

**WACONIA CITY COUNCIL REGULAR MEETING AGENDA**



**Monday, February 2, 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

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**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](mailto: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**  
Damian Gangestad, Grade 5 from Southview Elementary School
- 3. PROCLAMATIONS**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
- 8. ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by

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

- 1) Minutes of the January 20, 2026, City Council Meeting
- 2) Approve February 2, 2026 Expenditures
- 3) **Accept Bids and Approve the Purchase of 2026 Street Lighting Equipment**  
Adopt Resolution No. 2026-039 Accepting Bids and Approving the Purchase of 2026 Street Lighting Equipment
- 4) **Approve 2026 Capital Equipment Purchases**  
Adopt Resolution No. 2026-040 Authorizing Acquisition of Capital Equipment
- 5) **Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2025**  
Adopt Resolution No. 2026-041 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2025
- 6) **Trunk Fee Deferral Payment Plan - Lakeside Books**  
Adopt Resolution No. 2026-042 Approving the Trunk Fee Deferral Payment Plan for Lakeside Books

## 9. COUNCIL BUSINESS

- 1) **Approve Layout for 2nd Street - 2026 Downtown Ph 4 Project**  
Adopt Resolution No. 2026-043 Approving the Layout of 2nd Street for the 2026 Downtown Phase 4 Project
- 2) **2026 Community Survey**  
Adopt Resolution No. 2026-044 Authorizing Contract with Polco for Community Survey

## 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: HOTEL DEVELOPMENT, MAYOR'S BUDGET  
RECOMMENDATIONS**

UPCOMING CALENDAR OF EVENTS/MEETINGS:



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b> February 2, 2026	
<b>Item Name:</b> 8.1. Minutes of the January 20, 2026, City Council Meeting	
<b>Originating Dept:</b> Administration	
<b>Presented By:</b> Sue Schwalbe	
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Consent
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Approve the January 20, 2026, Council Minutes.	
<b>EXPLANATION OF AGENDA ITEM:</b> Approve the January 20, 2026, City Council Minutes.	
<b>ATTACHMENTS:</b> 1. Council Meeting Minutes January 20, 2026	
<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA  
JANUARY 20, 2026**

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

Mayor Litfin called the January 20, 2026, Waconia City Council meeting to order at 6:00 p.m. with Council Member Nick Gleason absent.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litfin.

**3. PROCLAMATIONS**

None.

**4. ADOPT AGENDA**

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

**MOTION CARRIED.**

**5. PUBLIC HEARING**

None.

**6. OPEN FORUM**

Mayor Litfin provided direction on open forum speaking.

Bernie Benz, 528 Ravencroft Road spoke in opposition to the proposed franchise fees. Mr. Benz questioned how the funds would be distributed by Xcel Energy and CenterPoint Energy and who would be accountable for oversight. He expressed concern that the system could be susceptible to fraud and stated that he does not believe the City would administer the fees appropriately. Mr. Benz reiterated his opposition to the implementation of franchise fees.

**7. COMMUNITY INTEREST PRESENTATIONS**

**1) Margaret Donahue, Southwest Corridor Transportation Coalition**

Margaret Donahue and Randy Malucknik of the Southwest Corridor Transportation Coalition, updated the Council on the Southwest Corridor Transportation Coalition. This is a non-profit organization working to improve safety and mobility in the area and consists of local governments, business and community organizations. The

purpose of the Coalition is to advocate for improvements to transportation to improve the southwestern areas, focusing on Highway 212 and Highway 5. The Coalition has been very successful in proposing improvements and finding funds for local projects by using a combination of different funding being pooled together for project completion. Also, the Coalition continues to advocate for funding for needed intersections, lane expansion and safety projects that will reduce crashes and fatalities while improving mobility and access for residents and businesses along Highway 5. Ms. Donahue then touched on the future projects and the 2026 capital bonding bill.

## **8. ADOPT CONSENT AGENDA**

- 1) Council Minutes January 5, 2026**
- 2) Approve January 20, 2026 Expenditures**
- 3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred December 2025**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred December 2025**
- 5) Accepting Cash Donations for Operations of the Fire Department**
- 6) TH5 Phase 2 Corridor Improvements Change Order 3 to Geotechnical Exploration Contract**
- 7) Capital Equipment 2026**
- 8) Fire Alarm Panel Upgrades**
- 9) Accept Proceeds from Minnesota Department of Health for Source Water Protection Plan Grant**
- 10) Waconia Paid Family Medical Leave Policy**
- 11) Approve Probationary Firefighters to Active Status**
- 12) Special Event Permit - The Frunge**

Mayor Litfin requested the removal of:  
Consent Agenda item 8.7 *Capital Equipment 2026*.

Motion to accept the consent agenda made by Council Member Coleman, seconded by Council Member Siddons with removing Consent Agenda Item 8.7.

**MOTION CARRIED.**

## **9. COUNCIL BUSINESS**

- 1) New Officer and Firefighter Badge Pinning Swearing In Ceremony**

Fire Chief Justin Sorensen introduced the following firefighters being promoted to active status:

- Carter Borg has been an active firefighter since completing the EMT Certification. His father was also a firefighter and Carter is currently employed with the public services department at the City of Waconia. His skills are very valuable to the community.
- Simon Malinski could not attend this evening. Simon recently received his EMT Certification and brings a wealth of work as well as life experience.
- Michael Coughlin has a background in software development and has found a new passion for fire service. Michael is a dedicated member and always eager to learn.
- Luke Meyer recently moved from Rogers and was with the Rogers Fire Department for a short time and brings these skills to Waconia.
- Adam Vanderbeek recently moved from Apple Valley and brings over three years' experience with the Apple Valley Fire Department. Adam is excited to further his career in Waconia.
- Jackson Rauchwarter recently moved to Waconia and a firefighter with Minnetonka, having started as a paid on call before his transition to a career firefighter. His motivation is to apply his learned skills and will service Waconia well.

Their hard work and dedication to the department has earned them the honor of being placed on Active Status and becoming permanent members of our department. We are confident that all of these candidates will complement our organization and become excellent firefighters.

Mayor Litfin led the new firefighters in the departmental pledge, which symbolizes both honor and commitment to public service.

Chief Sorensen acknowledged the promotion of Jake Nelson from firefighter to captain. Captain Nelson grew up by the previous fire station and is both detail-oriented and is a great asset to the department.

Mayor Litfin swore in Captain Jake Nelson.

## **2) Franchise Agreement & Fee Ordinance Updates**

Nicole Meyer, Finance Director, stated that over the course of several weeks, staff worked with the City attorney as well as Xcel Energy, CenterPoint Energy, and Minnesota Valley Electric Cooperative to work through the proposed changes. The changes to the franchise agreements and fee ordinances arise from the discussion over several work sessions and the study provided by Ehlers and Associates. Staff and Council outlined what the fees would be used for, including playground equipment and pavement rehabilitation projects currently in the City's CIP. Staff then outlined the Council's direction to memorialize in ordinance the use of the fees collected, and any changes would require a 4/5's majority vote.

Shane Fineran, City Administrator, provided a breakdown of the procedure and

clarified that Ordinance No. 787 would enact the franchise fee with CenterPoint Energy, Ordinance No. 788 is a current franchise agreement with Xcel Energy and cleans up language, specifically noting that the City can collect franchise fees, Ordinance No. 789 which is creating and enacting the franchise fee with Xcel Energy, Ordinance No. 790 is with Minnesota Valley Electric Cooperative which creates a franchise agreement, and Ordinance No. 791 which would enact the franchise fee with the Minnesota Valley Electric Cooperative.

Council Member Siddons clarified that a 4/5 Council vote is required to amend the ordinances once adopted. Mr. Fineran reviewed Ordinance Section 598, which states the Council will periodically review this Ordinance and a change to the franchise fee would require a 4/5 majority of the Council to modify. Also, the Section details that the franchise fee shall be solely dedicated to the purpose of funding pavement rehabilitation and playground equipment replacement. Council Member Siddons also noted that May 1, 2026, would be the start date of the franchise fees and if not passed or tabled, the consequences would be to start to defund the capital projects that are currently in place for this year.

Council Member Coleman questioned the benefits of franchise fees compared to property taxes. Ms. Meyer stated that it would cost the average valued home approximately \$145 annually for a property tax increase compared to a franchise fee of \$120 annually.

Mayor Litfin stated that Waconia is a great city and expressed gratitude to every resident, student, senior, business, organization, nonprofit, city employee, and community member who contributes to its strength and success. He shared that he values the opportunity to speak with residents, work hard on their behalf, and serve as Mayor, thanking the community for the trust placed in him. He emphasized that while everyone ultimately wants the same outcome for Waconia, differences often arise in the details and processes used to achieve those goals.

Mayor Litfin noted that the Council was being asked by City Administration to discuss and possibly decide upon the implementation of franchise fees. He stated that while some residents and business owners may have heard of franchise fees, many do not fully understand the term, which he believes is understandable. He emphasized that this is a very important issue and asserted that a decision of this magnitude should be made by the citizens through a referendum at the ballot box.

He explained that franchise fees would not appear on property tax statements but would instead be embedded in utility bills from Xcel Energy, CenterPoint Energy, and Minnesota Valley Electric, calling them “hidden fees.” He stated that there is no such thing as free money, as any new revenue ultimately comes from residents’ pockets. He expressed his belief that budget efficiencies and cost savings should first be found within the City’s existing budget before imposing new fees.

Mayor Litfin thanked residents who contacted the Council to voice opposition to franchise fees, acknowledging their courage and civic engagement. Specifically

thanking Steve Yetzer, Bernie Benz, Corine Hartung, Dan Steinhagen, Brad Athens, Nicole Skaro, Charlie Loegering, Ken Gerding and John Short. He referenced the 2025 Waconia Public Schools referendum as an example of a transparent process where voters were given the opportunity to decide on a tax increase, stating that the City should follow the same principle for franchise fees.

He acknowledged that Minnesota law allows city councils to impose taxes or fees by majority vote but reiterated his campaign commitment to smaller property tax increases. He provided historical context on property tax impacts, noting:

- 2023: 14.41% increase (prior to his term)
- 2024: 10.36% increase (prior to his term)
- 2025: 6.8% increase (rate voted on before his term)
- 2026: 4.63% increase (during his term as Mayor)

He stated that these figures demonstrate progress in reducing the tax burden on residents. Mayor Litfin further explained that any franchise fee imposed on utility companies would be passed directly to consumers. He referenced a January 8 advertisement from the Waconia Patriot Center indicating that Xcel Energy will be raising rates by 8.2%, noting that this increase does not include any potential franchise fees.

He emphasized the importance of trust between the City and its residents, stating that transparency is essential to maintaining that trust. He expressed his belief that hidden taxes, such as franchise fees, erode public trust, whereas a public ballot question allows citizens 18 and older to participate equally in the decision-making process and strengthens confidence in local government.

Mayor Litfin also referenced broader state financial concerns, noting that the 2023 Minnesota Legislature increased expenditures by 36% according to the State Management and Budget Office and that the state is facing a structural deficit. He expressed concern over ongoing fraud investigations within state government and the uncertainty surrounding their financial impact.

He then cited multiple resident comments in opposition to franchise fees, including statements from:

- Adam Solseth, who described the idea as “clever but sneaky”
- Nancy Ellis, who warned that once implemented, the fees would be difficult to rescind
- Nancy Henderson, who urged the Council to reconsider adding this revenue source
- Melinda Eckerman, who stated residents should vote on the issue
- Annette Coxall, who emphasized the need to better support senior citizens
- Kristine Notermann, who expressed concern as a fixed-income resident
- Chuck Walerius, who stated he would oppose the proposal even if it were on

the ballot

In closing, Mayor Litfin stated his clear support for placing the issue of franchise fees on the ballot and allowing the community to decide, concluding by thanking the Council and residents for listening.

Council Member Siddons reminded the mayor that he and all council members were present during the franchise fee discussions and were in agreement in moving forward. The Mayor disagreed, stating if the Council came down to \$2 or 3 dollars, he might then consider franchise fees and feels there is room in the budget to absorb these fees. Council Member Coleman stated he would like to table this issue to the next Council Meeting, where the Mayor can provide the budget cuts necessary to fund the capital projects. Mayor and Council are in agreement.

Motion was made to add this item to the February 2, 2026, work session to review budget amendments and to include this item at the February 17, 2026, regular meeting for a vote on franchise fees made by Council Member Siddons, seconded by Council Member Coleman.

**MOTION CARRIED.**

**3) Approve Final Plans and Authorization to Bid for the 2026 Downtown Reconstruction Phase 4**

Jon Haukaas, Public Services Director, stated that staff is requesting approval of final plans for the Downtown Reconstruction Phase 4 project and authorization to advertise for bids.

Staff has conducted outreach directly to impacted properties, including St. Joseph Church, St. Joseph School, Johnson Funeral Home, and the Old City Hall Apartments, as well as an open house on January 7, 2026. Comments received during this outreach have been incorporated into the plans as much as possible, including coordination of parking areas for the church and school, locations of banner poles to the east end of the block near church and park, and to protect trees along Elm and north side of 2nd Street, and north curb line of 2nd Street moved approximately two feet south to minimize tree impact. Typically, tree root systems are harmed during sidewalk construction and therefore the trees will be replaced by the city under the tree restitution planting programs.

Council Member Grengs questioned the traffic flow and public safety of school bus drop-offs/pickups, as this area has heavy traffic currently. Mr. Saulsbury stated that the street width will function as it does currently but with an increase of sidewalk width from 6-feet to 8-feet. Mayor Litfin stated the school has been adamant about leaving the trees as they are and moving the sidewalk by two feet will encroach on the trees' health. Steve Yetzer stated, 332 West 4th Street, prior council member. This has been discussed numerous times. St. Joseph's Church is not part of the downtown core. Would like to see the sidewalk remain the same at St. Joseph's church.

Motion to table this item to the February 2, 2026, City Council meeting for consideration was made by Council Member Siddons.  
Motion failed due to lack of a second.

Jon Haukaas provided the Council with a timeframe of the project, with an approximate construction start on May 4, 2026, and final completed at the end of October.

Motion to adopt Resolution No. 2026-037 authorizing the solicitation of bids for the 2026 Downtown Reconstruction Phase 4 and for staff to provide an alternate bid addendum for future approval for sidewalk widths made by Council Member Grengs seconded by Council Member Coleman  
**MOTION CARRIED.**

**4) Authorize Eminent Domain Proceedings for the Property Trunk Highway 5 Phase 2 Corridor Improvement Project**

Jon Haukaas, is requesting approval to commence eminent domain proceedings as the Trunk Highway 5 Phase 2 Corridor Improvement Project has been submitted for 60% design layout review, approaching 90% completion, and continues to work toward the final project design. The limits of the project are well-defined, including impacts to adjacent properties. Additional easements and right-of-way have been identified and are necessary in order to complete this project. This project includes federal funds and so any acquisition of property must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The federal funding use also requires the property acquisition to be completed prior to authorizing the final project.

Staff have been working with the affected property owners through good faith negotiations for a voluntary sale of the property and/or easements. Not all agreements are in place. If property owners contest the process or reasonable compensation, the resulting court proceedings can take as long as 12–18 months from initiation to possession. Initiating the process sets the process in motion to create an achievable timeline that allows the City to stay on schedule and maintain federal funding eligibility. Initiation of Eminent Domain proceedings prices risk management for the City and the project, protects the property owners by following the law to ensure legal compliance of any and all acquisitions, and maintains the project schedules.

Motion to adopt Resolution No. 2026-038 authorizing the commencement of eminent domain proceeds for the acquisition of property for the Trunk Highway 5 Phase 2 Corridor Improvement Project made by Council Member Siddons, seconded by Council Member Grengs.  
**MOTION CARRIED.**

**5) Special Event Permit Policy Update**

Shane Finerane, stated Staff is requesting an update to the Special Event Policy and associated fees. The major change to the policy include the responsibility of notifying

impacted property owners of adjacent street or parking lot closures will now become the responsibility of the City. This was either not happening or happening inconsistently with city policy. Staff will provide a mailed notice to affected properties and applicants will still be required to post signs along the closed routes.

Subsequently, the fee schedule has been updated to increase the permit fee from \$100 to \$350 to reflect the additional expense in mailing and staff time to administer the policies. Also, the fee schedule has been updated to charge a fee of \$1 per stall/per event for closure of a public parking lot and \$3 per stall per event for closure of a marked on-street parking stall. The fees would be capped at \$250 and \$500 per event.

Motion to update the Special Event Policy and associated fees made by Council Member Grengs, seconded by Council Member Coleman.

**MOTION CARRIED.**

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

Mayor Litfin requested Consent Agenda Item 8.7, *Capital Equipment 2026* be pulled as an awareness for residents.

The 2026 Capital Improvement Plan (CIP) identified the replacement of a regenerative Air Sweeper (storm water fund), a 16-foot wing-style mower (general fund), and a gate valve exerciser (water fund). All purchases are required to meet specific bidding requirements, the State Purchasing Program, and Sourcewell. Then the final purchase costs are brought to the Council for approval.

Motion to Adopt Resolution No. 2026-026 Authorizing Staff to Solicit Pricing for 2026 Capital Equipment Acquisitions made by Council Member Siddons, seconded by Council Member Grengs.

