronic funds transfers.</p>	
ATTACHMENTS:	

1. Resolution No. 2025-010 Business Administrator

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

CITY OF WACONIA

RESOLUTION NO. 2026-010

**RESOLUTION APPROVING DESIGNATED BUSINESS ADMINISTRATOR
OR ELECTRONIC FUNDS TRANSFERS**

WHEREAS, In accordance with Minnesota Statute 471.38, the City Council must annually delegate authority to the City's Finance Director to make electronic funds transfers (EFTs); and

WHEREAS, the disbursing bank(s) will receive a copy of the annual delegation of authority; and

WHEREAS, the documentation of each EFT will include the identification of the initiator, evidence of approval by an authorized party, electronic or written confirmation of each transaction within one business day; and

WHEREAS, electric disbursement payments shall be processed through the accounts payable procedures; and

WHEREAS, all electronic transfer transactions shall continue to be included on the expenditure list provided to the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the City's Finance Director as the designated business administrator for electronic funds transfers.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.15. Workers' Compensation and Property/Liability Insurance Agent	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-011 Designate Insurance Coverage Agent	
EXPLANATION OF AGENDA ITEM: Designate Assured Partners as the Workers' Compensation and Property/Liability Coverage Agent for 2026.	
ATTACHMENTS: 1. Resolution No. 2026-011 Designation of Workers Compen and Property Liability Agent	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA

RESOLUTION NO. 2026-011

**RESOLUTION DESIGNATING WORKERS' COMPENSATION
AND PROPERTY/LIABILITY INSURANCE AGENT**

WHEREAS, The City must annually designate an insurance agent.

WHEREAS, on November 18, 2024, contracted with Assured Partners of Chaska for a three year contract; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the designation of Assured Partners, Chaska, Minnesota as the insurance agency for Workers' Compensation and Property/Liability for 2026.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026													
Item Name: 8.16. Amend Chapter 415 Regarding Storm Water Reuse Systems													
Originating Dept: Finance													
Presented By: Nicole Meyer													
Previous Council Action: None													
Item Type:	Consent												
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Ordinance No. 784 Amending Chapter 415 Regarding Storm Water Reuse Systems Adopt Resolution No. 2026-012 Approving Summary Publication of Ordinance No. 784 Amending Chapter 415</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>City staff have been working to finalize agreements for storm water reuse systems for two additional properties on Marketplace Drive that utilize the 10th Street reuse station. With these agreements in the process of being finalized, the addresses must be added to Chapter 415 of the City's code.</p> <p>After publication of this information, staff will update the City's Chapter 415 on the website.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Ordinance No. 784 Adding Multiple Properties 2. Resolution No. 2026-012 Summary Publication of Ordinance No. 784 													
<table border="1"> <tr> <td>FINANCIAL IMPLICATIONS:</td> <td>ADVISORY BOARD RECOMMENDATIONS:</td> </tr> <tr> <td>Funding Sources & Uses:</td> <td>Planning Commission:</td> </tr> <tr> <td>Budget Information:</td> <td>Park Board:</td> </tr> <tr> <td>_____ Budgeted</td> <td>Personnel Committee:</td> </tr> <tr> <td>_____ Non-Budgeted</td> <td>Other:</td> </tr> <tr> <td>_____ Amendment Required</td> <td></td> </tr> </table>		FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	Funding Sources & Uses:	Planning Commission:	Budget Information:	Park Board:	_____ Budgeted	Personnel Committee:	_____ Non-Budgeted	Other:	_____ Amendment Required	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:												
Funding Sources & Uses:	Planning Commission:												
Budget Information:	Park Board:												
_____ Budgeted	Personnel Committee:												
_____ Non-Budgeted	Other:												
_____ Amendment Required													

**CITY OF WACONIA
ORDINANCE NO. 784**

**AN ORDINANCE AMENDING CHAPTER 415
REGARDING STORM WATER REUSE SYSTEMS**

The City Council of the City of Waconia Ordains:

FINDINGS AND PURPOSE

The City Council of the City of Waconia (the “City”) finds reusing storm water for irrigation reduces stress on the City’s water utility and provides other benefits to the City’s residents. Consequently, the City has constructed a storm water retention pond known as the 10th Street Regional Pond that can both accept storm water runoff from properties and return the same storm water to the properties later for irrigation.

The purpose of this ordinance is to amend Chapter 415 of the Waconia City Code, *Storm Water Reuse*, to allow additional properties to connect to the 10th Street Regional Pond system.

AMENDMENTS

Section 415.04, Subd. 6, A, of the Waconia City Code is amended as follows:

The table listing properties eligible to voluntarily connect to the 10th Street Region Pond System is amended to add the following properties:

PARCEL ID NUMBER	WACONIA ADDRESS
755040125	860 Marketplace Drive, Waconia
755040140	880 Marketplace Drive, Waconia

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2026-012**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.784

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 784 on January 5, 2026 (the “Ordinance”); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 784 is hereby approved:

ORDINANCE NO. 784, AN ORDINANCE AMENDING CHAPTER 415 REGARDING STORM WATER REUSE SYSTEMS, amends Chapter 415, Subd. 6, A, of the Waconia City Code to add the following properties to the list of properties eligible to connect to the City’s 10th Street Regional Pond system:

PARCEL ID NUMBER	WACONIA ADDRESS
755040125	860 Marketplace Drive, Waconia
755040140	880 Marketplace Drive, Waconia

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.17. Facade Improvement Grant - Lakeside Books	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-013 Approving Facade Improvement Grant for Lakeside Books	
EXPLANATION OF AGENDA ITEM:	
<p>Lakeside Books, to be located at 9 W 1st St. has submitted a Facade Improvement Grant for eligible improvements related to the build-out of a new bookstore to be located in the downtown business core. Eligible improvements include signage and entry doors. The total project is \$3,457 and, once completed, will be eligible for grant funds of \$1,728.50.</p> <p>Staff reviewed the application materials and eligibility and recommends approval of the grant application.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-013 Lakeside Books Grant	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Economic Development>Grant Programs	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

CITY OF WACONIA

RESOLUTION 2026-013

**RESOLUTION APPROVING FAÇADE IMPROVEMENT GRANT
FOR 9 W 1ST STREET
LAKESIDE BOOKS**

WHEREAS, the City has approved three economic development programs to support the downtown commercial core, commercial and industrial sectors, and small business start-ups; and

WHEREAS, the City has received a Façade improvement grant application from Lakeside Books.; and

WHEREAS, proposed work includes signage and entry doors; and

WHEREAS, the proposed work is consistent with the goals of the Façade Improvement Grant and Economic Development Programs; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves the \$1,728.50 grant for 9 W 1st Street.

