

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, March 16, 2026
6:00 PM**

VISION STATEMENT

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

MISSION STATEMENT

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

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

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

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

1. CALL MEETING TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

Vyctor Traver, a 7th grader from Trinity Luthran School, will lead all in the Pledge of Allegiance.

3. PROCLAMATIONS

4. ADOPT AGENDA

5. PUBLIC HEARING

1) Fee Schedule Ordinance Amendment — Waconia City Code Chapter 1100

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Adopt Ordinance No. 792 Amending Chapter 1100 of the Waconia City Code Related to Permits, Licenses, and Fees

Adopt Resolution No. 2026-076 Summary Publication of Ordinance No. 792

6. OPEN FORUM

7. COMMUNITY INTEREST PRESENTATIONS

8. ADOPT CONSENT AGENDA

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

1) Approve March 2, 2026, City Council Minutes

2) Approve March 16, 2026, Expenditures

3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred February 2026

Motion to Approve Safari Island Community Center Expendures from Sports Facilities Companies Incurred February 2026

4) Ice Arena Expenditures from Sports Facilities Companies Incurred February 2026

Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred February 2026

5) Innovent Unit Replacement — Waconia Ice Arena Facility

Adopt Resolution No. 2026-077 Approving Capital Project at Waconia Ice Arena for Replacement of Innovent Units with Peterson Sheet Metal

6) CSAH 10 & Waconia Parkway North Improvements Pay Request #6

Motion to approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 6

7) 2025 Pond Cleaning Pay Request No.1 to Schneider Excavating and Grading, Inc.

Motion to approve 2025 Pond Cleaning Project Pay Request No. 1 to Schneider Excavating and Grading, Inc.

8) 2025 Bent Creek Culvert Lining Project Change Order #1

Adopt Resolution No. 2026-078 Approving 2025 Bent Creek Culvert Lining Project Change Order #1

9) 2026 Dock Slip Lease for the Fire Department Boat

Adopt Resolution No. 2026-079 Authorizing 2026 Dock Slip Lease for the Fire

Department Boat

10) Firefighters' Leave of Absence

Adopt Resolution No. 2026-080 Approving Four-Month Leave of Absence for Firefighters Chris Sinclair and Tony Luedloff

11) Carver County Multi-Hazard Mitigation Plan

Adopt Resolution No. 2026-081 Adopting Carver County Multi-Hazard Mitigation Plan

12) Interfund Loan from General Fund to PIR Capital Project Fund - Year End 2025

Approve Resolution No. 2026-082 Approving Interfund Loan from the General Fund to the PIR Capital Project Fund

13) Agreement for Can Trailer Location - Troop 327

Motion to Approve License Agreement to Use Public Parking Lot for Recycling Collection

14) Authorize Execution of Contract for Compost Collection Services

Adopt Resolution No. 2026-083 Authorizing the Public Services Director to Execute a Contract for Compost Collection Services

15) Approval of Laserfische Migration to Cloud Upgrade

Adopt Resolution No. 2026-084 Approving Laserfische Migration to the Cloud Upgrade with OPG3

16) Special Event Permit - Promise Church

Adopt Resolution No. 2026-085 Approving Special Event Permit - Promise Church

17) Off-Site Gambling- Waconia Lions Club

Adopt Resolution No. 2026-086 Approving Off-Site Gambling Permit, Waconia Lions

18) Off-Site Gambling - Minnesota USA Wrestling Inc

Adopt Resolution No. 2026-087 Approving Off-Site Gambling Permit, Minnesota USA Wrestling

9. COUNCIL BUSINESS

1) Franchise Agreement - Minnesota Valley Electric

Approve Ordinance No. 790 - An Ordinance Granting Minnesota Valley Electric Cooperative A Non-Exclusive Franchise for Electric Energy.

Adopt Resolution No. 2026-035 Approving Summary Publication of Ordinance No. 790

2) Special Event Permit - 2026 Earth Day Event

Adopt Resolution No. 2026-088 Approving Special Event Permit — 2026 Earth Day Event

3) Annexation Petition – Wolter and Klingelutz

Adopt Resolution No. 2026-060 denying the Annexation Petition submitted by Eugene E & Carol Wolter Trust and Klingelutz Farms LLC.

10. ITEMS REMOVED FROM CONSENT AGENDA

11. BOARD REPORTS

- 1) **Staff Reports — Sgt. Jon Howard**
- 2) **Staff Reports — Land Use Summary 2025
Lane Braaten, Community Development Director**
- 3) **Councilmember Siddons**
- 4) **Councilmember Coleman**
- 5) **Councilmember Gleason**
- 6) **Councilmember Grengs**
- 7) **Mayor Litfin**

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

**OFFICE OF THE CITY ADMINISTRATOR
Shane Fineran**

**WORK SESSION: 801 HWY 284 SMALL AREA PLAN/PLANNING COMMISSION
JOINT MEETING**

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026													
Item Name: 5.1. Fee Schedule Ordinance Amendment — Waconia City Code Chapter 1100													
Originating Dept: Finance													
Presented By: Nicole Meyer													
Previous Council Action: Motion to Call a Public Hearing - Revision of City's Fee Schedule: Waconia City Code - Chapter 1100 - Dated: February 19, 2026													
Item Type:	Discussion												
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Ordinance No. 792 Amending Chapter 1100 of the Waconia City Code Related to Permits, Licenses, and Fees</p> <p>Adopt Resolution No. 2026-076 Summary Publication of Ordinance No. 792</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Under Minnesota law, the City must hold a public hearing before a zoning ordinance is amended. Chapter 1100 of the City's Code contains zoning and land use fees charged by the City. Changes to these types of fees require a public hearing. Therefore, the City will hold a public hearing for the entire fee schedule each year to avoid inadvertently violating this requirement for land use/zoning fee changes.</p> <p>The fee schedule changes include updates and additions since the adoption of the 2026 budget. Some corrections were found after the approval in December and some updates are needed to sections after staff perfected and documented processes throughout the last few months.</p> <p>With Council's approval, staff will publish the updated fee information in the Waconia Patriot and update Ordinance No. 1100 on the City's website.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Fee Book Changes Effective 03-16-2026 2. Ordinance No. 792 Amending Permits, Licenses, and Fees 3. Resolution No. 2026-076 Summary Publication Ordinance 792 													
<table border="1"> <tr> <td>FINANCIAL IMPLICATIONS:</td> <td>ADVISORY BOARD RECOMMENDATIONS:</td> </tr> <tr> <td>Funding Sources & Uses:</td> <td>Planning Commission:</td> </tr> <tr> <td>Budget Information:</td> <td>Park Board:</td> </tr> <tr> <td>_____ Budgeted</td> <td>Personnel Committee:</td> </tr> <tr> <td>_____ Non-Budgeted</td> <td>Other:</td> </tr> <tr> <td>_____ Amendment Required</td> <td></td> </tr> </table>		FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	Funding Sources & Uses:	Planning Commission:	Budget Information:	Park Board:	_____ Budgeted	Personnel Committee:	_____ Non-Budgeted	Other:	_____ Amendment Required	
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_____ Amendment Required													

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of:
Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Parks						
Facility Rental						
	Fields-no lights-#5 - #8	\$ 30.00		Hour	235	
	Field with Lights	\$ 40.00		Hour	235	
	Gazebo Rental	\$ 35.00		Hour	235	
	City Square Pavilion	\$ 25.00		Hour	235	
	Brook Peterson Park Pavilion	\$ 35.00		Hour	235	
	Tennis Court	\$ 15.00		Hour	235	Fee is per court per hour
	Garden Plot	\$ 25.00		Annual	235	
	Raised Garden Plot	\$ -	\$ 15.00	Annual	235	
Equipment						
	Bleacher Rental	\$ 20.00		Day	235	
Recreation						
Sponsorship Program						
	Title Sponsor	\$ 10,000.00		Season		Limit of 1 per season
	National Night Out Band Sponsor	\$ 2,000.00		Season		Limit of 1 per season
	Gold Sponsor	\$ 1,000.00		Season		Limit of 5 per season
	Silver Sponsor	\$ 500.00		Season		Limit of 10 per season
	Friend of the Music Series	\$ 200.00		Season		Unlimited
Safari Island						
Memberships						
	Adult Resident	\$ 495.00		Annual	235	Plus Tax
	Adult Plus One Resident	\$ 605.00		Annual	235	Plus Tax
	Adult Resident Military	\$ 396.00		Annual	235	Plus Tax
	Youth/Senior Resident	\$ 385.00		Annual	235	Plus Tax
	Family Resident	\$ 737.00		Annual	235	Plus Tax
	Family Resident Military	\$ 590.00		Annual	235	Plus Tax
	Employee Rate - Family	\$ 338.00		Annual	235	Plus Tax
	Monthly Membership Hold Fee	\$ 10.00		Each	235	Plus Tax
	Adult Non-Resident	\$ 572.00		Annual	235	Plus Tax
	Adult Plus One Non-Resident	\$ 682.00		Annual	235	Plus Tax
	Adult Non-Resident Military	\$ 458.00		Annual	235	Plus Tax
	Youth/Senior Non-Resident	\$ 462.00		Annual	235	Plus Tax
	Family Non-Resident	\$ 814.00		Annual	235	Plus Tax
	Family Non-Resident Military	\$ 651.00		Annual	235	Plus Tax
	Monthly Membership Administrative Fee	\$ 35.00		Each	235	Plus Tax
Daily Entrance Fee						
	Adult Resident	\$ 10.00		Day	235	Includes Tax
	Adult Non-resident	\$ 12.00		Day	235	Includes Tax
	Youth/Senior Resident	\$ 8.00		Day	235	Includes Tax
	Youth/Senior Non-resident	\$ 10.00		Day	235	Includes Tax
	Track Use Pass	\$ 4.00		Day		Includes Tax
	Member Guest Pass	\$ 7.00		Day		Includes Tax - Two Guests Per Member Per Day
	10 Visit Facility Punch Pass	\$ 85.00		Card		Includes Tax
	25 Visit Facility Punch Pass	\$ 175.00		Card		Includes Tax
	30 Visit Facility Punch Pass (St. Joe's Discounted)	\$ 178.00		Card		Includes Tax
	10 Visit Track Punch Pass	\$ 36.00		Card		Includes Tax
	20 Visit Track Punch Pass	\$ 72.00		Card		Includes Tax
	10 Visit Fitness Punch Pass	\$ 80.00		Card		
	10 Visit Pickleball Punch Pass	\$ 65.00		Card		
	Group Fitness-Non Member	\$ 9.00		Class		

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Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Recreation						
Ice Arena						
Ice Rental						
	Winter Prime Season Fee	\$ 250.00		Hour		Plus Tax
	Winter Non-Prime Season Fee	\$ 190.00		Hour		Plus Tax
	Summer Prime Season Fee	\$ 190.00		Hour		Plus Tax
	ISD #110 Physical Education Ice Use	\$ 120.00		Hour		Bookings Preauthorized by Staff During Daytime Hours
	Dryland Ice Rental	\$ 30.00		Hour		Plus Tax
Advertising						
	Ad Board - (3' x 8')	\$ 1,000.00		Term		1 Year Term
	Ad Board - (3' x 8')	\$ 2,800.00		Term		3 Year Term
	Ad Board - (3' x 8')	\$ 4,000.00		Term		5 Year Term
	Banner	\$ 800.00		Term		1 Year Term
	Center Ice Logo	\$ 10,000.00		Term		5 Year Term
	Zamboni Wrap	\$ 9,000.00		Term		3 Year Term
Open Skate						
	Adult	\$ 8.00		Day		Includes Tax
	Youth/Senior	\$ 7.00		Day		Includes Tax
	Open Hockey	\$ 9.00		Day		Includes Tax
	Developmental	\$ 11.00		Day		Includes Tax
	Developmental Ice Skate Punch Pass	\$ 88.00		Term		Includes Tax
	Skate Rental	\$ 4.00		Day		Includes Tax
	Adult Punch Pass	\$ 64.00		Each		Includes Tax
	Youth Open Skate Punch Pass	\$ 56.00		Each		Includes Tax
	Skate Sharpening	\$ 8.00		Each		Includes Tax
Equipment Rental						
	Storage Fee	\$ 100.00		Month		
	Locker Room Rental	\$ 3,600.00		Annual		
Meeting Rooms						
	Large Meeting Room	\$ 40.00		Hour		Plus Tax
	Small Meeting Room	\$ 30.00		Hour		Plus Tax
	IA Lobby	\$ 30.00		Hour		Plus Tax
	IA Front Lawn	\$ 50.00		Hour		Plus Tax

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Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Streets						
	Banner Hanging Fee	\$ 150.00		Each	320.01	Includes Staff Time, Bucket Truck Use & Misc Supplies
	Repair of Roadway Surfaces, Sidewalks, Curbs and Gutters	Actual Cost			320.05	Costs include Staff, Equipment, Materials
	Recycled Asphalt Sales	\$ 10.50		Ton	320.05	Plus Tax
	Removal of Dirt and Rubbish from Public Sidewalks	Actual Cost			320.06	Costs include Staff, Equipment, Materials
	Removal of Snow and Ice from Public Sidewalks	\$ 40.00		Each	320.06	Administrative Fee. Staff time and equipment for snow removal charged separately.
Right-of-Way Permit						
	Right-of-Way User Registration	\$ 50.00		Annual		
	Obstruction Permit	\$ 100.00		Each	320.01, 320.04	\$100 Damage Deposit and Applicable Bond required
	Temporary Street Obstruction Permit - 400SF up to 14 Days	\$ 50.00		Each	320.01, 320.04	\$100 Damage Deposit
	Temporary Street Obstruction Permit - Large Area or up to 1 Year	\$ 0.10		LF/Day	320.01, 320.04	Applies to sidewalk, bike lane, and parking lane. Separate additional charge for driving lane.
	Excavation Permit including Street Opening (initial 400sf)	\$ 150.00		Per Opening	320.01, 320.03	Plus \$1,500 restoration deposit per opening
	Trench or boring (per lineal foot)	\$ 0.05	\$ 0.50	LF	320.01	In addition to base Excavation Permit fee plus Restoration Deposit of \$500 per 500 LF (or portion)
	Work With Out Right of Way Permit	\$ -	\$ 50.00	Each	320.01	
	Right of Way (ROW) Vacation	\$ 300.00			320.08	Plus Staff Rate & Consultant Fees Incurred
	Right of Way Escrow	\$ 1,000.00			320.08	Must Deposit on Account
Traffic Control - Temporary Zone Layouts						
	Minimum, Short Term Use	\$ 50.00		Day		Use of Cones & Barricades
	Two Lane/Two Way Traffic Set-up	\$ 100.00		Day		Use of Cones & Barricades
	Multi-Lane Undivided Traffic Set-up	\$ 200.00		Day		Use of Cones & Barricades
Compost Fees						
	Bags	\$ 1.00		Each		
	Trailer	\$ 10.00		Each		
Equipment Rental						
	36" Traffic Cone	\$ -	\$ 2.50	Each		For All Equipment Rental Fees Listed: Weekly Rental Fee - \$100 Damage Deposit due or Twice the Renal Fee Cost - whichever is greater
	Candlestick/Tall C one Delineator with Base	\$ -	\$ 4.00	Each		
	A Frame Barricade (Type 1)	\$ -	\$ 4.00	Each		
	8 ft Barricade Board with 2 A Leg Supports	\$ -	\$ 6.00	Each		
	Type 3 (3 Bar) Barricade	\$ -	\$ 25.00	Each		
	Sandbag	\$ -	\$ 2.00	Each		
Winter Maintenance Liquids						
	Salt Brine - 100%	\$ 0.40		Gallon		
	Salt Brine 75/25	\$ -	\$ 1.15	Gallon		
	Salt Brine 60/40	\$ -	\$ 1.45	Gallon		
	Salt Brine 50/50	\$ -	\$ 1.65	Gallon		
	Salt Brine - Beet Heat 90/10	\$ 0.86		Gallon		
	Salt Brine - Beet Heat 80/20	\$ 1.05		Gallon		
	Salt Brine - Beet Heat 70/30	\$ 1.26		Gallon		
	Straight Salt	\$ 145.00		Ton		
Small Wireless Facility (city structure collocation)						
	Rental Fee	\$ 150.00		Annual	320.10	
	Maintenance Fee	\$ 25.00		Annual	320.10	
	Electric Service Fee	\$ 73.00		Each	320.10	per radio node less than or equal to 100 maximum of Watts
	Electric Service Fee	\$ 182.00		Each	320.10	per radio node over 100 maximum Watts, or actual cost of electricity, if actual exceeds this value

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Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Sewer						
	Sewer Permit and Inspection Fee	\$ 125.00		Connection	401.09	
	Unlawful Discharge into System-1st Offense	\$ 100.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-2nd Offense	\$ 200.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-3rd Offense	\$ 300.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-4th Offense	\$ 500.00		Month	403.03	Until Remedied
	Private Sewer, Permit and Inspection Fee	Actual Cost			404.09	Costs include Staff, Equipment, Materials
	SAC Charge	\$ 2,485.00		Unit	407.02	Current MET Council charge pass-through
	Sewer Hookup Charge	\$ 110.00		Connection	409.02	
	Sewer Trunk Charge	\$ 4,200.00		Unit	409.02	Commercial: Multiple times the number of SAC determined by MET Council
Residential Usage						
	Monthly Base	\$ 17.50		Month	406.01	
	Tier One (Zero to 3,000)	\$ 6.00		Per 1,000 gallons	406.01	Based on actual water usage for each month January, February, March, April, November, and December; thence
	Tier Two (3,001 to 6,000)	\$ 6.60		Per 1,000 gallons	406.01	monthly based on the average of water usage during January, February, March, April, November, and December or
	Tier Three (6,001 to 12,000)	\$ 7.75		Per 1,000 gallons	406.01	the first full monthly billing period, whichever is less.
	Tier Four (12,001 and over)	\$ 8.50		Per 1,000 gallons	406.01	
	Sewer Only (no City Water Service)	\$ 48.70		Month	406.01	Residential Only
	Late Payment Charge	\$ 0.10			406.01	Of unpaid balance
Commercial/Industrial Usage						
	Monthly Base	\$ 17.50		Month	406.01	
	All Usage	Actual Cost			406.01	Based on monthly water use and tiered structure listed under residential usage
	Late Payment Charge	\$ 0.10			406.01	Of unpaid balance

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Water						
	Water Conservation Penalties-1st Offense		Warning		410.29	
	Water Conservation Penalties-2nd Offense	\$ 75.00			410.29	
	Water Conservation Penalties-3rd Offense	\$ 250.00			410.29	and all subsequent violations
	Water Permit and Inspection Fee	\$ 75.00			410.06	
	Water Hookup Charge	\$ 150.00		Connection		
	Irrigation Meter Management Annual Fee	\$ 50.00		Meter		
	New Faces Updates	\$ 93.00				
	Tapping and Costs		Actual Costs		410.07	New resident names electronically sent on a quarterly basis to businesses that pre-register
	Seasonal Water Shut-Off/Turn-On	\$ 30.00		Each	410.08	
	Delinquent Water Shut-off/Turn-on	\$ 50.00		Each	410.08	
	Delinquent Notice-Door Hanger Fee	\$ 45.00		Each	410.08	
	Meter Seal - Return Trip Charge	\$ 45.00		Each		
		\$ 40.00				Only charged if additional time is needed above and beyond normal leak detection at residence or business as determined by management.
	Leak Detection - Dispatch of Public Services Staff			Each		
	Repair of Private Service Line Leaks		Actual Cost		410.17	
	Use of Fire Hydrants	\$ 100.00			410.2	
	Hydrant Meter Rental	\$ 25.00			410.2	Plus Bulk Water Charge
	Meter Rental Deposit	\$ 1,500.00		Each	410.2	Deposit will be refunded if meter returned in good condition
	Plumber Permit	\$ 35.00		Each	410.28	
	Water Meter Re-Inspection Charge	\$ 25.00		Each	411.03	Due at the time of re-inspection
	Meter Fee		Actual Costs		411.04	
	Meter Interface Unit		Actual Costs			
	Meter Installation	\$ 40.00		Hour		Minimum 1 hour
	Meter Horn		Actual Costs			
	Water Trunk Charge	\$ 5,100.00			412.02	Commercial: Multiple times the number of SAC determined by MET Council. Unit charge for plats and projects approved prior to January 31, 2025.
	Water Trunk System Development Charge	\$ 6,500.00		Unit	412.02	Commercial: Multiple times the number of SAC determined by MET Council. Unit charge for plats and projects approved after January 31, 2025.
	Bulk Water Annual Inspection & Permit	\$ 100.00		Each	410.2	Plus Bulk Water Charge
	Bulk Water Charge	\$ 7.00		Per 1,000 gallons	410.2	Minimum 1,000 gallons/Plus Tax
	Cell Tower Modification Escrow	\$ 6,500.00		Each		Minimum escrow due on account. Engineer may request additional funds depending on services provided.
Residential Usage						
	Monthly Base	\$ 8.15		Month	410	
	Tier One (Zero to 3,000)	\$ 3.05		Per 1,000 gallons	410	
	Tier Two (3,001 to 6,000)	\$ 3.40		Per 1,000 gallons	410	
	Tier Three (6,001 to 12,000)	\$ 3.95		Per 1,000 gallons	410	
	Tier Four (12,001 and over)	\$ 4.45		Per 1,000 gallons	410	
	Residential Summer Use				410	Used in summer months (May-October) for when usage goes over allotted irrigation amount (30,000 gallons) & winter usage average.
	Billing Paper Fee	\$ 7.00		Per 1,000 gallons		
	Late Payment Charge	\$ 2.00		Month	410	
	Move Out Final Bill	\$ 0.10			410	Of Unpaid balance
	Move Out Final Bill	\$ 105.00		Move	410	
Commercial/Industrial Usage						
	Monthly Base	\$ 8.15		Month	410	Plus Tax
	Tier One (Zero to 3,000)	\$ 3.05		Per 1,000 gallons	410	Plus Tax
	Tier Two (3,001 to 6,000)	\$ 3.40		Per 1,000 gallons	410	Plus Tax
	Tier Three (6,001 to 12,000)	\$ 3.95		Per 1,000 gallons	410	Plus Tax
	Tier Four (12,001 and over)	\$ 4.45		Per 1,000 gallons	410	Plus Tax
	Late Payment Charge	\$ 0.10			410	Of unpaid balance

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Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Storm Water						
	Storm Water Access- Residential	\$ 400.00		Connection	413.04	
	Storm Water Access-Commercial/Industrial/Institutional/Multi-Family	\$ 1,600.00				
	Storm Water Trunk Charge-Residential	\$ 3,400.00		Unit	413.04	Times acreage of parcel
	Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family	\$ 11,500.00			413.04	Times acreage of parcel
	Storm Water Reuse Water Connection Charge	Varies				
	Reuse Volume Credit Development Off-Site on City Parcels	Varies on Site Analysis & Review		Formula Formula Factor of Required Cubic Foot Volume Requirements Parcel	415.05	60% of the applicant's cost as calculated by City engineers to construct required water quality, filtration, and drainage components in addition to the actual cost of the City to connect the applicant to the system. Due at time of building permit.
	Filter Basin (equal to or greater than 0.50 acres)	\$ 550.00		Parcel		Determination of City Available Credits: Developer may utilize city irrigation sites with current irrigation systems installed. Fee on per-acre charge applicable. Annual cubic foot volume requirements- x - current reuse irrigation costs including monthly base & tier one use.
	Filter Basin with iron enhanced sand filter (equal to or greater than 0.30 acres)	\$ 450.00		Parcel		
	Reuse Irrigation for Volume Reduction	\$ 350.00		Parcel		
	Acquire City Irrigation Sites - Without Irrigation Installed	\$ 500.00		Acre		
	Acquire City Irrigation Sites - With Irrigation Installed	\$ 2,500.00		Acre		
Residential & Commercial Usage						
	Single Family Residence	\$ 27.00		Month	413.03	
	Duplex	\$ 33.05		Month	413.03	
	Minimum Commercial	\$ 61.10		Month	413.03	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 61.10		Month	413.03	
	Commercial/Business Storm Water Multiplier	\$ 129.60		Formula	413.03	Total monthly fee = Impervious Surface x Acreage x Multiplier
	Late Payment Charge	\$ 0.10		Month	413.03	Of Unpaid Balance
Reuse Usage						
	Monthly Base	\$ 8.15		Month	415.05	
	Tier One	\$ 3.00		Per 1,000 gallons	415.05	
Street Lights						
Residential Usage						
	Single Family	\$ 3.50		Month	414.03	
	Duplex	\$ 6.95		Month	414.03	
	Multiplex	\$ 22.10		Month	414.03	
Commercial, Small Institutional, Industrial						
	.01 to 1.0 Acres	\$ 22.10		Month	414.03	
	1.01 to 2.0 Acres	\$ 29.60		Month	414.03	
	2.01 to 4.0 Acres	\$ 44.20		Month	414.03	
	4.01 to 10.0 Acres	\$ 65.70		Month	414.03	
	10.01 to 100 Acres	\$ 74.00		Month	414.03	
	Multiplex	\$ 22.10		Month	414.03	
	Late Payment Charge	\$ 0.10		Month	414.03	Of Unpaid Balance

City of Waconia Fee Schedule
 Section 1100 of the City Ordinances

Adopted As of:
 Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Fire						
	Fire/Rescue Reports	\$ 53.00		Each		Administrative Fee for Staff Time
	False Alarm-1st, 2nd, 3rd Offense	\$ -		Each		No Fee
	False Alarm-4th Offense	\$ 105.00		Each		Plus Staff Rate
	False Alarm-5th Offense or more	\$ 315.00		Each		Plus Staff Rate
	Mechanical Extraction	\$ 615.00		Hour		Minimum 1 Hour Charge
	Gas Line Rupture Response	\$ 510.00		Hour		Minimum 1 Hour Charge
	Fire Extinguisher Training	\$ 95.00		Hour		Minimum 1 Hour Charge
Fire Lock Boxes						
	Fire Lock Box S-2	\$ 166.32		Each		Plus Tax
	Fire Lock Box S-3	\$ 220.61		Each		Plus Tax
	Fire Lock Box R-3	\$ 287.60		Each		Plus Tax
Equipment						
	Engine/Fire Company	\$ 525.00		Hour		Minimum 1 Hour Charge
	Ladder Company	\$ 785.00		Hour		Minimum 1 Hour Charge
	Rescue or Hazmat Unit	\$ 735.00		Hour		Minimum 1 Hour Charge
	Utility Vehicle	\$ 260.00		Hour		Minimum 1 Hour Charge
	Grass Fire Unit	\$ 315.00		Hour		Minimum 1 Hour Charge
	Boat 11	\$ 420.00		Hour		Minimum 1 Hour Charge
	Zodiac and PWC Units	\$ 210.00		Hour		Minimum 1 Hour Charge
	Water Tender	\$ 525.00		Hour		Minimum 1 Hour Charge
	Standby of Vehicles, Personnel, & Equipment	\$ 210.00		Hour		Minimum 1 Hour Charge