**MOTION CARRIED.**

## **11. BOARD REPORTS**

### **1) Staff Reports**

None.

### **2) Councilmember Siddons**

Nothing to report.

### **3) Councilmember Coleman**

Nothing to report.

### **4) Councilmember Gleason**

Absent.

**5) Councilmember Grengs**

Nothing to report.

**6) Mayor Litfin**

**Mayor's Report for January 20, 2026:**

- On Tuesday, January 6th, I interviewed Mark Anderson for a *Mayor's Minute* about the Waconia Polar Plunge event which will be held on Saturday, February 14th. That fun interview was posted by Jackie last week. Thank you to the hundreds to thousands who are viewing and enjoying the weekly *Mayor's Minutes*.
- On Wednesday, January 7th, one person attended the *Mayor is In Session*. The next *Mayor is In* session will be Wednesday, February 4th. All are welcome.
- On Wednesday, January 7th, we had a handful of people at City Hall for the Open House for the Downtown Reconstruction Phase 4 Project. A very good event. Thanks to Jake Saulsbury and Jon Haukass for facilitating.
- The Mayor's Youth Advisory Council met on Thursday, January 8th. They are working on their Waconia +30 April Challenge Event. They now have a date for their piece of the event. That date is Earth Day – Wednesday, April 22. More on that school-to-school event later.
- Earlier today, our larger group for the Waconia +30 April Challenge / Spring into Health Event met. April should be a lot of fun as all private and public health groups and school and city entities get engaged.

And a warmer thought for everyone on this cold night. Lola's series of runs is set for Saturday, May 2nd. Benefits in part our Gather and Grow Food Shelf. Mike Cofrin from Podium Sports told me that registrations are already up to 488. More than last year at this time.

**12. ANNOUNCEMENTS**

None.

**13. ADJOURN REGULAR MEETING**

Motion to adjourn the Council meeting by Council Member Coleman, seconded by Council Member Grengs at 7:30 p.m.

**MOTION CARRIED.**

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Tim Litfin, Mayor

ATTEST: 

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Sue Schwalbe, Administrative Specialist



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b> February 2, 2026	
<b>Item Name:</b> 8.2. Approve February 2, 2026 Expenditures	
<b>Originating Dept:</b> Finance	
<b>Presented By:</b> Nicole Meyer	
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Consent
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Approve February 2, 2025 Expenditures	
<b>EXPLANATION OF AGENDA ITEM:</b>	
Attached are the claim and disbursement registers for the City of Waconia as of February 2, 2026. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.	
<b>ATTACHMENTS:</b>	
None	
<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>	February 2, 2026
<b>Item Name:</b>	8.3. Accept Bids and Approve the Purchase of 2026 Street Lighting Equipment
<b>Originating Dept:</b>	Public Services
<b>Presented By:</b>	Jon Haukaas
<b>Previous Council Action:</b> Resolution No. 2025-285 Authorize Bid for Lighting Equipment	
<b>Item Type:</b>	Consent

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:** Adopt Resolution No. 2026-039 Accepting Bids and Approving the Purchase of 2026 Street Lighting Equipment

**EXPLANATION OF AGENDA ITEM:**

On January 22, 2026, the City opened bids after publicly bidding the acquisition of street lighting components for the 2026 Downtown Phase 4 project. This includes the acquisition of street lighting equipment to include Cyclone lighting product shepherds hook style LED lighting found throughout the downtown. The poles will feature banner brackets, flag holders, and GFCI outlets. Lighting to be installed at intersections will feature the custom Waconia logo inlay.

Requests were sent to four suppliers. Bids were received from two of these suppliers plus a third vendor that had recently started working with that manufacturer. All are certified vendors of the Cyclone lighting manufacturer.

<b><u>Contractor</u></b>	<b><u>Bid Amount Total</u></b>
<b>Border States</b>	<b>\$471,360.49</b>
<b>JT Services of MN</b>	<b>\$471,417.00</b>
<b>Viking Electric</b>	<b>\$483,512.00</b>
<b>Graybar</b>	<b>No Bid</b>
<b>JH Larson</b>	<b>No Bid</b>

The low bid was submitted by Border States in the amount of \$471,360.49. It is recommended that the bid be approved, and the lighting equipment be ordered. Lead time for manufacturing and shipment is noted as 12 to 14 weeks. Ordering now will ensure that the lighting equipment will be received in a timely manner to allow for installation within our project timelines. The wiring and installation of electrical items is being bid with the main project components.

Staff recommends adoption of this Resolution to expedite delivery.

**ATTACHMENTS:**

1. Resolution No. 2026-038 Street Lighting

<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
x _____ Budgeted	Personnel Committee:

<p>Non-Budgeted Amendment Required</p>	<p>Other:</p>
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**CITY OF WACONIA  
RESOLUTION NO. 2026-039**

**RESOLUTION ACCEPTING BIDS AND APPROVING THE PURCHASE OF  
2026 STREET LIGHTING EQUIPMENT**

**WHEREAS**, the 2026 Downtown Reconstruction Project Phase 4 features the replacement and installation of street and park lighting equipment; and

**WHEREAS**, via Resolution No. 2025-285 the City Council authorized the public advertisement and bid of the lighting equipment; and

**WHEREAS**, bids were received from three qualified suppliers of the required equipment and opened on January 22, 2026; and

**WHEREAS**, Border States submitted the low bid in the amount of \$471,360.49 for lighting equipment.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves the low bid and authorizes the City Administrator to execute any documents to execute the order.

Adopted by the City Council of the City of Waconia this 2nd day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, Assistant City Administrator



## REQUEST FOR CITY COUNCIL ACTION

<b>Meeting Date:</b>	February 2, 2026
<b>Item Name:</b>	8.4. Approve 2026 Capital Equipment Purchases
<b>Originating Dept:</b>	Public Services
<b>Presented By:</b>	Mike Dressel, Jon Haukaas
<b>Previous Council Action:</b>	Adopt Resolution No. 2025-286 Authorizing Staff to Solicit Pricing for 2026 Capital Projects and Equipment Acquisitions.
<b>Item Type:</b>	Consent
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Adopt Resolution No. 2026-040 Authorizing Acquisition of Capital Equipment	
<b>EXPLANATION OF AGENDA ITEM:</b>	
<p>The 2026 Capital Improvement Plan identified \$75,000 for the addition of a Mini Loader Project No. 893. The mini-loader would mainly be utilized by the Parks Department during the winter months for snow and ice control on trails and sidewalks and other various tasks throughout the year. Staff demoed two mini-loaders from two different manufacturers and ultimately decided that these were not a good fit for our application.</p>	
<p>Staff is seeking to purchase a Bobcat Toolcat UW 56 instead of a mini-loader. Included with the purchase would be a 60" snowblower, 60" snowplow, 68" broom and snow tires. Currently, the city operates two Toolcats that are mainly used by the Parks Department. However, they are used by all departments year round. Adding another Toolcat to our fleet would allow for more flexibility in usage among all departments. The additional attachments can be used with our current Toolcats.</p>	
<p>Staff solicited a quotation from Lano Equipment, Inc, Loretto, MN for a 2026 Bobcat Toolcat UW 56, which includes a snowblower, snowplow, broom and snow tires for a total cost of \$96,577.60. Staff will be using the sale of the 2021 Toro 7210 to offset the budget difference. Staff compared pricing through the Minnesota State Cooperative Purchasing Program and the Sourcewell Cooperative Purchasing Program to ensure the most competitive pricing was obtained for the equipment.</p>	
<p>The 2026 Capital Improvement Plan also identified \$30,000 for the replacement of Asset No. 189, Project No. 671, a 2021 Toro 7210 Mower. Staff solicited a quotation from MTI Distributing for the replacement of the existing mower with a Z-Master 6000 72" mower with a bagger, striping kit and Tweel tires at a cost of \$23,578.02. The Tweel tires are a style of tire that does not use a bladder of compressed air, and therefore they cannot burst, leak pressure or become flat. Staff did receive a trade-in value of \$18,000 for the current mower. Staff have observed significantly higher prices for comparable units at auction. Therefore, once the new mower is received, the existing mower will be sold at auction to help offset the budget difference for the Toolcat. Staff compared pricing through the Minnesota State Cooperative Purchasing Program and the Sourcewell Cooperative Purchasing Program to ensure the most competitive pricing was obtained for the equipment.</p>	

Additionally, the 2026 Capital Improvement Plan identified \$10,000 for a Turf Aerator, Project No. 879. The new aerator will have the capability to over seed turf while aerating. Staff solicited quotes from two vendors, since this is not on the Minnesota State Cooperative Purchasing Program or the Sorceland Cooperative Purchasing Program. Quotes were received from MTI Distributing in the amount \$15,268.93 for an AERA-vator with seed box and from Reinders in the amount of \$16,490.44 for an AERA -vator with seed box. With this project being over budget, staff would like to use \$5,268.93 from Project No. 671, which is \$6,421.98 under budget.

Staff recommend the City purchase the following equipment:

- 2026 Bobcat Toolcat UW56 with attachments and tires from Lano Equipment, Inc, Loretto, MN for \$96,577.60.
- 2026 Toro Z-Master 6000 72" mower with bagger, striping kit and Tweel tires from MTI Distributing for \$23,578.02
- 2026 60" AERA-vator with seed box from MTI Distributing for \$15,268.93

**ATTACHMENTS:**

1. Resolution No. 2026-040 Capital Equipment Purchases
2. Bobcat Toolcat UW 56 Brochure
3. Bobcat Toolcat UW 56 Quote
4. Toro Z-Master Mower Brochure
5. Toro Z-Master Mower Quote
6. AERA-vator Brochure
7. AERA-vator Quote with MTI Distributing
8. AERA-vator Quote with Reinders

<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
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. 2026-040**

**RESOLUTION AUTHORIZING ACQUISITION OF CAPITAL EQUIPMENT**

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

**WHEREAS**, the Public Services staff continually evaluates equipment needs in an effort to optimize use and improve efficiency of operations; and

**WHEREAS**, more recent evaluation identified other equipment that will be better utilized and improve operations across multiple divisions; and

**WHEREAS**, the following list of equipment has been priced through the Minnesota State Cooperative Purchasing Program, Sourcewell Cooperative Purchasing Program and quotation to find the best pricing on the desired equipment; and

<del>2026 Bobcat Toolcat UW 56</del>	<del>————— \$96,577.60</del>	REMOVED
2026 Toro Z-Master 6000 72” Mower	\$23,785.02	
2026 60” AERA-vator	\$15,268.93	

**WHEREAS**, Staff recommends approval and authorization to purchase the requested equipment.

**NOW, THEREFORE, BE IT RESOLVED** That the City Council of the City of Waconia hereby authorizes acquisition of equipment from various vendors through quotation, Sourcewell Cooperative Purchasing Program and the State of Minnesota Cooperative Purchasing Program.

Adopted by the City Council of the City of Waconia this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, Assistant City Administrator



**Bobcat**<sup>®</sup>

**Toolcat Utility  
Work Machines**

UW53, UW56



***One Tough  
Animal***<sup>®</sup>

# SPECIFICATIONS



Model	UW53	UW56
<b>Performance</b>		
Rated Lift Capacity (lift arm)	1500 lb. (680 kg)	1500 lb. (680 kg)
Cargo Box Capacity	–	2000 lb. (907 kg)
Towing Capacity	4000 lb. (1814 kg)	4000 lb. (1814 kg)
3-Point Hitch Capacity (24 in. behind lift points)	1775 lb. (806 kg)	–
PTO Horsepower	25.0 hp (18.6 kW)	–
Storage Bin Capacity (each)	50 lb. (22 kg)	–
Machine Rated Capacity (combined weight of load on lift arm, cargo box load, operator and passenger)	2200 lb. (998 kg)	2200 lb. (998 kg)
Total Rated Capacity (combined weight of load on lift arm, cargo box load, operator and passenger, and tow weight if equipped with a hitch)	4200 lb. (1905 kg)	4200 lb. (1905 kg)
<b>Travel Speeds</b>		
Low Range	8.0 mph (12.9 km/hr.)	8.0 mph (12.9 km/hr.)
High Range	16.5 mph (26.5 km/hr.)	16.5 mph (26.5 km/hr.)
Reverse	8.0 mph (12.9 km/hr.)	8.0 mph (12.9 km/hr.)
<b>Travel Speeds With Optional 29 x 10.5-15 Tires</b>		
Low Range	8.5 mph (13.7 km/hr.)	8.5 mph (13.7 km/hr.)
High Range	17.5 mph (28.1 km/hr.)	17.5 mph (28.1 km/hr.)
Reverse	8.5 mph (13.7 km/hr.)	8.5 mph (13.7 km/hr.)
<b>Dimensions</b>		
Cab Height	81.0 in. (2057 mm)	81.0 in. (2057 mm)
Cab Height With Optional 29 x 10.5-15 Tires	82.0 in. (2083 mm)	82.0 in. (2083 mm)
Overall Length With Standard Bucket	181.0 in. (4597 mm)	172.1 in. (4372 mm)
Overall Width With Track Tires	60.0 in. (1524 mm)	60.0 in. (1524 mm)
Ground Clearance	8.0 in. (203 mm)	8.0 in. (203 mm)
Ground Clearance With Optional 29 x 10.5-15 Tires	9.0 in. (229 mm)	9.0 in. (229 mm)
Operating Weight	5710 lb. (2590 kg)	5680 lb. (2576 kg)
Outside Turning Diameter (AWS)	134.6 in. (3419 mm)	134.6 in. (3419 mm)
Lift Height	83.3 in. (2116 mm)	83.3 in. (2116 mm)
Lift Height With Optional 29 x 10.5-15 Tires	84.3 in. (2141 mm)	84.3 in. (2141 mm)
<b>Engine</b>		
Horsepower	61.0 hp (45.5 kW)	61.0 hp (45.5 kW)
Engine Type	Diesel	Diesel
Fuel Tank Capacity	20.0 gal. (76.0 L)	20.0 gal. (76.0 L)
Machine Protection Feature	Std	Std
Battery Rundown Protection	Std	Std
Horsepower Management	Std	Std



Model	UW53	UW56
<b>Machine Features</b>		
<b>Comfort Features</b>		
Cab With Heat and Air Conditioning	Std	Std
Cruise Control	Std	Std
Radio	Std	Opt
Driver's Side Suspension Seat	Opt	Opt
Floorboard Riser Kit	Opt	Opt
Intermittent Windshield Wipers	Std	Std
Step Kit	Opt	Opt
LED Front Work Lights	Std	Std
LED Rear Work Lights	Std	Opt
Road Light Kit	Std	Opt
Turn Signals/Flashers	Std	Opt
<b>Performance Features</b>		
Four-Wheel Drive	Std	Std
Four-Wheel Independent Suspension	Std	Std
Limited Slip Differentials	Std	Std
Traction Control	Std	Opt
2-Speed Transmission	Std	Std
Hydraulic Dump Cargo Box	–	Std
Rear Window Guard	–	Opt
2 in. Rear Receiver Hitch	Std	Std
PTO	Std	–
3-Point Hitch	Std	–
Rear Remote Hydraulics	Std	–
<b>Machine Safety Features</b>		
ROPS/FOPS Approved Cab Structure	Std	Std
Toolcat Interlock Control System (TICS™)	Std	Std
Back-up Alarm and Horn	Std	Opt
Keyless Start System	Std	Std
<b>Features for Attachments</b>		
Auxiliary Hydraulics	Std	Std
Hydraulic Standard Flow	18.8 gpm (71.0 L/min.)	18.8 gpm (71.0 L/min.)
Hydraulic High Flow	Std. 27.9 gpm (105.0 L/min.)	Opt. 27.9 gpm (105.0 L/min.)
Hydraulic Pressure	3000 psi (207 bar)	3000 psi (207 bar)
Power Bob-Tach Mounting System	Std	Opt
Pressure Release Hydraulic Quick Couplers	Std	Std
Fingertip Auxiliary Control	Std	Std
Attachment Control Kit	Std	Opt
Lift Arm Float Functionality	Std	Std
Dual-Direction Detent	Std	Std
Speed Management	Std	Std
Drive Response	Std	Std



Quotation Number: **RB1622808**

Quote Sent Date: **Jan 24, 2026**

Expiration Date: **Feb 23, 2026**

Prepared By: **Randy Barto**

Phone: 612-282-7038

Email: randy\_b@lanoequip.com

Customer  
**CITY OF WACONIA**  
 201 S VINE ST  
 WACONIA, MN, 55387-1337  
 Phone: +1 952 442 2615

Contact  
**MIKE MAWDSLEY**  
 Phone: 6129401027

Dealer  
**Lano Equipment, Inc., Loretto, MN**  
 23580 HIGHWAY 55  
 Loretto, MN, 55357