Adopted by the Waconia City Council this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026
Item Name:	8.18. Elm Creek Ridge Final Plat — Magellan Land Development LLC
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	Elm Creek Ridge Preliminary Plat and PUD Approval - August 18, 2025
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-014 Approving the ELM CREEK RIDGE Final Plat Application	
EXPLANATION OF AGENDA ITEM:	
<u>BACKGROUND/REQUEST</u>	
Applicant: Magellan Land Development, LLC	
P.I.D.#s: 090261211 (portion) and 090261120 (portion)	
Zoning Districts: PUD, Planned Unit Development District	
<p>Attached are the application materials pertaining to the ELM CREEK RIDGE Final Plat as proposed by Magellan Land Development, LLC. The proposed final plat is generally consistent with the Elm Creek Ridge Preliminary Plat which was approved by the City Council via Resolution No. 2025-205 on August 18th, 2025. The Elm Creek Ridge Preliminary Plat included the development of a total of fifty-six (56) 65-foot-wide single-family home parcels.</p> <p>The ELM CREEK RIDGE Final Plat consists of the following:</p> <ol style="list-style-type: none"> 1. Fifty-six (56) 65-foot-wide single-family home lots. 2. The proposed street and lot configuration are generally consistent with the approved Elm Creek Ridge Preliminary Plat considered by the City Council on August 18th, 2025. 3. The preliminary plat approval allowed for 65-foot-wide single-family parcels. The parcels shall be developed consistent with the setback and impervious surface requirements stated in the preliminary plat approval and the development agreement. 4. The final construction plans and plat are subject to final review and approval by the Public Services Director and City Engineer prior to any work commencing on the subject parcel. 	
<u>CONCLUSION/RECOMMENDATION</u>	
City Staff recommends approval of the ELM CREEK RIDGE Final Plat subject to the findings and conditions stated in the attached resolution.	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-014 Elm Creek Ridge Final Plat 2. Elm Creek Ridge Final Plat 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted
_____ Non-Budgeted
_____ Amendment Required

Planning Commission:

Park Board:

Personnel Committee:

Other: More sample text.

**CITY OF WACONIA
RESOLUTION NO. 2026-014**

**RESOLUTION APPROVING THE ELM CREEK RIDGE FINAL PLAT
BY MAGELLAN LAND DEVELOPMENT, LLC**

WHEREAS, Magellan Land Development, LLC (the “Applicant”), has submitted a final plat application for the Elm Creek Ridge residential planned unit development titled ELM CREEK RIDGE, which consists of fifty-six (56) 65-foot-wide single-family home parcels pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the subject properties include Elm Creek Road, and portions of PID# 090261211 and 090261120; and

WHEREAS, the ELM CREEK RIDGE Final Plat is consistent with the Elm Creek Ridge Preliminary Plat approved by the City Council on August 18th, 2025, per Resolution No. 2025-205; and

WHEREAS, staff has reviewed the final plat application and recommends approval of the Elm Creek Ridge residential development consisting of fifty-six (56) 65-foot-wide single-family parcels subject to the following conditions:

1. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
2. Compliance with the conditions of approval for the Elm Creek Ridge Preliminary Plat as stated in Resolution No. 2025-205.
3. Compliance with the final plan review of the Public Services Director and City Engineer.
4. Execution and approval of a development agreement prior to work commencing on site.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the ELM CREEK RIDGE Final Plat for the Elm Creek Ridge residential planned unit development subject to the conditions noted above.

Adopted by the City Council of the City of Waconia on this 5th day of January 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

ELM CREEK RIDGE

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: that _____, owner of the following described property situated in the County of Carver, State of Minnesota, to-wit:

PARCEL A:

Part of the Northwest Quarter of the Southeast Quarter and part of the Northeast Quarter of the Southeast Quarter, both in Section 26, Township 116 North, Range 25 West, Carver County, Minnesota, described as follows:
Commencing at the northeast corner of said Northeast Quarter of the Southeast Quarter;
thence on an assumed bearing of South 00 degrees 12 minutes 20 seconds East along the east line of said Northeast Quarter of the Southeast Quarter 932.80 feet;
thence South 88 degrees 02 minutes 40 seconds West 450.10 feet;
thence North 22 degrees 01 minutes 20 seconds West 1058.77 feet to the north line of said Northeast Quarter of the Southeast Quarter and to the point of beginning of the tract to be described;
thence reversing South 22 degrees 01 minutes 20 seconds East 438.84 feet to the south line of the north 400.00 feet of said Northeast Quarter of the Southeast Quarter;
thence continuing South 22 degrees 01 minutes 20 seconds East along the west line of a parcel described in Warranty Deed Document No. A749488, a distance of 492.68 feet to the south line of said parcel described in Warranty Deed Document No. A749488;
thence South 87 degrees 44 minutes 05 seconds East along last said south line 497.64 feet to said east line of the Northeast Quarter of the Southeast Quarter;
thence South 00 degrees 12 minutes 20 seconds East along last said line 396.92 feet to the northeast corner of Elm Creek Road as dedicated in the recorded plat COLOGNE ROAD ADDITION;
thence North 87 degrees 49 minutes 17 seconds West along the north line of said Elm Creek Road 1118.54 feet to a point 82.30 feet east of the northwest corner of said Elm Creek Road, as measured along the north line of said Elm Creek Road, said point being on the easterly line of a parcel described in Quitclaim Deed Document No. 70904, said point also being on the easterly line of the roadway easement described in Document No. 71168;
thence North 34 degrees 30 minutes 13 seconds West along said easterly line of a parcel described in Quitclaim Deed Document No. 70904, and the easterly line of the roadway easement described in Document No. 71168, a distance of 156.93 feet;
thence North 11 degrees 53 minutes 51 seconds West along said easterly line of a parcel described in Quitclaim Deed Document No. 70904, and the easterly line of the roadway easement described in Document No. 71168, a distance of 556.27 feet;
thence North 28 degrees 25 minutes 01 seconds West along said easterly line of a parcel described in Quitclaim Deed Document No. 70904, and the easterly line of the roadway easement described in Document No. 71168, a distance of 180.93 feet to the most southerly corner of a parcel described in Limited Warranty Deed Document No. A620925;
thence North 29 degrees 27 minutes 45 seconds East along the southeasterly line of said parcel described in Limited Warranty Deed Document No. A620925 a distance of 290.85 feet;
thence North 10 degrees 58 minutes 29 seconds East along the easterly line of said parcel described in Limited Warranty Deed Document No. A620925 a distance of 169.94 feet to the northeast corner of said parcel described in Limited Warranty Deed Document No. A620925 said corner being on the north line of said Northeast Quarter of the Southeast Quarter;
thence easterly along last said north line 384.34 feet to the point of beginning.

PARCEL B

Part of the Northwest Quarter of the Southeast Quarter and part of the Northeast Quarter of the Southeast Quarter, both in Section 26, Township 116 North, Range 25 West, Carver County, Minnesota, described as follows:
Commencing at the northeast corner of said Northwest Quarter of the Southeast Quarter;
thence on an assumed bearing of North 87 degrees 44 minutes 05 seconds West along the north line of said Northwest Quarter of the Southeast Quarter 670.97 feet;
thence South 02 degrees 15 minutes 55 seconds West 257.00 feet;
thence South 87 degrees 44 minutes 05 seconds East 119.00 feet;
thence South 02 degrees 15 minutes 55 seconds West 103.00 feet;
thence South 87 degrees 44 minutes 05 seconds East 372.46 feet to the outside boundary line of the roadway easement as described in Document No. 71168 and of record in the Office of the Carver County Recorder,
thence along said outside boundary line of the roadway easement as described in Document No. 71168 thus:
thence South 30 degrees 49 minutes 41 seconds West 66.00 feet;
thence South 59 degrees 10 minutes 19 seconds East 85.05 feet;
thence South 28 degrees 25 minutes 01 seconds East 173.21 feet;
thence South 11 degrees 53 minutes 51 seconds East 559.88 feet;
thence South 35 degrees 10 minutes 35 seconds East 122.21 feet to the northwest corner of Elm Creek Road as dedicated in the recorded plat of COLOGNE ROAD ADDITION, said northwest corner to be the point of beginning of the land to be described;
thence reversing North 35 degrees 10 minutes 35 seconds West 122.21 feet;
thence North 11 degrees 53 minutes 51 seconds West 410.64 feet;
thence leaving said outside boundary line of the roadway easement as described in Document No. 71168, North 87 degrees 49 minutes 06 seconds West 281.23 feet;
thence South 01 degrees 02 minutes 31 seconds East 70.04 feet to the northeast corner of a parcel described in Limited Warranty Deed Document No. A620469;
thence continuing South 01 degrees 02 minutes 31 seconds East along the east line of said parcel described in Limited Warranty Deed Document No. A620469 a distance of 180.29 feet;
thence South 17 degrees 07 minutes 00 seconds East 295.09 feet to a point on the north line of the South 33.00 feet of said Northwest Quarter of the Southeast Quarter said point being 345.00 feet west of the west line of said Elm Creek Road as dedicated in the recorded plat of COLOGNE ROAD ADDITION, as measured along last said north line and along the north line of the South 33.00 feet of said Northeast Quarter of the Southeast Quarter;
thence easterly along said north line of the South 33.00 feet of said Northwest Quarter of the Southeast Quarter and along said north line of the South 33.00 feet of said Northeast Quarter of the Southeast Quarter 345.00 feet to said west line of said Elm Creek Road as dedicated in the recorded plat of COLOGNE ROAD ADDITION;
thence northerly along last said west line 33.02 feet to the point of beginning.