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of:
Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
License & Permits						
Recreational						
	Show and Exhibitions	\$ 35.00		Annual	506.03	
	Show and Exhibitions-Multi day	\$ 10.00		Week		
	Special Event Permit	\$ 100.00	\$ 350.00	Event		
	Re-curring Special Event Permit	\$ 50.00	\$ -	Event		
	Special Event Parking Lot Stall	\$ -	\$ 1.00	Per Stall/Per Event		\$250 Maximum per Application
	Special Event Street Parking Stall	\$ -	\$ 3.00	Per Stall/Per Event		\$500 Maximum per Application
Parking & Transportation						
	Parking Ticket	\$ 30.00		Offense	634.01	
	Uniform Parking Ticket	\$ 20.00		Offense	635.01	Includes \$10.00 County Library Fee
	Park Rules Violation/Parking	\$ 30.00		Offense	235.03	
Buildings						
	Movement of Buildings	\$ 350.00		Move	540.04	Plus Staff and Consultant Costs
	Movement of Building Escrow	\$ 1,000.00			540.04	Must Deposit of Account
	Temporary Structure	\$ 75.00		Each		
	Temporary Above Ground Pool	\$ 100.00		Each		
	Steep Slope Residential	\$ 125.00		Each	900.12	
	Steep Slope Non-Residential	\$ 250.00		Each	900.12	
	Steep Slope Escrow Deposit	\$ 500.00		Each	900.12	
	Grading Permit	\$ -		Varies		Based on Appendix Chapter 33 of the 1997 Uniform Building Code - Table A-33-A and Table A-33-B
	Grading Permit Escrow Deposit	\$ 500.00		Each		
	Building Permit Fees	Per UBC			900.03	Per 1997 Uniform Building Codes Plus 15% (See Ordinance 1101 for details).
	Building Permit Plan Review	Based on Permit			900.03	Equal to one-half (1/2) of amount required for a new permit for such work, provided no changes have been or will be made in the original plans and specifications for such work.
Rental Property						
	Rental Dwelling Annual License	\$ 10.00		Building	541.01	
	Rental Dwelling Bi-Annual Inspection	\$ 50.00		Unit	541.04	
	Complaint Inspections	\$ 35.00		Hour	541.04	
	Violation Administrative Base Fee	\$ 50.00		Each	541.04	
	Violation Administrative Daily Non-compliance Fee	\$ 5.00		Day	541.04	
	Inspections/Meetings after 7:00 p.m.	\$ 60.00		Hour	541.04	Billed to Property Owner
	Rental Dwelling License Transfer Fee	\$ 10.00		Unit	541.08	
Signs						
	Sign Permit	\$ 45.00		Each	900.1	
	Sign Permit Penalty	\$ 45.00		Each	900.1	
Sidewalk Café						
	Sidewalk Use	\$ 500.00		Annual	570	
	Municipal Parking Lot Use - Base Rate	\$ 500.00		Annual	570	
	Municipal Parking Lot Use - Parking Stall	\$ 300.00			570	
	Damage Deposit	\$ 1,000.00		Each		Fee is in addition to base rate and is charged per additional parking stall impacted by sidewalk café.
				Annual	570	
Noise						
	Temporary Noise	\$ 75.00		Each	740.07	
Animals						
	Bee License Fee	\$ 100.00		Each	572.03	
	Bee License Fee - Transfer	\$ 25.00		Each	572.04	
	Chicken License Fee	\$ 100.00		Each	571.03	
	Chicken License Fee - Transfer	\$ 25.00		Each	571.04	
	Violation-Fail to Clean Up Waste Material	\$ 50.00		Offense	560.11	
	Violation-Habitual Barking	\$ 50.00		Offense	560.11	
	Commercial Kennel License - Initial Fee	\$ 150.00		Each		
	Commercial Kennel License - Annual Renewal	\$ 50.00		Annual		

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of:
Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Liquor & Tobacco						
	Cigarette	\$ 150.00		Annual	510.03	
	Duplicate Alcoholic Beverage License	\$ 25.00		License	580.04	
	3.2% Malt Liquor On-Sale	\$ 300.00		Annual	580.06	
	3.2% Malt Liquor Temporary On-Sale	\$ 50.00		Day	580.06	
	3.2% Malt Liquor Temporary On-Sale-Multi Day	\$ 150.00		Event	580.06	
	3.2% Malt Liquor Off-Sale	\$ 150.00		Annual	580.06	
	Wine	\$ 500.00		Annual	580.06	
	Liquor On-Sale	\$ 4,000.00		Annual	580.06	
	Liquor On-Sale Installment Fee	\$ 100.00		Annual	580.06	One-Time Annual Fee Paid with First Installment
	Liquor On-Sale Brewer Tap Room	\$ 300.00		Annual	580.06	
	Liquor Off-Sale	\$ 310.00		Annual	580.06	
	Liquor Off-Sale Small Brewer	\$ 300.00		Annual	580.06	
	Liquor Sunday for Hotels, Restaurants, Clubs, and Bowling	\$ 200.00		Annual	580.06	
	Liquor Temporary On-Sale	\$ 150.00		Annual	580.06	
	Liquor Temporary Wine Festival	\$ 150.00		Annual	580.06	
	Liquor Temporary Farm Winery at County Fair	\$ 50.00		Annual	580.06	
	Liquor Limited On-Sale (Culinary Classes)	\$ 200.00		Annual	580.06	
	Liquor License Background Check	\$ 200.00		Annual	580.06	
	License Investigation Fee	\$ 200.00		Offense	580.04	On-Sale or Off-Sale
	Clubs	\$ 300.00		Annual	580.06	
	Cocktail Room License	\$ 300.00		Annual	580.06	
	Microdistillery Off-Sale License	\$ 300.00		Annual	580.06	
	Small Brewer Growler/Bottle License	\$ 350.00		Annual	580.06	
	Small Brewer 128 Ounce License	\$ 350.00		Annual	580.06	
	Brew Pub Off-Sale License	\$ 300.00		Annual	580.06	
	Brew Pub On-Sale License	\$ 300.00		Annual	580.06	
	World Cup Soccer Special Permit	\$ 250.00		Event	580.06	
	Baseball League	\$ 500.00		Annual	580.06	
	Bottle Clubs, Consumption and Display	\$ 200.00		Annual	580.07	
	Beer/Wine Permit for Park Event Use	\$ 25.00		Event		
Cannabis & Low Potency Hemp						
	Cannabis Retail Registration	\$ 500.00		Each		Initial year and first renewal; fee is the amount stated or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less.
	Cannabis Retail Registration Renewal	\$ 1,000.00		Each		Collected upon 2nd year renewal and each renewal year thereafter; fee is the amount stated or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
	Lower Potency Hemp Edible Retailer Registration	\$ 125.00		Each		Initial year and first renewal year
	Lower Potency Hemp Edible Retailer Renewal	\$ 125.00		Each		Collected upon 2nd year renewal
	Temporary Cannabis Event Permit	\$ 125.00		Event		
Selling & Soliciting						
	Junk Dealers	\$ 50.00		Annual	555.06	
	Peddlers/Solicitation-For Profit Organizations	\$ 150.00		Each	590.02	Non-refundable
	Peddlers/Solicitation-Not-for Profit Organizations	No Fee		Each		
Small Cell Wireless						
	Right of Way Rent Annual Fee	\$ 150.00		Annual	320.01	
	Right of Way Rent Site Fee	\$ 25.00		Site	320.01	
	Monthly Electrical Fee	Actual Costs			320.01	Actual Cost or \$73 per radio node less than or equal to 100 maximum watts, \$182 per radio node over 100 maximum watts (whichever is greater)
Special Vehicles						
	Special Vehicle Permit Fee (Year 1)	\$ 100.00		Annual	680.04	
	Special Vehicle Permit Fee (Year 2 - Renewal)	\$ 70.00		Annual	680.04	
	Special Vehicle Permit Fee (Year 3 - Renewal)	\$ 40.00		Annual	680.04	
	Special Vehicle Permit Fee-Additional Drivers	\$ 10.00		Per Driver	680.04	Same family/vehicle as primary application.
	Special Vehicle Permit Fee-Additional Vehicles	\$ 10.00		Per Vehicle	680.04	Same family as primary application.
Franchise						
	Franchise Application	\$ 5,000.00		Each		
	Franchise Escrow	\$ 5,000.00		Each		Must Deposit on Account
Fire						
	Day Care Inspection	\$ 50.00			Misc.	
	Code Inspections	Per UBC			710.02	Per 1997 Uniform Building Code
	Sale of Fireworks Permit	\$ 100.00		Annual	710.02	Permanent Structure
	Sale of Fireworks Permit	\$ 350.00		Annual	710.02	Temporary Structure - Max 180 days
	Sale of Fireworks Tent/Canopy Permit	\$ 75.00		Tent	710.02	
Garbage & Recycling						
	Solid Waste Garbage License	\$ 100.00		Annual	730.03	Mixed Municipal Solid Waste (Garbage)
	Solid Waste Garbage Truck Charge	\$ 75.00		Truck	730.03	
	Recycling License	\$ 100.00		Annual	730.03	
	Recycling Truck Charge	\$ 75.00		Truck	730.03	

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of:
Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Planning & Zoning						
Land Use						
	Annexation	\$ 20.00		Acre	900.05	(\$300.00 minimum/\$900.00 maximum)
	Annexation Escrow	\$ 1,000.00		Each	900.05	Must Deposit on Account
	Variance Requests-Residential	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Variance Requests-Non-Residential	\$ 350.00		Each	900.06	Plus Staff Time Rates
	Variance Requests-Residential Storm Water Plan Review	\$ 150.00			900.06	
				Each		Applies to properties located in the Shoreland Overlay District or are exceeding/plan to exceed the hardcover allowed in the applicable zoning district.
	Variance Requests-Non-Residential Escrow	\$ 1,000.00		Each	900.06	Must Deposit on Account
	After the Fact Variance Requests-Residential	\$ 750.00		Each	900.06	Plus Staff Time Rates
	After the Fact Variance Requests-Non-Residential	\$ 1,050.00		Each	900.06	Plus Staff Time Rates
	Minor Subdivision	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Minor Subdivision Escrow	\$ 1,000.00		Each	900.06	Must Deposit on Account
	Division of Two-Family Dwelling	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Site Plan Review	\$ 350.00		Each	1000.03	Plus Staff Time Rates
	Site Plan Escrow 0-5 Acres Escrow	\$ 2,500.00		Each	1000.03	Must Deposit on Account
	Site Plan Escrow 6-20 Acres Escrow	\$ 3,500.00		Each	1000.03	Must Deposit on Account
	Site Plan Escrow 21+ Acres Escrow	\$ 4,500.00		Each	1000.03	Must Deposit on Account
	Conditional Use Permit-Residential	\$ 250.00		Each	900.11	Plus Staff Time Rates
	CUP-Residential Escrow	\$ 500.00		Each	900.11	Must Deposit on Account
	Conditional Use Permit-Non-Residential	\$ 350.00		Each	900.11	Plus Staff Time Rates
	CUP-Non-Residential Escrow	\$ 500.00		Each	900.11	Must Deposit on Account
	Administrative Appeal	\$ 100.00		Each	900.12	Plus Staff Time Rates
	Rezoning Request	\$ 375.00		Each	900.12	Plus Staff Time Rates
	Rezoning Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Zoning Amendment Application	\$ 350.00		Each	900.12	Plus Staff Time Rates
	Zoning Amendment Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Ordinance Amendment Application	\$ 350.00		Each	900.12	Plus Staff Time Rates
	Ordinance Amendment Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Comprehensive Plan Amendment	\$ 375.00		Each	900.12	Plus Staff Time Rates
	Comp Plan Amendment Escrow 0-5 Acres	\$ 1,000.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 6-40 Acres	\$ 2,500.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 41-80 Acres	\$ 4,000.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 81+ Acres	\$ 5,000.00		Each	900.12	Must Deposit on Account
	Preliminary Plat	\$ 375.00		Each	1000.04	
	Preliminary Plat Lot Fee	\$ 5.00		Lot	1000.04	
	Preliminary Plat Escrow 0-5 Acres	\$ 5,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 6-40 Acres	\$ 6,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 41-80 Acres	\$ 7,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 81+ Acres	\$ 8,000.00		Each	1000.04	Must Deposit on Account
	Final Plat	\$ 250.00		Each	1000.08	Plus Lot Fee
	Final Plat Escrow Fee	\$ 5,000.00		Each	1000.08	Must Deposit on Account
	Final Plat Lot Fee	\$ 10.00		Lot	1000.08	
	Environmental Assessment Worksheet (EAW)					Based on Reimbursement & Payment Agreement
	AUAR					Based on Reimbursement & Payment Agreement
	Zoning Compliance Letter	\$ 30.00		Each	Misc.	
	Building Inspection Card Replacement or Reprint	\$ 45.00		Each	Misc.	
	Information Requests	\$ 30.00			Misc.	
				Each		Includes one or more of: Lot Size, Legal Description, Parcel Number, Flood Zone, Zoning District
Park Dedication						
	Residential Development	if Fair Market Value			1000.06	
	Commercial/Industrial/Other Land	if Fair Market Value		Acre	1000.06	Determined by City Council based on development's impact on community need for parks and other amenities.
						Determined by City Council based on development's impact on community need for parks and other amenities.
Cemetery Lots						
	Lots-Adult Waconia City Resident	\$ 400.00		Lot	Misc.	
	Lots-Adult Non-Resident	\$ 700.00		Lot	Misc.	
	Lots-Infant Waconia City Resident	\$ 200.00		Lot	Misc.	
	Lots-Infant Non-Resident	\$ 350.00		Lot	Misc.	

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of:
Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Administrative Services						
Copies						
	Copies	\$ 0.50			Misc.	
Flags						
	City Logo Flag	\$ 83.00		Each	Misc.	Includes Tax
Meeting Rooms & Equipment						
Special Discounts Apply to Non-Profit Groups & Governmental Groups Renting at City Hall. Please Call City Hall for Details.						
	City Hall Rooms-Oak	\$ 20.00		Hour	Misc.	
	City Hall Rooms-Maple	\$ 40.00		Hour	Misc.	
	Waconia Area Senior Center Room	\$ 40.00		Hour	Misc.	
	Meeting Room Set-up Fee	\$ 20.00		Each	Misc.	
	Meeting Room Cleaning Fee	\$ 50.00		Hour	Misc.	Minimum of 1 hour if room left in disrepair at end of room rental.
Cancellations						
	Room/Park Rental-Prior to 7 Days of the Activity or Event	\$ 15.00		Each		
	Room/Park Rental-7 days to 48 hours of the Activity or Event	No Refund				
	All Activities, Events, Rentals Less than 48 hours	No Refund				
Finance Charges						
	Finance Fee	\$ 0.10		Month	Misc.	Of Unpaid Balances
	Returned Check Fee	\$ 35.00		Each	Misc.	
	Refund Processing Fee (Check or Credit Card)	\$ 10.00		Each	Misc.	
	Special Assessment Search	\$ 35.00		Each	Misc.	
	Special Assessment Processing Fee (Delinquent Charges)	\$ 50.00		Each	Misc.	Fee charged per account for processing of special assessment for delinquent charges for services if the account ends up being included in final certification to Carver County.
Application Fees						
	Revolving Loan Application Fee	Varies				1% of the total request loan amount
	Trunk Fee Payment Plan Application Fee	\$ 100.00				
	Small Business Trunk Fee Deferral Plan Application Fee	\$ 100.00				
	Municipal Subsidy Application Fee	Varies				Non-refundable fee of \$5,000 or 2% of the requested municipal subsidy. See Municipal Policy & Guidelines document.
Staff Time Rates						
	Administrative Services	\$ 96.00		Hour	Misc.	
	Planning & Zoning	\$ 96.00		Hour	Misc.	
	Public Works Maintenance Labor (Regular)	\$ 53.00		Hour	Misc.	
	Public Works Maintenance Labor (After Hours)	\$ 92.00		Hour	Misc.	
	Public Works Maintenance Labor - Seasonal Staffing	\$ 27.00		Hour	Misc.	
	Utility Maintenance Labor (Regular)	\$ 55.00		Hour	Misc.	
	Utility Maintenance Labor (After Hours)	\$ 96.00		Hour	Misc.	
	Public Services Administrative	\$ 96.00		Hour	Misc.	
	Engineering & Design	Varies		Hour	Misc.	Based on actual rate provided by City's consulting engineer
	Fire Administrative	\$ 96.00		Hour	Misc.	
	Fire Personnel	\$ 27.00		Hour	Misc.	

City of Waconia Fee Schedule
 Section 1100 of the City Ordinances

Adopted As of:
 Last Amended: Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Public Services	Equipment Charges					
	Aerial Bucket Truck	\$ 104.00		Hour		
	Air Compressor w/Trailer	\$ 46.00		Hour		
	Attachments - Skidsteer or Toolcat	\$ 25.00		Hour		
	Asphalt Roller	\$ 85.00		Hour		
	Cement Mixer	\$ 75.00		Hour		
	Chipper	\$ 130.00		Hour		
	Excavator - Backhoe	\$ 128.00		Hour		
	Front End Loader	\$ 150.00		Hour		
	Front End Loader - Material Handler Attachment	\$ 95.00		Hour		
	Front End Loader - Snow Blower Attachment	\$ 95.00		Hour		
	Generator - Portable 7500 Watts and under	\$ 35.00		Hour		
	Generator 100/200 Kw	\$ 80.00		Hour		
	Hot Box	\$ 145.00		Hour		
	Motor Grader	\$ 150.00		Hour		
	Mower - Push	\$ 46.00		Hour		
	Mower - Riding	\$ 75.00		Hour		
	Mower - Attachment for Loader	\$ 95.00		Hour		
	Paint Striper	\$ 46.00		Hour		
	Paver	\$ 145.00		Hour		
	Powered Hand Tools	\$ 10.00		Hour		All chainsaws, chop saws, pole saws, trimmers, blowers, edgers, (Hand tools)
	Pump 6"	\$ 80.00		Hour		
	Sewer Push Camera	\$ 50.00		Hour		
	Sewer Mainline Camera	\$ -	\$ 200.00	Hour		
	Sweeper	\$ -	\$ 125.00	Hour		
	Skidsteer Loader Only - No Attachments	\$ 104.00		Hour		
	Tractor	\$ 100.00		Hour		
	Turf Sprayer	\$ 65.00		Hour		
	Tamper	\$ 46.00		Hour		
	Tool Cat	\$ 65.00		Hour		
	Top Dresser	\$ 46.00		Hour		
	Tractor - Attachment	\$ 25.00		Hour		
	Trailer - Enclosed	\$ 200.00		Hour		
	Trailer	\$ 75.00		Hour		
	Trash Pump - Small	\$ 46.00		Hour		
	Trench Box	\$ 100.00		Hour		
	Truck - 1-ton	\$ 80.00		Hour		
	Truck - Dump - Box Only	\$ 85.00		Hour		
	Truck - Dump: Additional for snow and ice equipment and liquid tanks	\$ 73.00		Hour		
	Truck - Pickup	\$ 60.00		Hour		
	Truck - Utility	\$ 80.00		Hour		
	Truck-Utility w/Crane & Compressor	\$ 175.00		Hour		
	Vacuum Jetter Truck	\$ 175.00		Hour		

**CITY OF WACONIA
ORDINANCE NO. 792**

**AN ORDINANCE AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE
RELATED TO PERMITS, LICENSES AND FEES**

The City Council of the City of Waconia does hereby ordain:

SECTION 1. Chapter 1100 of the Waconia City Code is hereby amended as shown, effective March 16, 2026.

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Additional Information
Parks					
	Raised Garden Plot	\$ -	\$ 15.00	Annual	
Streets					
Right-of-Way Permit					
	Obstruction-Permit	\$ 100.00		Each	\$100 Damage Deposit and Applicable Bond required
	Trench or boring (per lineal foot)	\$ 0.05	\$ 0.50	LF	In addition to base Excavation Permit fee plus Restoration Deposit of \$500 per 500 LF (or portion)
	Work With Out Right of Way Permit	\$ -	\$ 50.00	Each	
Equipment Rental					
	36" Traffic Cone	\$ -	\$ 2.50	Each	For All Equipment Rental Fees Listed: Weekly Rental Fee - \$100 Damage Deposit due or Twice the Rental Fee Cost - whichever is greater
	Candlestick/Tall Cone Delineator with Base	\$ -	\$ 4.00	Each	
	A Frame Barricade (Type 1)	\$ -	\$ 4.00	Each	
	8 ft Barricade Board with 2 A Leg Supports	\$ -	\$ 6.00	Each	
	Type 3 (3 Bar) Barricade	\$ -	\$ 25.00	Each	
	Sandbag	\$ -	\$ 2.00	Each	
Winter Maintenance Liquids					
	Salt Brine 75/25	\$ -	\$ 1.15	Gallon	
	Salt Brine 60/40	\$ -	\$ 1.45	Gallon	
	Salt Brine 50/50	\$ -	\$ 1.65	Gallon	
	Salt Brine - Beet Heet 90/10	\$ 0.86		Gallon	
	Salt Brine - Beet Heet 80/20	\$ 1.05		Gallon	
License & Permits					
Recreational					
	Special Event Permit	\$ 100.00	\$ 350.00	Event	
	Re-curring Special Event Permit	\$ 50.00	\$ -	Event	
	Special Event Parking Lot Stall	\$ -	\$ 1.00	Per Stall/Per Event	\$250 Maximum per Application
	Special Event Street Parking Stall	\$ -	\$ 3.00	Per Stall/Per Event	\$500 Maximum per Application
Public Services Equipment Charges					
	Sewer Mainline Camera	\$ -	\$ 200.00	Hour	
	Sweeper	\$ -	\$ 125.00	Hour	

SECTION 2. The remainder of Section 1100 of the Waconia City Code shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 792 has been approved by a four-fifths vote of the City Council of the City of Waconia as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING CHAPTER 1100 REGARDING FEES SCHEDULE has been amended to include updated fees since approval the 2026 budget effective January 1, 2026.

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

Adopted by the City Council of the City of Waconia this 16th day of March, 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2026-076**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.792

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 792 on March 16, 2026 (the “Ordinance”); and

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

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

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 792 is hereby approved:

AN ORDINANCE AMENDING CHAPTER 1100 REGARDING FEES SCHEDULE has been amended to include updated fees since approval the 2026 budget effective January 1, 2026.

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

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

Passed and adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.1. Approve March 2, 2026, City Council Minutes	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action:	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the March 2, 206, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the March 2, 2026, City Council Minutes.	
ATTACHMENTS: 1. March 2, 2026, Council Minutes	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
MARCH 2, 2026**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Pro Tem Jeff Grengs called the March 2, 2026, Waconia City Council Meeting to order at 6:00 p.m. With all members present except Mayor Litfin and Council Member Siddons.

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Grengs led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None.

4. ADOPT AGENDA

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

MOTION CARRIED.

5. PUBLIC HEARING

1) Annexation Petition - Wolter and Klingelhutz

Lane Braaten, Community Development Director, provided the Council with an overview of the Annexation Petition. Staff received a petition to annex a portion of the Wolter Trust property and the Klingelhutz Farms property into the Waconia City Limits. The application has been submitted in association with a potential residential development proposed by Summergate Developers. The City's Comprehensive Plan designates the subject property as Medium Density Residential. The property located at 1705 Waconia Parkway South is not included in the annexation petition. Staff met with the property owners and the developer to explain that bringing this application forward at this time is premature, as a determination has not yet been made regarding the 1705 Waconia Parkway South property. As proposed, the annexation does not reflect the Comprehensive Plan's goal of efficient and compact growth and could create conflicts related to City and County code enforcement. At the applicant's request, the petition was forwarded to Laketown Township and was approved by the Township on January 29, 2026. As required, the application was legally published, and one comment was received, which was included in the Council packet.

Council Member Coleman questioned Staff regarding water availability. Jon Haukaas,

Public Services Director, responded that the City would face issues with this project. First, the development would need to be placed on hold until additional municipal wells are constructed and operational, which is anticipated in 2027 or 2028. Second, there are sewer capacity concerns, including off-site improvements that would need to be addressed to adequately service the proposed development.

Motion to Open the Public Hearing made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

Casey Wollschlager, Summergate Developers, representing the applicant property owners, addressed the Council. He stated that Staff had indicated both parcels should be annexed simultaneously. However, while Summergate Developers were working with the applicants, Jason Palmby was separately working with the owner of 1705 Waconia Parkway South. Mr. Wollschlager noted that the landowner group has had a negative experience with Mr. Palmby and feels it is unfair to require them to work with that developer.

Mike Klingelhutz, 6945 Abbeywood Lane, Laketown Township, spoke regarding the annexation request. He stated that the properties under consideration were divided by Carver County, not by the property owners. Mr. Klingelhutz provided examples of other annexations that were approved without all property owners participating. He noted that the current application represents approximately 30 of the 35 acres proposed for annexation, or roughly 85% of the total area. He characterized concerns that the new owner of the remaining five acres intends to keep livestock as speculative and requested that the Council approve the annexation.

Bob Burandt, a resident on the west side of Waconia, stated that he previously donated land for Oak Avenue Extension, the pathway connecting Sterling Hills to the school, and Community Drive without receiving financial compensation. Mr. Burandt expressed concern that if the annexation application is not approved, the property owners may be forced to sell to Jason Palmby, which he does not believe is fair or democratic.

Casey Wollschlager, Summergate Developers, further addressed the Council. He stated that concerns raised by Staff and the County regarding potential livestock use could apply to many other properties in the surrounding area. He expressed that development will not move forward if the Council continues to focus on what may occur on adjacent parcels. Mr. Wollschlager also stated that he believes the City is "falling into the trap" of Jason Palmby, whom he characterized as attempting to control the situation. He indicated that the applicants would like to have a development plan prepared so they are positioned when the City is ready to move forward with development in this area, particularly in order to be in line for future water capacity. He emphasized that securing a place in line for water capacity is the primary concern.

Neil Klingelhutz, 8675 County Road 43, Victoria, addressed the Council and stated that while the situation may not be ideal for either the City or the applicants, if the property owners are supportive of annexation, the City should give the applicants an opportunity to move forward. He stated that the matter could otherwise continue unresolved for many years. Mr. Klingelhutz commented that it is the right location and the right time for annexation, except the remaining five-acre parcel, and encouraged the Council to consider approval of the annexation request.

Motion to close the public hearing made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

Council Member Coleman stated he understands the dilemma facing both the property owners and the City. However, he believes the primary concern is water supply and sewer treatment capacity. Council Member Coleman asked Staff whether a plan could be developed to allow for future development once the City has the capacity to accommodate additional homes.

Council Member Gleason agreed with Council Member Coleman and stated that being pressured to sell to one specific developer is not appropriate.

Mayor Pro Tem Grengs noted that prior to tonight's meeting he had been leaning toward denial of the annexation request; however, he is a strong proponent of landowner rights and acknowledged that this process could continue for years.