Item Name	Item Number	Quantity	Price Each	Total
<b>Bobcat UW56</b>	M1225	1	59,113.60	59,113.60
<b>Standard Equipment:</b>				
Adjustable Vinyl Seats			Horsepower Management	
All-Wheel Steer			Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471	
Automatically Activated Glow Plugs			Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I	
Auxiliary Hydraulics			Dome Light	
Variable Flow with dual direction detent			Hydraulic Dump Box	
Beverage Holders			Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts.	
Bob-Tach			Joystick, Manually Controlled with Lift Arm Float	
Boom Float			Lift Arm Support	
Cargo Box Support			Parking Brake, automatic	
Cruise Control			Power Steering with Tilt Steering Wheel	
Speed Management			Radiator Screen	
Enclosed Cab with HVAC			Rear Receiver Hitch	
Dual Port USB charger			Seat Belts, Shoulder Harness	
Lower Engine Guard			Spark Arrestor Muffler	
Limited Slip Transaxle			Suspension, 4-wheel independent	
Engine and Hydraulic Monitor with Shutdown			Tires: 27 x 10.5-15 (8 ply), Lug Tread	
Front LED Work Lights			Toolcat Interlock Control System (TICS)	
Full-time Four-Wheel Drive			Two-Speed Transmission	
			Machine Warranty: 12 Months, unlimited hours	
			Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty	
<b>Deluxe Road Package</b>	M1225-P01-C01	1	2,384.90	2,384.90
<i>Included:</i> Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights				
<b>Attachment Control</b>	M1225-R08-C02	1	206.50	206.50
<b>Engine Block Heater</b>	M1225-A01-C02	1	117.60	117.60
<b>Heavy Duty Battery</b>	M1225-R07-C02	1	84.70	84.70
<b>High Flow Package</b>	M1225-R03-C02	1	1,592.50	1,592.50

<b>Interior Trim</b>	M1225-A01-C04	1	165.90	165.90
<b>Power Bob-Tach</b>	M1225-R14-C03	1	928.20	928.20
<b>Radio Option</b>	M1225-R15-C02	1	435.40	435.40
<b>Rear View Camera</b>	M1225-R20-C01	1	289.10	289.10
<b>Traction Control</b>	M1225-R16-C02	1	511.00	511.00
<b>29 X 12.5 Turf Tires</b>	M1225-R05-C05	1	788.90	788.90
<b>68" Angle Broom</b>	7337703	1	6,207.77	6,207.77
<b>60" Snow V-Blade, 7 Pin</b>	7104861	1	4,854.55	4,854.55
<b>68" Heavy Duty Bucket</b>	7272679	1	1,363.57	1,363.57
<b>Bolt-On Cutting Edge, 68"</b>	6718006	1	350.00	350.00
<b>Protection - Rear Window Guard Kit</b>	7150926	1	608.41	608.41
<b>Total for Bobcat UW56</b>				<b>80,002.60</b>
Quote Subtotal				80,002.60
Dealer PDI				250.00
Freight Charges				1,550.00
Destination Charges				530.00
Dealer Assembly Charges				170.00
<i>WOLF PAWS SNOW TIRES - SET OF 4 RIMS AND TIRES</i>				1,800.00
<i>VIRNIG V60 SNOW BLOWER, VBW60-HF33, ELC7-G3</i>				12,275.00
Sales Total before Taxes				96,577.60
Taxes				0.00
<b>Quote Total - USD</b>				<b>96,577.60</b>

**Notes:** SOURCEWELL CONTRACT PRICING APPLIED Sourcewell contract 020223-CEC

<b>Customer Acceptance:</b>	
Quotation Number: <b>RB1622808</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
Print: TIM LITFIN, MAYOR _____	Sign: _____
Date: 02-02-2026	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>

# Z MASTER®

6000 SERIES

SEE PAGE 2 FOR BATTERY

REVOLUTION SERIES OPTIONS

# OWN THE MOWER THAT OWNS EVERY JOB.



COMPATIBLE



The Z Master 6000 Series is one of our most advanced and most comfortable zero turn mowers.

**6.3–7.5**

**Maximum Acres/Hour**

Based on 90% efficiency (MPH x width of cut).  
Actual productivity dependent upon conditions.



#### MYRIDE® SUSPENSION SYSTEM

The MyRIDE Suspension System features a rear shock adjustable operator platform that isolates bumps and vibrations.

Models 72967 and 72968 only. See pages 8-9 for details.



#### HORIZON™ TECHNOLOGY

Choose the performance mode to increase productivity and reduce fuel consumption.

Models 72969, 72946 and 72947 only.  
See page 10 for details.



#### PRO RESULTS EVERY TIME

TURBO FORCE® 5.5" deep cutting decks feature 18,500+ ft./min. blade tip speed and nearly 1/4" thick heat-treated steel blades.



#### DECK LIFT ASSIST

Standard deck lift assist foot pedal allows operator to adjust the deck height quickly and easily.

ZMASTER® 6000 SERIES

	72926		72960		72965		72967		72946		72928		72961		72968		72947		72980		72982		
<b>POWER SYSTEM</b>																							
Commercial Engines at 3600 RPM*	26.5 hp Kohler® Command PRO EFI (747cc)		▶ 31 hp Kawasaki® FX (999cc)		▶ 38 hp Kohler Command PRO EFI (999cc)		26.5 hp Kohler Command PRO EFI (747cc)		31 hp Kawasaki FX (999cc)		▶ 38 hp Kohler Command PRO EFI (999cc)		▶ 37 hp Vanguard Oil Guard (993cc)										
Electric Start	Standard																						
Heavy-Duty Canister Air Cleaner	Standard																						
Drive Tires	24" x 12" – 12" (61 x 30.5 – 30.5 cm)		▶ 24" x 12" – 12" Michei® Tweels (61 x 30.5 – 30.5 cm)								24" x 12" – 12" (61 x 30.5 – 30.5 cm)								Super Turf 24" x 12" – 12" (61 x 30.5 – 30.5 cm)				
Caster Tires	13" x 6.5" – 6" Flat-Free Semi-Pneumatic (33 x 16.5 – 15.2 cm)																						
Fuel/Capacity	Gas/12-Gal (45.4 L)																						
Hour Meter	Smart Hour Meter		Standard		▶ Horizon Technology		Smart Hour Meter		Standard		▶ Horizon Technology		Standard										
Hydraulic Drive System	Unitized Pumps & Wheel Motors																						
Pump	16cc/rev																						
Wheel Motor	17.1 cir																						
Maximum Forward Speed	11.5 mph (18.5 km/h)																						
Clutch	▶ 12 mph (19.3 km/h)																						
<b>MOWING DECKS</b>																							
Deck Size	60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		60" (152.4 cm)		▶ 72" (182.9 cm)		72" (182.9 cm)		72" (182.9 cm)		72" (182.9 cm)		60" (152.4 cm)		▶ 72" (182.9 cm)		
Cutting Deck	7-Gauge TURBO FORCE®																						
Bullnose Bumper	Standard																						
Adjustable Discharge Baffle	Standard, Tools-Free																						
Rubber Discharge Chute	Standard																						
Deck Lift Design	Extension Spring																						
Spindle Housings	9" (22.9 cm) Diameter Cast Aluminum																						
1" (2.5 cm) Heavy-Duty Spindle Shaft	Standard																						
Spindle Bearings	Maintenance-Free																						
Cutting Height	1.0" – 5.5" (2.5 cm – 14 cm)																						
Blades	.204" (.5 cm) Heat-Treated Steel																						
Blade Tip Speed	18,500+ ft/min																						
Belt Construction	Aramid Fiber V-Belt																						
Anti-Scalp Rollers	4 Standard, 1 Optional																						
Carrier Frame Construction	3" x 1.5" – 10-Gauge (7.6 x 3.8 cm)																						
<b>FEATURES</b>																							
Steering Controls	1-5/8" (4.1 cm) Diameter Grips; Adjustable, Dampened																						
Operator Seat	Deluxe Suspension w/ 3-D Isolation Mounts		▶ MyRIDE Suspension System				Deluxe Suspension w/ 3-D Isolation Mounts		▶ MyRIDE Suspension System				Deluxe Suspension w/ 3-D Isolation Mounts										
Armrests	Standard																						
Seat Suspension System	Standard																						
Folding ROPS	Standard																						
Storage Compartment	Standard																						
Foot Pedal Deck Lift	Standard																						
Z Stand	Optional																						
Floor Pan	Pierced, Extruded Tread; No-Tools Deck Access																						
<b>WEIGHTS AND MEASUREMENTS</b>																							
Weight	1,254 lbs.	568.8 kg	1,254 lbs.	568.8 kg	1,254 lbs.	568.8 kg	1,370 lbs.	621.4 kg	1,289 lbs.	584.7 kg	1,350 lbs.	612.3 kg	1,334 lbs.	605.1 kg	1,440 lbs.	653.2 kg	1,369 lbs.	621 kg	1,447 lbs.	656 kg	1,644 lbs.	746 kg	
ROPS Height (Folded)	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	
ROPS Height (Upright)	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	
Deck Clearance Width	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	73.6"	186.9 cm	73.6"	186.9 cm	73.6"	186.9 cm	73.6"	186.9 cm	61.7"	156.7 cm	73.6"	186.9 cm	
Deflector Width	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	87.6"	222.5 cm	87.6"	222.5 cm	87.6"	222.5 cm	87.6"	222.5 cm	75.7"	192.3 cm	87.6"	222.5 cm	
Length	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	86.1"	218.7 cm	86.1"	218.7 cm	86.1"	218.7 cm	86.1"	218.7 cm	83.1"	211.1 cm	86.1"	218.7 cm	

\* The gross horsepower of these gasoline engines was laboratory rated at 3600 rpm by the engine manufacturer in accordance with SAE J1940 or SAE J1995. As configured to meet safety, emission and operating requirements, the actual engine horsepower on these mowers will be significantly lower.



MTI Distributing  
Equipment Quote  
22-Jan-26



City of Waconia  
Mike Mawdsley

Quote Expiration Date: 2/21/2026

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	72961	Z-Master 6000 72in KAW 31HP	\$16,464.42	\$16,464.42
1	78556	EZ Vac DFS Bagger	\$2,919.27	\$2,919.27
1	78554	EZ Vac Blower and Drive Kit	\$1,702.36	\$1,702.36
1	115-7480	Striping Kit	\$299.99	\$299.99
2	139-7891	Tweels	\$845.99	\$1,691.98
1	Matador	Chute Deflector	\$500.00	\$500.00
MN State Contract # 243333				
			Subtotal	\$23,578.02
			Sales Tax Exempt	\$0.00
			<b>Total</b>	<b>\$23,578.02</b>

Quote is valid for 30 days; pending product availability

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

MTI Distributing, Inc. • 4830 Azelia Ave N • Brooklyn Center, MN

*I commit to the purchase as detailed on quote above. I reserve the right to opt out of intended purchase at any time prior to scheduled delivery.*

Name TIM LITFIN, MAYOR

Signature \_\_\_\_\_:

Date 02-02-2026:

# AERA-vator<sup>®</sup>

One Tool. Multiple Uses. Better Turf.

AERA-VATOR SHAFT | MULTI-TINE SHAFT | SLICER SHAFT  
SPIKER SHAFT | CORING SHAFT | POWER SEEDER SHAFT



164 Oakridge Church Road | Tifton, GA 31794  
1-229-382-4768 (or) 1-800-363-8780  
[www.1stproducts.com](http://www.1stproducts.com)

# ABOUT THE **AERA-vator**®



**Keeping your turf healthy throughout the seasons doesn't have to be a 24/7 process.**

With the Universal design, our innovative equipment addresses issues you face everyday in growing and maintaining professional-level turf for your golf course, sports field, commercial landscapes and all other turf needs.



## **Premier aeration and seeding equipment**

Creates a healthy rooting system for natural turf. The innovative AERA-vator provides better air and water infiltration to give roots the ability to grow stronger and deeper into the soil. Add the optional seed box to convert your AERA-Vator to the Seeda-vator for the best of both.



## **Versatile, Cost-Effective**

The AERA-vator is the versatile, cost-effective aeration equipment you can rely on to deliver beautiful and vibrant turf all year round.



# Specifications

*\*Combine weight(s) together when configuring for the total weight.*

## AERA-vator Shaft



### AERA-VATOR FRAME

**FRAME WEIGHT\*:** 303lbs / 347lbs. / 672lbs.  
**WORKING WIDTH:** 40" / 60" / 80"  
**CENTER DRIVE GEARBOX:** 1:1 Rt. Angle / 1:1 Rt. Angle / 1:1 Tee  
**END DRIVE:** (3) BX Belts / (4) BX Belts / (6) BX Belts Shaft Vibration Frequency  
**CYCLES/MIN.:** @540 PTO RPM=800  
**HEAVY DUTY LIFT TRAIL HITCH:** 3' turn radius approx.  
**DRIVELINE:** 1<sup>3</sup>/<sub>8</sub>" Spline w/ Safety Shield Finish Black Acrylic Trim

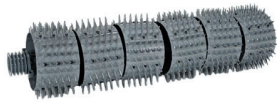
### UA40 / UA60 / UA80

### AERA-VATOR SHAFT

**WEIGHT\*:** 245lbs. / 340 lbs.  
**AERATION DENSITY:** 55 Holes per Sq. Ft.  
**SHELLS (6 per ROTOR):** 36 / 48  
**ROTOR BEARINGS:** Double Sealed Tapered Roller  
**SIDE-TO-SIDE TINE TRAVEL:** 1/2" Vibration Depth 1<sup>3</sup>/<sub>8</sub>"

### UA60 / UA80

## Multi-Tine Shaft



### MULTI-TINE SHAFT

**WEIGHT\*:** 175lbs. / 245lbs. / 340lbs.  
**Vibrating Depth:** 1<sup>3</sup>/<sub>8</sub>" holes  
**Aeration Density:** 55 holes per Sq. Ft.  
**Replaceable shells:** 24 / 36 / 48  
**Rotor Bearings:** Double Sealed Tapered Roller  
**SIDE-TO-SIDE TINE TRAVEL:** 1/2"

### UA40 / UA60 / UA80

## Slicer Shaft



### SLICER SHAFT

**WEIGHT\*:** 145lbs. / 155lbs. / 220lbs.  
**AERATION DENSITY:** 5-6 slits per Sq. Ft.  
**BLADES:** 40 / 60 / 80 10 GA. Hardened Spring Steel  
**BEARINGS:** 50mm Ball Bearing Vertical Oscillation <sup>5</sup>/<sub>8</sub>"  
**VIBRATION DEPTH:** 4<sup>1</sup>/<sub>4</sub>"  
**BLADE SPACING:** 5"

### UA40 / UA60 / UA80

## Coring Shaft



### CORING SHAFT

**WEIGHT\*:** 145lbs. / 175lbs. / 192lbs.  
**AERATION DENSITY:** 5-6 slits per Sq. Ft.  
**SPOONS:** 3/4 ID hardened steel spoons 64 / 96 / 128  
**BEARINGS:** Oil Impregnated Bronze  
**CORING DEPTH:** Up to 4<sup>1</sup>/<sub>2</sub>"  
**SPACING:** 5"

### UA40 / UA60 / UA80

## Spiker Shaft

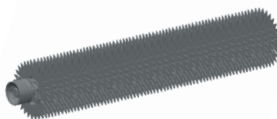


### SPIKER SHAFT

**WEIGHT\*:** 236lbs. / 402lbs. / 552lbs.  
**AERATION DENSITY:** 57-58 holes per Sq. Ft.  
**TINES:** 1<sup>7</sup>/<sub>8</sub>" long conical tines on casted ring 25 / 37 / 49  
**BEARINGS:** 1<sup>3</sup>/<sub>8</sub>" Ball Bearing  
**TINE DEPTH:** 1<sup>7</sup>/<sub>8</sub>"

### UA40 / UA60 / UA80

## Power Seeder Shaft



### POWER SEEDER SHAFT

FRAME w/ RAKE & ROLLER  
**WEIGHT\*:** 225lbs. / 250lbs. / 350lbs.  
**AERATION DENSITY:** 55 holes per Sq. Ft.  
**TINES:** Replaceable shells 16 / 24 / 32 shells Rotor  
**BEARINGS:** Double row deep groove Ball Bearing  
**VIBRATION DEPTH:** 1<sup>1</sup>/<sub>2</sub>"  
**VERTICAL TRAVEL:** 1<sup>1</sup>/<sub>4</sub>"

### UA40 / UA60 / UA80



### SEED BOX

**WEIGHT\*:** 200lbs. / 330lbs. / 380lbs.  
**CAPACITY:** 4.7 / 6.7 / 9.4 cubic ft.  
**RATE CONTROL:** Micro Flute Adjustment/Seed Cup Gauge Mechanism / Interchangeable Sprockets  
**OUTLETS:** 10 / 15 / 20  
**DRIVE:** Electric / Ground / Ground

### UA40 / UA60 / UA80

### ROLLER (STANDARD) - UA40 / UA60 / UA80

**WEIGHT\*:** 107lbs. / 225lbs. / 275lbs.  
**DIAMETER:** 8 <sup>5</sup>/<sub>8</sub>"

### SPIKER ROLLER - UA40 / UA60 / UA80

**WEIGHT\*:** 250lbs. / 450lbs. / 575lbs.  
**SPIKE:** 1<sup>7</sup>/<sub>8</sub>" long conical tines on casted ring 25 / 37 / 49  
**DENSITY:** 57-58 holes per Sq. Ft.