ALSO

Elm Creek Road, as dedicated in the recorded plat of COLOGNE ROAD ADDITION, Carver County, Minnesota.

Has caused the same to be surveyed and platted as ELM CREEK RIDGE, and does hereby dedicate to the public for the public use forever the public ways and also dedicate the easements as shown on this plat for drainage and utility purposes only as created by this plat.

In witness whereof said _____, has caused these presents to be signed by its proper officer this _____ day of _____, 20__.

Signed:

By: _____

Printed Name: _____

Its: _____

NOTARY CERTIFICATE

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__,

by _____, of _____, on behalf of the company.

_____ (Signature)

_____ (Print Name)

Notary Public, _____ County, _____

My Commission Expires _____

I Samuel N. Niemela do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on the plat have been, or will be correctly set within one year; that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on the plat; and all public ways are shown and labeled on the plat.

Dated this _____ day of _____

Samuel N. Niemela, Licensed Land Surveyor
Minnesota License No. 52705

NOTARY CERTIFICATE

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20__, by Samuel N. Niemela, Licensed Land Surveyor.

_____ (Signature)

_____ (Print name)

Notary Public, _____ County, _____

My Commission Expires _____

COUNTY COUNCIL, City of Waconia, Minnesota

This plat of ELM CREEK RIDGE was approved and accepted by the City Council of the City of Waconia, Minnesota at a regular meeting thereof held this _____ day of _____, 20__, and said plat is in compliance with the provisions of Minnesota State Statutes, Section 505.03, Subd.2.

City Council, City of Waconia, Minnesota

By: _____
Mayor Clerk

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been reviewed and approved this _____ day of _____, 20__.

Brian Praske, County Surveyor

COUNTY AUDITOR, Carver County, Minnesota

I hereby certify that taxes payable in 20__ and prior years have been paid for on land described on this plat. Dated this _____ day of _____, 20__.

Denise Anderson
Property Tax & Elections Director

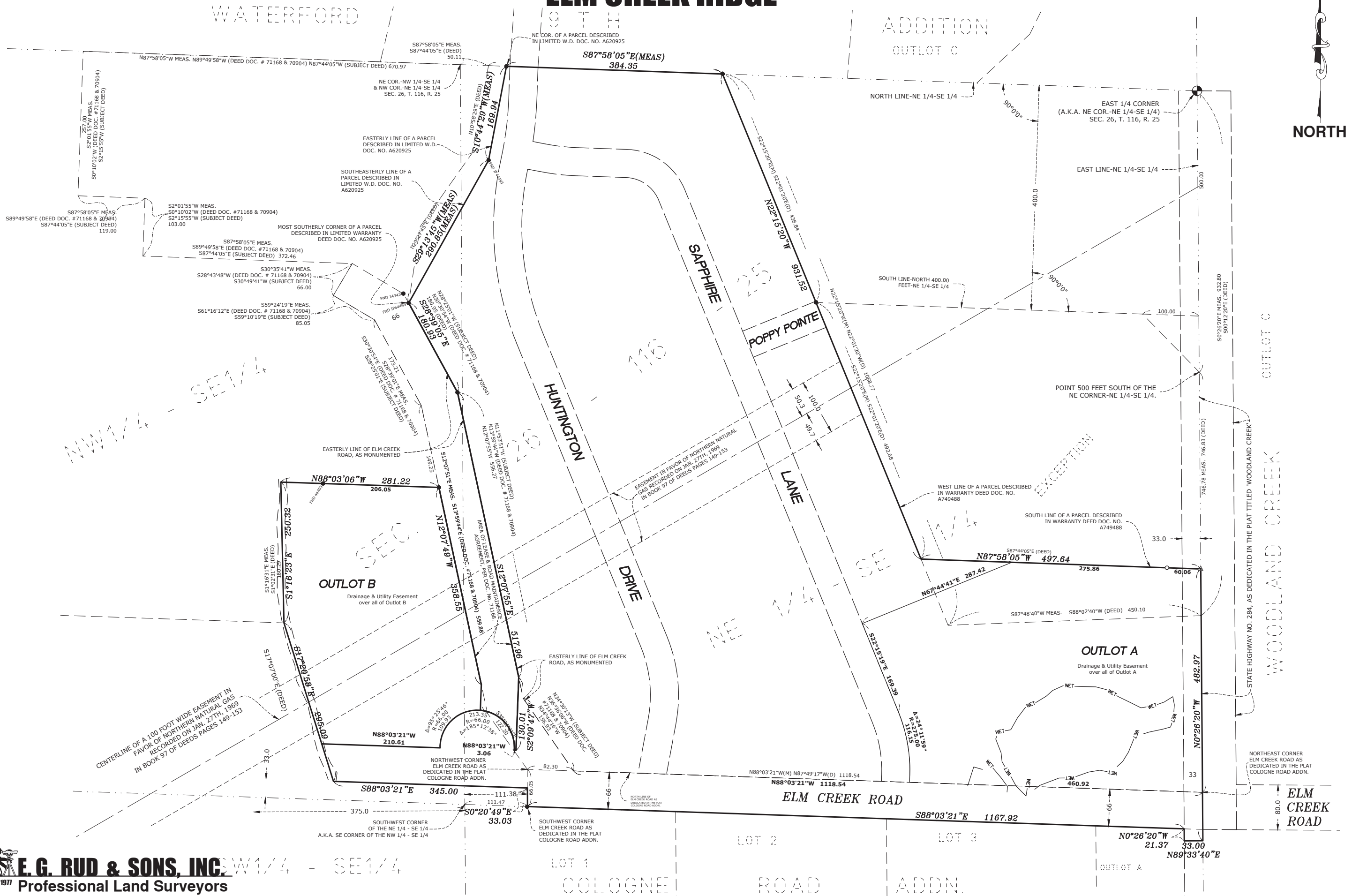
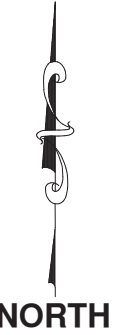
COUNTY RECORDER, Carver County, Minnesota

I hereby certify this plat of ELM CREEK RIDGE P.U.D. was filed this _____ day of _____, 20__, at o'clock __.M., as Document Number _____.