Council Member Coleman asked the applicant if they would be willing to wait a year for water/sewer capacity issues to be resolved. Mr. Wollslager stated that they would like to be annexed tonight.

Mr. Braaten explained that once a property is annexed and enters the development process, the City is obligated to approve the development if all applicable standards, zoning requirements, and performance measures are met. He noted that following review of the sketch plan and completion of the preliminary plat process, if the proposal satisfies all established criteria, the City has a legal responsibility to grant approval.

Motion to table the Wolter and Klingelhutz Annexation Petition to the April 20, 2026 City Council Meeting was made by Council Member Coleman, seconded by Council Member Gleason.

MOTION CARRIED.

6. OPEN FORUM

None.

7. COMMUNITY INTEREST PRESENTATIONS

None.

8. ADOPT CONSENT AGENDA

- 1) **Approve the February 19, 2026, Council Minutes**
- 2) **Approve March 2, 2026, Expenditures**
- 3) **Approve 2026 Capital Equipment**
- 4) **Award Contract for Construction of Island View Estates Park Site Improvements**
- 5) **Resolution Supporting the Pursuit of a MN DNR Outdoor Recreation Grant for the Pickleball Court Project**
- 6) **Resolutions Supporting DNR and LCCMR Grant Applications for Sudheimer Park**
- 7) **Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**
- 8) **Accepting Cash Donations for Operations of the Fire Department**
- 9) **Elm Creek Ridge Development Agreement**
- 10) **Copier/Scanner Lease at City Hall**
- 11) **Authorize Recruitment for Park Maintenance Lead Position**
- 12) **Special Event Permit - Memorial Day Parade**
- 13) **Special Event Permit - Lake Waconia Band Festival**

Motion to Adopt the Consent Agenda as published was made by Council Member Gleason, seconded by Council Member Coleman
MOTION CARRIED.

9. COUNCIL BUSINESS

- 1) **Award 2026 Downtown Reconstruction Phase 4 Project**

Jon Haukaas stated that the Downtown Reconstruction Phase 4 bids were opened on February 24th. Five bids were received. The project includes the total reconstruction of the streets, sidewalks, utilities, and street lighting. The low bid was received from GMH Asphalt and is approximately 18% below the Engineer's Estimate and 10% below the next lowest bid.

Stage One is First Street with construction beginning the week of May 4th and completion around July 11th. Stage Two is Elm Street and 2nd Street between Elm and Pine and should begin around July 6th with completion before August 28th. Stage Three is the removal of Pine Street, which will begin after Nickle Dickle Day and a completion day in mid-November.

Motion to adopt Resolution No. 2026-073 authorizing the award of the contract for the 2026 Downtown Reconstruction Project Phase 4 was made by Council Member Coleman, seconded by Council Member Gleason.

MOTION CARRIED.

2) Initiate Preliminary Investigation Work for proposed 2027 Neighborhood Street Construction Project

Jon Haukaas stated that as the City continues its work to steadily improve the streets and utilities throughout the community, the next project identified in the adopted Pavement Management Plan (PMP) is for the reconstruction of the Sugarbush Neighborhood. This includes Sugarbush Lane loop on the south side of Waconia Parkway North, the segment of Dunsmore Drive to the west and the five cul-de-sacs off of Tamarack Lane, Honeysuckle Lane, Butternut Lane, Hickory Circle and Barbary Circle. The first stage is the preliminary investigation work proposed for 2027, and ordering the feasibility report which is required for the assessment process. The second component is to order the preparation of the Feasibility Study, which is required for the assessment process. As this is a neighborhood reconstruction project, Staff will be conducting significant public outreach.

Motion to adopt Resolution No. 2026-074 authorizing approval of survey and geotechnical review for the proposed 2027 Sugarbush Neighborhood Reconstruction Project was made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

Motion to adopt Resolution No. 2026-075 ordering preparation of the Feasibility Study and Assessment Benefit Evaluation for the proposed 2027 Sugarbush Neighborhood Reconstruction Project was made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

None.

11. BOARD REPORTS

1) Staff Reports - Land Use Summary 2025

This item has been tabled to the March 16, 2026 Council Meeting.

2) Councilmember Siddons

Absent

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Absent

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Absent

12. ANNOUNCEMENTS

Shane Fineran, City Administrator, recognized Jeff Hilgers. Jeff has announced his retirement after 23 years of service with the City. He started in the Street Department and worked his way to Utility Maintenance. We all congratulate Jeff and wish him all the best in his retirement.

13. ADJOURN REGULAR MEETING

Motion to adjourn the March 2, 2026, Council meeting was made by Council Member Coleman, seconded by Council Member Glason at 7:00 p.m.

MOTION CARRIED.

Tim Litfin, Mayor

ATTEST:

Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.2. Approve March 16, 2026, Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action:	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve March 16, 2026 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursement registers for the City of Waconia as of March 16, 2026. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred February 2026	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Safari Island Community Center Expendures from Sports Facilities Companies Incurred February 2026	
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in February 2026. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Safari Island Community Center.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Safari Island	Planning Commission:
Budget Information:	Park Board:
<u> X </u> Budgeted	Personnel Committee:
<u> </u> Non-Budgeted	Other:
<u> </u> Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred February 2026	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred February 2026	
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in February 2026. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Waconia Ice Arena.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Ice Arena	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.5. Innovent Unit Replacement — Waconia Ice Arena Facility	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-077 Approving Capital Project at Waconia Ice Arena for Replacement of Innovent Units with Peterson Sheet Metal</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>A project listed in the City's current 2026 capital budget is the replacement of the innovent units (HVAC units) on the west and east side of the building at the Waconia Ice Arena. The current systems are the original systems installed at the facility when it was constructed. The units provide heating and cooling to the facility and run in conjunction with the de-humidification system. Two quotes were obtained which include delivery, installation, and staff training to use the equipment.</p> <p>Two quotes are attached to this resolution and are summarized below:</p> <ul style="list-style-type: none"> • Peterson Sheet Metal - PSM - \$171,991 • Gartner Refrigeration - \$182,957 <p>Staff is recommending moving forward with Peterson Sheet Metal for this project. The City budgeted \$150,000 and planned to use Ice Arena Fund (Fund 678) cash to complete this project. The overage in cost from what was budgeted will be covered with cash available in the fund.</p> <p>With approval of the project, staff will work with the vendor to schedule delivery and installation.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Resolution No. 2026-077 Innovent Unit Replacement 2. Captive Aire RTU's Quote 3. Captive Aire Specifications 4. Gartner Innovent Unite Quote 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Waconia Ice Arena Operating Fund (678)	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:

<p>Non-Budgeted Amendment Required</p>	<p>Other:</p>
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**CITY OF WACONIA
RESOLUTION NO. 2026-077**

**RESOLUTION APPROVING CAPITAL PROJECT AT WACONIA ICE ARENA FOR
REPLACEMENT OF INNOVENT UNITS WITH PETERSON SHEET METAL**

WHEREAS, the 2026 capital improvement plan includes a project for replacement of the innovent (HVAC) units at the Waconia Ice Arena; and

WHEREAS, the current system is the original system purchased with construction of the facility; and

WHEREAS, City staff obtained two quotes as listed below:

- Peterson Sheet Metal PSM \$171,991
- Gartner Refrigeration \$182,957

WHEREAS, the City budgeted \$150,000 to fund the project and plans to utilize Ice Arena operating fund cash (Fund 678) with the overage for the costs being covered with available cash; and

WHEREAS, City staff requests approval of the project to ensure the system can be ordered, delivered, and installed as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Waconia Ice Arena for replacement of the innovent units at the Waconia Ice Arena with Peterson Sheet Metal.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



MECHANICAL PROPOSAL

02/18/2026
Waconia Ice Rink
1250 Oak Ave,
Waconia, MN 55387
Attn: Mr. Dan Montague

Re: 2 Captive Aire RTU's

Price Includes:

- Remove 2 old RTU's and 2 separate condensers and pipe off the roof
- Crane to install new RTU's
- Crane to remove Old RTU's
- 2 New Captive Air custom packaged RTU's
- Delivery of new RTU's and removal of old RTU's from site
- Transition duct work where required
- New gas regulators where required
- New curb adaptors where required
- Disconnect and reconnect RTU's install new disconnect boxes
- New Thermostats
- New Economizers
- New hail guards
- Misc gas pipe/gas pipe connections/tin/duct as needed to complete project
- Start-up and full operation check to Manufactures required specs
- Old RTU's , condensers and pipe to be removed from property and properly disposed of.
- Permit

Price does NOT Include:

- **After hours work(all work performed during normal business hours (7am-4pm Monday-Friday)**
 - **Roofing (No Roof work should be needed)**
 - **No Controls/Building BAS system/ fire suppression controls**

COMBINED BASE BID: \$171,991.00

Estimate Prepared by: Paul Benson

Paul.benson@psmhvac.com Cell 763-301-2880

Signature _____ Date: **MARCH 16, 2026**

Print name: **TIM LITFIN, MAYOR**

This estimate is for completing the job(s) as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise. NOTE: This estimate may be withdrawn by us if not accepted within **15 days**

Peterson Sheet Metal is proud to be an Equal Opportunity Employer and actively solicits bids from qualified Disadvantaged Business Enterprises (DBE), which includes Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and other entities defined as socially and/or economically disadvantaged.

entities defined as socially and/or economically disadvantaged.

AS-HVAC2-I.300-18-8T-ERV (#2) RTU-6 Weight: 2754 lbs.



RTU with Indirect Fired Heat and 18" Direct Drive Mixed Flow Plenum Fan, 1 Furnace, Electronic Full Modulation, constant 81% Efficiency, and 14:1 Max Turndown for NG, (12:1 Max Turndown for LP). Stainless Steel Burner and Heat exchanger.

SUPPLY MOTOR

Model DTP0034 • 3.000 HP, 3 Phs, 460 V, 60 Hz, 4.3 FLA, ODP, Premium (E-Plus3) Eff.

SUPPLY PERFORMANCE

Supply Air:	2180 CFM	RPM:	1614
Return Air:	0 CFM	Outdoor Air:	2180 CFM
Tip Speed:	7606 ft/min	BHP:	1.6610
SP:	2.349" w.g. (1.600" Ductwork Discharge ESP + 0.749" Opt.)		
Altitude:	961 ft		

FAN LOWER

18 Inch Mixed Flow Plenum Fan for size 2 RTU. Hub specified to match motor shaft.

TEMPERATURE CONTROL

OFFICE/CHURCH/RETAIL • Occupied/Unoccupied Scheduling • Space Temp Control Heating and Cooling Activation Based On Either Set Point • Manual/Auto Blower Mode Smoke Detector Interlock • Freezestat • Space Sensor Ships Loose.

AIRFLOW DIRECTION

- Down Discharge - Air Flow Left -> Right

SUPPLY INSTALLATION INFORMATION

Gas Pressure:	7 in. w.c. - 14 in. w.c.
Insurance Requirements:	No Insurance Requirement (ANSI)
Unit Voltage:	3 phs 460 V 60Hz
Unit Main Input:	26.0 Amps MCA • 30 Amps MOP • 460 V • 10 AWG Wire Min.
SCCR:	10 kAmp
A2L Min. Room Area / Airflow / Height:	337.8 ft2 • 608 CFM • 7.2 ft **

Minimum room area assumed 7.2' supply diffuser height and is calculated per UL60335-2-40 4th ed. Values based on factory charge. Actual site charge may differ.

HEATING SCHEDULE

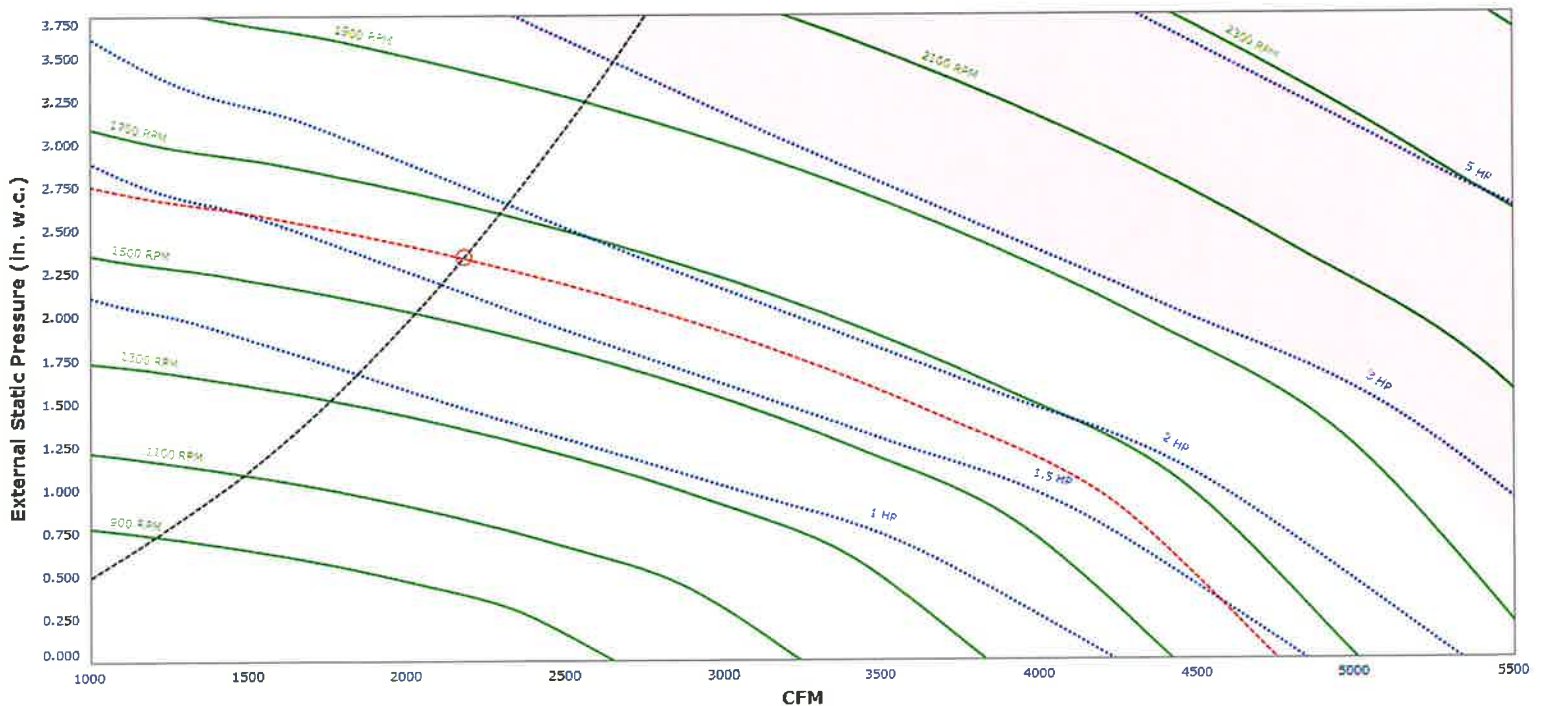
Altitude:	961 ft
Winter Outdoor Air Dry Bulb Temp:	-22.0°F
Winter Mixed Air Dry Bulb Temp:	41.0°F
Temp Rise:	87.0°F
Output BTU:	240,000 BTU/Hr
Input BTU:	296,296 BTU/Hr
Based Off:	BTUs Actual Air Density
Gas Type:	Natural

COOLING SCHEDULE

Outdoor Air Dry Bulb Temp:	85.4°F
Outdoor Air Wet Bulb Temp:	77.1°F
Max Outdoor Air %:	100%
Mixed Air Dry Bulb Temp:	77.8°F
Mixed Air Wet Bulb Temp:	67.2°F
Mixed Air Dew Point:	62.1°F
Leaving Dry Bulb Temp (Coil):	52.6°F
Leaving Wet Bulb Temp (Coil):	52.4°F
Leaving Dry Bulb Temp (Unit):	54.6°F
Leaving Wet Bulb Temp (Unit):	53.3°F
Leaving Dew Point:	52.3°F
Moisture Removal Rate:	33.8 Lb/Hr
Total Capacity:	98.7 MBH
Sensible Capacity:	59.9 MBH
Latent Capacity:	38.8 MBH
Reheat Coil Capacity:	60.0 MBH
Reheat Coil Leaving Dry Bulb Temp:	70.0°F
Reheat Coil Leaving Wet Bulb Temp:	59.3°F
Reheat Coil Leaving Relative Humidity:	54%
IEER:	20.2

CONFIGURED OPTIONS

- Control panel enclosure heater, includes 100w, 120v heater. Recommended for winter design temperature less than 0°F. Operates on PCB controls in IBT Single Modules or RTU
- Factory Assembled Heated Drain Kit for RTU. Required for Winter Design Temp of 0 degrees F and lower.
- Gas Pressure Gauge, 0-35", 2.5" Diameter, 1/4" Thread Size
- CFM monitoring for MUA units. Uses rivet nuts, 1/4" airflow tubing and push to connect fittings.
- Intake Firestat. Set to 135°F
- Freezestat
- Discharge Firestat. Set to 240°F
- Cooling Override
- RTU Blower Door Switch. Used to turn on DOOR INTERLOCK Schematic Layer. Does Not Include Door Switch.
- Single Point Electrical Connection for RTU. QNTY 1 750va Transformer Used. If a Non-DCV Prewire controls this unit, the #28, #47, "MA", or "E2" Option Prewire must be selected. Do not provide supply starter in prewire.
- Unit will be shipped with construction mode ON. This is used to provide tempering for a building in construction. Activation is set to Intake, Tempering is set to Discharge, Mixing Box is set to 100% OA and HMI number is 1.
- RTU Size 2 Down Discharge
- Overheat Stat factory set at 80°F and 10 minutes. Prevents unit from overheating the space when cooling.
- VFD factory mounted and wired in unit control vestibule.
- Control panel enclosure heater, includes 100w, 120v heater. Recommended for winter design temperature less than 0°F. Operates on PCB controls in IBT Single Modules or RTU
- 8 Ton Modulating Cooling Option, 460/480V. R454B Refrigerant, Variable Speed Inverter Duty Compressor, ECM Condensing Fan(s).
- RTU Compressor Oil Sensor Factory Installed. M12 Style Connector.
- Low ambient cooling controls down to 0F ambient temperatures. To be used in recirculating applications.
- R454B Refrigerant Leak Detector Option. Includes 20% LFL sensor and harness.
- 8 Ton Cooling Only Modulating Reheat Option for Space Control - R454B
- RTU Size 2 Down Return
- Option for Metal Mesh Filters in RTU2 OA Intakes
- Energy Recovery Ventilator for the Size 2 DOAS, 460/480 Main Unit Voltage
- Barometric Relief for RTU Size 2 Economizer
- 2" Merv 13 Filters for Size 2 ERV. QTY 4, 16 x 20 x 2 Merv 13 Filters
- Exhaust Stream Static Pressure
- 4" MERV 15 Filters for Size 2 ERV. QTY 2 20 x 20 x 4 HE Filters
- Occupied Scheduling Defaulted for IBT/RTU.
- CASLink building monitoring system communications module. Requires internet & field wired ethernet connection or 3G cellular service. Includes Rev 3 Comm Module, RJ45 to modbus converter, 3 FT cat5 cable, and 1 FT of shielded twisted pair.
- Commercial Smoke Detector Interlock (Detector By Others)
- Manual control for ERV Exhaust fan via HMI
- High Turndown Option for DOAS
- Gas Pressure Gauge, 0 to +10 Inches Wc., 2.5" Diameter, 1/8" Thread Size, Rear Thread, For 2 Furnaces
- Clogged Filter Switch with Notification on HMI
- GFCI 15 amp Convenience Outlet For RTU2 Enclosure. 120V power supply by others. Includes receptacle, jbox & cover.
- 2" Merv 8 Filters for Size 2 RTU. QTY 4, 16 x 20 x 2 Merv 8 Filters
- RTU furnace flue extension kit. Includes 8" single wall elbow with 1.5" welded drain, 35" single wall duct, vent cap, high temp sealant, and all necessary mounting components. Requires field assembly and installation. Used on Size 2 & 3 enclosures.
- RTU Size 2 Intake Hood option, shipped loose.
- RTU Size 2 Hail Guard for outdoor coil. Includes magnets and washers for installation.
- Option to factory install RTU compressor sound blanket. Used on 8T units all voltages.
- Remote Room Sensor Option. Wall Mountable 10k Temp and Humidity Room Sensor Included.
- VAV (Variable-Air-Volume) Wiring Package for Commercial Fans. Manual Speed Control Variable Frequency Drive Included
- Supply Variable Frequency Drive - 3 HP Max., 400/480 V, Three Phase, 5.5/4.8 A Max., NEMA 1 Enclosure, with 2RJ-45 FOR MODBUS
- Mount Load Reactor in Fan.
- RTU Outdoor Air Percentage Intake Control. Actuator Control by 0-10VDC Output on Control Board to Maintain Desired Outdoor Air %.



CAS-HVAC2-I.300-18-8T-ERV SOUND (1614 RPM) AT 5 FT. IN OCTAVES:

1	2	3	4	5	6	7	8
84.8	86.6	84	80.3	78.4	72.2	70.1	68.9
LWA:	83.1	Sones:	20.5		DBA:	72.1	

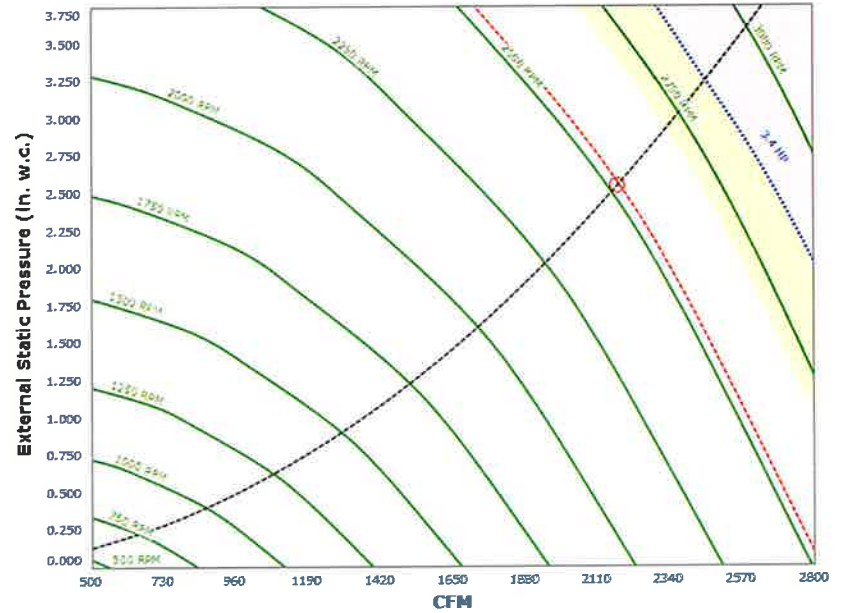
Note: Sound data across operational range. Tested in accordance to AHRI Standard 270/370.

ENERGY RECOVERY

	Summer	Winter
Outdoor Air		
Outdoor Air CFM:	2180	
DB:	85.4°F	-22.0°F
WB:	77.1°F	-22.0°F
Recovered Capacities		
Total:	82.6 MBH	190.0 MBH
Sensible:	16.5 MBH	148.1 MBH
Latent:	66.1 MBH	41.9 MBH
Net Total Effectiveness:	68.0%	70.4%
ERV Discharge Air		
DB:	77.8°F	41.0°F
WB:	67.2°F	37.7°F

ERV Exhaust Performance

Exhaust Air:	2180 CFM	Exhaust Air ESP:	1.6
RPM:	2529	BHP:	2.356
Static Pressure:	2.551" w.g. (1.600" Ext. + 0.951" Opt.)		



Winter Errors/Warnings

- Defrost cycles will occur due to frost.

CAS-HVAC2-I.300-18-8T-ERV SOUND (1614 RPM) AT 5 FT. IN OCTAVES:

1	2	3	4	5	6	7	8
84.8	86.6	84	80.3	78.4	72.2	70.1	68.9
LWA:	83.1	Sones:	20.5	DBA:	72.1		

Note: Sound data across operational range. Tested in accordance to AHRI Standard 270/370.