### RAKE (STANDARD) - UA40 / UA60 / UA80

**WEIGHT\*:** N/A / 37lbs. / 53lbs.  
**TEETH SPACING:** 3<sup>3</sup>/<sub>4</sub>"  
**WORKING WIDTH:** N/A / 60" / 80"

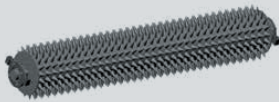
# Universal AERA-Vator Shaft Options



## Power Seeder

### SHAFT

This shaft was designed to be able to over seed into low-mow height of cut, such as golf course fairways and tees.



### Faster Turnaround

Designed for fine turf seeding on fairways, tees and all manicured areas with no disruption to surface playing area. With the seed box attachment, seeding is fast and efficient.



### Minimal Disruption

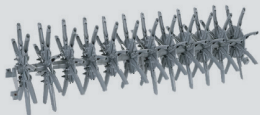
The vibration allows for seeding in shallow rooted turf creating no cleanup and does not disrupt play.



## Coring

### SHAFT

This shaft uses a hollow tine to penetrate the soil. Core aeration helps reduce thatch and improves drainage.



### Core Aeration

The coring shaft is non PTO powered and fits into all 1st products UA models.



### High Efficiency

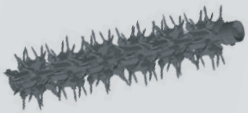
Pulls five holes per square foot, allowing for efficient aeration of the turf.



## the original **AERA-vator**®

### SHAFT

AERA-vating has become a popular turf practice over the last decade and can only be done with the AERA-vator shaft. This prepares a soft, fractured seed bed for optimum seed germination.



### **One-pass Seeding**

This shaft utilizes patented vibration technology to penetrate the hardest ground and provide 100% compaction relief with no cores to cleanup. By AERA-vating, the vibrating action allows better water infiltration, and oxygen and gas exchange. With the optional seed box attachment, you can prepare the ground for seed and accurately meter a wide variety of cool and warm season grass seed.



### **Water and Oxygen Exchange**

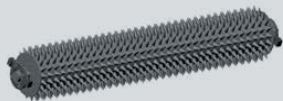
This shaft is ideal for sports fields, landscapers, golf course roughs, cart paths and much more.



## **Spiker**

### SHAFT

This shaft along with the optional seed box and rake attachment is an economical primary seeder. A second spike shaft can be added to double holes per sq/ft as a rear roller.



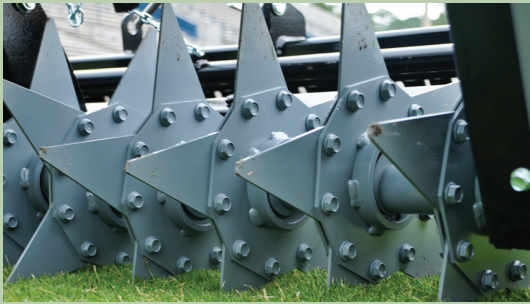
### **Conical Shape**

The conical shape tines are cast into a ring, providing close to 60 holes per square ft.



### **Effective Speed**

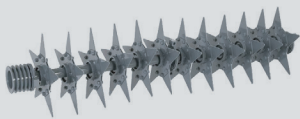
This is a great shaft to use with less disruption and if speed is a factor.



## Slicer Shaft

### SHAFT

Slicing is a non-disruptive practice a turf manager performs in peak growing season when temperatures are at their highest.



### Vibrating Action

Patented vibrating action that forces the slicer blade into compacted turf, achieving the max depth.



### Minimal Disruption

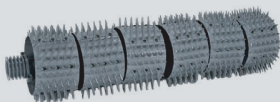
Slicing still provides enough aeration to open the ground to allow water and oxygen exchange.



## Multi-Tine

### SHAFT

This shaft utilizes vibration to relieve compaction on artificial playing surfaces up to 25% after the first pass. Prolongs the life expectancy well beyond the warranty.



### Artificial Turf

The Multi-tine shaft's technology is gentle to the fibers.



### Natural Turf

This is also an ideal shaft for fall and spring over seeding when turf is well rooted and the strongest.



MTI Distributing  
Equipment Quote  
January 12, 2026



Quote Expiration Date: 2/11/2026

Mike Dressel  
City of Waconia

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1st Products 60" AERA-vator:				
1	UA82-021	UA60 Frame w/Rake & Standard Roller (less shaft)	\$7,025.27	\$7,025.27
1	UA82-015	UA60 AE Shaft	\$4,150.18	\$4,150.18
1	SB82-001	UA60 Seed Box	\$4,093.48	\$4,093.48
			Equipment Total	\$15,268.93
			6.875% Sales Tax	Exempt
			<b>Total</b>	<b>\$15,268.93</b>

Net 30 Terms with qualified credit  
Equipment delivery and set-up at no additional charge  
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Larry Gorman  
Outside Sales Representative  
612-877-0830

Karen Wangenstein  
Inside Sales Representative  
763-592-5643

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

TIM LITFIN, MAYOR 02-02-2026

# Reinders Quote

Prepared By:  
**Bob Giesler**  
 Territory Manager  
 13400 Watertown Plank Rd.  
 Elm Grove, WI 53122-2227  
 Cell (920) 660-4227  
 Fax (262) 786-6111  
[bgiesler@reinders.com](mailto:bgiesler@reinders.com)

Account: City of Waconia  
**201 S. Vine Street**  
 Waconia, MN 55387

<u>Quote ID</u> JJBG012726	Quote Valid Until 2/26/26
<u>Quote Date</u> 1/27/26	Applicable tax is added at invoicing

## PRICE QUOTATION

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	UA82-021	<b>60" Aera-vator Frame w/ Rake &amp; standard Roller (less shaft)</b>	\$7,025.27
1	UA82-015	Solid Tine Shaft	\$4,150.18
1	SB82-001	Seed Box	<u>\$4,093.48</u>
		Subtotal:	\$15,268.93
		Setup/Delivery:	<u>\$1,221.51</u>
		<b>Total:</b>	<b>\$16,490.44</b>



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b> February 2, 2026	
<b>Item Name:</b> 8.5. Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2025	
<b>Originating Dept:</b> Finance	
<b>Presented By:</b> Nicole Meyer	
<b>Previous Council Action:</b> Resolution No. 2025-120 Authorizing Approval & Execution of Solid Waste Reduction Grant Agreement - Dated: April 21, 2025	
<b>Item Type:</b>	Consent
<b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Adopt Resolution No. 2026-041 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2025	
<b>EXPLANATION OF AGENDA ITEM:</b>	
<p>The City submitted an application in 2025 and was awarded grant funds for solid waste reduction and recycling by Carver County Public Services. City staff submitted all the required documents for reimbursement of the grant proceeds. The City recently received funds totaling \$15,571.50. The City's total estimated costs for staff time and disposal fees for compost services in 2025 was about \$15,699.50. In addition to the grant, the City collected \$7,536.85 in fees from residents for composting services in 2025.</p> <p>The grant funds will be recorded as 2025 grant revenue in the General Fund — Streets Department; this offsets the costs of the project and corresponds with the grant close out date. The City has applied again in 2026 for this grant and will submit paperwork at the end of the compost season for reimbursement.</p>	
<b>ATTACHMENTS:</b>	
1. Resolution No. 2026-041 Grant Proceeds	
<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
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. 2026-041**

**RESOLUTION ACCEPTING GRANT PROCEEDS FROM  
CARVER COUNTY PUBLIC SERVICES  
SOLID WASTE REDUCTION AND RECYCLING GRANT FOR 2025**

**WHEREAS**, City staff budgeted for solid waste and composting expenditures in the 2025 final budget; and

**WHEREAS**, City staff applied for a solid waste reduction and recycling grant with Carver County Public Services to off-set the cost of these expenditures; and

**WHEREAS**, the City's total costs in 2025 for solid waste, composting, and recycling was approximately \$15,699.50; and

**WHEREAS**, the City of Waconia met the grant criteria with the expenditures incurred.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Waconia hereby graciously accepts the grant proceeds of \$15,571.50 for the 2025 solid waste reduction and recycling grant from Carver County Public Services and acknowledges funds will be recorded in the City's General Fund - Streets Department as of December 31, 2025.

Adopted by the City Council of Waconia, Minnesota this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

ATTEST: \_\_\_\_\_  
Jackie Schulze, Assistant City Administrator



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b>	February 2, 2026
<b>Item Name:</b>	8.6. Trunk Fee Deferral Payment Plan - Lakeside Books
<b>Originating Dept:</b>	Finance
<b>Presented By:</b>	Nicole Meyer
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Consent

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:** Adopt Resolution No. 2026-042 Approving the Trunk Fee Deferral Payment Plan for Lakeside Books

**EXPLANATION OF AGENDA ITEM:**

On June 20, 2022, the City Council approved the Small Business Trunk Fee Deferral Policy in connection with the Metropolitan Council's SAC Deferral Program. The City recently received an application and application fee for the deferral program from Lakeside Books, a new business that will be located in the basement of the building located at 9 1st Street West. One additional trunk fee is due based on the plans reviewed by the Metropolitan Council. The permit will be issued this year and the fees for this additional trunk fee are as follows:

- Met Council SAC \$ 2,485
- City Trunk Sewer \$ 4,200
- City Trunk Water \$ 6,500
- Total Due: \$13,185

The applicant has requested to finance 80% of the fees over a 10-year period of time. The Met Council's current interest rate for this program is 2.27%. Interest is calculated on the note monthly and payments will be made semi-annually (June and December) by Lakeside Books.

At the time of building permit, the applicant will owe \$2,637; this represents 20% of the total fees. Semi-annual payments will be calculated based on the remaining balance due of \$10,548 with interest. The first payment date will be determined at the time the building permit is approved and paid for. With the City Council's approval, staff will work with the applicant and Met Council to record the payment plan and proper notes receivable.

**ATTACHMENTS:**

1. Resolution No. 2026-042 Trunk Fee Deferral, Lakeside Books

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

**CITY OF WACONIA  
RESOLUTION NO. 2026-042**

**RESOLUTION APPROVING THE TRUNK FEE DEFERRAL PAYMENT PLAN  
FOR LAKESIDE BOOKS**

**WHEREAS**, the City of Waconia has adopted a Small Business Trunk Fee Deferral Plan to assist with costs of new development and redevelopment projects; and

**WHEREAS**, Lakeside Books made a request for a Trunk Fee Deferral Payment Plan to allow for the remodeling of the basement facility located at 9 1<sup>st</sup> Street West; and

**WHEREAS**, a total of one SAC and trunk fee is due per the building permit; and

**WHEREAS**, based on the 2026 fee schedule totals \$13,185; and

**WHEREAS**, the applicant has requested to finance 80% of the total fees due over a 10-year period; and

**WHEREAS**, the trunk fees due will be paid to the City semi-annually (in June and December) by Lakeside Books at an interest rate of 2.27%; and

**WHEREAS**, the City will pass thru the amount due to the Metropolitan Council semi-annually; and

**WHEREAS**, a note receivable will be recorded in the water and sewer utility fund for the remaining balance due. This note will be paid down semi-annually as payments are received.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Waconia hereby approves the trunk fee deferral payment plan for Lakeside Books located at 9 1<sup>st</sup> Street West in downtown Waconia.

Adopted by the City Council of Waconia, Minnesota this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

ATTEST: \_\_\_\_\_  
Jackie Schulze, Assistant City Administrator



## REQUEST FOR CITY COUNCIL ACTION

<b>Meeting Date:</b>	February 2, 2026
<b>Item Name:</b>	9.1. Approve Layout for 2nd Street - 2026 Downtown Ph 4 Project
<b>Originating Dept:</b>	Public Services
<b>Presented By:</b>	Jon Haukaas
<b>Previous Council Action:</b>	Resolution No. 2026-037 Approve Final Plans and Authorization to Bid for the 2026 Downtown Reconstruction Phase 4
<b>Item Type:</b>	Regular Session
<p><b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Adopt Resolution No. 2026-043 Approving the Layout of 2nd Street for the 2026 Downtown Phase 4 Project</p> <p><b>EXPLANATION OF AGENDA ITEM:</b></p> <p>Staff will present options for the cross-section of 2nd Street between Elm Street and Pine Street with various combinations of sidewalk width and street width. Comments received during public outreach and directly to the City Council raised concerns regarding the potential impacts to existing trees resulting from the sidewalk reconstruction. Replacement of the sidewalks will affect existing trees because root systems extend beneath both the current and proposed sidewalk locations. Trees located this close to excavation typically have a very low survival rate. In response to public comments, the project plans were revised to protect existing trees to the greatest extent practicable. While these revisions minimize impacts, they do not guarantee tree survival.</p> <p>Additional concerns were expressed that the sidewalk improvements would still be located too close to existing trees, and there is a desire to further maximize the separation distance. As a result, staff were directed to evaluate and return with alternative options that would increase the distance between sidewalk construction and existing trees. These alternatives include narrowing the sidewalk, narrowing the roadway, or a combination of both. The Council also requested information on how each option would affect curb line offsets along the length of the street.</p> <p>The location of the south side curb line is constrained because of existing 'zero-setback' buildings on that side. The south side will include a 6-foot residential sidewalk, a minimum 5-foot boulevard and then the curb line.</p> <p>The options presented include:</p> <p>Option A: A 40-foot wide street with an 8-foot sidewalk resulting in approximately 4.5 feet from the edge of the sidewalk to the face of the closest tree. Currently, in the approved Final Plans.</p> <p>Option B: A 38-foot wide street with an 8-foot sidewalk resulting in approximately 6.5 feet from the edge of the sidewalk to the face of the closest tree.</p> <p>Option C: A 40-foot wide street with an 6-foot sidewalk resulting in approximately 6.5 feet from the edge of the sidewalk to the face of the closest tree.</p> <p>Staff requests the City Council approve one of the options to be selected to give staff clear direction if this minor design change is needed.</p>	

**ATTACHMENTS:**

1. Resolution No. 2025-043 -A Approving Design Layout for 2nd Street
2. Resolution No. 2025-043-B Approving Design Layout for 2nd Street
3. Resolution No. 2025-043-C Approving Design Layout for 2nd Street
4. 2nd St Cross Section Options A-C

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

**CITY OF WACONIA  
RESOLUTION NO. 2026-043**

**RESOLUTION APPROVING THE LAYOUT FOR 2ND STREET AS PART  
OF THE 2026 DOWNTOWN RECONSTRUCTION PHASE 4 PROJECT  
OPTION A**

**WHEREAS**, the City Council held an Open House on the proposed Downtown Reconstruction, Phase 4 Project, a project consisting of street, drainage and utility improvements on January 7th, 2026; and

**WHEREAS**, as a result of input received, the Council has requested additional options be reviewed to understand impacts to sidewalk widths and trees for various cross section layouts of 2nd Street between Elm Street and Pine Street; and

**WHEREAS**, staff has provided a recommended option (Option A) in the approved Final Plans to utilize the Downtown Design guidelines placing 8-foot sidewalks on the north side of the street and moving the north curblin south by two feet thereby reducing the street to 40 feet wide in order to maintain an approximate 4.5 foot separation to the existing tree trunks behind the right of way line; and

**WHEREAS**, staff has provided two additional layout options utilizing the Downtown Design guidelines placing 8-foot sidewalks on the north side and reducing the street width to 38 feet (Option B) and placing 6-foot sidewalks on the north side and reducing the street width to 40 feet (Option C); and

**WHEREAS**, staff need clear direction to finalize the street layout and avoid redesign time and costs prior to bidding and construction of the project.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Waconia, Minnesota, hereby approves the attached Option A for the layout of 2nd Street between Elm Street and Pine Street as shown in the attached Exhibit.

Adopted by the City Council of the City of Waconia this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA  
RESOLUTION NO. 2026-043**

**RESOLUTION APPROVING THE LAYOUT FOR 2ND STREET AS PART  
OF THE 2026 DOWNTOWN RECONSTRUCTION PHASE 4 PROJECT  
OPTION B**

**WHEREAS**, the City Council held an Open House on the proposed Downtown Reconstruction, Phase 4 Project, a project consisting of street, drainage and utility improvements on January 7th, 2026; and

**WHEREAS**, as a result of input received, the Council has requested additional options be reviewed to understand impacts to sidewalk widths and trees for various cross section layouts of 2nd Street between Elm Street and Pine Street; and

**WHEREAS**, staff has provided a recommended option (Option A) in the approved Final Plans to utilize the Downtown Design guidelines placing 8-foot sidewalks on the north side of the street and moving the north curblin south by two feet thereby reducing the street to 40 feet wide in order to maintain an approximate 4.5 foot separation to the existing tree trunks behind the right of way line; and

**WHEREAS**, staff has provided two additional layout options utilizing the Downtown Design guidelines placing 8-foot sidewalks on the north side and reducing the street width to 38 feet (Option B) and placing 6-foot sidewalks on the north side and reducing the street width to 40 feet (Option C); and

**WHEREAS**, staff need clear direction to finalize the street layout and avoid redesign time and costs prior to bidding and construction of the project.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Waconia, Minnesota, hereby approves the attached Option B for the layout of 2nd Street between Elm Street and Pine Street as shown in the attached Exhibit.