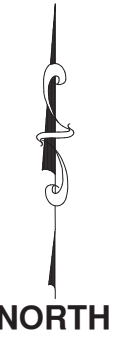
Kaaren Lewis, County Recorder

By: _____

ELM CREEK RIDGE



ELM CREEK RIDGE



NE COR.-NW 1/4-SE 1/4
& NW COR.-NE 1/4-SE 1/4
SEC. 26, T. 116, R. 25



EASEMENT DETAIL

Drainage and Utility Easements are shown as thus:
(Not to scale)



Being 5 feet in width, unless otherwise indicated, and adjoining lot lines, and 10 feet in width and adjoining right-of-way line and rear lot lines, as shown on plat.

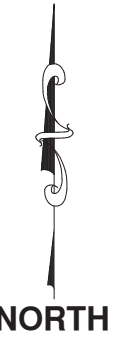
LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED # 45356/52705
- ⊕ DENOTES CARVER COUNTY SECTION COR. MONUMENT

ELM CREEK RIDGE

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED # 45356/52705
- ⊕ DENOTES CARVER COUNTY SECTION COR. MONUMENT



EASEMENT DETAIL

Drainage and Utility Easements are shown as thus:
(Not to scale)





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026									
Item Name: 8.19. Award the 2025 Pond Cleaning Contract									
Originating Dept: Public Services									
Presented By: Jon Haukaas									
Previous Council Action: Adopt Resolution No. 2025-060 Prepare Plans & Specification and Authorize Advertisement for Bids - 2025 Storm Pond Cleaning Project									
Item Type:	Consent								
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-015 Awarding the 2025 Pond Cleaning Contract									
EXPLANATION OF AGENDA ITEM:									
<p>The City conducts annual inspections of storm ponds as part of its overall Municipal Separate Storm Sewer System (MS4) program. One objective of that work is to check sediment accumulation levels in the various ponds throughout the City. Based on these annual inspections, a number of ponds are selected for further survey of volume reduction and testing of sediment. Eventually, the excess sediment must be removed and disposed of to return the pond to its proper function.</p> <p>Funds are identified annually in the storm water contracted services operational budget. Based on our most recent investigations, staff have determined the Province Creek Pond and the Mill Lane Ponds are reaching the level of sedimentation needed to conduct excavation and disposal work.</p> <p>Quotes were received on Tuesday, December 23, 2025.</p> <table border="0"> <thead> <tr> <th><u>Contractor</u></th> <th><u>Quote Amount</u></th> </tr> </thead> <tbody> <tr> <td>Schneider Excavating and Grading, Inc.</td> <td>\$174,004.70</td> </tr> <tr> <td>S.M. Hentges & Sons, Inc.</td> <td>\$289,365.00</td> </tr> <tr> <td>Widmer Construction, LLC.</td> <td>\$369,302.81</td> </tr> </tbody> </table> <p>The low quote for the project is Schneider Excavating and Grading, from Norwood Young America, Minnesota. The low quote approximately matches the Engineer’s Estimate and is 40% below the next lowest bid.</p> <p>Schneider Excavating and Grading has successfully completed projects of this type in the past and have thereby shown themselves to be a responsible contractor.</p> <p>Staff recommends the City award a construction contract in the amount of \$174,004.70 to Schneider Excavating and Grading.</p>		<u>Contractor</u>	<u>Quote Amount</u>	Schneider Excavating and Grading, Inc.	\$174,004.70	S.M. Hentges & Sons, Inc.	\$289,365.00	Widmer Construction, LLC.	\$369,302.81
<u>Contractor</u>	<u>Quote Amount</u>								
Schneider Excavating and Grading, Inc.	\$174,004.70								
S.M. Hentges & Sons, Inc.	\$289,365.00								
Widmer Construction, LLC.	\$369,302.81								
ATTACHMENTS:									
<ol style="list-style-type: none"> 1. Resolution No. 2026-015 Pond Cleaning 2. Pond Cleaning Award Recommendation 									
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:								
Funding Sources & Uses:	Planning Commission:								
Budget Information:									

<input checked="" type="checkbox"/>	Budgeted	Park Board:
<input type="checkbox"/>	Non-Budgeted	Personnel Committee:
<input type="checkbox"/>	Amendment Required	Other:

**CITY OF WACONIA
RESOLUTION NO. 2026-015**

**RESOLUTION AWARDING CONTRACT FOR THE
2025 STORM POND CLEANING PROJECT**

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, annually the city must inspect its stormwater ponding areas to determine the level of sediment accumulation and plan for removal of excess sediment once the pond volume reduced by 40% or more; and

WHEREAS, the City Council ordered bathymetric surveys and sediment sampling of eight different basins in 2023 and 2024 to determine accumulation and develop a prioritized list of storm pond cleaning projects; and

WHEREAS, staff determined the next highest priority basins were the Province Creek Pond and Mill Pond for which the City council ordered Plans, Specifications, and Advertisement for Bids; and

WHEREAS, the City Engineer has received three quotes from qualified contractors for the work with the lowest quote being received from Schneider Excavating and Grading, Inc. of Norwood Young America.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby awards the contract for the 2025 Storm Pond Cleaning to Schneider Excavating and Grading, Inc. of Norwood Young America in the amount of \$74,004.70.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318

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

December 29, 2025

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

RE: Pond Cleaning Award Recommendation

Dear Mr. Haukaas,

Quotes were received on Tuesday, December 23, 2025, for a project to clean a pond located at the south end of the Provence Creek Development and a pond located at the south end of Mill Lane. Three quotes were received, and the results of those are tabulated below:

<u>Contractor</u>	<u>Quote Amount</u>
Schneider Excavating and Grading, Inc.	\$174,004.70
S.M. Hentges & Sons, Inc.	\$289,365.00
Widmer Construction, LLC.	\$369,302.81

The low quote for the project is Schneider Excavating and Grading, from Norwood Young America, Minnesota. The low quote approximately matches the Engineer's Estimate and is 40% below the next lowest bid.

Schneider Excavating and Grading has successfully completed projects of this type in the past and have thereby shown themselves to be a responsible contractor. Based on the items above, it is recommended the City award a construction contract in the amount of **\$174,004.70** to Schneider Excavating and Grading. I am open to discuss this information with you and answer any questions that you or the City Council may have.

Sincerely,

Bolton & Menk, Inc.

Jake Saulsbury, P.E.

Cc: Ryan Johnson, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026
Item Name:	8.20. Temporary On-Sale Liquor Licenses for Waconia Lions Club
Originating Dept:	Administration
Presented By:	Sue Schwalbe
Previous Council Action: None	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-016 Temp On-Sale Liquor License, Waconia Lions Club 01-24-2026
 Adopt Resolution No. 2026-017 Temp On-Sale Liquor License, Waconia Lions Club 04-25-2026
 Adopt Resolution No. 2026-018 Temp On-Sale Liquor License, Waconia Lions Club 06-04-2026
 Adopt Resolution No. 2026-019 Temp On-Sale Liquor License, Waconia Lions Club 06-12-2026

EXPLANATION OF AGENDA ITEM:

The City received four applications for temporary on-sale liquor licenses from the Waconia Lions Club for events to be held on January 24th, April 25th, June 4th, and June 12th, 2026. Sale and consumption of alcoholic beverages will be limited as follows:

- Resolution No. 2026-016, January 24, 2026, Frozen Four, Lake Waconia Regional Park, 7180 Paradise Lane, Waconia
- Resolution No. 2026-017, April 25, 2026, Lions Sportsman Dinner, Carver County Fairgrounds, 501 3rd Street West, Waconia
- Resolution No. 2026-018 June 4, 2026, Waconia Rodeo, Carver County Fairgrounds, 501 3rd Street West, Waconia
- Resolution No. 2026-019, June 12, 2026, Hometown Bank Block Party, Hometown Bank Parking Lot, 641 Marketplace Drive, Waconia

Staff recommends approval of these requests.