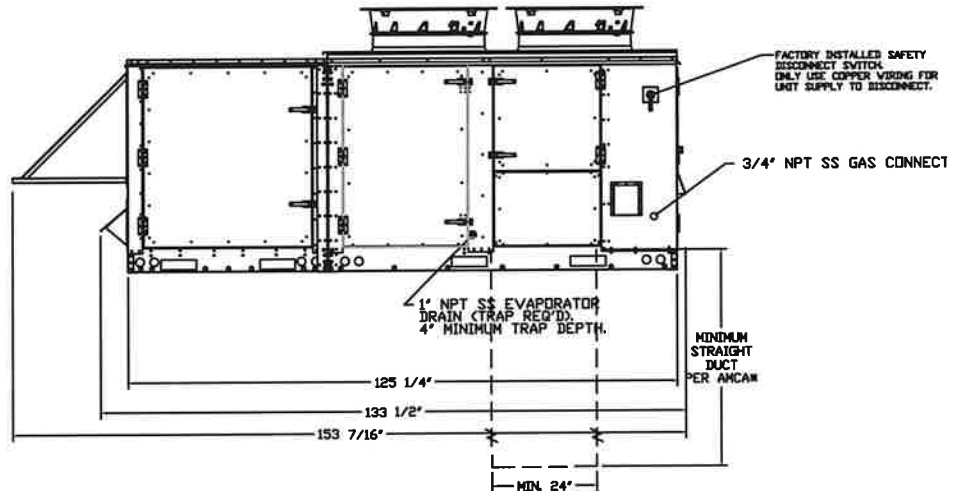
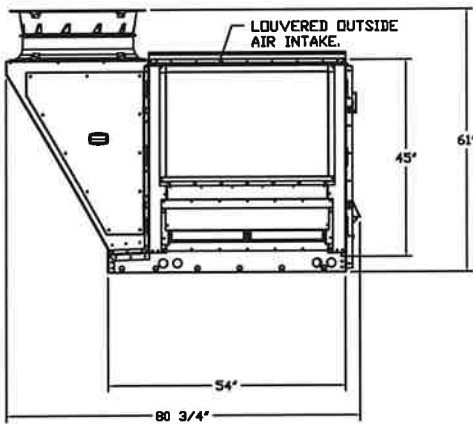
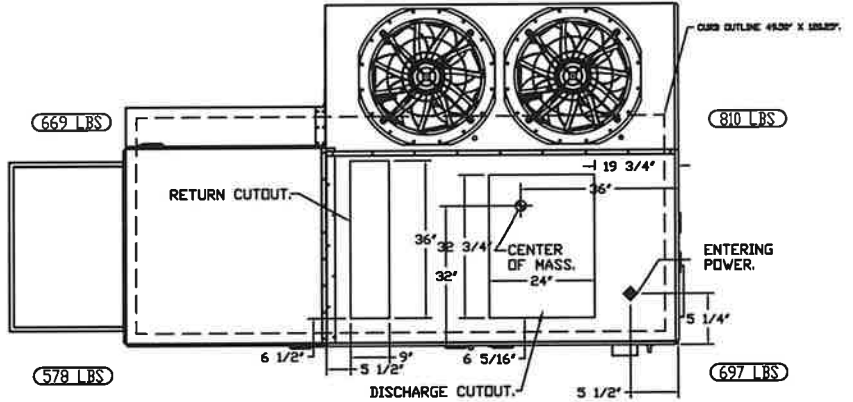
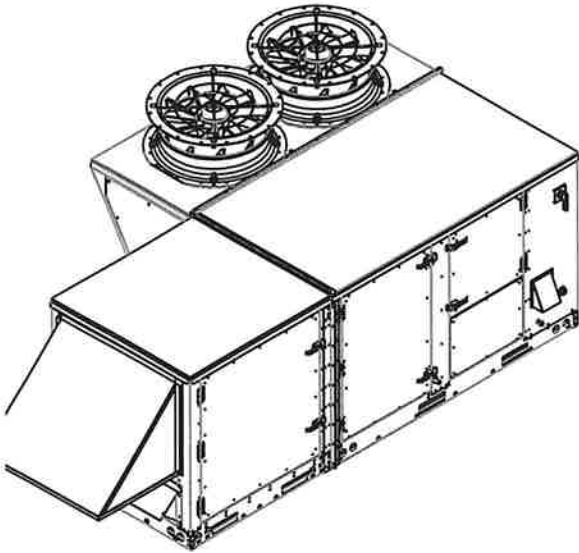
FAN #2 CAS-HVAC2-1300-18MF-RT-ERV - HEATER (RTU-6)

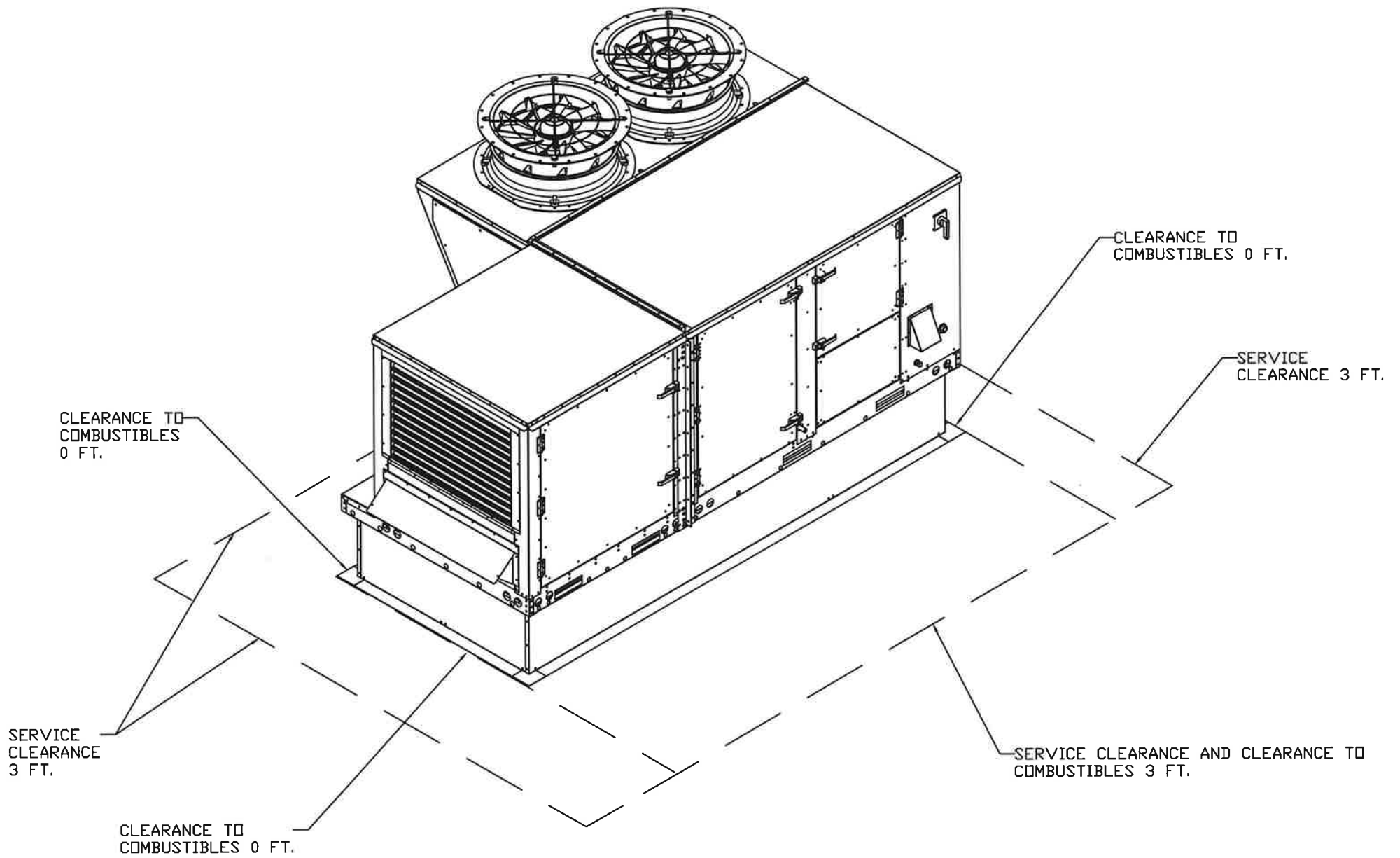
NOTES:

1. DO NOT OBSTRUCT OUTSIDE AIR INLET, OUTSIDE AIR COIL OR OUTSIDE AIR FAN.
2. DENOTES CORNER WEIGHT.
3. CONNECTION FROM BREAKER TO UNITS SAFETY DISCONNECT SWITCH TO BE COPPER WIRE ONLY.
4. EXTERIOR GAS CONNECTION PROVIDED BY FACTORY WITH QUICK SEAL AND ANTI-ROTATION BRACKET.

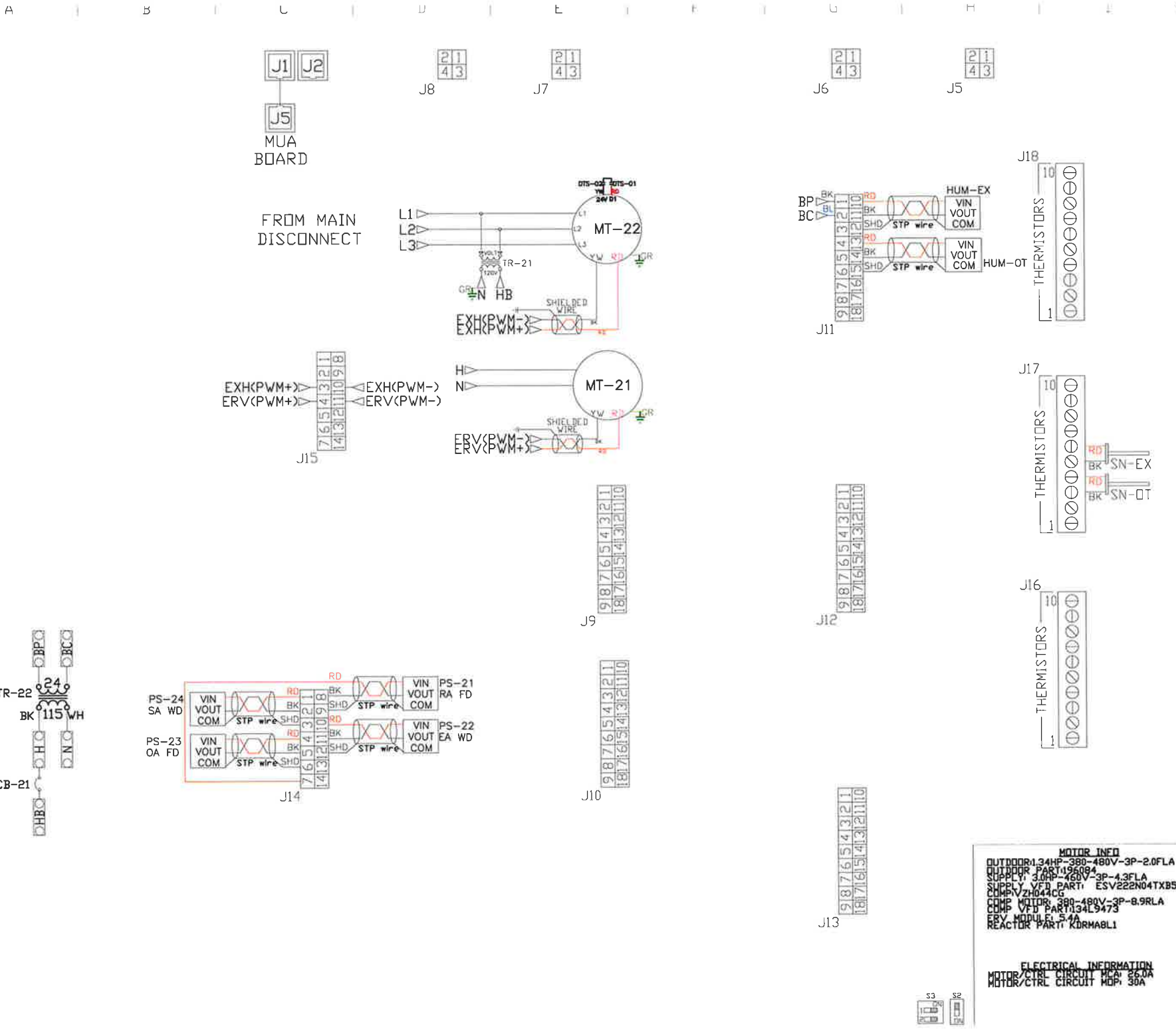
NOTE: INTEGRAL CO2 MONITORING AND CONTROL CAPABILITIES FOR ALL SPACE MOUNTED THERMOSTATS.

NOTE: SUPPLY DUCT MUST BE INSTALLED TO MEET SMACNA STANDARDS. A MINIMUM STRAIGHT DUCT LENGTH MUST BE MAINTAINED DOWNSTREAM OF UNIT DISCHARGE AS OUTLINED IN AMCA PUBLICATION 201. WHEN USING RECTANGULAR DUCTWORK, ELBOWS MUST BE RADIUS THROAT, RADIUS BACK WITH TURNING VANES. FLEXIBLE DUCTWORK AND SQUARE THROAT/SQUARE BACK ELBOWS SHOULD NOT BE USED. ANY TRANSITION AND/OR TURNS IN THE DUCTWORK WILL CAUSE SYSTEM EFFECT. SYSTEM EFFECT WILL DRASTICALLY INCREASE STATIC PRESSURE AND REDUCE AIRFLOW. DO NOT RELY ON UNIT TO SUPPORT DUCT IN ANY WAY. FAILURE TO PROPERLY SIZE DUCTWORK MAY CAUSE SYSTEM EFFECTS AND REDUCE PERFORMANCE OF THE EQUIPMENT. SUGGESTED STRAIGHT DUCT SIZE IS 24" x 30.25".





ERV SIZE 2 - 2 CONDENSERS



COMPONENT LIST	LABEL	DESCRIPTION	QTY
	DTS-01	DOOR_TAMPER_SW	F1
	DTS-02	DOOR_TAMPER_SW	F1
	HUM-EX	EXHAUST_RH	H1
	HUM-OT	OUTDOOR_RH	H1
	MT-21	ERV_WHEEL_MOTOR	E-
	MT-22	ERV_EXHAUST_MOTOR	E-
	PS-21	ERV_EXHAUST_FILTER	D
	PS-22	ERV_EXHAUST_WHEEL	D
	PS-23	ERV_SUPPLY_FILTER	B
	PS-24	ERV_SUPPLY_WHEEL	B
	SN-EX	ERV_EXHAUST_TEMP	1:
	SN-XX	TEMP_SENSOR	SN-X:
	TR-21	EXH_TR_500A	E1
	TR-22	ERV_TR_20A	A

LEGEND

— FIELD WIRING
 — FACTORY WIRING

BK- BLACK YW- YELLOW
 BL- BLUE GY- GREY
 BR- BROWN PR- PURPLE
 WH- WHITE CR- GREEN
 DR/BL- DR/BL STRIPE
 BL/RD- BL/RD STRIPE
 RD/GN- RD/GN STRIPE
 WH/BL- WH/BL STRIPE

JOB NAME
 Waconia Ice Rink

DRAWING TITLE
 MUA BOARD

DESCRIPTION OF OPERATION
 (DETAILS TO FOLLOW)

DESCRIPTION OF OPERATION
 MUA BOARD
 (DETAILS TO FOLLOW)

JOB NO 7497222 **DRAWN BY** AUTO
DATE 4/28/2025
TYPE FACTORY
DWG # M/7497222-2

MOTOR INFO
 OUTDOOR 1.34HP-380-480V-3P-2.0FLA
 OUTDOOR PART#195094
 SUPPLY 3.0HP-480V-3P-4.3FLA
 SUPPLY VFD PART# ESV222N04TXB571
 COMP VFD PART# 44CG
 COMP MOTOR 380-480V-3P-8.9RLA
 COMP VFD PART#134L9473
 ERV MODULE 5.4A
 REACTOR PART# KDRMABLI

ELECTRICAL INFORMATION
 MOTOR/CTRL CIRCUIT HCAV 85.0A
 MOTOR/CTRL CIRCUIT MDP 30A



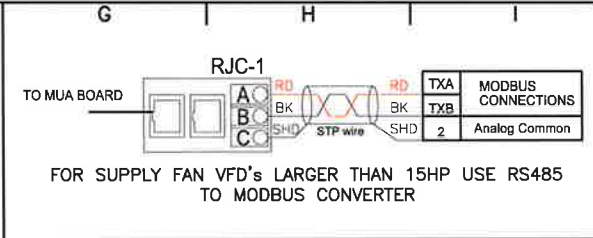
SUPPLY DRIVE PARAMETER SETTINGS

P100	(START SOURCE) = 01 (TERMINAL STRIP)
P150	(TB-30 OUTPUT) = 1
P194	PASSWORD = 225
P410	MODBUS ADDRESS = 21

ADJUST MANUALLY ON ALL DRIVES	
P103	VFD MAX FREQUENCY
P107	00 (IF 120 OR 208 VAC) OR 01 (IF 230, 480 OR 575VAC)
P108	MOTOR FLA X 100 / DRIVE OUTPUT RATING
P167	REFERENCE BUILD SHEET
P171	P108 - 1

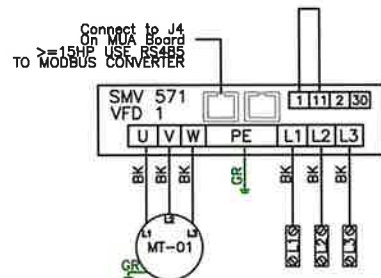
SMV 571 SERIES VFD

Terminal	Description
1	Digital Input:(Start/Stop)
11	Internal DC Supply for External Devices
2	Analog Common
30	Analog Output:Configurable with P150..P155
RJ45	MODBUS COMMUNICATION
PE	Ground Terminal
L1	3 Phase Input or Single Phase Input
L2	3 Phase Input or Single Phase Input
L3 (N)	3 Phase Input (Neutral for 120v)
U	3 Phase AC Motor
V	3 Phase AC Motor
W	3 Phase AC Motor



*NOTE: THE DEFAULT FOR THE DRIVE IS "225".
 All external control wires to motor speed control should be 16-20 AWG shielded multi-conductor cables and must not be run in the same conduit or raceway with any high power wiring. Ground Shielded Cable at the drive chassis ONLY.
 PG. 11, 19, 23 OF THE DRIVE MANUAL DESCRIBES THE PROPER HANDLING OF THE VARIABLE FREQUENCY DRIVE.
 IT MAY BE REQUIRED TO FULLY POWER DOWN THE DRIVE AND TURN BACK ON IN ORDER TO INITIATE NEW PARAMETER SETTINGS.
 **Min. and Max. Frequency Settings override all other Preset speeds/Parameters. Do not adjust these on the VFD. Min. and Max. Frequency should be adjust on the RTU HMI.

*Note: Not Suitable for Corner Grounded 3 Phase Input power

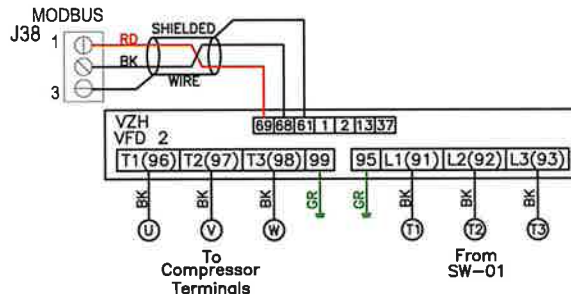


RTU VFD SCHEMATIC

COMPONENT LIST	
LABEL	DESCRIPTION
MT-01	Supply Motor
PWS-01	24VDC Power Supply
SW-01	Main Disconnect Sw
VFD-1	Supply Motor VFD
VFD-2	Compressor VFD

COMPRESSOR DRIVE PARAMETER SETTINGS MUST BE CONFIGURED BEFORE STARTUP

*Changing 8-30 will reset 8-01 and 8-03 if programmed after 8-01 and 8-03 are set



VZH SERIES COMPRESSOR VFD

TERMINAL	FUNCTION
13	24+
37	Pressure Switch In
1	Relay 1 to oil solenoid
2	Relay 1 to oil solenoid
61	COM RS-485
68	N RS-485
69	P RS-485
95	INPUT Ground
L1 (91)	3 Phase Input or Single Phase Input
L2 (92)	3 Phase Input or Single Phase Input
L3 (93)	3 Phase Input
T1 (96)	Compressor
T2 (97)	Compressor
T3 (98)	Compressor
99	Compressor Ground

MOTOR INFO
 OUTDOOR: 1.34HP-380-480V-3P-2.0FLA
 OUTDOOR PART: 19084
 SUPPLY: 3.0HP-460V-3P-4.3FLA
 SUPPLY VFD PART: ESV222N04TX8571
 COMP: VZH044CG
 COMP MOTOR: 390-480V-3P-8.9RLA
 COMP VFD PART: 134L9473
 ERV MODULE: 5.4A
 REACTOR PART: KORMA8L1

ELECTRICAL INFORMATION
 MOTOR/CTRL CIRCUIT MCA: 28.0A
 MOTOR/CTRL CIRCUIT MOP: 30A

LEGEND

---	FIELD WIRING
---	FACTORY WIRING
BK-BLACK	YW-YELLOW
BL-BLUE	GY-GREY
BR-BROWN	PR-PURPLE
CR-ORANGE	RD-RED
WH-WHITE	GR-GREEN
OR/BL-OR/BL STRIPE	
BL/RD-BL/RD STRIPE	
RD/GR-RD/GR STRIPE	
WH/BL-WH/BL STRIPE	

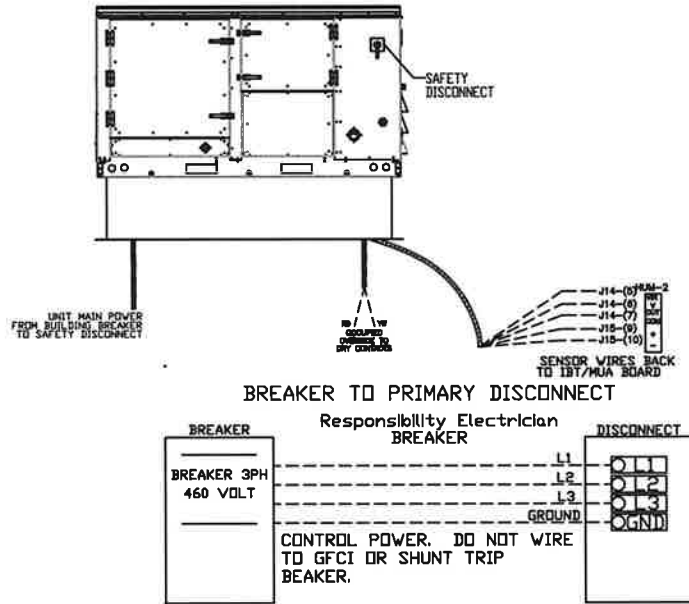
JOB NAME	
Waconia Ice Rink	
DRAWING TITLE	
DESCRIPTION OF OPERATION	
MUA BOARD (DETAILS TO FOLLOW)	
JOB NO	DRAWN BY
7497222	AUTO
TYPE	DATE
FACTORY	4/28/2025
DWG RTUVFD7497222-2	

*Must be programmed using software

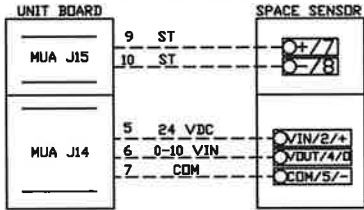
Installed Options

OCCUPIED OVERRIDE
SPACE REHEAT CONTROL

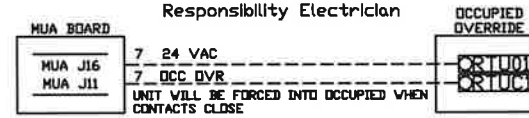
HMI SCHEDULE				
UNIT NUMBER	HMI #	HMI LOCATION	TEMP AVERAGING	MODBUS ADDRESS
FAN #2	HMI #1 - UNIT	IN UNIT	NOT AVERAGED	55
FAN #2	HMI #2 - SPACE		AVERAGED	56



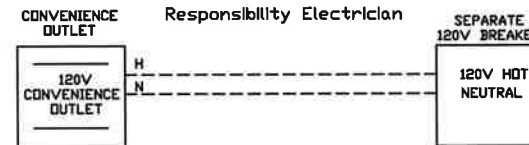
UNIT BOARD TO MAMAC SPACE SENSOR
Responsibility Electrician



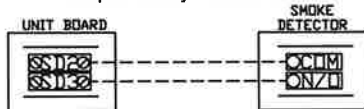
MUA BOARD TO OCCUPIED OVERRIDE
Responsibility Electrician



CONVENIENCE OUTLET TO SEPARATE 120V
Responsibility Electrician



UNIT BOARD TO SMOKE DETECTOR
Responsibility Electrician



NOTES

--- Field Wiring

WIRE COLOR

BK - BLACK YW - YELLOW
BL - BLUE GR - GREEN
BR - BROWN GY - GRAY
OR - ORANGE PR - PURPLE
RD - RED PK - PINK
WH - WHITE

WARRANTY

Standard Product Warranty

This equipment is warranted to be free from defects in materials and workmanship, under normal use and service, for a period of 2-years from date of shipment.

Paragon HVAC Warranty

Standard 5-year parts warranty from date of shipment, to be free from defects in materials and workmanship, under normal use and service.

Paragon HVAC Extended Warranty

An extended 10-year non-prorated parts warranty is available at no extra charge when units are remotely monitored and maintained through a Service Preventative Maintenance subscription (terms and conditions apply).

Furnace Warranty

Subject to all terms stated herein, the MANUFACTURER warrants to BUYER the stainless-steel heat exchanger to be free from defects in material and workmanship under normal use and service for 25-years from the date of manufacture and warranty is limited to replacement of the heat exchanger only.

Warranty Instructions





Waconia Arena

1250 Oak Ave
Waconia, MN 55378

Attn: Dan Montague

Subj: Innovent Units

Dear Mr. Montague,

We are pleased to offer this proposal to provide labor, materials and equipment to replace the two Innovent units on the roof along with the two post cooling condensing units. These units should be like replacements so minor changes will need to be made. Roof curbs would be brought up to the current Minnesota energy code for insulation improvements for both the makeup air and the condensing unit. Our plan would be to remove and install both units over a two-day schedule. A new post cooling coil and condensing unit will also be provided and tied in.





INCLUDED:

- **Innovent MUA:**

- 460/60/3 voltage with single point power connection, fused disconnect
- 65ka SCCR Rating
- 2" pre-painted double wall construction with foam insulation
- Access doors for easy maintenance
- Painted galvanized exterior
- Solid aluminum interior lining
- Intake and discharge plenums with low leakage airfoil dampers
- 2" Merv 8 supply and exhaust filters
- Direct drive ECM supply and exhaust fans
- 10:1 modulating indirect fired gas heat with stainless steel heat exchanger
- Aluminum fixed plate heat exchanger with face and bypass dampers and drain pan
- Unit mounted DDC controls with unit mounted LCD Display (some sensors field wired by contractor) , BAS interface Cards

- **Air Cooled Condensing Unit:**

- 10 nominal tons, single circuit
- R410a refrigerant
- 460/3 electrical, 10ka SCCR Rating

- **Daikin DX Cooling Coil:**

- Galvanized casing
- Copper tubes
- Aluminum fins

- Freight
- Labor to install the four units
- Roofing
- Insulation repair
- Demolition and disposal
- Recovery and recycling of refrigerant



DAY SCHEDULE:

- 7:00AM – Mobilize on site to disconnect gas and electrical
- 8:00AM – Crane set up, RTU's show up on Gartner trailer, unpackage new units
- 9:00AM – Remove first unit with crane, demo existing curb and roof in first curb
- 9:30AM – Remove second unit with crane, demo existing curb and roof in second curb
- 1:00PM – Reinstall electrical, haul away and demo old units, connect gas lines
- 3:00PM – Start up and testing
- Following day – come back finish install, start up, confirm operation and testing

EXCLUDED:

- Any additional parts or repairs
- 120V power outlets at each RTU
- New thermostats or control wiring
- Security equipment and wiring
- Voice/Data equipment and wiring
- New branch circuit wiring (use existing)
- Controls tie ins and networking
- Weekend or holiday installation
- Additional refrigerant
- Tax

PRICE:.....\$182,957.00 Ea.

Respectfully submitted,

Bob Lind

Regional Service Manager/ Account Manager

Gartner Refrigeration Inc.

M: 612-991-1645 | E: BobL@gartner-refrig.com



Terms & Conditions

1. Down Payment

- a. Purchaser shall pay a down payment of twenty-five percent (25%) of the total Purchase Price when Purchaser accepts this contract.

2. Invoice and Payment

- a. Equipment, material, supplies and labor are invoiced upon completion and shall become due in full 10 days from the date of invoice.

3. Past Due Charge

- a. All past due invoices will be subject to a service charge of one percent (1%) of the past due amount per month.

4. Service Charges and Possible Additional Charges

- a. Purchase Price Subject to Increase - The Purchase Price is subject to the price in effect at the time of delivery and any price increase in equipment shall be added to the amount of this Contract.

5. Additional charge for overtime/premium time work required beyond regular hours 8:00am – 4:30pm.

6. Engineering calculations required by ASME Code and requested by the Purchaser or AHJ will be billed in addition to the total Purchase Price.