Adopted by the City Council of the City of Waconia this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA  
RESOLUTION NO. 2026-043**

**RESOLUTION APPROVING THE LAYOUT FOR 2ND STREET AS PART  
OF THE 2026 DOWNTOWN RECONSTRUCTION PHASE 4 PROJECT  
OPTION C**

**WHEREAS**, the City Council held an Open House on the proposed Downtown Reconstruction, Phase 4 Project, a project consisting of street, drainage and utility improvements on January 7th, 2026; and

**WHEREAS**, as a result of input received, the Council has requested additional options be reviewed to understand impacts to sidewalk widths and trees for various cross section layouts of 2nd Street between Elm Street and Pine Street; and

**WHEREAS**, staff has provided a recommended option (Option A) in the approved Final Plans to utilize the Downtown Design guidelines placing 8-foot sidewalks on the north side of the street and moving the north curblin south by two feet thereby reducing the street to 40 feet wide in order to maintain an approximate 4.5 foot separation to the existing tree trunks behind the right of way line; and

**WHEREAS**, staff has provided two additional layout options utilizing the Downtown Design guidelines placing 8-foot sidewalks on the north side and reducing the street width to 38 feet (Option B) and placing 6-foot sidewalks on the north side and reducing the street width to 40 feet (Option C); and

**WHEREAS**, staff need clear direction to finalize the street layout and avoid redesign time and costs prior to bidding and construction of the project.

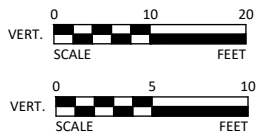
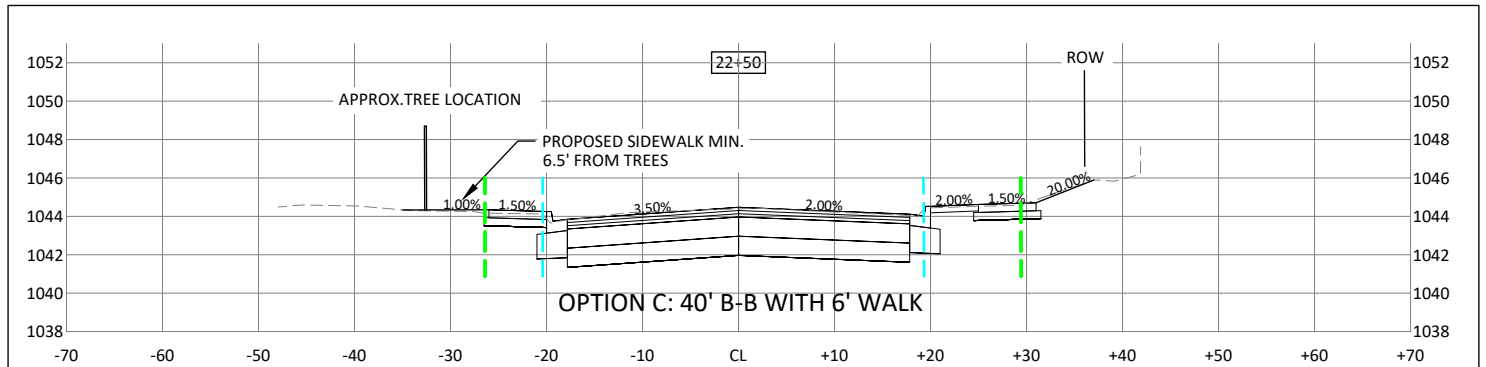
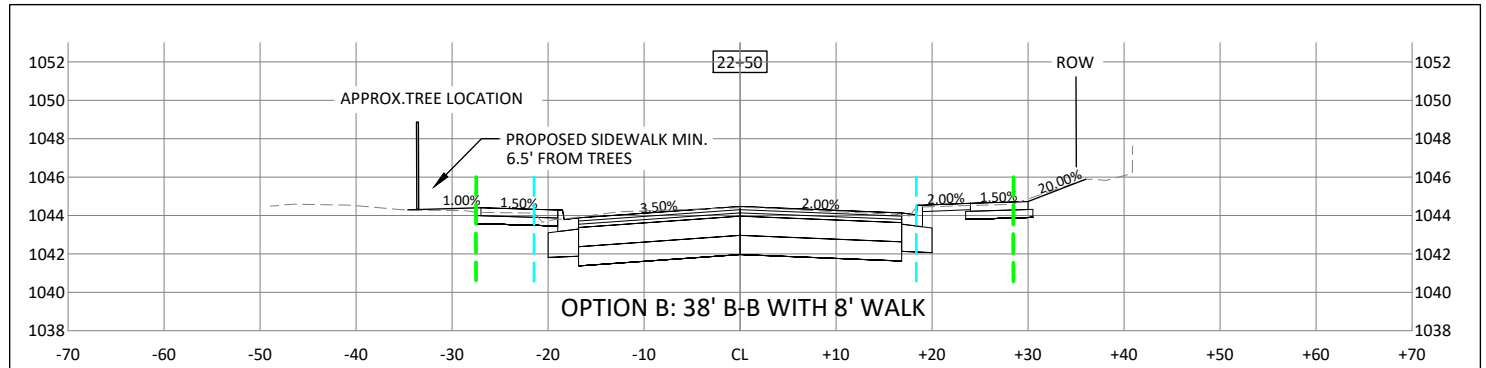
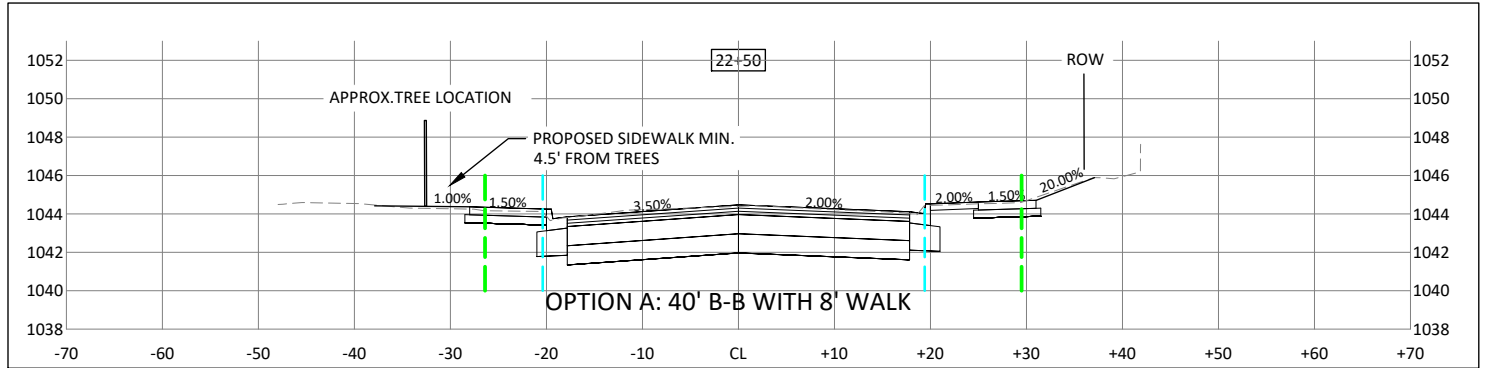
**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Waconia, Minnesota, hereby approves the attached Option C for the layout of 2nd Street between Elm Street and Pine Street as shown in the attached Exhibit.

Adopted by the City Council of the City of Waconia this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jacqueline Schulze, Assistant City Administrator

--- EXISTING BACK OF CURB  
--- EXISTING EDGE OF SIDEWALK



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## REQUEST FOR CITY COUNCIL ACTION

<b>Meeting Date:</b>	February 2, 2026
<b>Item Name:</b>	9.2. 2026 Community Survey
<b>Originating Dept:</b>	Administration
<b>Presented By:</b>	Jackie Schulze
<b>Previous Council Action:</b> None	
<b>Item Type:</b>	Regular Session

**RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:** Adopt Resolution No. 2026-044 Authorizing Contract with Polco for Community Survey

**EXPLANATION OF AGENDA ITEM:**

**Background**

The 2026–2029 Waconia Strategic Plan identifies several strategic initiatives that rely on direct community input through surveys. These include conducting a survey to establish baseline awareness of the City’s financial condition under the *Strengthen Fiscal Condition* priority, as well as a survey focused on trust in government and residents’ preferred sources of information under the *Expand Community Engagement* priority.

The City of Waconia has not previously conducted a community survey of this scope or depth. The 2026 budget includes \$22,000 allocated for this project. Staff researched available options and identified two organizations with extensive experience conducting municipal surveys: The Morris Leatherman Company and Polco. Proposals were requested from both firms and are summarized below.

	<b>Polco</b>	<b>Morris Letherman</b>
<b>Number of Households Surveyed</b>	Random sample of 2,500 households Open Survey Participation Final 2 Weeks <i>(results are kept separate, and then compared to statistically significant data)</i>	Random sample of 400 households
<b>How Is Survey Communicated</b>	Postcard with code to online survey Followed up with paper survey Separate URL for final two weeks opened to all residents	Random digit dial landline & cell phone numbers
<b>Type of Survey Used</b>	National Community Survey (NCS) (attached) <i>includes all questions</i>	60 question survey (prototype attached) - <i>City selects 60 questions from survey</i>
<b>Custom Questions</b>	\$2,000 for half-page of custom questions	\$200 per additional question
<b>Total Cost</b>	\$20,000 for survey plus an	\$20,000 for 60 questions,

additional \$2,000 for halfpage of custom questions      additional \$200 per question; average survey cost is \$26,000 - \$34,000

**Survey Timing and Frequency**

Communities vary in how often they conduct surveys, with most doing so every other year, while others conduct surveys annually or every three years. Staff recommend conducting community surveys in odd-numbered years, opposite of election cycles. Staff further recommend completing the initial survey in spring 2026, with a full community launch at the Community Expo in April. A follow-up survey is recommended for winter 2027 to establish the ongoing odd-year cycle. This authorization, is only for the 2026 survey.

**Staff Recommendation**

After reviewing both proposals and survey instruments, staff recommend working with Polco for the community survey. Polco has partnered with dozens of Minnesota communities, offers a broader outreach methodology that includes both online and paper options rather than phone-only outreach, and provides a more cost-effective approach. Their use of the National Community Survey also allows for meaningful benchmarking against peer communities.

Both firms provided reference lists of Minnesota cities they have worked with previously or currently. Staff research indicates that several cities that formerly used The Morris Leatherman Company have transitioned to Polco in recent years. Polco also offers additional analytic and engagement tools that may be valuable for future survey efforts.

A future City Council Work Session will focus on the custom question development portion of the survey.

**ATTACHMENTS:**

1. 9.2 Resolution No. 2026-044 Contract Community Survey
2. ML Proposal
3. ML Sample Survey
4. ML Work Examples
5. POLCO Proposal
6. POLCO NCS Overview with MN NCS Customers
7. Polco The NCS Instrument Copyright

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

**CITY OF WACONIA  
RESOLUTION NO. 2026 - 044**

**RESOLUTION AUTHORIZING A COMMUNITY SURVEY  
AND APPROVING AN  
AGREEMENT WITH POLCO**

**WHEREAS**, the City Council of the City of Waconia adopted the 2026–2029 Waconia Strategic Plan, which identifies several strategic initiatives that rely on direct community input through statistically valid community surveys; and

**WHEREAS**, the City of Waconia has not previously conducted a community survey of this scope or depth; and

**WHEREAS**, the City’s adopted 2026 budget includes \$22,000 for the purpose of conducting a comprehensive community survey; and

**WHEREAS**, City staff researched available options and solicited proposals from two firms with extensive experience conducting municipal surveys for cities in Minnesota, Polco and The Morris Leatherman Company; and

**WHEREAS**, staff evaluated the proposals based on methodology, cost, outreach approach, benchmarking capabilities, and overall value to the City; and

**WHEREAS**, based on the proposal evaluations, staff recommend using POLCO to conduct the survey; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waconia, Minnesota, that:

1. The City Council hereby authorizes the completion of a community survey in 2026 to support implementation of the 2026–2029 Waconia Strategic Plan.
2. The City Council approves entering into an agreement with Polco to conduct the 2026 community survey at a total cost of \$22,000.

Adopted by the City Council of the City of Waconia, Minnesota, this 2<sup>nd</sup> day of February 2026.

\_\_\_\_\_  
Tim Litfin, Mayor

Attest: \_\_\_\_\_  
Jackie Schulze, Assistant City Administrator/Clerk

The Morris Leatherman Company  
3128 Dean Court  
Minneapolis, Minnesota 55416

January 7, 2026

The Morris Leatherman Company is pleased to present this survey research proposal to you for the City of Waconia. This prospectus is organized in three parts: a potential design; project schedule; and, estimated project costs. As you will see, I am certain that we can provide the City of Waconia with the information it seeks in both a cost-effective and timely manner.

***DESIGN OF THE RESEARCH:***

The Morris Leatherman Company proposes to conduct a telephone survey of 400 randomly selected households in the City of Waconia. A sample of 400 residents would provide results projectable to the entire city adult population within  $\pm 5.0$  percent in 95 out of 100 cases. The sample is also of sufficient size to permit the city to be divided into a maximum of four categories for more detailed analysis, such as age, mobility, home ownership, location of residence, presence of children, and other demographic characteristics.

To insure the integrity of the sample, the Morris Leatherman Company places the most exacting sampling standards in the industry on our procedures. MLC uses a mix of random digit dial landline and cell phone numbers. Before an alternate household is substituted for a designated target, at least ten tries are made to contact the initial households during a five-day period. The telephone calls take place during various times on weekday evenings and during the weekend. Our interviewers are also instructed to seek convenient appointments with interviewees, cutting our non-contact rate to less than five percent on average. An unbiased selection process is also used to identify the adult member of the household to be interviewed. To validate the completed sample, the latest United States Census updated population characteristics are utilized as a standard of comparison.

The questionnaire would be administered by company trained and supervised personnel. The computer analysis will be obtained from our in-house C-MENTOR and SPSS statistical analysis systems, insuring both access to the most current analysis programs and confidentiality of the data set.

The City of Waconia will be presented with bound copies of the final report highlighting all the major findings of the study. The Morris Leatherman Company will also speak to any major differences from and similarities with the past studies of the community, when applicable, in addition to other communities. A volume of all computer-generated cross tabulations and other multivariate statistical techniques will also be included.

***PROJECT SCHEDULE:***

1. Planning with City Council Members, City Staff, and/or relevant individuals to establish the topics to be covered in the survey. Based on these topic concepts, the Morris Leatherman Company would word specific, neutral questions. This activity can be completed by a meeting, telephone and/or e-mail, depending on client wishes, within two weeks of the initiation of the contract.
2. Structuring of questions and final approval of the survey instrument. These activities are usually completed within three weeks of the discussion of topics to be covered in the survey.
3. Final determination of the field dates for interviewing.
4. Pre-testing and, if needed, approval of resulting revisions. This activity is usually completed by the second day of fieldwork.
5. Completion of all fieldwork within a two-to-three week period.
6. Computer analysis and preparation of written report. All analytical tests and commentary will be available within six weeks after completion of the fieldwork.
7. Delivery of the final written report to the City of Waconia, including presentation graphics. Afterwards, telephone consultation, as the need arises, will be provided about the study's findings and implications.

***PROJECT COSTS:***

The cost of a survey is driven by two factors: sample size and questionnaire length. The cost to conduct a 60 question survey would be \$20,000.00. Each additional question would be \$200.00. The typical city survey is between 100 and 160 questions and typically costs between \$26,000 and \$34,000.

As company policy, the Morris Leatherman Company requires one-half of the cost prior to the commencement of fieldwork; the remainder is due upon delivery of the final written report. Unless otherwise arranged, the Morris Leatherman Company invoices clients for the initial payment at the time of the initiation of the contract; the remainder is due at the time of the receipt of the final written report.

If you require any further information from us, feel free to contact me. We look forward to the opportunity to work with the City of Waconia.