ATTACHMENTS:

1. Resolution No. 2026-016 Temp On Sale 01-24-26
2. Resolution No. 2026-017 Temp On Sale 04-25-26
3. Resolution No. 2026-018 Temp On Sale 06-04-26
4. Resolution No. 2026-019 Temp On Sale 06-12-26

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

CITY OF WACONIA

RESOLUTION NO. 2026-016

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

WACONIA LIONS CLUB

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for an event to be held on January 24, 2026, at the Lake Waconia Regional Park, 8170 Paradise Lane in Waconia; and

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Waconia Regional Park at 8170 Paradise Lane in Waconia.

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 Lions Club for January 24, 2026, contingent upon completion of all forms, payment of all 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 January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CITY OF WACONIA

RESOLUTION NO. 2026-017

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

WACONIA LIONS CLUB

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for an event to be held on April 25, 2026, at the Carver County Fairgrounds, 501 3rd Street West in Waconia.

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Carver County Fairgrounds, 501 3rd Street West in Waconia.

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 Lions Club for April 24, 2026, contingent upon completion of all forms, payment of all 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 January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CITY OF WACONIA

RESOLUTION NO. 2026-018

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

WACONIA LIONS CLUB

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for a Waconia Rodeo event to be held on June 4, 2026, at the Carver County Fairgrounds, 501 3rd Street West in Waconia.

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Carver County Fairgrounds, 501 3rd Street West in Waconia.

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 Lions Club for June 4, 2026, contingent upon completion of all forms, payment of all 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 January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CITY OF WACONIA

RESOLUTION NO. 2026-019

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

WACONIA LIONS CLUB

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for a Hometown Bank Block Party event to be held on June 12, 2026, at the Hometown Bank Parking Lot, 641 Marketplace Drive in Waconia

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Hometown Bank Parking lot, 641 Marketplace Drive in Waconia.

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 Lions Club for June 12, 2026, contingent upon completion of all forms, payment of all 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 January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026
Item Name:	8.21. Temporary On-Sale Liquor Licenses for St. Joseph Catholic Church
Originating Dept:	Administration
Presented By:	Sue Schwalbe
Previous Council Action:	None
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-020 Temporary On-Sale Liquor License for St. Joseph Catholic Church</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The Office of the City Administrator received an application for a temporary on-sale liquor license from St. Joseph Catholic Church for an event to be held on March 20, 2026. Sale and consumption of alcoholic beverages will be limited to the St. Joseph Education Center Commons and Gym at 41 East 1st Street in Waconia.</p> <p>Staff recommends approval of this request.</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2026-020 Temp on Sale St. Joseph</p>	

CITY OF WACONIA

RESOLUTION NO. 2026-020

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

CHURCH OF ST. JOSEPH

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Church of St. Joseph at 41 1st Street for an event to be held on March 20, 2026; and

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Education Center Commons and gymnasium; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Church of St. Joseph on March 20, 2026, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and location requirements

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 8.22. Special Event Permit - Special Olympics Polar Plunge	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-021 Approving Special Event Permit for Special Olympics Polar Plunge	
EXPLANATION OF AGENDA ITEM:	
<p>The Special Olympics Polar Plunge has submitted a Special Event Permit application for the event scheduled for February 14, 2026. The plunge location will be on the ice adjacent to Lola's Lakehouse. Event organizers are submitting a special event permit for street closure on Oak Street North, between Lake Street North to the shoreline of Lake Waconia. Organizers expect approximately 500 plungers and 100 spectators. The closure of Oak Street North is requested from Thursday, February 13th through Monday, February 17th to allow for the erection of a 20 x 100 heated tent that will be utilized for a changing area for plunge participants. Additionally, portable restrooms will be placed on the street as well. The applicant shall submit a traffic control plan developed by a certified vendor showing signage and barricade placement. Staff has reviewed the application and site plan submitted and are requesting that a minimum of a 10' lane width be maintained on the west side of Oak Street North so that the residential properties can access their properties and to allow for emergency vehicle access to the homes and hydrant locations. Another condition requested by staff is that when encumbered by tent structure, street barricades, and portable toilets, will change how snow removal is addressed. The encumbrance would require smaller equipment and a different operational approach. It is recommended that the condition placed on the permit is that any snow removal effort that is above and beyond normal effort shall be billed at the applicable rates identified in the City fee schedule.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-021 Special Event Lolas 2. Special Event Permit Application 3. Special Olympics Polar Plunge Location Map 2026 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-021**

**RESOLUTION APPROVING SPECIAL EVENT AND TEMPORARY NOISE PERMIT
SPECIAL OLYMPICS POLAR PLUNGE**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets, parks, and trails submitted by Catherine Jensen and the Special Olympics of Minnesota; and

WHEREAS, the Polar Plunge event will occur on February 14th from 8:00 a.m. to 4:00 p.m. with amplified sound utilized for music and announcements that exceed the City's noise restrictions; and

WHEREAS, municipal property to be used on Thursday, February 12th through February 16th include the 100 block of Oak Street North; and

WHEREAS, the applicant shall furnish a traffic control plan for the closed street from a certified vendor depicting at a minimum of a 10 foot travel lane on the west side of Oak Street North; and

WHEREAS, the encumbered street will require a different level of operational service in the event of snow and ice control operations for which the applicant shall be billed for time and vehicle service above and beyond the normal course of service needs; and

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

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

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

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

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question

A. Information about who is completing and submitting this application

1. First Name		2. Last Name	
3. Primary Telephone Number	4. Type of Phone: Cell Business Home Other	5. Alternate Phone Number	6. Type of Phone: Cell Business Home Other
7. Email Address			
8. Please send official notices relating to this license to: Mailing Address Email Business Address		9. Role of person completing application: Owner Officer Partner Manager Agent for the Owner Other	

**B. Information about primary point of contact for this license during licensed activity (if different than above)
THIS PERSON MUST BE ON SITE DURING THE EVENT**

10. First Name		11. Last Name	
12. Primary Telephone Number	13. Type of Phone: Cell Business Home Other	14. Alternate Phone Number	15. Type of Phone: Cell Business Home Other
16. Email Address		17. Role of primary contact: Owner Officer Partner Manager Agent for the Owner Other	

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit			
19. Email Address			
20. Mailing Address	21. City	22. State	23. Zip Code
24. Please send official notices relating to this license to: Mailing Address Email			

D. License Holder Information

Provide information about who this license will be issued to

25. Entity license will be issued to			
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number	
28. Business Address	29. City	30. State	31. Zip Code

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

A. Event Basics

32. Name of Event	
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i>	
34. Time of Event	35. Set up start time and clean up finish time

36. Location of Event –Street Address	37. City	38. State	39. Zip Code
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
41. Is your event in a City park? Yes No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? Yes No			
43. Estimated Number of Attendees-	44. Are tickets being sold? Yes No		
45. What is the admission charge, if any	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary			
48. Describe any entertainment being provided			

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

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

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

Yes

Company providing this service:

Number of receptacles:

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

No

Explain how trash will be managed as part of the event:

52. Will you be providing toilets and wash stations?

Yes

Company providing this service:

Number of toilets:

Number of wash stations:

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

No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

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

Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.

Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM

There will be NO amplified sound at this event.