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.6. CSAH 10 & Waconia Parkway North Improvements Pay Request #6	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: Resolution No. 2024-246 Approving Plans for the CSAH 10 & Waconia Parkway North Roundabout Improvement Project and Ordering Advertisement of Bids Resolution No. 2025-137 Award of Construction Contract for the CSAH 10 & Waconia Parkway North Roundabout Project	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve CSAH 10 & Waconia Parkway North Improvements Pay Request No. 6	
EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the CSAH 10 & Waconia Parkway North Improvements and recommends payment of \$26,251.51 based on the engineering request for payment. This payment represents approximately 95% of the total approved contract for the project.	
ATTACHMENTS: 1. Bolton & Menk Memo	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: PIR, Storm Water	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

March 10, 2026

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

**RE: CSAH 10 & Waconia Parkway North Improvements
Pay Request No. 6**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 6 for work completed through 2/13/2026 on the above referenced project. The work completed includes payment for verified paving quantities from fall of 2025. Retainage remains at 1% as all substantial work has been completed on the project with only a few punchlist items remaining.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$26,251.51** to Minger Construction Companies, Inc. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm
Waconia Pkwy North (City)	\$7,869.85	100%	0%
CSAH 10 (County)	\$18,381.66	100%	0%
CSAH 10 M&O (County)	\$0.00	100%	0%
TOTAL	\$26,251.51		

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

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

Enclosure

CONTRACTOR'S PAY REQUEST
CSAH 10 & WACONIA PKWY IMPROVEMENTS



BOLTON & MENK

Real People. Real Solutions.

DISTRIBUTION:

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

CITY OF WACONIA -
BMI PROJECT NO. C14.120613

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$2,670,410.18
TOTAL, COMPLETED WORK TO DATE	\$2,567,256.24
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$2,567,256.24
RETAINED PERCENTAGE (1.0%)	\$25,672.56
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$2,541,583.68
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$2,515,332.17
PAY CONTRACTOR AS ESTIMATE NO. 6	\$26,251.51

CERTIFICATE FOR PARTIAL PAYMENT

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

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

By Garrett Jedlicki Digitally signed by Garrett Jedlicki
 DN: C=US, E=garrett@mingerconst.com, O=Minger Construction Co., Inc., OU=Signer, CN=Garrett Jedlicki
 Reason: I am approving this document
 Date: 2026.02.25 14:17:10-06'00' Manager
 Name Title
 Date 2/25/2026

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By Ryan R Johnson, CONSULTING ENGINEER
 Date 2/23/2026

APPROVED FOR PAYMENT:

OWNER:

By _____
 Name Title Date
 And _____
 Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.7. 2025 Pond Cleaning Pay Request No.1 to Schneider Excavating and Grading, Inc.	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: Resolution No. 2026-015 - Authorizing Award of 2025 Pond Cleaning Contract	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve 2025 Pond Cleaning Project Pay Request No. 1 to Schneider Excavating and Grading, Inc.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Staff has reviewed the contractor pay request for the 2025 Pond Cleaning Project and recommends payment of \$90,920.23 based on the engineering request for payment. This payment represents 52% of the total approved contract for the project.</p> <p>ATTACHMENTS:</p> <p>1. Pond Cleaning Pay Request No 1</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Storm Water	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



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Suite 200
Chaska, MN 55318-1172

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

March 10, 2026

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

**RE: 2025 Pond Cleaning Project
Payment Request No. 1**

Dear Mrs. Meyer:

Enclosed please find Payment Request No. 1 for work completed through 2/28/2026 on the above-referenced project. The work completed includes payment for mobilization, traffic control, excavation, riprap, and other miscellaneous items for the Mill Lane Pond. Due to warmer winter weather, the Provence Creek Pond work was unable to be completed and will be delayed to the winter of 2026/2027 under the same contract.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$90,920.23** to Schneider Excavating and Grading, Inc. 100% of this requested payment is for the storm system.

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

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

Enclosure

CONTRACTOR'S PAY REQUEST
2025 POND CLEANING



BOLTON & MENK

Real People. Real Solutions.

DISTRIBUTION:

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

CITY OF WACONIA -
BMI PROJECT NO. 24X.136034.000

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$174,004.70
TOTAL, COMPLETED WORK TO DATE	\$95,705.50
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$95,705.50
RETAINED PERCENTAGE (5.0%)	\$4,785.28
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$90,920.23
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$0.00
PAY CONTRACTOR AS ESTIMATE NO. <u>1</u>	\$90,920.23

CERTIFICATE FOR PARTIAL PAYMENT

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

Contractor: Schneider Excavating and Grading Inc.
 405 South Central Avenue
 Norwood Young America, MN 55397

By [Signature] Name _____ Title President
 Date 3-10-26

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By [Signature], CONSULTING ENGINEER

Date 3/9/2026

APPROVED FOR PAYMENT:

OWNER:

By _____ Name _____ Title _____ Date _____

And _____ Name _____ Title _____ Date _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 16, 2026		
Item Name:	8.8. 2025 Bent Creek Culvert Lining Project Change Order #1		
Originating Dept:	Public Services		
Presented By:	Jon Haukaas		
Previous Council Action:	Resolution No. 2025-126 Authorizing Award of Construction Contract for the Bent Creek Culvert Lining Project		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-078 Approving 2025 Bent Creek Culvert Lining Project Change Order #1			
EXPLANATION OF AGENDA ITEM:			
<p>The City Council approved a contract for the lining of three culverts for Bent Creek in the amount of \$337,559.25 to Insituform Technologies, Inc on May 5, 2025. During a kick-off and field inspection meeting with the contractor in July 2025, it was determined that the sizing of the pipe in the city records was incorrect. The contractor requested a modification to the bid prices for this project. Bolton & Menk and Staff reviewed the request and determined the requested pricing adjustment of \$28,445.64 to be reasonable.</p> <p>It was also noted that the unusually wet early summer resulted in creek flows remaining much higher than normal. To properly complete the lining work, the creek level must be low enough to allow the remaining water to be bypass-pumped around the culvert. Additionally, temperatures above freezing for an extended period are preferred to ensure the epoxy liner cures quickly and thoroughly. Neither of these conditions were present during the late summer or fall of 2025. Therefore, Staff recommends waiting until late July, when water levels are typically lower and temperatures are more favorable for proper curing of the lining material.</p> <p>Staff recommends approval of Change Order No. 1 for the pricing and schedule of the 2025 Bent Creek Culvert Lining project.</p>			
ATTACHMENTS:			
<ol style="list-style-type: none"> 1. Resolution No. 2026-078 Bent Creek 2. 2025 CMP Culvert Change Order Memo 			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
x _____	Budgeted	Personnel Committee:	
_____	Non-Budgeted	Other:	
_____	Amendment Required		

**CITY OF WACONIA
RESOLUTION NO. 2026-078**

**RESOLUTION APPROVING CHANGE ORDER NO. 1
TO THE 2025 BENT CREEK CULVERT LINING PROJECT**

WHEREAS, the City Council authorized approval on May 5, 2025, for the award of a contract for lining of three culverts for Bent Creek in the amount of \$337,559.25 to Insituform Technologies, Inc.; and

WHEREAS, following the award of the projects, staff and the city's consultant engineering team met with the contractor to review the site during which it was determined that the sizing of the pipe in the city records was incorrect and as a result the bid prices would need to be modified; and

WHEREAS, the contractor provided updated pricing for the changed sizing in the amount of an additional \$28,445.64 which was reviewed and determined to be reasonable by our consultant; and

WHEREAS, the flow in the creek remained too high throughout the summer and into the fall when temperatures dropped too low to allow for proper cure of the liner thereby delaying the project; and

WHEREAS, the project team recommends waiting until late July again when the water levels are typically lower and the temperatures more conducive to proper curing of the lining material; and

WHEREAS, Staff recommend approval of Change Order No. 1, subsequent revised schedule, and contract amounts with Insituform Technologies for the 2025 Bent Creek Culvert Lining project.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby authorizes approval of Change Order No. 1 to Insituform Technologies, Inc. 2025 Bent Creek Culvert Lining project for a revised contract amount of \$356,004.89.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



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& MENK**

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12224 Nicollet Avenue
Burnsville, MN 55337-1649

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Fax: (952) 890-8065
Bolton-Menk.com

March 2nd, 2026

Mr. Jon Haukaas
Director of Public Services
City of Waconia
310 E 10th Street
Waconia, MN 55387

Re: Change Order 1: Replace 60-inch CIPP Storm Liner with 70-inch CIPP Storm Liner

Dear Mr. Haukaas,

This memo provides justification for Change Order No. 1 submitted by Insituform Technologies USA, LLC dated February 17, 2026. The change order requests replacing the originally specified 60-inch CIPP storm liner with a 70-inch liner.

The project was bid with quantities of 202 linear feet of 60-inch CIPP lining and 145 linear feet of 72-inch CIPP lining for three CMP culvert segments. Field verification identified an error in the existing culvert measurements. The two culvert runs crossing Oak Ave that were identified as 60-inch CMP are in fact 70-inch in diameter. The corrected bid items and associated pricing are summarized in the below table:

ITEM No.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
BASE BID					
1	MOBILIZATION	1	LUMP SUM	\$7,674.68	\$7,674.68
2	60" CIPP LINING (STORM)	202	LIN FT	\$957.14	\$193,342.28
2	70" CIPP LINING (STORM)	202	LIN FT	\$1,097.96	\$221,787.92
BASE BID TOTAL BID:					\$201,016.96
BASE BID TOTAL BID:					\$229,462.60
ADD ALTERNATE A					
A1	MOBILIZATION	1	LUMP SUM	\$3,409.09	\$3,409.09
A2	60" CIPP LINING (STORM)	145	LIN FT	\$918.16	\$133,133.20
ADD ALTERNATE A TOTAL BID:					\$136,542.29

Adjusting the liner diameter from 60-inches to 70-inches results in an overall cost increase of **\$28,455.64** from the original bid.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink that reads "Logan Schottroff". The signature is written in a cursive style.

Logan Schottroff, P.E.
Trenchless Project Engineer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.9. 2026 Dock Slip Lease for the Fire Department Boat	
Originating Dept: Finance	
Presented By: Nicole Meyer, Justin Sorensen	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-079 Authorizing 2026 Dock Slip Lease for the Fire Department Boat	
EXPLANATION OF AGENDA ITEM:	
<p>The Fire Department has received the 2026 lease agreement and invoice for the slip rental for 2026. The department uses the slip to store the 22' Lake Assault rescue boat on a lift throughout the summer boating season to be sure that it is immediately available to respond to emergencies on Lake Waconia.</p> <p>The final cost of services for the slip, which includes the installation, removal, and storage of the department's boat lift, is \$5,600 for 2026. The boat will need to be removed by September 23, 2026.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> Resolution No. 2026-079 Dock Slip Fire Department 2026 Boat Slip Lease Agreement 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-079**

**RESOLUTION AUTHROIZING 2026 DOCK SLIP LEASE FOR
THE WACONIA FIRE DEPARTMENT BOAT**

WHEREAS, Fire Department Staff budgeted for the lease of a boat slip at In Towne Marina as part of the 2026 fire department operating budget; and

WHEREAS, In Towne Marina has provided a lease agreement that allows the boat to be stored on a fire department owned lift in a slip from Mid-May until September 23, 2026; and

WHEREAS, storage of the boat on Lake Waconia is critical to the timely operations of the department when an emergency occurs on the lake.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia hereby authorizes the 2026 dock slip lease for the fire department's boat with In Towne Marina, LLC.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, City Clerk



IN TOWNE MARINA, LLC 2026 DOCK SLIP LEASE

Mid – May (Weather Permitting) to September 23rd, 2026



In Towne Marina LLC, does hereby lease to the undersigned customer a dock slip for the 2026 season. The customer agrees to the following for their protection and to aid In Towne Marina to provide quality service. This lease is not transferable and in no way creates a relationship of agent principal or servant master between In Towne Marina, its agents or servants to be held harmless by the undersigned and other related parties. **Customers are fully responsible and will insure their boat for:** liability, medical, legal, property, weather, damage, theft, and unforeseen incidents. Dock Slips leased and all property therein or thereon is under the custody care and control of the customer and not that of In Towne Marina, their agents or servants. If it is the judgment of In Towne Marina that the customer's boat, its docks, other boats or persons are endangered because of the condition of said customer's boat, immediate temporary repairs can be made by the marina including but not be limited to, towing boat, pumping or bailing boat, removal of boat from lake, installation of tie lines or other devices deemed advisable. Services in this regard shall be billed to and paid by Customer.

Spring 2026 Boat Arrival Arrangements

Dock Slip use dates can only be anticipated. Spring dock & buoy preparation will begin as soon as the ice is off the lake. **Customer recognizes that early or late ice out and unforeseen weather may allow slip use earlier OR later than mid-May, and will check on building progress and marina approval before bringing their boat.** Boats stored on the marina parking lot are placed first to resume parking/traffic. Boats stored indoors with the marina will be prioritized next, followed by other returning customers. Customers will take or arrange removal of their trailer on launch day. Summer Marina Trailer Storage Leases are mailed spring 2026.

Late Summer Hours and Fall 2026 REQUIRED Removal Date of Boat from Space

ATTENTION: Shop retail hours will be shortened in mid-to-late August as summer part-time help heads back to school. Gas and staff services will be more limited after Labor Day. Shop retail will close for the season after Sunday, September 13th, 2026. Once closed, full-time staff will likely be around the marina most afternoons working on boat cleaning, winterization or dock removal if you need assistance. **Docked Boats at lifts must vacate NO later than Wednesday, September 23, 2026 to allow staff to safely dismantle and store marina and customer equipment.** Customer acknowledges strong winds/storms can make fall boat removal hazardous & will allow sufficient time to remove their boat by the end date. Unpaid invoices are to be paid before leaving for the season.

Other Conditions

- Customers will provide a set of ignition keys to staff in case of an emergency [heavy rain events, etc.] & to provide requested services.
- Boat COVER and BILGE Pump appropriate to the boat must be provided by customer to sufficiently repel and discharge rain - (Pontoons are exempt from this requirement).
- Customer assures their boat (hull, fuel systems, etc.), and trailer is safe and operable before placing in boat slip or marina grounds.
- NO Swimming from docks/buoys or cooking on boats or docks within marina area. Customer & guests will abide by all MN & U.S law.
- For security, customer will supervise their CHILDREN and GUESTS. If arriving to boat after 10 PM, inform us before store closing.
- PARKING: On Weekends & Holidays and Busy Weekdays, ONE Vehicle is allowed on parking lot per BOAT at marina to be fair to all members.** If possible, staff helps you locate on-lot space. Extra vehicles will be asked to park on city streets.
- Marina staff must be notified BEFORE Boat is REPAIRED/SERVICED by others [during business hours only] on marina premises.
- Customer is NOT ALLOWED to refuel their boat at marina docks with portable fuel containers (for insurance reasons).**
- Customer agrees their boat is for their use only or permitted guests. NO RENTAL allowed of your boat for profit while at marina.
- Proper Conduct Policy:** We are a fun, family-oriented environment. Our expectation is respectful conduct on the premises at all times. We do not permit disrespectful conduct toward other members, guests or employees. Disrespectful conduct includes, but is not limited to language or demeanor that is vulgar, profane, indecent, offensive, hostile or threatening. Customer & guests will abide by all MN & U.S. laws, and agree to our proper conduct policy, or risk voiding this contract, with no guarantee of refund.

IMPORTANT: Sub-letting of slips is strictly managed by In Towne Marina, LLC. If you are vacating your slip or selling your boat, please be aware of the following policies and contact marina management if you have questions:

- Sub-letting:** We do not permit the transfer or sub-let of your slip to a buyer or any other party. In Towne Marina will fill any vacant dock spaces.
- For security reasons:** Do not display "For Sale" or similar signs on your boat while it is at the marina. Do not mention or include your marina slip in any boat advertisements. The boat's owner must be present during all showings.
- Transfer Fee:** Any sub-let or payment refund arrangements are at the discretion of marina management on a case-by-case basis and are subject to a minimum \$500 transfer fee.

PRIVACY POLICY: Information given is kept in strictest confidence & unless dictated by law, or customer approval, never shared anywhere.

Owner Name Waconia Fire Department Cell (763) 250 - 8894 Email jsorensen@waconiamn.gov

Spouse/Partner Name _____ Cell (_____) _____ - _____ Email _____

Address 201 Vine St S. City Waconia State MN Zip Code 55387

Powerboat/Pontoon: Make/Model/Year 2016 Lake Assault

Length (Inc. Ski Deck) 21' Width 8' Weight _____ Motor Make Mercury HP 250

Circle One **Outboard** Inboard/Outboard / Other Trolling Motor on Front: Yes / No

Owner Signature Justin Sorensen Dated 03 / 04 / 2026

Customer Keeps **YELLOW** Copy --- MAIL Signed **WHITE** Lease Copy Payable to: In Towne Marina, LLC PO Box 7, Waconia, MN 55387



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.10. Firefighters' Leave of Absence	
Originating Dept: Administration	
Presented By: Jackie Schulze, Justin Sorensen	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-080 Approving Four-Month Leave of Absence for Firefighters Chris Sinclair and Tony Luedloff</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Per the Firefighter Employee Handbook, firefighters are eligible to request a temporary leave of absence. All firefighter leave requests must be approved by the City Council.</p> <p>Two firefighters, Chris Sinclair and Tony Luedloff, have requested leaves of absence retroactive from March 1, 2026, through July 1, 2026. Historically, four months have been the standard duration approved for firefighter leaves of absence.</p> <p>This leave will allow the firefighters time to complete EMT certification requirements without needing to simultaneously meet the additional training and participation requirements of the Fire Department.</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2026-080 Absence for FireFighters</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION 2026-080**

**RESOLUTION APPROVING
FIREFIGHTERS' LEAVE OF
ABSENCE**

WHEREAS, the Fire Department Reference Manual gives the City Council the authority to approve Leave of Absences up to 12 months; and

WHEREAS, Firefighters Chris Sinclair and Tony Luedloff have both requested a leave of absence from March 1 – July 1, 2026; and

WHEREAS, Firefighters Sinclair and Luedloff must successfully pass all return to work requirements prior to the end of the leave of absence; and

WHEREAS, Firefighters Sinclair and Luedloff should check in with Chief Sorensen throughout their respective leaves; and

WHEREAS, the Fire Chief and Assistant City Administrator have reviewed the requests and recommends approval of these leaves; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves the leave of absence request to Firefighters Chris Sinclair and Tony Luedloff, effective through July 1, 2026.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST:

Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.11. Carver County Multi-Hazard Mitigation Plan	
Originating Dept: Fire	
Presented By: Justin Sorensen	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-081 Adopting Carver County Multi-Hazard Mitigation Plan	
EXPLANATION OF AGENDA ITEM:	
<p>The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000). The development of a local government plan is required in order to maintain eligibility for the federal hazard mitigation grant funding program. In order for communities to be eligible for future mitigation funds, the mys adopt an MHMP.</p> <p>This MHMP represents the efforts of Carver County and its local governments to fulfill the responsibility for hazard mitigation planning. The intent of the plan is to reduce the actual threat of specific hazards by limiting the impact of damages and losses. This plan evaluates and ranks the major natural hazards affecting Carver County as determined by frequency of event, economic impact, deaths, and injuries. Mitigation recommendations are based on input from state and local agencies, public input and national best practices.</p> <p>This is a multi-jurisdictional plan that covers Carver County, including the cities of Carver, Chanhassen, Chaska, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia, and Watertown. The Carver County risks and mitigation activities identified in this plan also incorporate the concerns and needs of townships, school districts and other entities participating in this plan.</p> <p>The Federal Emergency Management Agency (FEMA) has reviewed the update of the Carver County Mulit-Hazard Mitigation Plan, and it passed all required plan criteria. Formal FEMA approval of the plan is contingent upon the adoption by the participating jurisdictions. As per federal regulations, the county and each participating city must pass a Resolution adopting the plan to be eligible to apply for FEMA hazard mitigation grant program funding.</p>	
ATTACHMENTS:	
1. Resolution No. 2026-081 Hazard Mitigation Plan	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	

**CITY OF WACONIA
RESOLUTION NO. 2026-081**

**RESOLUTION ADOPTING THE 2025 CARVER COUNTY
HAZARD MITIGATION PLAN**

WHEREAS, the City of Waconia recognizes the threat of natural hazards to people and property within the City of Waconia; and

WHEREAS, The City of Waconia has participated in the development of the 2025 Carver County Hazard Mitigation Plan in accordance with Federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance act of 1968, as amended; and the National Dam Safety Program act, as amended; and

WHEREAS, the 2025 Carver County Hazard Mitigation Plan identified mitigation goals and actions to reduce or eliminate long-term risk to people and property within the City of Waconia from the impacts of future hazards and disasters; and

WHEREAS, by adoption by the City of Waconia demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2025 Carver County Hazard Mitigation Plan; and

WHEREAS, approval of the 2025 Carver County Hazard Mitigation Plan by the Federal Emergency Management Agency (FEMA) will make Carver County and participating jurisdictions eligible to apply for FEMA Hazard Mitigation Assistant grants; and

NOW THEREFORE BE IT RESOLVED that the City of Waconia supports the hazard mitigation planning effort and wishes to adopt the 2025 Carver County Hazard Matignon Plan.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to be the Assistant City Administrator this 16th day of March 2026

Tim Litfin, Mayor

ATTEST:

Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 16, 2026
Item Name:	8.12. Interfund Loan from General Fund to PIR Capital Project Fund - Year End 2025
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action: None	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Resolution No. 2026-082 Approving Interfund Loan from the General Fund to the PIR Capital Project Fund

EXPLANATION OF AGENDA ITEM:

With the City's year-end 2025 review of the almost finalized financial statements, City staff found that the PIR Capital Project Fund (Fund 103) had a negative cash balance as of December 31, 2025. The reason for the negative cash balance was due to outstanding receivables not paid by parties for project costs accrued in 2025. The City was waiting for the payment of aid funds from the State of Minnesota and Carver County's portion of the work completed on the County Road 10 roundabout project. The total of these two payments is about \$2,600,000. A large portion of these payments were made in January, so right after the City's books were closed for the year.

The PIR fund had a negative cash balance of about \$2,200,000 due to these receivables. Audit standards require that all funds have a positive cash balance at the close of the fiscal year.

Because of this, staff is requesting the General Fund post an interfund loan to the PIR Capital Project Fund effective on December 31, 2025. The loan will be repaid to the General Fund in January 2026 because the receivables were paid and the fund then had a positive cash balance.

ATTACHMENTS:

1. Resolution No. 2026-082 Interfund Loan

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

**CITY OF WACONIA
RESOLUTION NO. 2026-082**

**RESOLUTION APPROVING INTERFUND LOAN FROM GENERAL FUND TO PIR
CAPITAL PROJECT FUND**

WHEREAS, audit standards require all City funds to have a positive cash balance at the City's fiscal year end; and

WHEREAS, the City's PIR Capital Project Fund (103) had a negative cash balance as of December 31, 2025, due to receivables for project costs related to the County Road 10 round about project; and

WHEREAS, the City paid for the project costs from the PIR Capital Project Fund (103) and will capitalize a portion of the project as a City asset; and

WHEREAS, the General Fund (101) will loan \$2,200,000 to the PIR Capital Project Fund (103) to cover this cash deficit as of December 31, 2025; and

WHEREAS, the total interfund loan will be repaid in January 2026 due to a majority of the receivables being paid by outside parties right after the year end close.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby approves the interfund loan for the fiscal year end 2025 cash deficit with a total of \$2,200,000 being loaned from the General Fund (101) to the PIR Capital Project Fund (103) effective December 31, 2025.

Adopted by the City Council of Waconia, Minnesota this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.13. Agreement for Can Trailer Location - Troop 327	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve License Agreement to Use Public Parking Lot for Recycling Collection	
EXPLANATION OF AGENDA ITEM: Leaders of Boy Scout Troop 327 reached out to staff inquiring about possible locations for their can trailer, which accepts recycle can donations that are then used for fund raising purposes. The Troop was looking for a new home, which had previously been at Colony Plaza. Attached is the license agreement to allow for the can trailer to be located and maintained by the troop at the public parking lot #16 off of 8th Street.	
ATTACHMENTS: 1. License Agreement for Boy Scouts	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**LICENSE AGREEMENT
TO USE PUBLIC PARKING LOT FOR RECYLING COLLECTION**

This License Agreement (“**Agreement**”) is dated March 16, 2026 (the “**Effective Date**”) and is between the City of Waconia, a Minnesota municipal corporation (the “**City**”), and Northern Star Council, Boy Scouts of America, a Minnesota nonprofit corporation (the “**Licensee**”).

RECITALS

A. The City owns a public parking lot located at 83 Highway 5 East, Waconia, Minnesota 55387 (Parcel ID Number 75.0243200) (the “**Property**”).

B. Boy Scout Troop 327 (the “**Troop**”) is a local unit chartered under the Licensee, and the Troop desires to place and maintain an aluminum can collection trailer on the portion of the Property depicted on attached Exhibit A (the “**Licensed Premises**”) for the sole purpose of collecting donated aluminum cans for recycling, with sale proceeds to be used to fund the Troop’s youth activities (the “**Project**”); and

C. Section 320 of the Waconia City Code requires a permit for private use of public property and generally prohibits use of municipal parking lots for non-parking purposes absent City Council approval.

D. The City Council of Waconia, at its meeting on March 16, 2026, authorized this Agreement and determined that the Licensee’s use of the Property for the Project will serve a public purpose by promoting recycling and supporting a local youth organization, thereby benefiting the Waconia community.

E. The parties desire to set forth their respective rights and responsibilities regarding the Licensee’s use of a portion of the Property for the Project, pursuant to the terms and conditions of this Agreement.

AGREEMENT

1. **License Grant and Purpose.** Subject to the terms of this Agreement, the City hereby grants to Licensee a revocable, non-exclusive license (the “**License**”) to: i) occupy and use the Licensed Premises for the sole purpose of placing, maintaining, and operating one (1) aluminum can collection trailer for the collection of recyclable aluminum cans in connection with the Project; and ii) allow persons donating cans to access the trailer through the City’s public parking lot. The Licensee’s use of the Property is limited strictly to the Licensed Premises and the purposes stated herein. No other private use of the Property is permitted

under this Agreement. Further, Licensee shall not alter or modify the Licensed Premises

2. . The License is and shall remain a temporary, non-transferable license that does not grant or convey any leasehold, easement, or other property interest in the Property. The City reserves the right to use all areas of the Property outside the Licensed Premises for any lawful public purpose, and to access the entire Property as needed for maintenance, emergencies, or other municipal functions, provided that the City will make reasonable efforts to avoid interference with the Licensee’s permitted use except as allowed by this Agreement.
3. **Licensed Premises “As-Is.”** Licensee represents that Licensee has inspected the Licensed Premises and Licensee accepts the Licensed Premises “as is.” The City makes no representation or warranties, express or implied, regarding the condition of the Licensed Premises or the suitability of the Licensed Premises for the Project. The City specifically disclaims all warranties, including any implied warranties of merchantability or fitness for a particular purpose.
4. **Term of License; Termination.** The term of this License shall commence on the Effective Date and continue until terminated by either party pursuant to this Section (the “**Term**”). Either party may terminate this Agreement and the associated License at any time, without cause, by giving at least thirty (30) days’ written notice to the other party. In addition, the City may immediately suspend or terminate this License for cause upon written notice to Licensee if: i) Licensee or the Troop fails to observe any material term or condition of this Agreement or any applicable law or City regulation; or ii) the City determines that the Licensee’s use of the Property has created a public safety hazard, nuisance, or a material interference with the public’s use of the Property. Termination of this Agreement shall not release either party from liability for obligations or actions arising prior to the termination date.
5. **Installation and Use of Trailer.** Licensee is responsible for all costs and logistics associated with delivering and installing the aluminum can collection trailer on the Licensed Premises. The trailer shall be of a size and design acceptable to the City and shall be installed in the exact location shown on Exhibit A. The trailer must remain movable (on wheels or skids) and shall not be permanently affixed to the Property. Licensee shall keep the trailer and the Licensed Premises in a neat, clean, and safe condition. The trailer shall be maintained in good working order, with no structural defects or unsightly damage. The area around the trailer shall be kept free of litter, debris, excess snow, or other obstructions. Licensee shall service the trailer regularly by collecting and removing donated cans to prevent overflow and by disposing of any non-recyclable materials or trash that

may be left at the site. The aluminum can collection program shall operate as an unattended recycling collection point, not as a staffed facility or sales operation. Licensee and the Troop may visit the site for routine maintenance, collection, or cleaning, but no on-site commercial sales or fundraising events shall be conducted on the Property without prior written authorization from the City. Licensee shall ensure that all activities by its members or volunteers on the Property are conducted in a safe and orderly manner.