*City of Waconia*  
*Residential Survey Research Proposal*  
*January 2026*

Sincerely,

*Peter Leatherman*

Peter Leatherman  
Managing Partner

THE MORRIS LEATHERMAN COMPANY  
3128 Dean Court  
Minneapolis, Minnesota 55416

City of \_\_\_\_\_  
Residential Survey  
PROTOTYPE SURVEY

Hello, I'm \_\_\_\_\_ of the Morris Leatherman Company, a polling firm located in Minneapolis. We have been retained by the City of \_\_\_\_\_ to speak with a random sample of residents about issues facing the community. This survey is being conducted because the City Council and City Staff are interested in your opinions and suggestions about current and future city needs. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

1. Approximately how many years have you lived in \_\_\_\_\_?
- |                           |   |
|---------------------------|---|
| LESS THAN FIVE YEARS..... | 1 |
| SIX TO TEN YEARS.....     | 2 |
| 11 TO TWENTY YEARS.....   | 3 |
| 21 TO 30 YEARS.....       | 4 |
| OVER THIRTY YEARS.....    | 5 |
| DON'T KNOW/REFUSED.....   | 6 |

2. As things now stand, how long in the future do you expect to live in \_\_\_\_\_?
- |                          |   |
|--------------------------|---|
| LESS THAN TWO YEARS..... | 1 |
| TWO TO FIVE YEARS.....   | 2 |
| FIVE TO TEN YEARS.....   | 3 |
| OVER TEN YEARS.....      | 4 |
| REST OF LIFE.....        | 5 |
| DON'T KNOW/REFUSED.....  | 6 |

3. What do you like most, if anything, about living in \_\_\_\_\_?
- \_\_\_\_\_
- \_\_\_\_\_

4. What do you think is the most serious issue facing \_\_\_\_\_ today?
- \_\_\_\_\_
- \_\_\_\_\_

5. How would you rate the quality of life in \_\_\_\_\_ -- excellent, good, only fair, or poor?
- |                         |   |
|-------------------------|---|
| EXCELLENT.....          | 1 |
| GOOD.....               | 2 |
| ONLY FAIR.....          | 3 |
| POOR.....               | 4 |
| DON'T KNOW/REFUSED..... | 5 |

6. Over the next five years or so, do INCREASE.....1  
 you expect the quality of life in DECREASE.....2  
 \_\_\_\_\_ to increase, decrease, or REMAIN ABOUT SAME.....3  
 remain about the same? DON'T KNOW/REFUSED.....4

IF "INCREASE" OR "DECREASE," ASK:

7. Could you tell me one or two reasons why you feel that way?

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8. Which of the following two state- STATEMENT A.....1  
 ments comes closer to your STATEMENT B.....2  
 feelings: BOTH OF ABOVE.....3  
 (A) I call \_\_\_\_\_ NEITHER.....4  
 "home." DON'T KNOW/REFUSED.....5  
 (B) \_\_\_\_\_ is just a  
 place to live; I'd be just as  
 happy elsewhere.

9. How would you rate the strength of EXCELLENT.....1  
 community identity and the sense GOOD.....2  
 of neighborliness in \_\_\_\_\_ ONLY FAIR.....3  
 \_\_\_\_\_ -- excellent, good, only POOR.....4  
 fair or poor? DON'T KNOW/REFUSED.....5

10. To which of the following do you STATEMENT A.....1  
 feel a closer connection to: STATEMENT B.....2  
 A) The City of \_\_\_\_\_ as STATEMENT C.....3  
 a whole, NONE OF ABOVE.....4  
 B) Your neighborhood, or DON'T KNOW/REFUSED.....5  
 C) Your school district?

11. All in all, do you think things in RIGHT DIRECTION.....1  
 \_\_\_\_\_ are generally WRONG TRACK.....2  
 headed in the right direction, or DON'T KNOW/REFUSED.....3  
 do you feel things are off on the  
 wrong track?

I would like to read you a list of characteristics of a community. For each one, please tell me if you think \_\_\_\_\_ currently has too many or too much, too few or too little, or about the right amount.

	MANY MUCH	FEW/ LITT	ABOUT RIGHT	D.K./ REF.
12. affordable housing, defined by the Metropolitan Council as a single family home costing less than \$_____?	1	2	3	4
13. affordable rental units?	1	2	3	4
14. luxury rental units?	1	2	3	4
15. condominiums?	1	2	3	4
16. townhouses?	1	2	3	4
17. starter homes for young families?	1	2	3	4
18. "move up" housing?	1	2	3	4
19. higher cost housing?	1	2	3	4
20. senior housing?	1	2	3	4
21. parks and open spaces?	1	2	3	4
22. trails and bikeways?	1	2	3	4
23. service establishments?	1	2	3	4
24. retail shopping opportunities?	1	2	3	4
25. entertainment establishments?	1	2	3	4
26. dining establishments?	1	2	3	4
27. day care opportunities?	1	2	3	4

Property tax revenues are divided among the City of \_\_\_\_\_,  
\_\_\_\_\_ County, and your local public school district.

28. For each dollar of the property taxes you pay, about what percentage do you think goes to city government? (READ #1-#6)	TEN PERCENT OR LESS.....1
	11 TO 20 PERCENT.....2
	21 TO 30 PERCENT.....3
	31 TO 40 PERCENT.....4
	41 TO 50 PERCENT.....5
	OVER 50 PERCENT.....6
	DON'T KNOW/REFUSED.....7
29. Do you consider the city portion of your property taxes to be very high, somewhat high, about average, somewhat low, or very low in comparison with neighboring cities?	VERY HIGH.....1
	SOMEWHAT HIGH.....2
	ABOUT AVERAGE.....3
	SOMEWHAT LOW.....4
	VERY LOW.....5
	DON'T KNOW/REFUSED.....6

In 202\_, the actual percentage of your property taxes going to the City of \_\_\_\_\_ was \_\_\_\_\_ percent.

30. Would you favor or oppose an increase in YOUR city property tax if it were needed to maintain city services at their current level? FAVOR.....1  
 OPPOSE.....2  
 DON'T KNOW/REFUSED.....3
31. And, would you favor or oppose an increase in YOUR city property tax if it were used to improve and enhance current city services? FAVOR.....1  
 OPPOSE.....2  
 DON'T KNOW/REFUSED.....3
32. When you consider the property taxes you pay and the quality of city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor? EXCELLENT.....1  
 GOOD.....2  
 ONLY FAIR.....3  
 POOR.....4  
 DON'T KNOW/REFUSED.....5

I would like to read you a list of a few city services. For each one, please tell me whether you would rate the quality of the service as excellent, good, only fair, or poor? (ROTATE)

	EXCL	GOOD	FAIR	POOR	DK/R
33. Police protection?	1	2	3	4	5
34. Fire protection?	1	2	3	4	5
35. Recycling and brush pick-up?	1	2	3	4	5
36. Storm drainage and flood control?	1	2	3	4	5
37. Park maintenance?	1	2	3	4	5
38. City-sponsored recreation programs?	1	2	3	4	5
39. Animal control?	1	2	3	4	5

Now, for the next three city services, please consider only their job on city-maintained street and roads. That means excluding interstate highways, state and county roads that are taken care of by other levels of government. Hence, Interstate \_\_\_\_, Highway \_\_\_\_, or County Road \_\_\_\_, should not be considered. How would you rate ....

	EXCL	GOOD	FAIR	POOR	DK/R
40. City street repair and maintenance?	1	2	3	4	5
41. Snow plowing?	1	2	3	4	5
42. Street lighting?	1	2	3	4	5

Thinking about another topic....

43. Are there areas in the City of \_\_\_\_\_ where you do not feel safe? YES.....1  
NO.....2  
DON'T KNOW/REFUSED.....3

IF "YES," ASK:

44. In which areas do you not feel safe?

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45. What would make you feel more safe?

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46. Do you feel safe in your immediate neighborhood walking alone at night? YES.....1  
NO .....2  
DON'T KNOW/REFUSED.....3

47. Do you generally feel safe in your home? YES.....1  
NO .....2  
DON'T KNOW/REFUSED.....3

48. How would you rate the amount of police patrolling in your neighborhood -- too much, about the right amount or not enough? TOO MUCH.....1  
ABOUT RIGHT AMOUNT.....2  
NOT ENOUGH.....3  
DON'T KNOW/REFUSED.....4

49. How would you rate the amount of traffic enforcement by the police in your neighborhood -- too much, about right amount or not enough? TOO MUCH.....1  
ABOUT RIGHT AMOUNT.....2  
NOT ENOUGH.....3  
DON'T KNOW/REFUSED.....4

50. How serious of a problem is traffic speeding in your neighborhood -- very serious, somewhat serious, not too serious, or not at all serious? VERY SERIOUS.....1  
SOMEWHAT SERIOUS.....2  
NOT TOO SERIOUS.....3  
NOT AT ALL SERIOUS.....4  
DON'T KNOW/REFUSED.....5

51. And, how serious of a problem are stop sign violations in your neighborhood -- very serious, somewhat serious, not too serious, or not at all serious? VERY SERIOUS.....1  
SOMEWHAT SERIOUS.....2  
NOT TOO SERIOUS.....3  
NOT AT ALL SERIOUS.....4  
DON'T KNOW/REFUSED.....5

52. Please tell me which one you consider to be the greatest concern in \_\_\_\_\_? If you feel that none of these problems are serious in \_\_\_\_\_, just say so.

- Violent crime.....0
- Traffic speeding.....1
- Drugs.....2
- Youth crimes and vandalism.....3
- Identity theft.....4
- Business crimes, such as shoplifting  
and check fraud.....5
- Residential crimes, such as burglary,  
and theft.....6
- ALL EQUALLY.....7
- NONE OF THE ABOVE.....8
- DON'T KNOW/REFUSED.....9

Continuing....

The \_\_\_\_\_ park system is composed of larger community parks and smaller neighborhood parks, trails, and community ballfields. Of these facilities, which have you or members of your household used during the past year?

	YES	NO	DKR
53. Larger community parks?	1	2	3
54. Smaller neighborhood parks?	1	2	3
55. Trails?	1	2	3
56. Community ballfields?	1	2	3
57. In general, do you feel that existing recreational facilities offered by the City meet the needs of you and members of your household?	YES.....1	NO .....2	DON'T KNOW/REFUSED.....3

IF "NO," ASK:

58. What additional recreational facilities would you like to see the City offer its residents?

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59. Have you or members of your household participated in any City park and recreation programs? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "YES," ASK:

60. Which ones?

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61. Were you satisfied or dissatisfied with your experience? SATISFIED.....1  
 DISSATISFIED.....2  
 DON'T KNOW/REFUSED.....3

62. Does the current mix of City park and recreation programming meet the needs of your household? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "NO," ASK:

63. What program(s) do you feel are lacking?

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64. Do you or members of your household currently leave the city for park and recreation facilities or activities? (IF "YES," ASK:) What would that be?
- 
- 

Moving on....

65. Do you leave the City of \_\_\_\_\_ on a regular or daily basis to go to work? YES.....1  
 NO.....2  
 NOT EMPLOYED/RETIRED....3  
 DON'T KNOW/REFUSED.....4

IF "YES," ASK:

66. In what city is your job located?

---

67.	How many minutes does it take you to get to work?	FIVE MINUTES OR LESS....1 SIX TO TEN MINUTES.....2 11 TO 15 MINUTES.....3 16 TO 20 MINUTES.....4 21 TO 25 MINUTES.....5 26 TO 30 MINUTES.....6 OVER 30 MINUTES.....7 DON'T KNOW/REFUSED.....8
68.	How would you rate the ease of getting to and from work -- excellent, good, only fair or poor?	EXCELLENT.....1 GOOD.....2 ONLY FAIR.....3 POOR.....4 DON'T KNOW/REFUSED.....5
69.	How would you rate the ease of getting from place to place within the City of _____ -- excellent, good, only fair or poor?	EXCELLENT.....1 GOOD.....2 ONLY FAIR.....3 POOR.....4 DON'T KNOW/REFUSED.....5
Changing topics....		
70.	Other than voting, do you feel that if you wanted to, you could have a say about the way the City of _____ runs things?	YES.....1 NO .....2 DON'T KNOW/REFUSED.....3
71.	How much do you feel you know about the work of the Mayor and City Council -- a great deal, a fair amount, very little, or none at all?	A GREAT DEAL.....1 A FAIR AMOUNT.....2 VERY LITTLE.....3 NONE AT ALL.....4 DON'T KNOW/REFUSED.....5
72.	From what you know, do you approve or disapprove of the job the Mayor and City Council are doing? (WAIT FOR RESPONSE) And do you feel strongly that way?	STRONGLY APPROVE.....1 APPROVE.....2 DISAPPROVE.....3 STRONGLY DISAPPROVE.....4 DON'T KNOW/REFUSED.....5
73.	How much first hand contact have you had with the _____ City staff -- quite a lot, some, very little, or none?	QUITE A LOT.....1 SOME.....2 VERY LITTLE.....3 NONE.....4 DON'T KNOW/REFUSED.....5

74. From what you have heard or seen, how would you rate the job performance of the \_\_\_\_\_ City staff -- excellent, good, only fair, or poor?
- EXCELLENT.....1  
GOOD.....2  
ONLY FAIR.....3  
POOR.....4  
DON'T KNOW/REFUSED.....5
75. During the past year, have you contacted \_\_\_\_\_ City Hall?
- YES.....1  
NO.....2  
DON'T KNOW/REFUSED.....3

IF "YES," ASK:

76. On your last telephone call or visit, which Department did you contact -- the Police Department, Fire Department, Public Works, Ice Center, Housing office, Park and Recreation, Building Inspections, Engineering, Planning, Administration, the Assessor's Office, the Finance Department, or the General Information Desk receptionist?
- POLICE DEPARTMENT.....1  
FIRE DEPARTMENT.....2  
PUBLIC WORKS.....3  
ICE CENTER.....4  
HOUSING OFFICE.....5  
PARKS AND REC.....6  
BUILDING INSPECT.....7  
ENGINEERING.....8  
PLANNING.....9  
ADMINISTRATION.....10  
ASSESSOR'S OFFICE.....11  
FINANCE DEPT.....12  
GENERAL INFORMATION....13  
DON'T KNOW/REFUSED....14

Thinking about your last contact with the City, for each of the following characteristics, please rate the service as excellent, good, only fair, or poor....

- |  | EXC | GOO | FAI | POO | DKR |
|--|-----|-----|-----|-----|-----|
| 77. Waiting time for the receptionist to help you? | 1   | 2   | 3   | 4   | 5   |
| 78. Courtesy of city staff?                        | 1   | 2   | 3   | 4   | 5   |
| 79. Ease of obtaining the service you needed?      | 1   | 2   | 3   | 4   | 5   |

Moving on.....

80. What is your principal source of information about \_\_\_\_\_ City Government and its activities?
- \_\_\_\_\_
- \_\_\_\_\_

81. How would you prefer to receive information about \_\_\_\_\_  
\_\_\_\_\_ City Government and its activities?

---

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82. During the past year, did you receive the "\_\_\_\_\_  
\_\_\_\_\_" the City's monthly news-  
letter? YES.....1  
NO .....2  
DON'T KNOW/REFUSED.....3

IF "YES," ASK:

83. Do you or any members of your household regularly read it? YES.....1  
NO .....2  
DON'T KNOW/REFUSED.....3

84. Do you have access to the Internet at home? (WAIT FOR RESPONSE) Do you have access to the Internet at work? HOME ONLY.....1  
WORK ONLY.....2  
BOTH.....3  
NEITHER.....4  
DON'T KNOW/REFUSED.....5

IF "YES," ASK:

85. Have you accessed the City's website? YES.....1  
NO.....2  
DON'T KNOW/REFUSED.....3

IF "YES," ASK:

86. Were you able to find what you were looking for? YES.....1  
NO.....2  
DON'T KNOW/REFUSED.....3

87. What information would you like to see on the City of \_\_\_\_\_'s web site?

---

---

Now, just a few more questions for demographic purposes....

Could you please tell me how many people in each of the following age groups live in your household.

88.	Persons 65 or over?	NONE.....1
		ONE.....2
		TWO OR MORE.....3
89.	Adults under 65?	NONE.....1
		ONE.....2
		TWO.....3
		THREE OR MORE.....4
90.	School-aged children and pre-schoolers?	NONE.....1
		ONE.....2
		TWO.....3
		THREE OR MORE.....4
91.	Do you own or rent your present residence?	OWN.....1
		RENT.....2
		REFUSED.....3
92.	What is your age, please? (READ CATEGORIES, IF NEEDED)	18-24.....1
		25-34.....2
		35-44.....3
		45-54.....4
		55-64.....5
		65 AND OVER.....6
93.	Gender (DO NOT ASK)	MALE.....1
		FEMALE.....2
94.	REGION OF CITY	

**Work Examples:**

The Morris Leatherman Company has conducted survey research in the following Metropolitan Area communities and school districts:

**Cities:**

City of Crystal  
City of Brooklyn Park  
City of South Saint Paul  
City of Delano  
City of Plymouth  
City of Minnetonka  
City of Eden Prairie  
City of Edina  
City of Saint Louis Park  
City of Hopkins  
City of Robbinsdale  
City of Mound  
City of Orono  
City of Champlin  
City of Minnetrista  
City of Coon Rapids  
City of Brooklyn Center  
City of Burnsville  
City of Eagan  
City of Savage  
City of Prior Lake  
City of Hastings  
City of Inver Grove Heights  
City of Shoreview  
City of Fridley  
City of Ramsey  
City of Minneapolis  
City of Andover  
City of Northfield  
City of Golden Valley  
City of Chaska  
City of Rosemount  
City of Osseo  
City of Excelsior  
Minneapolis Park and Recreation Board  
City of Carver  
City of Dayton  
City of Roseville

**School Districts:**

Stillwater School District  
South Washington School District  
District 196  
Burnsville-Eagan-Savage School District  
Farmington School District  
District 197  
Bloomington School District  
Prior Lake School District  
Edina School District  
Eden Prairie School District  
Eastern Carver County School District  
Wayzata School District  
Saint Louis Park School District  
Minnetonka School District  
Hopkins School District  
Robbinsdale School District  
Anoka-Hennepin School District  
Mounds View School District  
Roseville School District  
Minneapolis School District  
Forest Lake School District  
Shakopee School District  
Saint Anthony-New Brighton SD  
Centennial School District  
South Saint Paul School District  
Richfield School District  
Brooklyn Center School District  
White Bear Lake School District  
School District 622  
Mahtomedi School District  
Waconia School District



## Polco Proposal For Waconia,, MN

**Prepared on**

January 2nd, 2026

**Expires on**

March 15th, 2026

**Prepared by**

Sam Mathias

sam.[mathias@polco.us](mailto:mathias@polco.us)

(303) 625-6969

Policy Confluence, Inc. (Polco)  
1241 John Q. Hammons Dr, #203  
Madison, WI 53717

[polco.us](http://polco.us)

### Executive Summary

**Polco** is a trusted leader in civic engagement and data-driven governance solutions, offering tools to help communities like **Waconia** understand their residents better, make informed decisions, and improve public trust. Our platform provides robust data visualizations that give you a full picture of your community while centralizing and streamlining community input efforts. These visualizations are fed by hundreds of data points from both constituent input and a multitude of publicly available sources. All this data is curated through advanced weighting, benchmarking, and analytics. The visualizations and analytics are extensive and our AI-driven tool, Polly, lets you easily explore your community's data and garner insights on specific topics.