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

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

Yes, for a very limited duration less than 15 minutes

Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required

No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

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

Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure

No

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

Yes

No

If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

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

Yes – if yes, please answer the following questions

No – if no, please skip the remainder of this section and jump to Section 4 of the application

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

Temporary Liquor License (requires a separate application)

Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service

Service by licensed on-sale licensee(s) on Municipal Facilities

Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food

Other

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

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

Yes

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

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

Club

Religious Organization

Political Committee Registered Under Minn. Stat. Section 10A.14

State University

Brewer or Microdistillery

Charitable Organization

Non-Profit Organization

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

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

Yes

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

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

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

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

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

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

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

Yes

No

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

67. Fireworks Display as Part of the event?

Yes

No

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

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

Yes

No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) _____, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

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

Signature of Applicant Catherine Jensen Date _____



Special Olympics MN:
Waconia Polar Plunge 2026
Thursday 2/12-Monday 2/16

- WL to deliver in place by end of day Tuesday
- Customer to setup and takedown as needed

Saturday: Main event

- WL to pick up Tuesday following

Equipment List

- 1- Road Closed for Event Date / Time
- 6- Type III Barricades
- 1- Road Closed
- 1- Road Closed to Thru Traffic
- 1- Residential Access Only
- 1- Parade Boards
- 15- Pedestrian Barricades (7ft)
- 5- Portable Delineators



5- Delineators
-Residential access lane



15- Barricades
-Access to portable toilets



**THIS ROAD
CLOSED
FOR EVENT
THURSDAY 2/12-
MONDAY 2/16**





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 5, 2026
Item Name:	9.1. Ordering Preparation of Plans & Specifications and Authorizing Advertisement for Bids - CSAH 10 Connector Trail
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action:	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-022 Authorizing the Preparation of Plans and Specifications and Authorizing Advertisement for Bids of the CSAH 10 Connector Trail project	
EXPLANATION OF AGENDA ITEM:	
<p>A goal of the City has long been to connect the City's trail system to the Sterling Hill neighborhood and to also provide a safer alternative to walking/biking on the shoulder of CSAH 10. A trail along CSAH 10 to the north of Sterling Road was originally included in the recent CSAH 10 / Waconia Parkway North roundabout project later removed due to overall budget concerns.</p> <p>Staff has worked with Carver County and now have a new funding commitment for a portion of the construction costs. This commitment is verbal at this point and needs to be formally approved by the County Board. The Minnesota Department of Natural Resources (DNR) Local Trails Connections Program grant funds obtained in 2024 will be expiring on June 30, 2026. Therefore, it is recommended to complete the trail project from Sterling Road to Waconia Parkway North this upcoming spring.</p> <p>The final design is nearly complete due to its original inclusion in the roundabout project. The plans for just the trail portions will simply need to be reformatted and finalized into a new plan set. Additionally, a specification/project manual will have to be completed that only includes state/DNR bidding, design, and construction requirements. In addition to final design, the required wetland permitting will need to be completed. The necessary wetland requirements are partially complete with the delineations and determinations having already been completed with the roundabout project.</p> <p>Recommendations: It is recommended to proceed with the following steps for the CSAH 10 Connector Trail project:</p> <ul style="list-style-type: none">• Authorize the completion of the final design and the preparation of plans and specifications.• Authorize advertising for bids in order to identify the contractor and the low bid amount.	

If the above are authorized, the tentative project schedule would then be as follows:

- January - Complete the final design, the preparation of plans and specifications & initiate Wetland Permitting
- March - Advertisement Project in the Patriot & Online
- March 31st - Open Bids
- April 6th - Award Construction Contract
- April/May - Wetland Permitting Approval
- May - Begin Construction
- Late Summer - Complete Construction

*In addition to the schedule above, review and approval from Carver County is needed, which may include the State Aid review process. This schedule will be updated after additional coordination with the DNR and with Carver County. Staff recommends approval to advance the project for work to be completed later this year.

ATTACHMENTS:

1. Resolution No. 2026-022 Ad for Bid CSAH 10 Connector Trail
2. CSAH 10 Connector Trail Permit Authorization

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-022**

**RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS,
WETLAND PERMITTING AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR
THE COUNTY STATE AID HIGHWAY 10 CONNECTOR TRAIL**

WHEREAS, one of the City’s Priorities is managing, maintaining, and improving our current and future physical infrastructure assets; and

WHEREAS, a goal of the City has long been to connect the City’s trail system from Waconia Parkway North to the Sterling Hill neighborhood to provide a safer alternative to walking/biking on the shoulder of CSAH 10; and

WHEREAS, the project was originally designed and later removed from the Waconia Parkway North and CSAH 10 roundabout project due to funding issues; and

WHEREAS, the City has received a new funding commitment from Carver County for a portion of the construction costs and still has access to the grant from the Minnesota Department of Natural Resources (DNR) Local Trails Connections Program; and

WHEREAS, the final design is nearly complete due to its original inclusion in the roundabout project requiring simply to be reformatted and finalized to include only the necessary plan sheets into a new plan set and the necessary wetland requirements are partially complete with the delineations and determinations having already been completed with the roundabout project; and

WHEREAS, time is of the essence due to DNR Grant requirements that the project be under contract for construction by June 30, 2026, therefore it is recommended to authorize this work to complete the trail project from Sterling Road to Waconia Parkway North.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby directs staff to prepare plans and specifications for the CSAH 10 Connector Trail Project and authorizes advertisement for bids for the project.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

December 29, 2025

City of Waconia
Attn: Jon Haukaas
310 10th Street East
Waconia, MN 55387

**Re: County State Aid Highway (CSAH) 10 Trail
Final Design & Wetland Permitting Authorization**

Dear Mr. Haukaas:

A goal of the City has long been to connect the City's trail system to the Sterling Hill neighborhood and to also provide a safer alternative to walking/biking on the shoulder of CSAH 10 within the city limits. A trail along CSAH 10 to the south of Sterling Road was constructed as part of a previous CSAH 10 project and then as part of the recent Fields Development. A trail along CSAH 10 to the north of Sterling Road was originally included in the recent CSAH 10 / Waconia Parkway North roundabout project. This trail was then removed from the project in the final design phase due to overall budget concerns.

Due to the Department of Natural Resources (DNR) Local Trails Connections Program grant funds expiring on June 30, 2026, the roundabout project costs now being finalized, and a new funding commitment from Carver County for a portion of the construction costs, it is now recommended to complete the trail project from Sterling Road to Waconia Parkway North. Additionally, separating this project from the larger roundabout project will exclude it from having to meet federal funding requirements.

The final design is nearly complete due to its original inclusion in the roundabout project. The plans will have to be reformatted and finalized to include only the necessary plan sheets into a new plan set. Additionally, a specification/project manual will have to be completed that only includes state/DNR bidding, design, and construction requirements. In addition to final design, the required wetland permitting will need to be completed. The necessary wetland requirements are partially complete with the delineations and determinations having already been completed with the roundabout project. There may also be some minor, follow-up efforts related to cultural resources review and/or environmental documentation/review. A response from the DNR on this topic is pending, but these requirements for the trail portion of the project were also largely completed with the roundabout project.

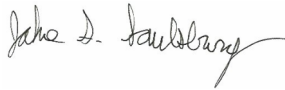
Authorization to complete the final design and the wetland permitting is requested at this time. If authorized, the tentative project schedule would be as follows:

- Jan./Feb. Complete Final Design & Initiate Wetland Permitting
- February 16th Authorize to Advertise for Bids
- March Advertisement Project in the Patriot & Online
- March 31st Open Bids
- April 6th Award Construction Contract
- April/May Wetland Permitting Approval
- Spring Begin Construction
- Late Summer Complete Construction

*In addition to the schedule above, review and approval from Carver County is needed, which may include the State Aid review process. This schedule will be updated after additional coordination with the DNR and with Carver County.

I am open to discuss this information with you and answer any questions that you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.