6. **Removal for Parking Lot Maintenance.** The City may periodically ask the Licensee to temporarily remove its can collection trailer from the Property so the City can perform maintenance, repair, or reconstruction of the parking lot on the Property. Upon receiving notice of each such request, the Licensee shall promptly remove the trailer and store it off-site, at Licensee's expense, until the City provides notice to Licensee that the trailer may be returned to the Licensed Premises.
7. **Permit and Code Compliance.** This Agreement is intended to constitute the permit required under Waconia City Code §320.01 for the Licensee's authorized use of the Licensed Premises as described herein. The City's execution of this Agreement, together with the Licensee's compliance with all terms and conditions, shall be deemed to satisfy any requirement under the City Code to obtain a permit for the Project. The Licensee and the Troop shall at all times comply with all applicable federal, state, and local laws, ordinances, and regulations in connection with their activities on the Property, including, without limitation, Waconia City Code Chapter 320 and any specific conditions imposed by the City in approving this Agreement. The City may establish and enforce reasonable rules governing the Licensee's use of the Property to protect public health, safety, and welfare and to ensure the primary use of the Property for public parking is not impaired. The Licensee shall comply promptly with any such rules or directives upon notice from the City.
8. **Damage to Property; Repair and Restoration.** Licensee shall use due care to avoid damage to the Property. If any City property, including pavement, curbs, landscaping, signage, or other improvements, is damaged by the installation, operation, access to, or removal of the trailer or by any actions of the Licensee or its agents, employees, or volunteers, Licensee shall promptly repair or replace the damaged property to the City's satisfaction. If the Licensee fails to timely repair any such damage, the City may undertake the repairs and the Licensee shall reimburse the City for the reasonable cost of repair within thirty (30) days of receipt of an invoice.
9. **Insurance.** At all times during the Term of this Agreement and for a period of two (2) years thereafter, Licensee shall maintain commercial general liability (CGL)

insurance covering its use of the Property and the activities of the Troop under this License, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The CGL policy shall name the City of Waconia as an additional insured, shall be endorsed to be primary and non-contributory with respect to any liability coverage carried by the City, and shall include a waiver of subrogation in favor of the City. Prior to placing the trailer on the Property, Licensee shall provide the City with a certificate of insurance evidencing the required coverage and shall thereafter provide renewal or replacement certificates annually, or more frequently if required by the City. All insurance required under this Agreement shall be provided by financially reputable insurers licensed to do business in the State of Minnesota. The insurance requirements in this section are minimum requirements and shall not be construed to limit or bar the City from pursuing any legal remedy available or entitlement to indemnification under Section 8 below.

10. **Indemnification.** Licensee shall defend, indemnify, and hold harmless the City and its officers, officials, employees, and agents from and against any and all claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees and court costs) directly or indirectly arising out of or related to (a) the acts or omissions of Licensee, the Troop, or their respective employees, volunteers, or agents in connection with this Agreement or the use of the Property; or (b) any breach of this Agreement by Licensee. Nothing in this Agreement shall be construed as a waiver of any immunities or limitations on liability available to the City under Minnesota Chapter 466 or otherwise. Licensee's indemnification obligations shall survive the expiration or earlier termination of this Agreement.
11. **Legal Compliance and Liabilities. (a) Liability Limits.** This Agreement is not a grant of vested rights; it is subject to the City's authority to enforce zoning, safety, and other regulatory ordinances. If the City reasonably determines that it is necessary for the public interest to modify, relocate, or remove the Licensed Premises (for example, to accommodate public improvements or operations), the Licensee shall cooperate with the City to do so, and the City may terminate or amend this Agreement as provided herein.
12. **Surrender; Removal of Trailer.** Upon any expiration or termination of this Agreement, the Licensee shall immediately cease its use of the Property under this License and, within 10 days, remove the trailer and all of Licensee's personal property from the Property. The removal shall be done in a workmanlike and safe manner. After removal, Licensee shall restore the area of the Licensed Premises to substantially the same condition that existed before the trailer was placed on the Property, reasonable wear and tear excepted. If the Licensee fails to timely remove the trailer or restore the Premises, the City may do so and Licensee shall

reimburse the City for all costs incurred in connection with such removal and restoration.

13. **Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing, delivered to the parties at the addresses provided below (or to such other address as a party designates in writing). Notices shall be either (a) personally delivered (effective upon receipt), (b) sent by a recognized overnight courier (effective on the next business day), or (c) sent by United States certified mail, return receipt requested (effective three (3) business days after mailing). Notices to the respective parties shall be addressed as follows:

If to City: City of Waconia, Attn: City Administrator, 201 South Vine Street, Waconia, MN 55387.

If to Licensee: Northern Star Council, Boy Scouts of America, Attn: Scout Executive, 6202 Bloomington Road, Fort Snelling, MN 55111.

14. **Miscellaneous.** This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes any prior agreements or discussions (written or oral) relating thereto. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, such provision shall be severed, and the remainder of the Agreement shall remain in full force and effect. No waiver of any term or condition by either party shall be valid unless in writing, and no such waiver shall be deemed a waiver of any other term or condition or a continuing waiver of the same. This Agreement shall be governed by the laws of the State of Minnesota. Any legal action arising out of this Agreement shall be venued in the state or federal courts located in Carver County, Minnesota. Section headings are for convenience of reference only and shall not affect the interpretation of this Agreement.

15. **Signatures.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, and together which shall constitute one and the same document. Signatures transmitted by fax, email, or other electronic means (e.g., pdf format) shall be deemed binding, delivered and enforceable. Each person signing below represents that he/she has the authority to bind the respective party on whose behalf he/she has signed.

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the Effective Date first set forth above.

SIGNATURE PAGE FOR LICENSE AGREEMENT

CITY OF WACONIA

Tim Litfin, Mayor

Jackie Schulze, Assistant City Administrator

SIGNATURE PAGE FOR LICENSE AGREEMENT

NORTHERN STAR COUNCIL, BOY SCOUTS OF AMERICA

Signature: _____

Print Name: _____

Title: _____

EXHIBIT A
Diagram of Licensed Premises





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.14. Authorize Execution of Contract for Compost Collection Services	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-083 Authorizing the Public Services Director to Execute a Contract for Compost Collection Services</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Annually, staff request approval for services related to compost collection of yard waste and leaf collection disposal services. The City works with Carver County Environmental Services to reduce the impact of compostable material entering the landfills. Each year, staff submit a request for funds from Carver County for compost and recycling efforts community wide. Composting is scheduled annually from May to November with altering days and weekends monitored by Public Services staff. Recycling efforts are utilized in the Park System to offset garbage collection and landfill impacts. These efforts assist in reducing the dumping of yard waste in or near storm ponds and receiving streams, which in turn reduces the pollution impacts of the communities receiving streams, lakes and ultimately the Minnesota River.</p> <p>Staff sent a Request for Quotation to six vendors to provide delivery, pickup, and disposal services for 30 yard roll-off containers for the collection of compost and yard waste. The Shakopee Mdewakanton Sioux Community Organics and Recycling Operations has provided these services in the recent past but have since discontinued the delivery and pickup services. Responses were received from only two vendors; Waconia Roll-off Services at \$380 per container and Nordic Waste at \$585 per container. Staff is recommending the City Council authorize the Public Services Director to execute the contract for 2026 compost collection services with Waconia Roll-off Services for the 2026 season.</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2026-083 Compost Collection Services</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-083**

**RESOLUTION AUTHORIZING PUBLIC SERVICES DIRECTOR
TO EXECUTE COMPOST COLLECTION SERVICES AGREEMENT**

WHEREAS, one of the City's Priorities is to "Protecting the Quality of our Land, Air, Trees, Natural Space, Water and Lakes"; and

WHEREAS, the City operates a compost collection site throughout the spring, summer, and fall seasons; and

WHEREAS, the solicited bids for compost collection services and received two quotes by the March 9 deadline; and

WHEREAS, the low quote for a delivery of a 30-yard roll-off container and disposal of compost materials was provided by Waconia Roll-Off Services; and

WHEREAS, costs for services will be refunded by grants from Carver County for 2026.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby authorizing Public Services Director to execute compost collection services agreement with Waconia Roll-Off Services for the 2026 season.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.15. Approval of Laserfische Migration to Cloud Upgrade	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-084 Approving Laserfische Migration to the Cloud Upgrade with OPG3	
EXPLANATION OF AGENDA ITEM:	
<p>A project listed in the City's current 2026 capital budget is a Laserfische migration to the cloud upgrade. Staff began working with the City's vendor, OPG3 on this project for a few years to plan for the upgrade. Laserfische is used by all City staff not only for filing and permanent retention of the City's records, but for work flow processes in accounts payable, invoicing, payroll reimbursements, time off requests, and employee reviews. Laserfische also runs many automated processes that are connected to operating systems for finance and permitting to file items automatically based on status. It is a powerful tool that staff are heavily dependent on.</p> <p>OPG3 has provided the attached quote for this upgrade. The quote includes the renewal of the City's Laserfische site licenses (technology operating budget) and the cost of the upgrade for migration to the cloud. The City's capital equipment budget outlined for this project was \$22,000. The total actual project costs are quoted at \$20,500.</p> <p>With the approval of this project, staff will work to get the migration scheduled and notify staff of the changes they will see in Laserfische after the migration.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-084 Laserfische Cloud Upgrade 2. Laserfische Cloud Upgrade Invoice 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Capital Equipment Fund (105)	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-084**

**RESOLUTION APPROVING LASERFISCHE MIGRATION
TO THE CLOUD UPGRADE WITH OPG3**

WHEREAS, the 2026 capital equipment budget includes a project for a Laserfische migration to the cloud project; and

WHEREAS, City staff work with OPG3 for all Laserfische related projects and licensing;
and

WHEREAS, a quote was provided for \$20,500 for migration costs; and

WHEREAS, the capital equipment fund (105) had a total of \$22,000 budgeted for this project; and

WHEREAS, City staff requests approval of the project to ensure the system can be timely upgraded with notice to staff that regularly operate in the system.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the Laserfische migration to the cloud upgrade with OPG3.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

OPG-3, Inc.
 8030 Old Cedar Ave S, Ste 205
 Bloomington, MN 55425-1215
 USA
 +16512335075



Quote

ADDRESS

Jody Lechner
 City of Waconia
 201 South Vine
 Waconia, MN 55387

SHIP TO

City of Waconia
 201 South Vine
 Waconia, MN 55387

QUOTE # 6874

DATE 02/18/2026

EXPIRATION DATE 03/17/2026

SALES REP

Nathan Sandy

ITEM	QTY	RATE	AMOUNT
CLXGOV15 LF CLOUD Municipality Site License 100 users Population less than 15,000 - billed annually SPECIAL LASERFICHE UPGRADE PROMOTION	1	15,000.00	15,000.00
CloudLabor Cloud Install Labor: Configuration/Migration	100	205.00	20,500.00

~ PLEASE NOTE: Quote Pricing Valid Till March 17, 2026 ~

TOTAL

\$35,500.00

Subscription includes technical support and Laserfiche software updates. Annual Recurring= \$17,025

Payment Terms: Net 30 days from date of Original invoice.

Thank you! We appreciate your business.
 OPG-3 Inc.

Accepted By _____

TIM LITFIN, MAYOR

Accepted Date: MARCH 16, 2026



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.16. Special Event Permit - Promise Church	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-085 Approving Special Event Permit - Promise Church	
EXPLANATION OF AGENDA ITEM: <p>Promise Church, has submitted a Special Event Permit to conduct a standing event at Waterford Park on Wednesdays throughout the summer, June through August. The event will feature free ice cream distribution and small outdoor worship events twice per month. The outdoor worship events will feature live amplified music. The events will be held from 7:00 p.m. to 8:00 p.m. with total event times with set-up and clean-up from 6:30 p.m. to 8:30 p.m. They anticipate around 20 attendees outside of normal park users/attendees.</p>	
ATTACHMENTS: <ol style="list-style-type: none"> 1. Resolution No. 2026-085 Special Event Permit - Promise Church 2. Special Event Permit - Promise Church 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-085**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
FOR PROMISE CHURCH**

WHEREAS, Promise Church has submitted a Special Event Permit to hold a standing event at Waterford Park through the summer on Wednesdays, June through August; and

WHEREAS, the events will occur from 7:00 p.m. to 8:00 p.m. with set-up and clean-up occurring one half prior and post event; and

WHEREAS, the events will feature ice cream distribution to the public and small worship events; and

WHEREAS, the events will feature amplified music in compliance with the City's noise ordinance; and

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

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the requested use of the public park and noise permit for the special events.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Special Event Permit

SECTION 1 – CONTACT INFORMATION

Applicant (person completing this form)

Name: _____

Phone: _____

Email: _____

Role (Owner / Manager / Partner / Agent / Other): _____

On-Site Contact (required during event)

Name: _____

Phone: _____

Email: _____

SECTION 2 – EVENT OVERVIEW

Event Name: _____

Event Date(s): _____

Event Time: _____ to _____

Setup Start Time: _____ Cleanup End Time: _____

Event Location (address): _____

Is the event outdoors? Yes No

Is the event in a City park? Yes No

Estimated Attendance: _____

Are tickets sold? Yes No

If yes, admission price: \$_____

Brief description of event activities/entertainment:

SECTION 3 – CHECK ALL THAT APPLY

Amplified sound (music, DJ, PA system)

Alcohol will be served

Street / sidewalk / public area closure

Tents or temporary structures

150+ attendees

(You will only complete the matching sections below.)

SECTION 4 – FOOD, SAFETY & OPERATIONS (ALL EVENTS)

Food & beverage plan (who is serving, permits if needed):

Emergency / medical plan:

Trash plan (bins, cleanup):

Will portable toilets be provided? Yes No

If yes, provider & quantity: _____

SECTION 5 – AMPLIFIED SOUND (ONLY IF APPLICABLE)

No amplified sound

Sound under 85 decibels

Sound past 10:30 PM (waiver required)

Noise control plan: _____

SECTION 6 – STREET / PUBLIC AREA CLOSURE (ONLY IF APPLICABLE)

Closure requested? Yes No (Please provide traffic control and/or detour plan if checked “yes”)

Duration: Under 15 minutes 15+ minutes

Streets/areas affected:

Traffic control vendor: _____

Emergency vehicle access plan:

SECTION 7 – ALCOHOL SERVICE (ONLY IF APPLICABLE)

Alcohol will be served? Yes No

Type of service (check all that apply): Temporary liquor license (separate application required)

Licensed on-sale vendor(s) Licensed caterer Community festival designation

Alcohol provider(s): _____

Liquor liability insurance holder: _____

Alcohol service area & age-control plan:

Will security officers be hired? Yes No

SECTION 8 – TENTS / FIREWORKS (ONLY IF APPLICABLE)

Tents

Tent provider: _____
Tent size (sq. ft.): _____ (Permit required if over 400 sq. ft.)

SECTION 9 – CERTIFICATION & SIGNATURE

I certify that the information provided is accurate and that I will comply with all City of Waconia and State of Minnesota requirements.

Printed Name: _____

Signature: _____

Date: _____

Submission Notes

- Submit at least **60 days before** the event
- Permit fee: **\$350 (non-refundable) See below for additional rates (only if applicable)**
 - Special Event Parking Lot Stall \$1.00 Per stall/per event\$250 max per application
 - Special Event On Street Parking Stall \$3.00 Per stall/per event\$500 max per application
- Temporary liquor license deadline: **60 days before event**
- Certificate of Insurance listing City of Waconia as the Certificate Holder: **10 days before event**

TENNESSEN WARNING: In connection with your request for a license, the City has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the City is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you or an applicant affiliated with you is eligible for a license from the City of Waconia.
2. You are not legally obligated to supply the request information.
3. The known consequence of supplying the requested information is that the information or further investigation could disclose information which could cause the license application to be denied.
4. The known consequences of refusing to supply the requested information is that the application for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the City, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The City is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue

Signature of Applicant: _____ Date: _____



Band

Ice cream





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.17. Off-Site Gambling- Waconia Lions Club	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-086 Approving Off-Site Gambling Permit, Waconia Lions	
EXPLANATION OF AGENDA ITEM: The Waconia Lions Club has submitted an off-site gambling application to conduct a raffle at the Carver County Fairgrounds, 501 West Third West in Waconia for the April 25, 2026, Rodeo Event.	
ATTACHMENTS: 1. Resolution 2026-086 Off-Site Gambling Lions	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-086**

**RESOLUTION APPROVING AN APPLICATION TO CONDUCT
OFF-SITE GAMBLING FOR THE WACONIA LIONS CLUB**

WHEREAS, The City Council of the City of Waconia, has received an application to conduct Off-Site Gambling from the Waconia Lions Club; and

WHEREAS, the Waconia Lions Club has requested this application in order to conduct a raffle at the Carver County Fairgrounds, 501 West Third Street, Waconia Minnesota on Saturday, April 25, 2026, as stated on the application.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, Station of Minnesota

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 8.18. Off-Site Gambling - Minnesota USA Wrestling Inc	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-087 Approving Off-Site Gambling Permit, Minnesota USA Wrestling	
EXPLANATION OF AGENDA ITEM: Minnesota USA Wrestling Incorporated has submitted an off-site gambling application to conduct a raffle at Hoppers Bar and Grill, 119 Olive Street South on August 16, 2026.	
ATTACHMENTS: 1. Resolution 2026-087 Off-Site Gambling MN Wrestling	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-087**

**RESOLUTION APPROVING AN APPLICATION TO CONDUCT
OFF-SITE GAMBLING FOR MINNESOTA USA WRESTLING, INCORPORATED**

WHEREAS, The City Council of the City of Waconia, has received an application to conduct Off-Site Gambling from Minnesota USA Wrestling; and

WHEREAS, Minnesota USA Wrestling has requested this application in order to conduct a raffle at Hoppers Bar and Grill, 119 Olive Street South in Waconia on August 16, 2026, as stated on the application.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, Station of Minnesota

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 16, 2026	
Item Name: 9.1. Franchise Agreement - Minnesota Valley Electric	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: Public Information Meeting on Franchise Fees - Held: December 22, 2025 City Council Item Tabled : January 20, 2026 City Council Item Tabled (Ordinance 790 only): February 19, 2026 - Waiting on additional review by all parties	
Item Type:	Discussion
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Ordinance No. 790 - An Ordinance Granting Minnesota Valley Electric Cooperative A Non-Exclusive Franchise for Electric Energy. Adopt Resolution No. 2026-035 Approving Summary Publication of Ordinance No. 790</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>City staff have been working to finalize language with Minnesota Valley Electric Cooperative (MVEC) on their electric franchise agreement. The City currently has a franchise with MVEC, but a formal agreement has not yet been approved by ordinance of the City Council. Attached to this memo is the fully executed agreement that has been agreed to by all parties. The agreement outlines items important to both parties; this includes not only fees paid between parties, but how both parties will work together during construction and relocation throughout the community.</p> <p>Ordinance No. 790, an ordinance granting Minnesota Valley Electric Cooperative (MVEC) a non-exclusive franchise for electric energy, establishes a franchise agreement with MVEC. This will be a new chapter of the City's code — Chapter 593. With the approval of the ordinance, staff will work to publish the information and reach out to MVEC with the finalized agreements and information.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Ordinance No. 790 Franchise Fee Minnesota Valley Co-op 2. Resolution No. 2026-035 Summary Ordinance #790 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA
ORDINANCE NO. 790

AN ORDINANCE GRANTING MINNESOTA VALLEY ELECTRIC COOPERATIVE
A NONEXCLUSIVE FRANCHISE FOR ELECTRIC ENERGY

The City Council of the City of Waconia, Minnesota, ordains the following, which shall be inserted into the Waconia City Code as Chapter 593:

CHAPTER 593
ELECTRIC FRANCHISE

Section

- 593.01 Definitions
- 593.02 Adoption of Franchise
- 593.03 Location; Other Regulations
- 593.04 Relocations
- 593.05 Inspection
- 593.06 Revocation
- 593.07 Right to a Hearing
- 593.08 Application of Chapter to Other Requirements
- 593.09 Abandoned Facilities
- 593.10 Miscellaneous
- 593.11 Amendment Procedure
- 593.12 Effective Date

593.01 Definitions.

The following terms, as used in this Chapter, shall have the meanings stated in this section:

“City” means the City of Waconia, County of Carver, State of Minnesota.

“City Utility System” means facilities used for providing public utility service owned or operated by the City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

“Commission” means the Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.

“Company” means Minnesota Valley Electric Cooperative, its successors and assigns, including all successors or assigns that own or operate any part or parts of the Electric Facilities subject to this Franchise.

“Franchise” means this electric franchise ordinance.

“Electric Energy” includes both retail and wholesale electrical energy for light, heat, power and other purposes.

“Electric Facilities” means transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, structures, and all equipment and appurtenances owned or operated by Company for the purpose of providing Electric Energy.

“Notice” means a writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to Minnesota Valley Electric Cooperative, ATTN: CEO, 125 Minnesota Valley Electric Drive, Jordan, MN 55352-9369. Notice to the City shall be mailed to City of Waconia, 201 South Vine Street, Waconia, MN 55387. Any party may change its respective address for the purpose of this Franchise by written Notice to the other parties.

“Public Ground” means land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space or other similar purposes, which is held for use in common by the public or for public benefit and is not a Public Way.

“Public Way” means any highway, street, alley or other public right-of-way within the City.

593.02 Adoption of Franchise.

Subd. 1. Grant of Franchise. The City hereby grants the Company, for a period of 10 years from the date this Franchise is passed and approved by the City, the right to transmit and furnish Electric Energy for public and private use within and through the Franchise Area and also the right to transport Electric Energy through the limits of the City, as its boundaries now exist or as they may be extended in the future, for use inside and outside of the City limits. For these purposes, the Company may construct, operate, repair, and maintain Electric Facilities in, on, over, under and across the Public Ways and Public Grounds, subject to the provisions of this Franchise. The Company may do

all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to a public right-of-way ordinance or permit requirements adopted consistent with state law.

Subd. 2. Effective Date; Written Acceptance. This Franchise shall be in force and effect from and after the passage of this Franchise and publication as required by law and its acceptance by the Company. If the Company does not file a written acceptance with the City within 60 days after the date the City Council adopts this Franchise, or otherwise inform the City that the Company does not accept this Franchise, the City Council by resolution may revoke this Franchise or pursue any other legal or equitable remedy.

Subd. 3. Service and Electric Rates. The terms and conditions of service and the rates to be charged by the Company for Electric Energy in the City are subject to the exclusive jurisdiction of the Commission.

Subd. 4. Publication Expense. The Company shall pay the expense of publication of this Franchise.

Subd. 5. Dispute Resolution. If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

Subd. 6. Continuation of Franchise. If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until 90 days after the City or the Company serves written Notice to the other party of its intention to allow the franchise to expire. The Company shall continue to collect and remit to the City any franchise fee during any period of continuation of the Franchise under this subsection as though the Franchise had not expired

593.03 Location; Other Regulations.

Subd. 1. Location of Facilities. Electric Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways or Public Grounds and so as not to disrupt normal operation of any

City Utility System. Notwithstanding anything to the contrary herein, Electric Facilities may only be located on Public Grounds, other than in utility easements as provided in this section, with the City's prior written approval, which may be granted or denied in the City's sole discretion. Where the City's Public Ground is an assignable easement expressly for utility purposes, then the City's approval of a request to locate Electric Facilities shall not be unreasonably withheld. The location and relocation of Electric Facilities shall be subject to permits, if required, and reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this Franchise.

Subd. 2. Street Openings. The Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee, Permit conditions imposed on the Company shall not be more burdensome than those imposed on other public-right-of-way users for similar facilities or work. The Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Electric Facilities and (ii) the Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two (2) business days after commencing the repair, the Company shall apply for any required permits and pay any required fees.

Subd. 3. Restoration. After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, Part , 7819.1100 and applicable City ordinances and standards not prohibited by state law. The Company shall restore the Public Way or Public Ground to as good a condition as formerly existed and shall maintain the surface in good condition for six (6) months thereafter. All work shall be completed as promptly as weather permits, and if the Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Way or Public Ground in the said condition, the City shall have, after demand to the Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five (5) days, the right to make the restoration of the Public Ways or Public Grounds at the expense of the Company. The Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for non-compliance with this section. The Company shall not be required to post a construction, payment, or other bond unless state law requires a bond.

Subd. 4. Avoid Damage to Electric Facilities. The Company must take reasonable measures to prevent the Electric Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Electric Facilities from damage that could be inflicted on the Electric Facilities by persons, property, or the

elements. The Company shall take protective measures when the City performs work near Electric Facilities if the City provides the Company with Notice of such work prior to its commencement.

Subd. 5. Notice of Improvements to Streets. The City will give the Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Electric Facilities may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to the Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit the Company to make any additions, alterations or repairs to its Electric Facilities the Company deems necessary.

Subd. 6. Mapping Information. If requested by the City, the Company must promptly provide complete and accurate mapping information for any of its Electric Facilities in accordance with the requirements of Minnesota Rules, Parts 7819.4000 and 7819.4100.

Subd. 6. Insurance. Company will maintain insurance and/or self-insure during the term of this franchise agreement. If requested by City, Company will provide, no more than once annually, a certificate of insurance and/or a letter of self-insurance.