## Polco Overview

### Our Story

Polco was founded in 2015 by former public servants who, after working at top tech companies (Google and Amazon), returned to the public sector with a mission to improve government performance through better civic engagement (crowdsourcing collective intelligence) and better use of civic input data, data in general, and analytics via artificial intelligence (AI).

In 2019 Polco acquired the **National Research Center** (NRC), the largest provider of standardized scientific local government surveys in the country who had amassed a local government performance data set of thousands of communities over 20 years. NRC's founders and key leaders are still with Polco doing advanced data science and survey science. Polco, now together with NRC, is working with more communities and growing faster than either was previously.

In 2021, Polco co-founded **GPAL** along with University of Wisconsin Madison and Stanford. GPAL is a government performance data and analytics consortium that brings together not only Polco and NRC historical survey data but also virtually every other public sector data relevant set into a cleaned, appended, monthly refreshed, cloud-based data warehouse. The breadth and depth of that data can make more confident predictions of community trajectories earlier, and, for the first time ever, begin to isolate the impacts of a variety of policies, programs, and other factors on government performance in order to answer seminal questions that have been elusive to the sector for decades, and in some cases centuries.

In 2022 Polco acquired **Balancing Act**, the developer of simulation-based engagement technology. Beyond traditional surveys and polls, Balancing Act simulations present constituents the actual tradeoffs their governments face when developing balanced budgets, housing plans, carbon plans, and more. BA also uses budget data to provide taxpayers their taxpayer receipts.

In 2023, Polco began development of **Polly**, a secure LLM-agnostic multi-agent RAG AI infrastructure to accelerate the breadth, depth, speed, and ease with which Polco could deliver data, analytics, reports, and other critical government workflow elements to public employees.

Polco's mission remains the same: bring communities together around their most important issues through informative transparent engaging communications, use that and other data together in concert to help leaders make great data-informed decisions, and thereby demonstrate great outcomes, accountable governance, build trust, re-energize civic agency, and improve constituent quality of life. The Polco team feels extremely fortunate to have made good progress on this mission, but also feels there's a lot of work ahead left to do. The team is honored to do it.



## Proof of Success

- [How Pinellas County Made Strategic Planning Simple](#): **Pinellas County, FL** needed better data to inform strategic plan decisions, evaluate impact, and adjust course when needed. But finding the right data points is complicated and time-consuming. By using Polco's **Track module** to access impact-based measurements, the County was able to produce a strategic, more agile plan in about half the time as usual.
- [How Cape Coral's Incentive Program Helped Boost It's Local Economy](#): **Cape Coral, FL**—By using Polco's **National Community Survey** Cape Coral identified their Economy as the most important priority. By launching the Cape Competes Grant and Incentive program, NCS results showed an economic health increase of 14% between 2019-2021. In the same time frame, the quality of businesses and establishments increased by 21% and economic development increased by 13%.
- [How Elk Grove Improves Services With a Data-Driven Mindset](#)  
Elk Grove places high value on data-driven decision-making. With that mindset, the City launched a Performance Indicator Program to collect data points across departments that paint a picture of Elk Grove's operations and how they impact the community.

Polco is proud to be in partnership with:



# Customer Proposal

Waconia is interested in running The **National Community Survey** to help encode data-driven decision-making into its organization.

**Survey design:** The NCS contains a base of core questions that asks respondents about a wide variety of topics: the overall focus is on community livability, so questions relate to the characteristics of the community that contribute to quality of life, the quality of local services, government performance and public trust, and residents’ experiences and engagement in community life. The level of standardization of this survey product makes it possible to provide benchmark comparisons for each standard question.

## The National Community Survey™ (The NCS™)

- Gold standard for gauging public opinion.
- Trusted by hundreds of jurisdictions.
- Benchmark to 500+ communities.
- Clear, unbiased, and accurate results.



The NCS is used to:

- Evaluate services
- Enhance communication
- Measure quality of life
- Build public trust
- Plan capital investments
- Inform budgeting
- Monitor performance
- Support strategic planning

In addition to broad aspects of quality of life and governance, The NCS covers an additional 10 key facets of community livability:

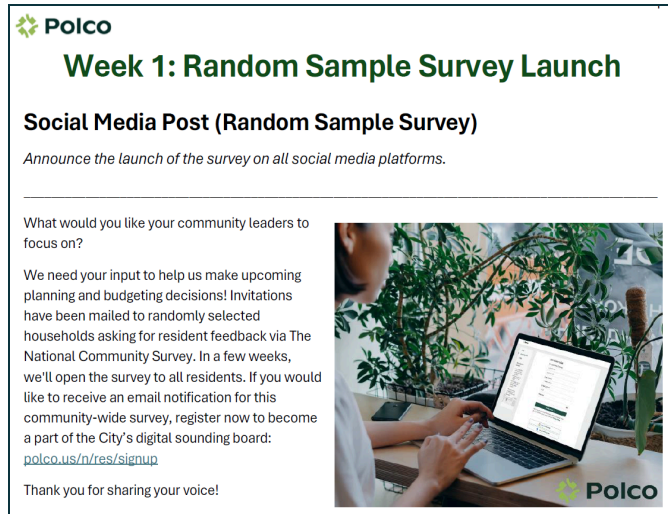


**Statistically Sampled Distribution:** A representative sample of residents will be invited to complete the survey to ensure statistically valid results. We will use statistically appropriate methodologies to garner community-wide representativeness with a 4-6% margin of error. The invitations will contain an introduction outlining the importance of the survey, a URL and QR code, and instructions for completing it. The mailed invitations also include a phone number and email address for residents who have questions about the survey. To support and supplement this effort, the city will be asked to participate in outreach efforts, with ample guidance and support on best practices from Polco.

We plan to select a random sample of households and send them one postcard invitation to an online survey, followed a week later by a paper survey with a postage-paid reply envelope.

We will work with you to optimize your outreach plan, combining our experience with your knowledge of your residents and their needs (e.g., comfort with and access to technology and level of English literacy). Polco also provides you with a wealth of resources for community outreach, including template social media posts and press releases (see example to the right) to promote and lend legitimacy to your outreach efforts, as well as detailed FAQs to inform your residents about the survey. Hosted on Polco, the online survey will be programmed on your branded profile (using your logo) where you will be able to build a panel of respondent subscribers for continued engagement.

**Full Community Distribution:** As a best practice, we recommend that the survey also be made available to all adults in the community. A few weeks after randomly selected households receive the mailed survey invitations, we provide another URL for a community-wide, “open participation” version of the survey for the city to post and publicize to encourage maximum participation. This survey is identical to the random sample survey and the data from the two surveys are stored separately until analysis begins. In most cases, we combine the data from the two outreach efforts and use statistical processes to blend and weight them to be representative of the community as a whole. The combination of data from the two efforts can enhance inclusion, especially when the open participation outreach is broadly executed. Note that in the rare cases where, on review, results from the open participation survey seem improperly skewed, we do not blend the data.



A strength of Polco is the ability to turn what would otherwise be one-off respondents into a “panel” of residents for continued engagement. To take advantage of this feature, residents are either asked to opt in or, alternatively, required to register on Polco. In the first scenario, the resident completes the survey and after submitting, is given an option to provide an email address and zip code for continued engagement. In the second scenario, residents must provide their email and zip code before being able to submit their completed survey. You may choose whether or not to require registration, but we recommend doing so in order to build a robust panel of residents for future engagement. Once registered on Polco, residents are matched to voter files for additional verification (about 70% of respondents), and any demographic information they provide is retained in their data file. This allows you to understand and improve the representativeness of your panel and to compare the results from future surveys and polls by demographic subgroups. Polco’s structure ensures the privacy and confidentiality of respondents in all reporting, and respondents can easily access our privacy policy online.

### **City Responsibilities**

While Polco will do most of the heavy lifting to design and execute the approach and methodology described in this proposal, the following would be the city’s responsibilities:

- 1) Provide a main point of contact for Polco to work with on the survey logistics.
- 2) If custom questions have been selected as an add-on, provide input on the custom questions to be added to the survey. (Polco recommends that the City consider not adding custom questions to The NCS to minimize respondent burden; as additional questions may be asked in a separate, follow-up survey on Polco but we realize it can be important to include timely policy questions.)
- 3) Provide feedback on drafts of outreach materials and the survey and give final approval.
- 4) Provide necessary files for customizing the survey materials (e.g., logos, electronic signature) as well as GIS files for the overall city boundaries and any geographic subareas to be tracked, if applicable.
- 5) Using Polco’s Outreach Kit, publicize the survey to verify the legitimacy of the effort, confirm its importance, and maximize response, particularly for the community-wide open participation survey.
- 6) Provide feedback and final approval on reporting and the presentation slide deck, if a presentation of results is selected as an add-on.

### **Analysis and Reporting of Survey Results**

The first step in preparing the resident data for analysis is to “weight” the data to reflect the demographic profile of the residents of the community. Weighting is a best practice in survey research to adjust for potential non-response bias and to ensure that the demographic

characteristics of the survey respondents mirror the overall population. In general, residents with certain characteristics (for example, those who are older or who are homeowners) are more likely to participate in surveying. Weighting allows us to increase or decrease the magnitude of each respondent's ratings to mimic as closely as possible the demographic profile of the community as described by U.S. Census and American Community Survey (ACS) data. The weighting variables used in this process are derived from demographic questions required on the survey. Additionally, Polco has extensive experience with complex weighting schemes when necessary (e.g. adjusting for specific geographic subareas, demographic subgroups, and/or blended datasets).

Data for The NCS is analyzed using R, Python, and Tableau. We believe that analysis must be replicable and leave a clear path. To this end, we retain the syntax/code available for audit and reuse in future years. We use various analysis techniques that best suit each specific project and question.

Our dynamic, interactive online reporting for The NCS is delivered to you in Tableau Public as well as printable PDF format. The body of the report is organized around the 10 facets of community livability, ensuring results are clear and easy to interpret. Additionally, the Tableau report includes an interactive dashboard to easily see results, benchmarks, and crosstabulations all in one place, as well as written key findings and data visualizations for all survey questions. The report also includes full frequencies of results, interactive charts that show crosstabulations by geographic area (if applicable) and respondent characteristics. The data and reports will undergo a thorough quality assurance review. This will ensure the data analyses are correct and staff, the media, and the public will trust the results.

Reports and presentations must serve staff and council members, appointed boards and commissions as well as the lay public and must be documents that the media can understand and find robust should they wish to press their credibility. These are challenges we accept enthusiastically. Reporting is online on Polco. This allows for interactive displays of your survey results for ease of exploring and sharing.

The reports include easy-to-understand overviews of results overall and for each facet of community livability along with an explanation of methods. Additionally, we provide a full set of responses to each survey question and interactive charts that show cross-tabulations by geographic area and respondent characteristics, as well as comparisons of results against national and regional benchmarks. Most aspects of the reports can also be downloaded in PDF form, however, the crosstabulations are extensive and best explored online.

### **Language Translation**

Polco can meet all your survey translation needs. Although our surveys are most commonly translated into Spanish, we can create surveys in over 6,500 languages. Translating a survey into languages the community needs allows local government leaders to hear as many voices as possible. Providing surveys in multiple languages makes survey results more inclusive of those who do not speak English and whose opinions may differ on various questions. To create surveys in languages other than English, we will need to know which languages are being

considered so we can provide an accurate estimate for the cost of translation. Then we will coordinate and disseminate the survey on your behalf. We also include instructions and cover letters written in the selected languages, so respondents know how to access the survey (usually available online). We also track how many surveys were responded to in each language.

### **Benchmarking**

Polco conducts and collects the most current resident surveys from jurisdictions across the country; we have the largest database of comparative resident opinions of any firm, containing over 500 comparison communities across the nation. The NCS always includes comparisons to the entire national benchmark database. Should the City wish to add optional custom benchmark sets, Polco's benchmark database contains communities that range widely in size, location, and other features, so we can easily create benchmarks to make comparisons to the entire nation or a subset, such as all jurisdictions in a region or population range among other factors.

### **Presentation of Results**

We believe in making results interesting and straightforward in our presentations. Our presentations are attractive and visually intuitive; typically, 20-30 minutes in length. We recommend having 15-30 minutes following the presentation portion for questions, depending on your preferences. We can provide a deck for you to use on your own or we can have a Polco expert present the result via remote or in-person presentation. Whether presenting to staff or council, the credibility of the presentation rests as much on the response to questions from the audience as on the summary of the slides. This is where the benefit of the reputation, education, and experience of the Polco team will be especially helpful in providing you the credibility and trust that top-level managers expect.

## **The City may also be interested in Polco's additional solutions:**

### **Engage Module**

A full suite of digital tools—polls, content posts, budget simulations, and prioritization exercises—delivered in a personalized participant feed. Designed to educate, consult, and collaborate with the employees and residents, enabling inclusive participation and transparent decision-making. Unlimited surveys, polls, live events, engagement pages, budget simulations and prioritizes for ongoing engagement for staff and resident. Auto-weighting and the Polco Library are included

After the completion of the National Community Survey, our Engage Module on the Polco platform allows leadership to continue exploring specific topics and begin a cycle of more

continuous engagement with stakeholders between broader survey administrations. While departments and staff may choose to create and publish their own engagements, a library of vetted tools is also included in the subscription. A sample of follow-up tools in the library currently includes question sets related to:

- **Strategic Plan Development**
- **Affordable Housing**
- **Diversity, Equity, and Inclusion**
- **Local Spending Habits**
- **Recreation Facilities and Programs**
- **Law Enforcement Services and Impressions**
- **Parks and Recreation Funding Preferences**
- **Community Resources for Physical Activity**
- **Events and Activities**
- **Interactions with Law Enforcement**
- **Community Amenities and Development Priorities**

In addition, Polco survey scientists will be happy to review and vet any additional tools your organization chooses to host.

## **Track Module + Polco AI**

**Polcos Track Module** offers a powerful set of tools designed to help you understand and improve every aspect of your community's well-being. From visual summaries to detailed dashboards, these offerings give you the data-driven insights you need to make informed decisions that enhance the quality of life for your residents. User-friendly Domain Dashboards, for local and National data, provide tailored insights for each key domain, highlighting metrics and trends for that sector, with configurable benchmarking comparison filters. Quickly link high-level analytics with underlying data points that support them to track progress and make data-driven decisions.

**Polly AI** is Polco's intelligent assistant designed to help government officials, civic leaders, and public administrators make data-driven decisions with ease. Powered by advanced artificial intelligence, Polly streamlines the process of analyzing complex datasets, generating reports, and engaging with community insights—all in real time. Developed to enhance efficiency and accuracy in governance, Polly AI is built to interpret vast amounts of public sector data, providing actionable recommendations and simplifying decision-making for governments at all levels. By leveraging AI, Polly helps leaders respond quickly to pressing issues, ensuring that policies are grounded in reliable information and community priorities.

**Grace AI** is a specialized AI assistant is designed to guide you through every stage of the grant process including community data analysis, finding appropriate grants, filling them out and much more. Polco's Grant Writing AI Agent streamlines the entire grant process, helping you:

- **analyze community data to identify funding needs**
- **search for tailored grants, and**
- **craft compelling, well-structured applications.**

It also reviews proposals, offers best practices, and assists with post-award grant management. Additionally, the agent supports:

- **drafting letters of support**
- **integrating data into applications**
- **finding strategic partners, and**
- **optimizing budgets.**

This ensures your grant submissions are persuasive, aligned with guidelines, and increase your chances of securing funding.

**Pricing Can be Found on the Following Page**

### Investment:

✓	<b>Assess- The National Community Survey Postcard-Paper Survey Methodology</b>  (Suggested Every Two Years)	\$20,000.00
	<b>Optional Add-Ons</b>	
-	½ page of custom questions	\$3,000.00
-	Open Ended Question	\$3,000.00
✓	Spanish Language Translation	<del>\$1,350.00</del> Included
-	Additional Language Translation	\$3,000.00
-	Custom Benchmarking	\$1,500.00
-	Remote Presentation of Results	\$3,000.00
-	<a href="#">Track Module</a> and <a href="#">Polco AI</a>	<del>\$10,000/yr</del> \$3,000.00/yr
-	<a href="#">Engage Module</a>	<del>\$10,000.00</del> \$3,000.00/yr
<b>Total Investment for Two Years</b>		<b>\$20,000.00</b>

In discussions with Polco, they did agree to reduce the 1/2 page of custom questions to \$2,000.