Jake Saulsbury, P.E.

cc: Shane Fineran, City Administrator
Lyndon Robjent, Carver County
Josh Eckstein, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: January 5, 2026	
Item Name: 9.2. Intersection Control Change to All Way Stop at 1st Street and Vine Street	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action: None	
Item Type:	Regular Session
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-023 Approving the installation of stop signs on 1st Street at the intersection with Vine Street to create an all-way stop condition.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City Council directed staff to conduct a review of the traffic control at the intersection of 1st Street and Vine Street to evaluate the justification of an all-way stop condition. The safety concerns raised regarding this intersection include sight lines, the steep uphill grade for vehicles approaching the intersection northbound on Vine Street, and the higher pedestrian traffic during downtown events.</p> <p>The City's Consulting Engineering Firm, Bolton & Menk, has several highly qualified Transportation Engineers on staff and were asked to conduct this evaluation. While the review showed the intersection did not meet the standard primary criteria, the provision of an all-way stop may be considered based on engineering study secondary criteria noted in the Mn MUTCD Option D: An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection. The review showed that the safety concerns raised were valid and provided the justification for a change to the traffic control of the intersection. It is anticipated that installation of an all-way stop at the intersection of 1st Street and Vine Street may reduce the potential for vehicle conflicts. Modifying this intersection to an all-way stop is recommended.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Resolution No. 2026-023 AWSC 1st & Vine Streets AWSC1st St & Vine St 12-09-2025 	
FINANCIAL IMPLICATIONS:	
Funding Sources & Uses:	
Budget Information:	
<input checked="" type="checkbox"/>	Budgeted
<input type="checkbox"/>	Non-Budgeted
<input type="checkbox"/>	Amendment Required
ADVISORY BOARD RECOMMENDATIONS:	
Planning Commission:	
Park Board:	
Personnel Committee:	
Other:	

**CITY OF WACONIA
RESOLUTION NO. 2026-023**

**RESOLUTION AUTHORIZING CHANGES TO INTERSECTION TRAFFIC
CONTROL AT VINE STREET AND FIRST STREET**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the City Council directed staff to review the intersection control at Vine and 1st Streets due to safety concerns and evaluation of an all-way stop condition; and

WHEREAS, currently 1st Street flows freely from Olive Street to Walnut Street and the stop condition is on Vine Street; and

WHEREAS, the intersection experiences several safety constraints due to the reduced sightlines for northbound vehicles on Vine Street from the steep uphill grade, the close proximity of commercial buildings, and the heavy pedestrian traffic during downtown events; and

WHEREAS, a review by the City’s Consultant Transportation Engineer concluded that the intersection meets the secondary evaluation criteria for an All-Way Stop Condition as allowed in the Minnesota MUTCD by the use of engineering judgement to recommend and install additional traffic control where it will benefit the operation of the intersection; and

WHEREAS, staff agrees with the review and recommends the addition of STOP signs for 1st Street to create an All-Way Stop Condition to improve traffic movements, flow, and reduce conflicts at the intersection.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of STOP signage on 1st Street to create an All-Way Stop Condition.

Adopted by the City Council of the City of Waconia this 5th day of January 2026.

Tim Litfin, Mayor

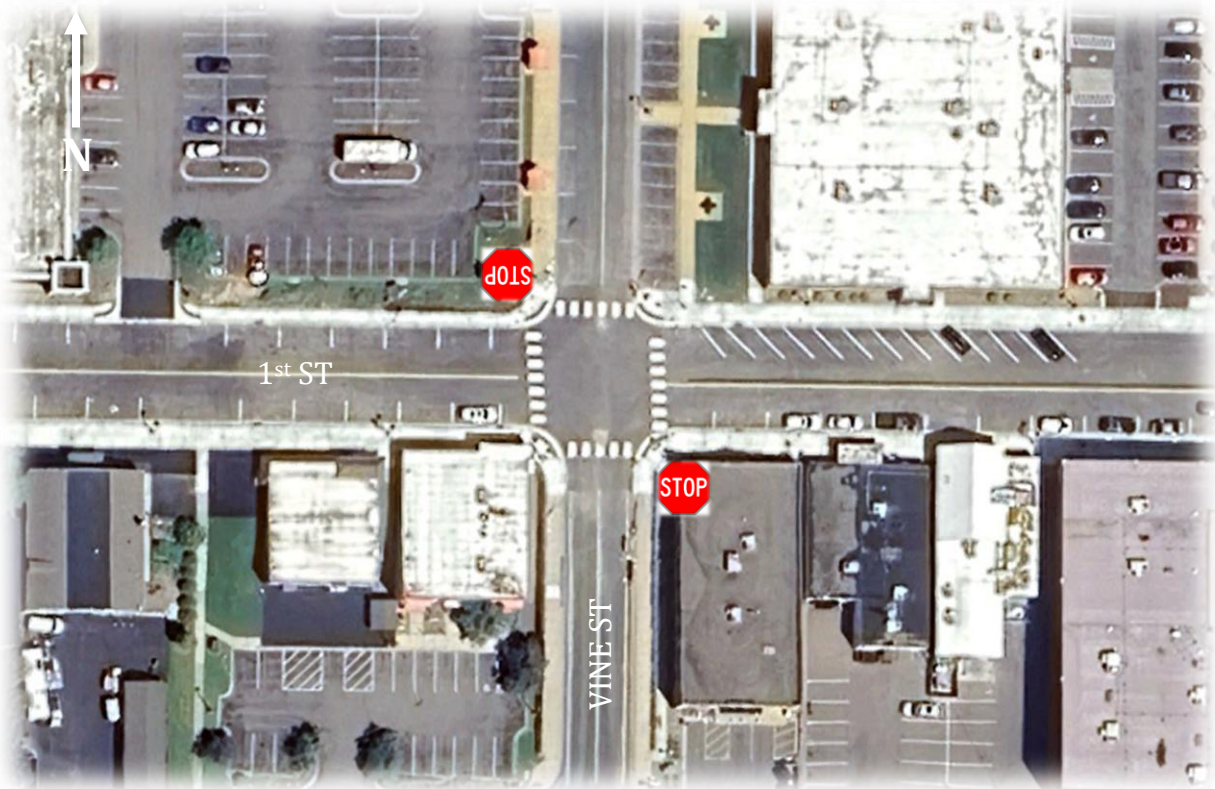
Attest: _____
Jackie Schulze, Assistant City Administrator

MEMORANDUM

Date: December 9, 2025
To: Jon Haukaas, Public Services Director
From: Jake Saulsbury, PE – City Engineer
Maury Hooper, PE – Transportation Project Manager
Subject: All-Way Stop Control Evaluation
1st Street and Vine Street

The City of Waconia continues to receive feedback regarding safety concerns at the intersection of 1st Street and Vine Street. The City has requested assistance in evaluating a change to an all-way stop controlled (AWSC) condition to help address reported safety concerns, which include both pedestrian and cross-traffic conflicts. The intersection is shown below in **Figure 1**.

Figure 1. Existing Conditions – 1st St./Vine St. Intersection



Located in the City's downtown commercial area, the 1st Street and Vine Street intersection features one lane of travel on each approach and is two-way stop controlled (TWSC) on the minor approach of Vine Street. On-street parking is permitted on both sides of all approaches except northbound. All approaches feature a 30-mph posted speed limit. Sidewalks are present along both sides of all approaches. There are marked crosswalks across all approaches and ADA-compliant pedestrian ramps are in all four corners. Lighting is present at the intersection.

A review of the need for implementing AWSC at this intersection considers entering traffic volumes, intersection sightlines, and historical crash data per Minnesota Manual for Minimum Uniform Traffic Control Devices (MnMUCTD) Section 2B.7 Multi-Way Stop Applications.