593.04 Relocations.

Subd. 1. Relocation in Public Ways and Public Grounds. The Company shall comply with the provisions of Minnesota Rules, Part 7819.3100 and applicable City ordinances with respect to requests for the Company to relocate Electric Facilities located in either Public Ways or Public Grounds. The City may require the Company, at the Company's expense, to relocate or remove its Electric Facilities from a Public Way or Public Ground upon a finding by the City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Way or Public Ground. In the event the City requests relocation, rearrangement, or removal of Company's Electric Facilities solely for the convenience of the City, the City shall promptly reimburse the Company for all of Company's costs and expenses related thereto. For the purposes of this section, "solely for the convenience of the City" excludes any situation when the City finds that the facilities have become or will become a substantial impairment of the existing or proposed public use.

Subd. 2. Projects with Federal Funding. Relocation, removal, or rearrangement of any the Company Electric Facilities made necessary because of the extension into or through the City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes §§ 161.45 and 161.46.

Subd. 3. Relocation Timing, Delays. The Company shall commence any relocations required under this section within any project deadline set by the City Engineer for the Company's relocation subject to adjustment for adverse weather conditions that, in the City Engineer's sole discretion, necessitated the Company's delay. If the relocation is not completed before any project deadline set by the City Engineer or within 60 days of the City's notice to relocate, whichever is later, the Company shall pay \$300 per additional day to the City to account for delays caused by the Company. The Company shall not pass the cost of this charge onto its customers by increasing rates or charging additional fees. The Parties agree that the City's costs that could be incurred by the Company's delay in relocating facilities are difficult to estimate, that the charges set by this clause are a reasonable estimate of those damages, and are proportional to the harm to the City and to the public that would be caused if the Company fails to promptly relocate its facilities. The Company acknowledges that the City has the legislative prerogative to require such a charge, whether it is liquidated damages or a penalty, and waives any challenge to this requirement on a claim that it is a penalty and not liquidated damages. Company shall not be responsible for any costs, fines, fees, and/or penalties for failure to complete relocations within the deadlines set forth herein for reasons beyond the Company's reasonable control, but in such cases the timeline for relocation shall be equitably extended for the duration of the conditions that necessitated delay.

593.05 Indemnification.

Subd. 1. Indemnity of City. The Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through the City's own negligence or willful misconduct, except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work.

Subd. 2. Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, the Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to the Company within a period wherein the Company is not prejudiced by lack of such Notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own

behalf This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

593.06 Tree Trimming.

Unless otherwise provided in any permit or other reasonable regulation required by the City under separate ordinance, the Company may trim all trees and shrubs in the Public Ways and Public Grounds of the City to the extent the Company finds it necessary to avoid interference with the proper construction, operation, repair, and maintenance of any Electric Facilities installed hereunder. The Company shall hold the City harmless from any liability arising from such activity.

593.07 Vacation of Public Ways and Public Grounds.

If Electric Facilities exist within a Public Way or Public Ground that the City desires to vacate, the City shall give the Company at least 14 days prior Notice of the proposed vacation. Regarding any vacation, the City and the Company shall comply with Minnesota Rules, Parts 7819.3100 and 7819.3200 and applicable ordinances consistent with state law.

593.09 Change in Form of Government.

Any change in the form of government of the City shall not affect the validity of this Franchise. Any governmental unit succeeding the City shall, without the consent of the Company, succeed to all of the rights and obligations of the City provided in this Franchise.

593.10 Franchise Fee.

Subd. 1. Form. During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The franchise fee will be collected on a flat per meter basis, or by some other method that is mutually acceptable to both City and Company for each retail customer within the corporate limits of the City. The amount of the fee collected may differ for each customer class. The City will use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Franchise.

Subd. 2. Separate Ordinance. The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than 90 days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by certified mail. The Company is not required to collect a franchise fee if the terms of the fee agreement are inconsistent with this franchise or state law, provided the Company notifies the City Council of the same within the 90-day period.

Subd. 3. Condition of Fee. The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other Electric Energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed upon franchise.

Subd. 4. Collection of Fee. The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time-to-time; however, the change shall meet the same Notice and acceptance requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company shall not be responsible to pay the City fees that the Company is unable to collect under Commission rules or order. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

Subd. 5. Continuation of Franchise Fee. If this Franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon.

593.09 Abandoned Facilities.

The Company shall comply with Minnesota Statutes, Section 216D.01, et seq., and Minnesota Rules, Part 7819.3300 as they may be amended from time to time with respect to abandoned facilities located in a Public Way or a Public Ground. The Company shall maintain records describing the exact location of all abandoned and retired Electric Facilities within a Public Way or a Public Ground, produce such records at the City's request, and comply with the location requirements of Minnesota Statutes §216D.04 with respect to all Electric Facilities, including abandoned and retired Electric Facilities not located within a Public Ways or a Public Ground.

593.10. Miscellaneous.

Subd. 1. Severability. Every section, provision, or part of this Franchise is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other the City ordinance is inconsistent with the provisions of this Franchise, the provisions of this Franchise shall prevail.

Subd. 2. Limitation on Applicability. This Franchise constitutes a franchise agreement between the City and the Company. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third-party beneficiary of this Franchise or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT-PROCEDURE.

Either party may propose an amendment to this Franchise at any time. Further, the City Council may amend this Franchise at any time by passing an amendatory ordinance, which shall become effective upon the filing of the Company's written consent thereto with the City Clerk within 90 days after the effective date of the amendatory ordinance. Nothing in the above procedure waives any powers the City may have under law regarding franchises.

SECTION 12. EFFECTIVE DATE.

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2026-035**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.790

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 790 on March 16, 2026 (the “Ordinance”); and

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

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

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 790 is hereby approved:

ORDINANCE NO. 790, an Ordinance Granting Minnesota Valley Electric Cooperative a Non-Exclusive Franchise for Electric Energy.

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

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

Passed and adopted by the City Council of the City of Waconia this 16th day of March, 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 16, 2026
Item Name:	9.2. Special Event Permit - 2026 Earth Day Event
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-088 Approving Special Event Permit — 2026 Earth Day Event	
EXPLANATION OF AGENDA ITEM:	
<p>Podium Sports Marketing Inc. has submitted a Special Event Permit application for the 2026 Earth Day Event to be held at City Square Park on Wednesday, April 22, 2026. Approximately 75 students are expected to participate, representing Waconia High School, Trinity Lutheran School, and St. Joseph's Catholic School. This event is part of the broader Waconia Plus 30 series of activities taking place throughout Waconia in April and early May. Additional events will be hosted at private fitness centers, public and private schools, Safari Island, and during Lola's Run on May 2, 2026.</p>	
<p>The Earth Day event is anticipated to last approximately two hours. During that time, students and their supervisors will pick up litter along a designated route including sidewalks, boulevards, curbs, and within City Square Park. Participants will be provided with plastic bags, gloves, and safety vests to ensure property handling and visibility.</p>	
<p>Podium Sports Marketing is requesting that the City Council consider this event a "City Supported Event" under the Special Event Permit policy and is requesting that the Special Event Permit fee of \$350 be waived as well as the gazebo rental fee of \$122.50 and \$75 pavilion rental fee for the duration of the event, as this is a short-duration, school-based community service event. The group is also requesting that the City assist by collecting and hauling away the trash and litter gathered during the event.</p>	
<p>The organizers are also requesting that the bathrooms at City Square Park be able to be utilized. It should be noted that due to winterization, the bathroom facilities are not typically open this early in the season and the ability to do so will be largely dependent on weather conditions. Based on the Special Event Policy and anticipated attendees, a minimum of 2 portable toilets are recommended for the duration and attendee size. The City Council could consider an additional in-kind contribution of \$306 to the event by paying for and coordinating portable toilets for the event, although this has not been budgeted for in the 2026 budget.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none">1. Resolution No. 2026-088 Special Event Permit2. Special Event Permit Earth Day	

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

**CITY OF WACONIA
RESOLUTION NO. 2026-088**

**RESOLUTION APPROVING THE SPECIAL EVENT PERMIT
AND TEMPORARY NOISE PERMIT
FOR WACONIA +30 EARTH DAY EVENT**

WHEREAS, Podium Sports Marketing have submitted a Special Event Permit for the use of city park space for an earth day event on Wednesday, April 22nd; and

WHEREAS, request closure and use of City Square Park between the hours of 10:00 a.m. and 1:30 p.m.; and

WHEREAS, the consideration of this event to be City supported under the Special Event Policy with waiver of the permit fee, park rental fees for the use of gazebo and shelter; and

WHEREAS, that in-kind donation of staff and trash service removal occur after the event; and

WHEREAS, if weather does not allow for the opening of park restroom facilities that the City provides two portable toilets for the event; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Special Event Permit and Temporary Noise Permit for April 22nd and designates this event a city support event.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select **any** of the following that apply to this event:

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

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question

A. Information about who is completing and submitting this application

1. First Name <i>Mike</i>		2. Last Name <i>Cofrin</i>	
3. Primary Telephone Number <i>612-965-3278</i>	4. Type of Phone: <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	5. Alternate Phone Number	6. Type of Phone: <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
7. Email Address <i>mike@mnruneseries.com</i>			
8. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input checked="" type="checkbox"/> Email <input type="checkbox"/> Business Address		9. Role of person completing application: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input type="checkbox"/> Other	

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

10. First Name <i>Tim</i>		11. Last Name <i>Littfin</i>	
12. Primary Telephone Number <i>612-910-6200</i>	13. Type of Phone: <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	14. Alternate Phone Number	15. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
16. Email Address <i>timlittfin2022@gmail.com</i>		17. Role of primary contact: <input type="checkbox"/> Owner <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Agent for the Owner <input checked="" type="checkbox"/> Other	

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit <i>Tim Littfin</i>			
19. Email Address <i>(see above)</i>			
20. Mailing Address <i>749 Old Beach Lane</i>	21. City <i>Waconia</i>	22. State <i>MN</i>	23. Zip Code <i>55387</i>
24. Please send official notices relating to this license to: <input type="checkbox"/> Mailing Address <input checked="" type="checkbox"/> Email			

D. License Holder Information

Provide information about who this license will be issued to

25. Entity license will be issued to <i>Podium Sports Marketing Inc.</i>			
26. Business Federal Tax ID Number/Tax Exempt Number <i>41-1956022</i>		27. Business State Tax ID Number	
28. Business Address <i>1835 6th Avenue</i>	29. City <i>ANOKA</i>	30. State <i>MN</i>	31. Zip Code <i>55303</i>

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

A. Event Basics

32. Name of Event <i>Waconia Plus 30 - Earth Day Event</i>	
33. Date(s) of Event <i>Wed. April 22</i> <small>complete separate applications for a series of events held at separate times</small>	
34. Time of Event <i>11:00 am to 1:00 pm</i>	35. Set up start time and clean up finish time <i>10:00 am - 1:30 pm</i>

36. Location of Event - Street Address City Square Park	37. City Waconia	38. State MN	39. Zip Code 55387
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) ***A detailed diagram of the site plan is also required to be submitted ① All of City Square Park will be used for a medallion hunt which is part of this event. (inside the curb perimeter) ② The Gazebo. ③ The picnic shelter and picnic tables. ④ The public restrooms.			
41. Is your event in a City park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
43. Estimated Number of Attendees- 75 +/-	44. Are tickets being sold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
45. What is the admission charge, if any N.A.	46. Purpose of event proceeds (if applicable) N.A.		
47. Describe how attendance will be monitored and limited if necessary The only students and staff who are selected by the schools will be allowed to participate. Attendance will be taken at the start, and as they leave the park, and as they arrive back at their respective schools.			
48. Describe any entertainment being provided A small 12 piece 7 th + 8 th grade "non-amplified" jazz band is a possibility. They may play a few songs between 12:00-12:30 from the gazebo.			

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

- ① Bottled Water.
- ② Cookies in a bag - purchased from a store.
- ③ Pizza from Domino's.

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

- ① A nurse is available across the street @ St. Joe's.
- ② We will call 911 if necessary.
- ③ A small 1st aid kit will be on site.

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

51. Will you be providing additional trash receptacles?

Yes

Company providing this service:

Number of receptacles:

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

No

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

The students are picking up litter on their way to the park on sidewalks and blvds. Their bags will be used on site for the trash we produce.

52. Will you be providing toilets and wash stations?

Yes

Company providing this service:

Number of toilets:

Number of wash stations:

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

No

Explain how these needs will be met for event attendees:

This is a relatively small gathering. They are low on cash. And hope that the city can open the size restrooms @ City Square Park from 10-2:00pm on Wed. April 22. Thank you! This is a community service event.

B. Information about Amplified Sound

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

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

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

If there is an elementary school Jazz Band, it will be non-amplified. The music will be focused out from the Gazebo towards the steps, as it is at N.D. Day and music in the park events.

C. Information about any public right of way closures

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

- Yes, for a very limited duration less than 15 minutes
- Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- No – if no, please skip the remainder of this section and jump to subsection D

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

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

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

N.A.

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

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

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

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

D. Information about any alcohol as part of the event

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

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

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

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

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

NA .

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

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

NA .

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

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

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

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

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

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

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

N.A.

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

N.A.

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

N.A.

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

N.A.

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

Yes

No

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

67. Fireworks Display as Part of the event?

Yes

No

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

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

Yes

No

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

N.A.

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

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

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

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

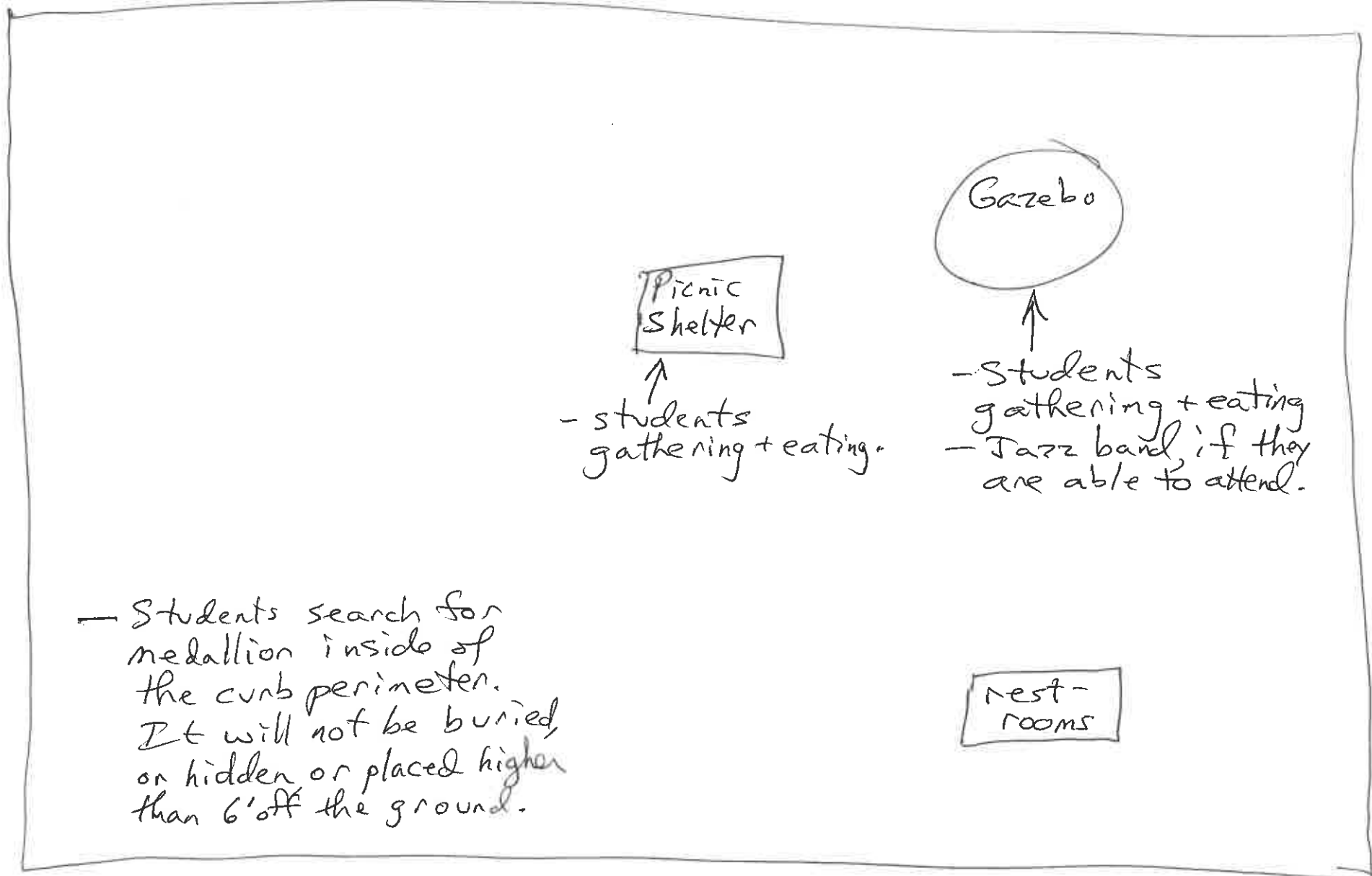
Signature of Applicant



Date

3/4/20

Wed April 22 - Earth Day Event @ City Square Park
(Required Site Plan)





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 16, 2026
Item Name:	9.3. Annexation Petition – Wolter and Klingelhutz
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-060 denying the Annexation Petition submitted by Eugene E & Carol Wolter Trust and Klingelhutz Farms LLC.

EXPLANATION OF AGENDA ITEM:

BACKGROUND

Eugene E & Carol Wolter Trust and Klingelhutz Farms LLC (the “Petitioners”) have submitted an Annexation Petition to annex portions of PID#s 090220420 and 090220720 (the “Property”) into the Waconia city limits. The afore-mentioned Property is currently located in Waconia Township, and the annexation has been submitted in association with a possible residential development proposed by Summergate Companies LLC.

ANNEXATION ANALYSIS

1. The subject Property is located in a future growth area identified in the City of Waconia 2040 Comprehensive Plan. The Property in question is identified to be developed as medium density residential, which allows a number of different housing types at a density range of 4 to 12 living units per acre.
2. The Property is located just north of the Waconia High School property, east of County Road 10, and west of the Country Ponds residential development.
3. City staff have had multiple conversations with property owners and developers in this area and have continually informed them that to be consistent with our Comprehensive Plan related to efficient and compact growth, the annexation request would need to include all the properties in the area. This annexation application does not include the central approx. 6-acre site (1705 Waconia Parkway), which is in direct conflict with direction given by staff.
4. Attached you will find the memorandum provided by Jake Saulsbury, City Engineer, related to the possible annexation and future development of the site. In summary, the memo identifies significant sanitary sewer improvements that would be necessary by the developer for this project to happen; limited water availability as all existing water capacity is currently allocated to previously annexed projects, stormwater ponding concerns, etc. He states, “Including the development of the remaining/separate parcel in the center of the Wolter parcel, as well as the portion of the Klingelhutz parcel to the north that is east of CSAH 10, is preferred....”
5. Also, in working through annexations over the past 5–10 years, we continue to work with Waconia Township, Laketown Township, and Carver County Land Management. It

has been brought to staff's attention that allowing remnant parcels at reduced lot sizing and generally surrounded by the City Limits becomes challenging for the Carver County Land Management staff to apply general regulations and may cause code enforcement issues. The city is trying to be a better partner as we continue to grow.

6. Attached is an email provided by Jason Mielke, Carver County Land Use Manager, which is in response to my request for information related to the central 6-acre parcel that is not proposed to be annexed as part of this petition. Mr. Mielke provides a quick analysis of what would be allowed under the current zoning. My concerns relate to the possibility of the Wolter property developing in a rather dense state and having townhomes and small lot single family homes surrounding what could be a farm site, a contractor yard, etc. Staff time related to code enforcement between both the City and County could be problematic if the annexation does not include the central parcel.
7. Mr. Mielke's email indicates that the central property could include up to 10 animal units without the need for any formal review and/or approval from Carver County. Staff ran a quick calculation based on Carver County animal unit standards and the site would allow the following without any formal review or approval (each of the line items below are less than 10 animal units):
 - i. 7 dairy cows
 - ii. 99 sheep
 - iii. 49 calves
 - iv. 24 pigs (greater than 300 lbs.)
 - v. Over 500 turkeys
 - vi. 300 chickensThe number of complaints that would be received by the City and County would be significant if a densely developed neighborhood grew up around a 6-acre parcel that remained within the township. The uses would directly conflict with the city zoning code but would be regulated by Carver County.
8. The annexation seems premature and should include the central 6-acre parcel. Staff would like to note that we have informed the property owner of the 6-acre central parcel that staff would not recommend approval of annexation of their property without the surrounding Wolter property.

PROCEDURE

The procedure for approving an annexation by joint resolution requires the following actions and is summarized below:

1. A petition to annex is submitted to the City by the owner of the property requesting annexation into the City.
2. A municipality, by joint resolution with a township, may designate an unincorporated area as in need of orderly annexation.
3. The City must hold a public hearing and give 10 days' notice of the intent to include property in an orderly annexation area. It must be published in a newspaper of general circulation in both the township and municipality.
4. The Council, upon a review of the information, may adopt the joint resolution designating the area as being appropriate for annexation, approving the annexation

request and file said approval with the Chief Administrative Law Judge, the Township, the County Auditor and the Secretary of State upon approval.

5. The annexation is final on the date the request is approved by the Chief Administrative Law Judge.

Upon application to annex by the Petitioner, staff has completed the necessary public hearing requirements. Public notice was published in the Waconia Patriot on February 19, 2026. Public hearing notices were sent to Waconia Township and all affected property owners. As of the date of this report, staff have only received one comment, which is from the property owner of the central 6-acre parcel (1705 Waconia Parkway) and it has been attached for review and consideration.

Waconia Township approved the Orderly Annexation Joint Resolution at their regular meeting on January 29, 2026.

RECOMMENDATION

Staff recommends denial of the proposed annexation request based on the information provided above. A draft resolution of denial has been included along with the Joint Resolution approved by Waconia Township. If the Council determines that the annexation petition should be approved, then the Joint Resolution should be adopted. If the Council determines that the annexation should be denied, then the draft resolution of denial should be adopted.

At the March 2, 2026, Council meeting, and following the public hearing, the City Council tabled this item to the March 16th City Council meeting pending additional legal review, potential for annexation with side agreement on development timelines, and comment by the City Attorney. After review, the City Attorney has recommended that the annexation be denied outright, until such time that the City Council determines that this property can be adequately served by public utilities.

ATTACHMENTS:

1. Resolution No. 2026-060 of Denial Annex Wolter
2. Joint Resolution Laketown Township
3. Location Map
4. Public Hearing Notice
5. City Engineer Memo
6. Carver County Zoning Information
7. PH Comments Palmby
8. Wolter Annexation Packet

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

**CITY OF WACONIA
RESOLUTION 2026-060**

**RESOLUTION DENYING
AN ANNEXATION PETITION SUBMITTED BY
EUGUENE E & CARL WOLTER AND KLINGELHUTZ FARMS LLC**

WHEREAS, The Waconia City Council conducted a public hearing in the Council Chambers of City Hall, 201 South Vine Street, Waconia, Minnesota on Monday, March 2nd, 2026, to consider a Petition for Annexation submitted by Summergate Companies LLC on behalf of Eugene & Carol Wolter Trust and Klingelhutz Farms LLC (the “**Applicants**”); and

WHEREAS, the notice was published in the WACONIA PATRIOT on February 19th, 2026, and Waconia Township and all affected property owners were notified of the public hearing; and

WHEREAS, the City Council reviewed the request for annexation at their regular meeting on March 2nd, 2026, received all public comments and reviewed all pertinent information related to the request; and

WHEREAS, the City Council further finds and concludes:

1. The annexation of the subject properties is premature in nature as there are significant utility concerns and improvements that are necessary prior to the development of the area.
2. The annexation is not consistent with the standard of efficient and compact community growth identified in the city’s 2040 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby denies the annexation petition for the Wolter and Klingelhutz properties as proposed based on the findings stated above.

Adopted by the City Council of the City of Waconia this 16th day of March 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

JOINT RESOLUTION OF THE CITY OF WACONIA AND THE TOWNSHIP OF WACONIA PURSUANT TO MINNESOTA STATUTES §414.0325, DESIGNATING AN UNINCORPORATED AREA IN NEED OF ORDERLY ANNEXATION, CONFERRING JURISDICTION OF THE AREA ON THE CHIEF ADMINISTRATOR LAW JUDGE OF THE MINNESOTA STATE OFFICE OF ADMINISTRATIVE HEARINGS, AND AGREEING TO IMMEDIATE ANNEXATION OF THE AREA TO THE CITY OF WACONIA.

City of Waconia Resolution No. _____

Township of Waconia Resolution Date: _____

**TO: Chief Administrative Law Judge
State Office of Administrative Hearings
Municipal Boundary Adjustments Unit
P.O. Box 64620
St. Paul, MN 55164-0620**

WHEREAS, the City of Waconia (the "City") and the Township of Waconia (the "Township") desire to enter into this Joint Resolution for Orderly Annexation to designate an area of the Township in need of orderly and immediate annexation for the purpose of bringing such area into the city limits; and

WHEREAS, a request from all of the property owners of the area proposed for designation and immediate annexation was received; and

WHEREAS, the area to be annexed is approximately 30.09 acres and adjoins the City, is urban or suburban in character, and the City is capable of providing services, if any, required by the area within a reasonable time; and

WHEREAS, the area is about to become urban or suburban and it is deemed appropriate by the City and the Township that said area be designated as in need of orderly annexation and be immediately annexed to the City.

NOW, THEREFORE, pursuant to Minnesota Statutes §414.0325, be it **JOINTLY RESOLVED** and agreed by the City Council of the City of Waconia and the Board of Supervisors of the Township of Waconia, Carver County, Minnesota, as follows:

1. The area subject to this Joint Resolution and designated for orderly and immediate annexation is legally described on attached **Exhibit A** and depicted with hatching on the map attached as **Exhibit B** (the "Land").
2. The orderly annexation area consists of approximately 30.09 acres, the population of the area is 0, and the land use type is agricultural.

3. The area is in need of orderly annexation and is for the purpose of providing municipal utility services to the Land.
4. This Joint Resolution confers jurisdiction on the chief administrative law judge over the annexation area and over the various provisions of this Joint Resolution.
5. This Joint Resolution provides for the conditions of annexation. No alteration of the stated boundaries are appropriate and no consideration by the chief administrative law judge is necessary. The chief administrative law judge may review and comment, but shall, within 30 days, order the annexation in accordance with the terms of this resolution.
6. There will be no change in the electric service or cost resulting from the annexation.
7. That for purposes of real estate taxation, if the annexation becomes effective on or before August 1 of a levy year, the City of Waconia may levy on the annexed area beginning with the same levy year. If the annexation becomes effective after August 1 of a levy year, Waconia Township may continue to levy on the annexed area for that levy year, and the City of Waconia may not levy on the annexation area until the following levy year.
8. There are no special assessments assigned by the Township to the Land and no debt incurred by the Township prior to the annexation and attributable to the Land need to be reimbursed.
9. To the extent, if any, that the annexation area contains streets or roadways, the City shall be solely responsible for any maintenance or improvements after the annexation has been ordered.
10. Tax Reimbursement. Pursuant to Minnesota Statutes §414.036, the City and the Township acknowledge that the reimbursement for taxable property has been satisfied. The owner of the Land and the Township have agreed that a single payment of \$ 500/ave will be made to the Township for the taxable property annexed by this Joint Resolution. The payment has already been made and a copy of the Township's receipt acknowledging payment is attached as **Exhibit C** (the "Receipt").
11. If the Minnesota Department of Transportation or the Minnesota Office of Administrative Hearings/Municipal Boundary Adjustments requests technical corrections to the legal description attached as **Exhibit A** or the map attached as **Exhibit B**, then: i) City staff may make the requested corrections and attach revised exhibits to this Joint Resolution without further action of the City or Township; and ii) the Joint Resolution, with corrected exhibits, shall remain effective, valid, and enforceable.
12. This Joint Resolution is effective upon approval and adoption by both the City Council of the City of Waconia and the Board of Supervisors of the Township of Waconia.