### Contact Information:



**Proposer:** Sam Mathias, Account Executive

**Phone:** (303) 625-6969

**Email:** [sam.mathias@polco.us](mailto:sam.mathias@polco.us)

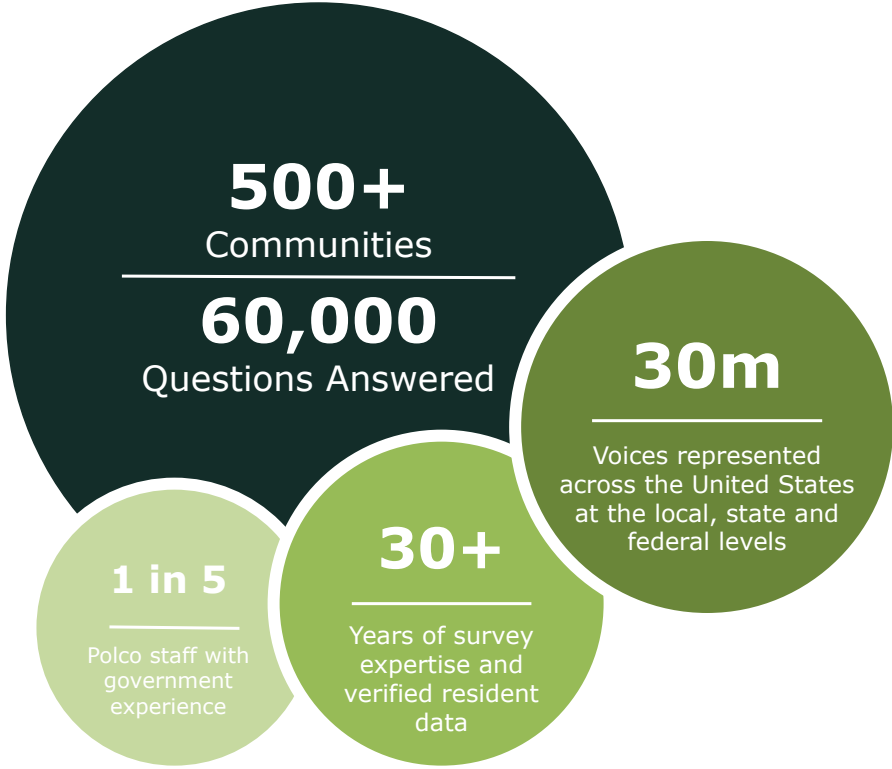


# Polco

Bringing together people, data, and AI to **build strong communities.**

better allocate grants  
identify resident needs  
develop strategic plans  
create sustainable budgets

improve access to healthcare  
use AI for social good  
craft tailored policies  
create safer cities



**Polco** is a mission-driven organization dedicated to building stronger communities through representative surveying, meaningful community input, reliable and accurate data, and AI.

**Our team** includes survey researchers, data scientists, certified engagement professionals, communication experts, PHDs, and MPAs. We share decades of experience working with and for local, state and federal governments. We understand your opportunities and challenges, and will support you every step of the way.





# The National Community Survey

- Random sampling
  - Source: List of household addresses from USPS
  - Default sample size: 2,500 households
- Data collection
  - Mailed postcard
  - Paper Survey
  - Survey open for 6 weeks
  - Open participation component encouraged (final 2 weeks of data collection)
- Data analysis
  - Results weighted to match Census data
  - Report of results provided via PDF and Tableau

# Example of NCS Questions



## 1. Please rate each of the following aspects of quality of life in ABC.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
ABC as a place to live.....	1	2	3	4	5
Your neighborhood as a place to live .....	1	2	3	4	5
ABC as a place to raise children.....	1	2	3	4	5
ABC as a place to work.....	1	2	3	4	5
ABC as a place to visit.....	1	2	3	4	5
ABC as a place to retire.....	1	2	3	4	5
The overall quality of life in ABC.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5

## 9. Please rate the quality of each of the following services in ABC.

	<u>Excell</u>
Public information services.....	1
Economic development.....	1
Traffic enforcement .....	1
Traffic signal timing.....	1
Street repair .....	1
Street cleaning.....	1
Street lighting.....	1
Snow removal.....	1

## 4. Please rate how safe or unsafe you feel:

	<u>Very safe</u>	<u>Somewhat safe</u>	<u>Neither safe nor unsafe</u>	<u>Somewhat unsafe</u>	<u>Very unsafe</u>	<u>Don't know</u>
In your neighborhood during the day.....	1	2	3	4	5	6
In ABC's downtown/commercial area during the day.....	1	2	3	4	5	6
From property crime.....	1	2	3	4	5	6
From violent crime.....	1	2	3	4	5	6

## 5. Please rate the job you feel the ABC community does at each of the:

Making all residents feel welcome .....
Attracting people from diverse backgrounds.....
Valuing/respecting residents from diverse backgrounds.....
Taking care of vulnerable residents (elderly, disabled, homeless, etc.).....

# NCS Sample Project Timeline



## WEEKS 1-5

Survey Development

- Custom question development (if applicable)
- Random sampling
- Survey invitations

## WEEKS 5-7

Printing and Mailing

- Printing and mailing invitation postcards
- Preparing online survey

## WEEKS 7-13

Data Collection

- Survey open
- Open participation survey (2 weeks)

## WEEKS 13-17

Analysis and Report Writing

- Survey results analysis
- Weighting
- Report writing & delivery





# The XYZ of ABC 2022 Community Survey

Please complete this survey if you are the adult (age 18 or older) in the household who most recently had a birthday (the year of birth does not matter). Your responses are confidential and no identifying information will be shared.

## 1. Please rate each of the following aspects of quality of life in ABC.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
ABC as a place to live.....	1	2	3	4	5
Your neighborhood as a place to live .....	1	2	3	4	5
ABC as a place to raise children.....	1	2	3	4	5
ABC as a place to work.....	1	2	3	4	5
ABC as a place to visit.....	1	2	3	4	5
ABC as a place to retire.....	1	2	3	4	5
The overall quality of life in ABC.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5

## 2. Please rate each of the following characteristics as they relate to ABC as a whole.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Overall economic health of ABC .....	1	2	3	4	5
Overall quality of the transportation system (auto, bicycle, foot, bus) in ABC .....	1	2	3	4	5
Overall design or layout of ABC's residential and commercial areas (e.g., homes, buildings, streets, parks, etc.) .....	1	2	3	4	5
Overall quality of the utility infrastructure in ABC (water, sewer, storm water, electric/gas, broadband).....	1	2	3	4	5
Overall feeling of safety in ABC.....	1	2	3	4	5
Overall quality of natural environment in ABC.....	1	2	3	4	5
Overall quality of parks and recreation opportunities.....	1	2	3	4	5
Overall health and wellness opportunities in ABC.....	1	2	3	4	5
Overall opportunities for education, culture, and the arts.....	1	2	3	4	5
Residents' connection and engagement with their community .....	1	2	3	4	5

## 3. Please indicate how likely or unlikely you are to do each of the following.

	<u>Very likely</u>	<u>Somewhat likely</u>	<u>Somewhat unlikely</u>	<u>Very unlikely</u>	<u>Don't know</u>
Recommend living in ABC to someone who asks.....	1	2	3	4	5
Remain in ABC for the next five years.....	1	2	3	4	5

## 4. Please rate how safe or unsafe you feel:

	<u>Very safe</u>	<u>Somewhat safe</u>	<u>Neither safe nor unsafe</u>	<u>Somewhat unsafe</u>	<u>Very unsafe</u>	<u>Don't know</u>
In your neighborhood during the day.....	1	2	3	4	5	6
In ABC's downtown/commercial area during the day .....	1	2	3	4	5	6
From property crime.....	1	2	3	4	5	6
From violent crime.....	1	2	3	4	5	6
From fire, flood, or other natural disaster .....	1	2	3	4	5	6

## 5. Please rate the job you feel the ABC community does at each of the following.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Making all residents feel welcome .....	1	2	3	4	5
Attracting people from diverse backgrounds.....	1	2	3	4	5
Valuing/respecting residents from diverse backgrounds.....	1	2	3	4	5
Taking care of vulnerable residents (elderly, disabled, homeless, etc.).....	1	2	3	4	5

## 6. Please rate each of the following in the ABC community.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Overall quality of business and service establishments in ABC.....	1	2	3	4	5
Variety of business and service establishments in ABC.....	1	2	3	4	5
Vibrancy of downtown/commercial area .....	1	2	3	4	5
Employment opportunities .....	1	2	3	4	5
Shopping opportunities .....	1	2	3	4	5
Cost of living in ABC.....	1	2	3	4	5
Overall image or reputation of ABC .....	1	2	3	4	5

**7. Please also rate each of the following in the ABC community.**

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Traffic flow on major streets.....	1	2	3	4	5
Ease of public parking.....	1	2	3	4	5
Ease of travel by car in ABC.....	1	2	3	4	5
Ease of travel by public transportation in ABC.....	1	2	3	4	5
Ease of travel by bicycle in ABC.....	1	2	3	4	5
Ease of walking in ABC.....	1	2	3	4	5
Well-planned residential growth.....	1	2	3	4	5
Well-planned commercial growth.....	1	2	3	4	5
Well-designed neighborhoods.....	1	2	3	4	5
Preservation of the historical or cultural character of the community.....	1	2	3	4	5
Public places where people want to spend time.....	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Availability of affordable quality housing.....	1	2	3	4	5
Overall quality of new development in ABC.....	1	2	3	4	5
Overall appearance of ABC.....	1	2	3	4	5
Cleanliness of ABC.....	1	2	3	4	5
Water resources (beaches, lakes, ponds, riverways, etc.).....	1	2	3	4	5
Air quality.....	1	2	3	4	5
Availability of paths and walking trails.....	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.)... ..	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of affordable quality health care.....	1	2	3	4	5
Availability of preventive health services.....	1	2	3	4	5
Availability of affordable quality mental health care.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities.....	1	2	3	4	5
Community support for the arts.....	1	2	3	4	5
Availability of affordable quality childcare/preschool.....	1	2	3	4	5
K-12 education.....	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Sense of civic/community pride.....	1	2	3	4	5
Neighborliness of residents in ABC.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to attend special events and festivals.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5

**8. Please indicate whether or not you have done each of the following in the last 12 months.**

	<u>No</u>	<u>Yes</u>
Contacted the XYZ of ABC (in-person, phone, email, or web) for help or information.....	1	2
Contacted ABC elected officials (in-person, phone, email, or web) to express your opinion.....	1	2
Attended a local public meeting (of local elected officials like XYZ Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.).....	1	2
Watched (online or on television) a local public meeting.....	1	2
Volunteered your time to some group/activity in ABC.....	1	2
Campaigned or advocated for a local issue, cause, or candidate.....	1	2
Voted in your most recent local election.....	1	2
Used bus, rail, subway, or other public transportation instead of driving.....	1	2
Carpooled with other adults or children instead of driving alone.....	1	2
Walked or biked instead of driving.....	1	2

# The XYZ of ABC 2022 Community Survey

## 9. Please rate the quality of each of the following services in ABC.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Public information services.....	1	2	3	4	5
Economic development.....	1	2	3	4	5
Traffic enforcement.....	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Street repair.....	1	2	3	4	5
Street cleaning.....	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal.....	1	2	3	4	5
Sidewalk maintenance.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Land use, planning, and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.).....	1	2	3	4	5
Affordable high-speed internet access.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services.....	1	2	3	4	5
Storm water management (storm drainage, dams, levees, etc.).....	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing.....	1	2	3	4	5
Police/Sheriff services.....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Animal control.....	1	2	3	4	5
Ambulance or emergency medical services.....	1	2	3	4	5
Fire services.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations).....	1	2	3	4	5
Preservation of natural areas (open space, farmlands, and greenbelts).....	1	2	3	4	5
ABC open space.....	1	2	3	4	5
Recycling.....	1	2	3	4	5
Yard waste pick-up.....	1	2	3	4	5
XYZ parks.....	1	2	3	4	5
Recreation programs or classes.....	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
Health services.....	1	2	3	4	5
Public library services.....	1	2	3	4	5
Overall customer service by ABC employees (police, receptionists, planners, etc.).....	1	2	3	4	5

## 10. Please rate the following categories of ABC government performance.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The value of services for the taxes paid to ABC.....	1	2	3	4	5
The overall direction that ABC is taking.....	1	2	3	4	5
The job ABC government does at welcoming resident involvement.....	1	2	3	4	5
Overall confidence in ABC government.....	1	2	3	4	5
Generally acting in the best interest of the community.....	1	2	3	4	5
Being honest.....	1	2	3	4	5
Being open and transparent to the public.....	1	2	3	4	5
Informing residents about issues facing the community.....	1	2	3	4	5
Treating all residents fairly.....	1	2	3	4	5
Treating residents with respect.....	1	2	3	4	5

**11. Overall, how would you rate the quality of the services provided by each of the following?**

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The XYZ of ABC .....	1	2	3	4	5
The Federal Government.....	1	2	3	4	5

**12. Please rate how important, if at all, you think it is for the ABC community to focus on each of the following in the coming two years.**

	<u>Essential</u>	<u>Very important</u>	<u>Somewhat important</u>	<u>Not at all important</u>
Overall economic health of ABC .....	1	2	3	4
Overall quality of the transportation system (auto, bicycle, foot, bus) in ABC .....	1	2	3	4
Overall design or layout of ABC's residential and commercial areas (e.g., homes, buildings, streets, parks, etc.).....	1	2	3	4
Overall quality of the utility infrastructure in ABC (water, sewer, storm water, electric/gas, broadband) .....	1	2	3	4
Overall feeling of safety in ABC.....	1	2	3	4
Overall quality of natural environment in ABC.....	1	2	3	4
Overall quality of parks and recreation opportunities.....	1	2	3	4
Overall health and wellness opportunities in ABC.....	1	2	3	4
Overall opportunities for education, culture, and the arts.....	1	2	3	4
Residents' connection and engagement with their community .....	1	2	3	4

# The XYZ of ABC 2022 Community Survey

Our last questions are about you and your household.  
Again, all of your responses to this survey are confidential and no identifying information will be shared.

## D1. In general, how many times do you:

	Several times a day	Once a day	A few times a week	Every few weeks	Less often or never	Don't know
Access the internet from your home using a computer, laptop, or tablet computer .....	1	2	3	4	5	6
Access the internet from your cell phone.....	1	2	3	4	5	6
Visit social media sites such as Facebook, Twitter, Nextdoor, etc. ....	1	2	3	4	5	6
Use or check email.....	1	2	3	4	5	6
Share your opinions online.....	1	2	3	4	5	6
Shop online.....	1	2	3	4	5	6

## D2. Please rate your overall health.

- Excellent   
  Very good   
  Good   
  Fair   
  Poor

## D3. What impact, if any, do you think the economy will have on your family income in the next 6 months?

Do you think the impact will be:

- Very positive   
  Somewhat positive   
  Neutral   
  Somewhat negative   
  Very negative

## D4. How many years have you lived in ABC?

- Less than 2 years  
 2-5 years  
 6-10 years  
 11-20 years  
 More than 20 years

## D5. Which best describes the building you live in?

- One family house detached from any other houses  
 Building with two or more homes (duplex, townhome, apartment, or condominium)  
 Mobile home  
 Other

## D6. Do you rent or own your home?

- Rent  
 Own

## D7. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance, and homeowners' association (HOA) fees)?

- Less than \$500       \$2,000 to \$2,499  
 \$500 to \$999       \$2,500 to \$2,999  
 \$1,000 to \$1,499     \$3,000 to \$3,499  
 \$1,500 to \$1,999     \$3,500 or more

## D8. Do any children 17 or under live in your household?

- No     Yes

## D9. Are you or any other members of your household aged 65 or older?

- No     Yes

## D10. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- Less than \$25,000     \$75,000 to \$99,999  
 \$25,000 to \$49,999     \$100,000 to \$149,999  
 \$50,000 to \$74,999     \$150,000 or more

## D11. Are you Spanish, Hispanic or Latino?

- No, not Spanish, Hispanic, or Latino  
 Yes, I consider myself to be Spanish, Hispanic, or Latino

## D12. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native  
 Asian, Asian Indian, or Pacific Islander  
 Black or African American  
 White  
 Other

## D13. In which category is your age?

- 18-24 years       55-64 years  
 25-34 years       65-74 years  
 35-44 years       75 years or older  
 45-54 years

## D14. What is your gender?

- Woman  
 Man  
 Identify in another way → go to D14a

## D14a. If you identify in another way, how would you describe your gender?

- Agender/I don't identify with any gender  
 Genderqueer/gender fluid  
 Non-binary  
 Transgender man  
 Transgender woman  
 Two-spirit  
 Identify in another way

**Thank you!** Please return the completed survey in the postage-paid envelope to:  
**National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502**