Per the MnMUCTD, the decision to install AWSC should be based on an engineering study. The following criteria should be considered:

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure to control traffic while traffic control signal construction is underway.*
- B. *Five or more reported crashes within a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection for the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 3. *If the 85th-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in items 1 and 2.*
- D. *Where no single criterion is satisfied, but where Criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Other criteria that may be considered in an engineering study include:

- A. *The need to control left turn conflicts;*
- B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
- C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
- D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

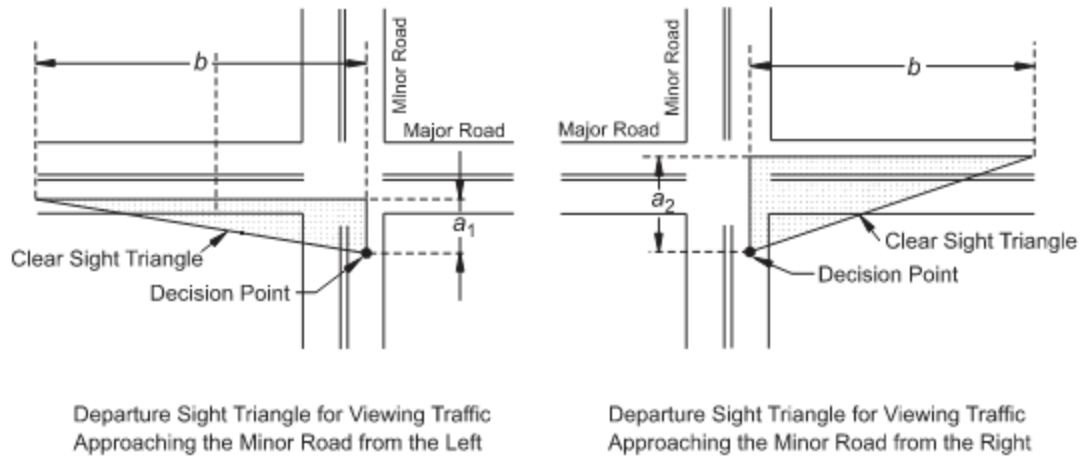
An analysis of the intersection in consideration of primary MnMUCTD guidance finds the following:

- A. No traffic control signal is planned or warranted at the study intersection.
- B. Crash data obtained from MnCMAT2 indicates 3 angle-related crashes have been reported at the intersection within the last 10 years. This does not meet the required 5 or more crashes in one year susceptible to correction by a multi-way stop installation; therefore, the crash history does not meet the threshold for implementing AWSC.
- C. The traffic volume on the major street approaches of 1st Street does not exceed 300 vehicles for any hours of the day, with a maximum of 194 for one hour. The maximum combined hourly volume for the minor street of Vine Street is 93, short of the minimum 200 units per hour. Even with a reduction to 70% volume thresholds, the hourly volumes on the major and minor approaches do not meet the reduced thresholds for any hours of the day.
- D. Even with a reduction to 80% volume thresholds, the required hourly volumes on the major and minor streets are not satisfied for any hours of the day.

Engineering judgment may be applied in considering the secondary AWSC conditions outlined in the MnMUTCD:

- A. With low traffic volumes and no major traffic generated in the immediate area, it is unlikely that there are a high number of left-turn conflicts that need to be controlled. Additionally, no left turn-related crashes have occurred within the past 10 years.
- B. Pedestrian counts taken over a 13-hour period (6:00 AM to 7:00 PM) on Thursday, October 30th, 2025, indicated 270 total pedestrians and cyclists were found to have crossed the intersection during the 13-hour period. 77 of these were observed crossing the uncontrolled east leg of the intersection, as well as 77 crossing the uncontrolled west leg of the intersection. Pedestrian crossing activity was highest between 3:00 PM and 6:00 PM where hourly pedestrian crossings at the intersection exceeded 45 per hour, it should be noted that these counts may not fully capture overall pedestrian activity at the intersection. The multi-use commercial parking lot in the NW quadrant hosts recurring events that generate increased pedestrian traffic, such as farmers' markets. Freshwater Church, located in the NE quadrant, generates increased pedestrian traffic during Sunday church services.
- C. Required intersection sightlines for a left turn from stop condition are established in the AASHTO Green Book, see **Figure 2**. For 30 mph approaches under typical geometric conditions, a 335-foot sight triangle must be provided at the point of stopping so left-turning drivers can safely judge whether there is an adequate gap in conflicting traffic to safely enter the major road. Similarly, a 290-foot sight triangle must be provided for drivers attempting to turn right from the minor road. Implementing control on all approaches reduces the sight distance required to safely navigate the intersection.

Figure 2: Departure Sight Triangles (Stop-Controlled)



Given the existing steep approach grade, further sightline review was conducted for the northbound approach and the resulting sight triangles are shown below in **Figure 3**. For a posted speed limit of 30 mph on the major approaches of 1st Street and the uphill grade on Vine Street of approximately 12%, a 450' sight triangle to the east is required so that drivers can safely judge whether there is an adequate gap in conflicting traffic to make a left turn onto 1st Street, while a 355' sight triangle to the west is required for drivers to make a right turn.

Figure 3: Northbound Approach Sight Triangles



Vehicles negotiating the intersection from the northbound approach of Vine Street may experience inadequate sightlines when attempting to enter into cross-traffic, due to commercial parking on the eastbound and westbound approaches of 1st Street and a downhill grade on the westbound approach which causes the driver's sightline to be well below the top of parked vehicles when looking east. Additionally, commercial buildings in the SW and SE quadrants of the intersection may obstruct sightlines for northbound vehicles. Given the extent of existing sightline obstructions caused by parking on the east and west legs and the importance of parking and its role in supporting commercial uses in the area, it may not be feasible to remove parking spaces near the intersection.

- D. 1st Street is classified as a minor collector, while Vine Street is classified as a local roadway. Both 1st Street and Vine Street serve the local downtown and nearby residential areas of Waconia and do not provide through connections to any major roadways. Despite differences in functional classification, the two streets are similar in both function and characteristics, with implementation of an AWSC not likely to degrade the functionality of 1st Street or be detrimental to intersection safety.

ADDITIONAL CONSIDERATIONS

Given the steep uphill grade of the northbound approach, it can be particularly challenging to navigate during winter months. The primary concern stems from northbound vehicles proceeding into the crosswalk when stopping at the intersection, as they are unable to move forward in slippery road conditions when stopping short of the crosswalk due to the steep incline. This poses increased risk of pedestrian-related crashes and near-misses for pedestrians crossing the south leg at the crosswalk.

CONCLUSION

The combination of grade and sightline challenges on the northbound approach of Vine Street are the source of drivers having to make riskier decisions, which at times is placing them in conflict with other users (i.e., cross-traffic and pedestrians) and resulting in safety concerns.

Given the topography of the area, revising the Vine Street approach grade to improve the situation is not a viable option. Similarly, parking removal to an impactful extent in the commercial area where the study intersection is located also does not appear to be a viable option.

Based on review, provision of an all-way stop should be considered. The conditions for this intersection align with secondary criteria noted in the MnMUTCD, where a road user approaching from the south is at an increased risk to safely negotiate the intersection unless conflicting cross-traffic is required to stop. Additionally, frequent pedestrian activity adds further complexity to the decision-making process.

It is anticipated that installation of an all-way stop at the intersection of 1st St./Vine St. will reduce the occurrence of vehicle and pedestrian conflicts. **Therefore, it is recommended that the existing intersection traffic control is converted to all-way stop control.**