Passed and adopted by the **Board of Supervisors of the Township of Waconia** this 29 day of January, 2026.



Paul J. Schup
Chairman

ATTEST: Sue Goede
Clerk, Clerk

Passed and adopted by the **City Council of the City of Waconia** this _____ day of _____, 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

EXHIBIT C
Form of Receipt

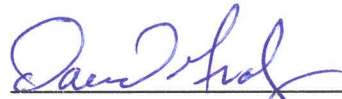
WACONIA TOWNSHIP

RECEIPT FOR REIMBURSEMENT TO TOWNSHIP
FOR ANNEXATION OF TAXABLE PROPERTY

_____, 2025

Pursuant to Minnesota Statutes Section 414.036, the Town of Waconia hereby acknowledges the receipt of a single payment of \$ 500,000 as reimbursement for all the taxable property being annexed to the City of Waconia as described on Exhibit A and depicted on Exhibit B attached hereto and approves the annexation of such land. There are no special assessments assigned by Waconia Township to the annexed property and no debt incurred by the Township prior to the annexation attributable to the property annexed.

Waconia Township



Chairman

EXHIBIT A
Property Description

PROPOSED ANNEXATION AREA: 30.9 acres.

Description of property:

That part of the South Half of the Northwest Quarter of Section 22, Township 116, Range 25, Carver County, Minnesota, lying southerly and easterly of CARVER COUNTY RIGHT-OF-WAY PLAT NO. 25.

AND

That part of the North Half of the Southwest Quarter of Section 22, Township 116, Range 25, Carver County, Minnesota, lying easterly of CARVER COUNTY RIGHT-OF-WAY PLAT NO. 25.

EXCEPTING THEREFROM:

Commencing at the Southeast corner of said Southwest Quarter of Section 22; thence on a bearing of North along the East line of said Southwest Quarter, a distance of 1,509.79 feet; thence South 88 degrees 58 minutes 39 seconds West, a distance of 387.19 feet to the point of beginning of the land to be described; thence continuing South 88 degrees 58 minutes 39 seconds West, a distance of 500.00 feet; thence on a bearing of North, a distance of 500.00 feet; thence North 88 degrees 58 minutes 39 seconds East, a distance of 500.00 feet; thence on a bearing of South, a distance of 500.00 feet to the point of beginning.

EXHIBIT B-2

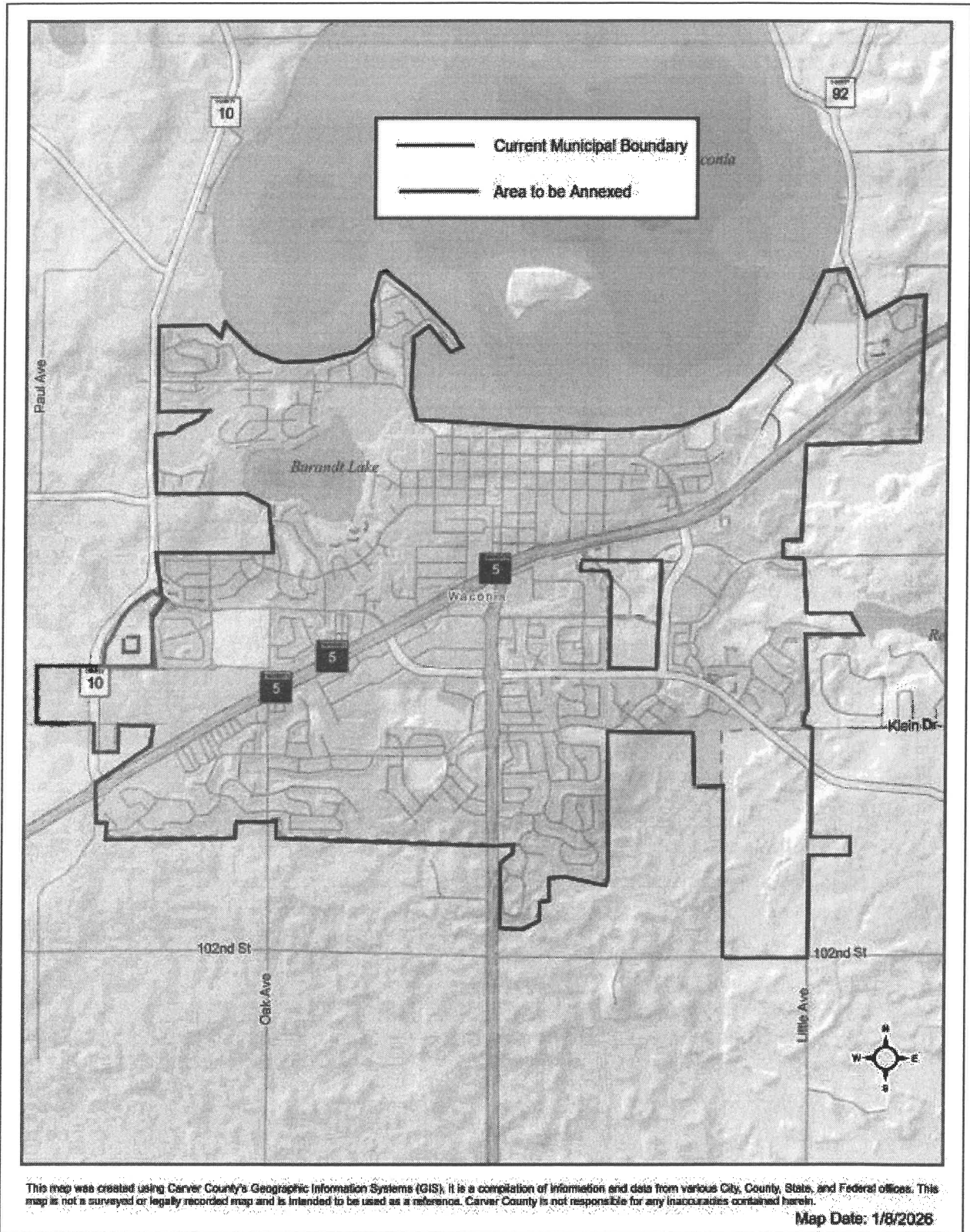


Exhibit C

NOTICE OF PUBLIC HEARING ON PROPOSED ANNEXATION BY JOINT RESOLUTION OF CERTAIN LAND INTO THE CORPORATE LIMITS OF THE CITY OF WACONIA PURSUANT TO MINNESOTA STATUTES SECTION 414.0325, SUBD. 1B

CITY OF WACONIA

NOTICE IS HEREBY GIVEN that a hearing will be held before the City Council of the City of Waconia, Minnesota, to consider the proposed annexation by joint resolution of certain land into the corporate limits of the City of Waconia pursuant to Minnesota Statutes Section 414.0325, Subd. 1b

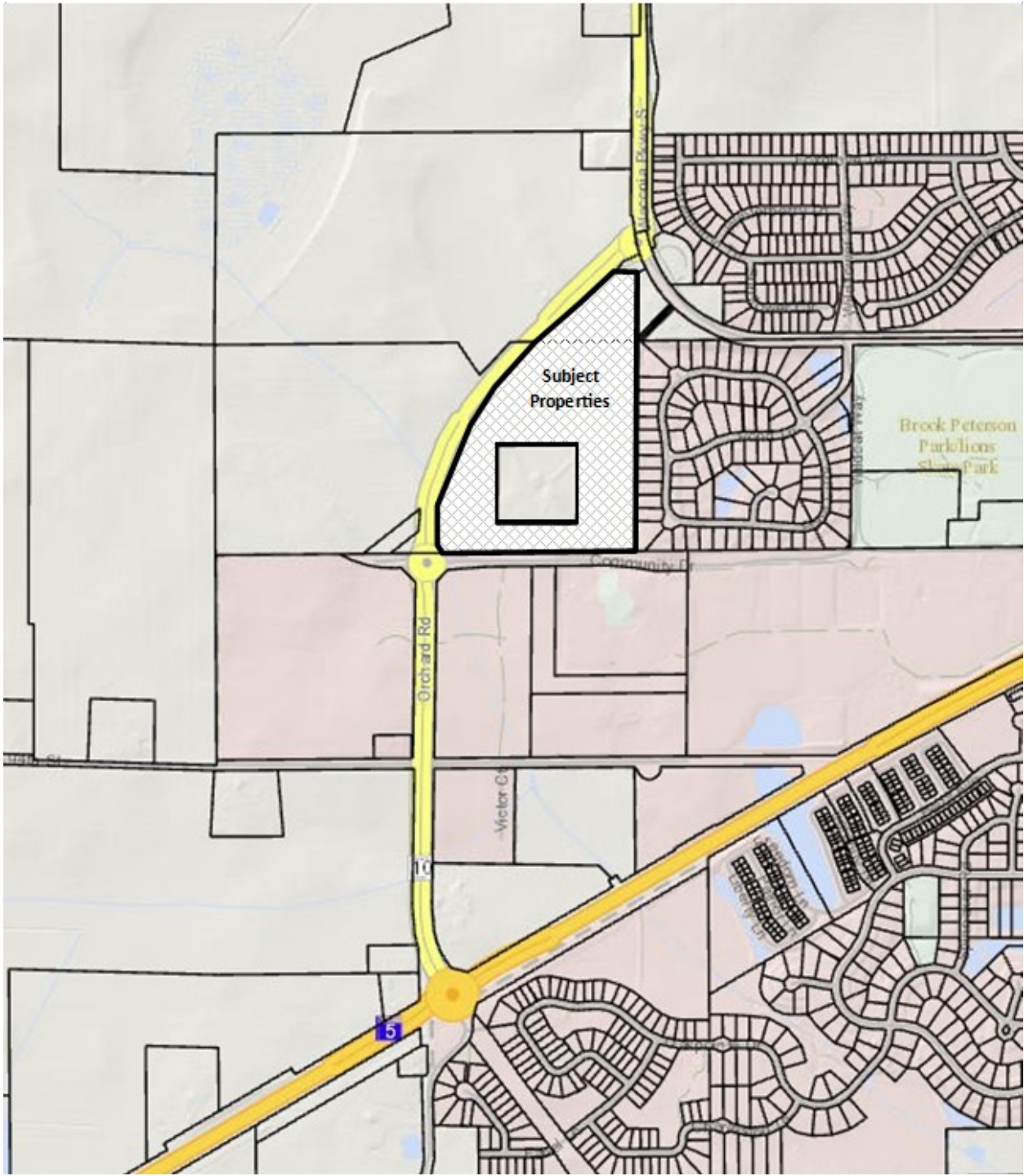
The land proposed for annexation is owned by EUGENE E & CAROL A WOLTER TRUST and KLINGELHUTZ FARMS LLC and described as approximately 31-acres including portions of PID number 090220420 and PID number 090220720. The parcels are located in Waconia Township, Minnesota. The land is depicted in the cross hatched area on attached Exhibit A. Full sized Legal description available upon request.

NOTICE IS FURTHER GIVEN that such hearing will be held in the Council Chambers of the City Hall in the City of Waconia at 201 Vine Street South on **Monday, March 2nd, 2026, at 6 p.m.**, at which time and place the City Council, as required by law will consider the proposed annexation and shall hear all persons or parties interested in this matter.

CITY OF WACONIA

Lane Braaten, Community Development Director

Exhibit A





Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: February 10, 2026
To: Lane Braaten, Community Development Director
CC: Jon Haukaas, Public Services Director
From: Jake Saulsbury, City Engineer
Subject: Wolter Parcel

The Wolter Trust parcel, which is located north of the high school and east of CSAH 10, has submitted an annexation request. The purpose of this memo is to provide high-level review comments and concerns related to the potential development of this parcel.

- Traffic/Access - Depending on what Carver County determines as the “Area Type” and “Typical Functional Class” on their access management table, a full access onto CSAH 10 may not be allowed. Approval as to CSAH 10 access location(s) and type(s) should be obtained from Carver County before considering a site layout and what type of access may or may not be allowed onto Community Drive. A traffic study may be required.
- Sanitary Sewer - The remaining sanitary sewer capacity in this area is planned to be used up by the Burandt property to the north of the Fields Development. Therefore, the sewer to serve the subject site needs to connect to the existing lift station to the southeast on 94th Street. This additional wastewater flow will also require abandoning the temporary north-south forcemain and utilizing the ultimate east-west forcemain from this lift station. The connection of this east-west forcemain will need to be to a downstream sewer stub on the south side of Hwy 5. Therefore, a gravity sewer main needs to be constructed from the east end of 94th Street to the south side of Hwy 5. This will require a casing under Hwy 5 and will likely require easements from properties north of Hwy 5.
- Water – Water availability is subject to the installation and connection of additional wells in 2027 or 2028. All existing water capacity is currently allocated to previously annexed new development properties and redevelopment projects. Also, looping of the trunk watermain is required from Waconia Parkway South to Community Drive. This will require a portion of this main to go through/along the Klingelhutz parcel to the north.
- Stormwater - The stormwater drainage of this parcel is split into two different subwatersheds. The CCWMO will require oversizing if treated areas are being rerouted to a new location. Between that and the requirement to provide an access shelf around all ponds, additional ponding / stormwater management space will be needed.

Name: Wolter Parcel
Date: February 10, 2026
Page: 2

- Pedestrians – A sidewalk or trail connection to the high school campus should be provided. If that location is desired at the proposed access / intersection with Community Drive or somewhere else further east, a lighted ped crossing system is also recommended.
- Parking – Having many townhomes on narrow private streets will result in a recommendation to also include off-street parking.
- Other - Including the development of the remaining / separate parcel in the center of the Wolter Parcel, as well as the portion of the Klingelhutz parcel to the north that is east of CSAH 10, is preferred (or at a very minimum, a ghost plat including these additional parcels should be provided).

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

From: [Jason Mielke](#)
To: [Lane Braaten](#)
Subject: RE: Nick Koktavay Contact Info
Date: Wednesday, January 7, 2026 1:02:39 PM

Lane,

Here are some talking points as they relate to the Carver County Zoning Code permitted, conditional, and interim use standards.

After doing some additional review of the Waconia Parkway LLC and easterly portion of the Wolter properties, the following has been determined:

The properties are located in the Agricultural Zoning District with a Transition Area Overlay. All land in the Transition Area Overlay Zone [Sections 152.160 - 152.162](#) remains in the Agricultural Zoning District with the following restrictions and requirements:

- *Animal agriculture.* New animal agriculture operations of 30 animal units (AU) or more are prohibited. For the purpose of this section, a **NEW ANIMAL AGRICULTURE OPERATION** shall mean ten AU or more, as defined in the feedlot management regulations.
- *Administrative permits.* Applications or requests for accessory uses and structures requiring an administrative special use permit shall be referred to an appropriate municipal official for review and comment before the permit is approved or denied by the Department.
- *Conditional use permits.* Applications or requests for conditional uses shall be referred to an appropriate municipal official for comment and consideration as early on as possible, at a minimum, prior to the public hearing. Conditional uses provided for in the Agriculture District should not be permitted in transition areas if they are a significant departure from the future land use in the city's comprehensive plan and the use is of a nature that it could not easily and economically be converted to the planned land use upon urbanization.

Permitted activities with no Land Management Department approval include:

- **Accessory storage structures including sheds,** attached and detached garages, detached porches, detached recreational buildings and detached hobby structures: These structures shall be used only by the occupants of the residence for personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this chapter. Guest quarters and/or additional dwelling units are strictly prohibited. No products or services shall be offered for sale or pay or similar remuneration except as permitted for a home occupation or as otherwise regulated by this chapter.
- **Home occupations.** It is the intent of this division to provide for the operation of a business or profession within the home (including attached garage) or with the home as a base of operations provided that the operation of the home occupation is secondary to the use of the home, land, and any accessory structures for residential purposes. The home occupation shall be conducted principally by the members of the family occupying the dwelling. The following are permitted home occupation uses: offices, professional services, craft or trade, hair styling salon or barber, dog grooming, teaching, tutoring, or counseling, repair and single truck owner operators.

Administrative Permit uses include:

- **Occasional special events** not to exceed three requests per year for any parcel of land. Gatherings or events, for a maximum of two days in length, which are open to or accessible by the general public.
- **Roadside stands less than 200 square feet for the sale of horticultural products grown on the premises** or grown by the owner of the roadside stand, on a seasonal basis, that has a “pick your own” component with an operational area accessed by the public greater than two acres in size, provided sufficient off-street parking is available.

Conditional/Interim Uses include:

- **Farm-related businesses.**
 - A business directly related to the conduct of agriculture that involves retail sales beyond the scope of a roadside stand or yard sale, including “pick your own” sales; or operational limits exceeding that of a home occupation; or a commercial structure that would be constructed according to State Building Code.
 - The following specific standard must be met: the business is 70% farm- related under one or more of the following criteria:
 - 1. The business provides a repair or maintenance service for equipment unique and necessary to agricultural operations;
 - 2. The business produces a product or involves a process that utilizes locally grown or produced commodities; or
 - 3. The business involves sales and/or purchasing of products of the local agricultural economy or of goods unique and necessary to agricultural operations.
- **Home extended business accessory use.**
 - It is the intent of this section to provide for the use of newly constructed accessory structures, or adaptive re-use of residential accessory and farm structures on parcels two acres or greater by permitting the use of the structures for limited business purposes upon the issuance of a conditional use permit pursuant to this section. Permits shall be issued and remain in effect pursuant to this section only upon findings that the proposed use will clearly be accessory and subordinate to the principal use of the land. Examples of businesses permitted under this section include woodworking, repair, machining, professional services, and small-scale contractor’s activities.
- **Contractor’s yards.**
 - This subsection is intended to provide for contractor’s yards established after January 1, 1989. A contractor’s yard is a site used for storage of equipment and supplies by a contractor in the operation of his or her business. For purposes of this subsection a contractor is a person whose business is contracting work in any of the building trades, landscaping, road building, sewer installation, or has at least two trucks, but fewer than ten used to supply a service to local communities.
- **Churches.** Related structures and activities, including education and classes, located on the same site which are an integral part of the church proper and convents or homes for persons related to the religious functions.

Let me know if you have additional questions.

Jason

Jason Mielke

Carver County Land Use Manager

D: 952-361-1817 | O: 952-361-1820

jmielke@carvercountymn.gov

www.carvercountymn.gov

Carver County Public Services Division
Land Management Department
Government Center, Admin Bldg
600 East 4th Street Chaska, MN 55318-2101

From: Lane Braaten <lbraaten@waconiamn.gov>

Sent: Tuesday, January 6, 2026 3:24 PM

To: Jason Mielke <jmielke@carvercountymn.gov>

Subject: Nick Koktavy Contact Info

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Jason,

Thanks again for the time and insight. Could you send Nick K.'s contact information? I will reach out to him in a few weeks if this Kirsch application gets finalized.

Lane L Braaten

Community Development Director

City of Waconia

201 South Vine Street

Waconia, MN 55387

Office: 952-442-2184

Direct: 952-442-3106

www.waconia.org



Waconia is shifting to a .gov domain! Sending to my old email address will continue to work, however please send future communication to lbraaten@waconiamn.gov

City of Waconia City Council
201 S. Vine St
Waconia, MN 55387

Lane Braaten
Community Development Director
City of Waconia

February 23, 2026

To whom it may concern,

My company owns the property located at 1705 Waconia Parkway. 1705 Waconia Parkway property lies in the center of the property currently under consideration for annexation from Waconia Township into the city of Waconia.

My company is currently renting 1705 Waconia Parkway and views this as a long-term investment. Potentially one day in the distant future we may consider developing.

We view this annexation request as very premature for several reasons.

1. The properties should be developed together. If the topography is reviewed as a whole the high area of the properties sits with 1705 Waconia Parkway. To properly balance the properties should develop together.
2. The county opposes the development as 1705 would remain in the township as a remnant parcel. The county historically has opposed leaving these remnant parcel in the township while the property surrounding is annexed to cities.
3. It is my understanding that the Carver County Watershed Management Organization (CCWMO) opposes it because it would require many stormwater permits and management structures with the CCWMO for the property being annexed and future annexations.
4. Lastly, my company views this as premature given the amount of development in the city of Waconia today. There are hundreds of lots available to develop. To add additional lots would saturate the market at this time.

Sincerely,


Jason Palmby
jason@palmby.com
612-220-6641



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

**PETITION TO ANNEX PROPERTY
INTO THE CITY OF WACONIA**

(Waconia Township – Orderly Annexation – All Property Owners)

To: City of Waconia, Minnesota (the “City”)

From: The property owners signing this petition (collectively, the “Petitioner”)

Petitioner requests the City to annex the area described in this petition into the City pursuant to Minnesota Statutes §414.0325.

1. **Support for Petition.** In support of its petition, Petitioner represents and warrants to the City as follows:

a. **Property.** The property Petitioner desires to annex into the City is described on attached Exhibit A (the “Property”). *[Note: The City requires a legal description and sketch of the property. If you do not have one, please engage an attorney or surveyor to prepare these application elements before you submit this petition. The description on your tax statement is not a legal description and may not be used.]*

b. **Size of Property.** The Property is 30.9 acres in size.

c. **Location of Property.** The Property is located in Laketown Township, Minnesota, and does does not *[circle only one]* abut the City limits.

d. **Reason.** The reason for the requested annexation is:

Applicant is proposing to develop the site as small lot SF residential

subject to provision of municipal services from City of Waconia

- e. **Waiver of Electric Utility Service Notice.** If the City annexes the Property, the electric utility service provider for the Property may change. Prior to submitting this petition, Petitioner contacted the electric service utility provider for the Property and determined if such change will occur and, if so, the impact such change will have on the cost of electric utility services for the Property. Petitioner waives the right to receive any notice from the City regarding the effect of annexation on the cost of electric services for the Property including, but not limited to, any notice required by Minnesota Statutes §414.0325, Subd. 1a.
2. **Township Reimbursement for Taxable Property.** If the Property is taxable, the township where the Property is currently located is entitled to reimbursement pursuant to Minnesota Statutes §414.036. The City requires the Petitioner to pay such reimbursement as a condition of annexation. The amount of the reimbursement must be determined prior to City Council action. Please call the City's Community Development Director at (952) 442-3106 for additional information.
 3. **Fees and Escrow.** When the Petition is submitted, the Petitioner shall pay an annexation filing fee of \$20.00 per acre with a minimum fee of \$300.00 and a maximum fee of \$900.00. In addition, the Petitioner agrees to reimburse the City for all costs and consulting fees incurred by the City in reviewing and acting on the petition to annex the Property. Petitioner shall deposit with the City an escrow of \$1,000.00 per application to secure payment of such costs and consulting fees. Both the per acre fee and the \$1,000.00 escrow must be submitted with this Petition.
 4. **Petitioner.** Each person or entity having an ownership interest in the Property has signed this petition. *[Examples: If a husband and wife own property as joint tenants, both must sign. If siblings own property as tenants in common, all siblings must sign. If a corporation or limited liability company owns property, an authorized officer must sign on behalf of the entity.]*

SIGNATURES

[If you are signing for any entity, write the name of the entity above the signature line and place the title of your office (e.g. President) after your signature.]

Dated: 11/18/25 Robert S. Burando

Dated: 11/18/25 Erwin E. Walker

[Add additional signature pages if additional signature lines are needed.]

OFFICE USE ONLY

Date Received: _____

Fee: \$ _____

Receipt #: _____

EXHIBIT A
Legal Description and Sketch of Property to be Annexed

Description of property:

That part of the South Half of the Northwest Quarter of Section 22, Township 116, Range 25, Carver County, Minnesota, lying southerly and easterly of CARVER COUNTY RIGHT-OF-WAY PLAT NO. 25.

AND

That part of the North Half of the Southwest Quarter of Section 22, Township 116, Range 25, Carver County, Minnesota, lying easterly of CARVER COUNTY RIGHT-OF-WAY PLAT NO. 25.

EXCEPTING THEREFROM:

Commencing at the Southeast corner of said Southwest Quarter of Section 22; thence on a bearing of North along the East line of said Southwest Quarter, a distance of 1,509.79 feet; thence South 88 degrees 58 minutes 39 seconds West, a distance of 387.19 feet to the point of beginning of the land to be described; thence continuing South 88 degrees 58 minutes 39 seconds West, a distance of 500.00 feet; thence on a bearing of North, a distance of 500.00 feet; thence North 88 degrees 58 minutes 39 seconds East, a distance of 500.00 feet; thence on a bearing of South, a distance of 500.00 feet to the point of beginning.



AREA TO BE ANNEXED



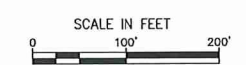
SITE DATA
 EXISTING ZONING – AG
 PROPOSED ZONING – PUD – R2/R3

TOTAL AREA – 36.66 ACRES
 WETLAND AREA – 0.00 ACRES
 TOTAL NET AREA – 36.66 ACRES

TOTAL UNITS 120 UNITS
 NET DENSITY 3.27 UNITS/AC

SINGLE FAMILY – 55' (R2) 62 UNITS
 MINIMUM LOT WIDTH 55 FEET
 MINIMUM LOT WIDTH (CORNER) 65 FEET
 MINIMUM SETBACKS
 FRONT 25 FEET
 SIDE (HOUSE) 5 FEET
 SIDE (GARAGE) 5 FEET
 SIDE (STREET) 15 FEET
 REAR (LOTS) 30 FEET
 REAR (COUNTY ROAD) 50 FEET
 MINIMUM LOT SIZE 7,850 S.F.

ROW TOWNHOMES (R3) 58 UNITS
 MINIMUM SETBACKS
 FRONT (BLDG TO BOC (PRIVATE)) 25 FEET
 FRONT (BLDG TO PUBLIC R-O-W) 25 FEET
 SIDE (BLDG TO BLDG) 25 FEET
 SIDE (BLDG TO BOC (PRIVATE)) 25 FEET
 SIDE (BLDG TO PUBLIC R-O-W) 25 FEET
 REAR (BLDG TO BLDG) 30 FEET
 REAR (BLDG TO BOC (PRIVATE)) 30 FEET
 REAR (COUNTY ROAD) 50 FEET
 MAXIMUM IMPERVIOUS PERCENTAGE 70%



James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2999 WEST C.R. 42, SUITE 100, BURNSVILLE, MN 55306



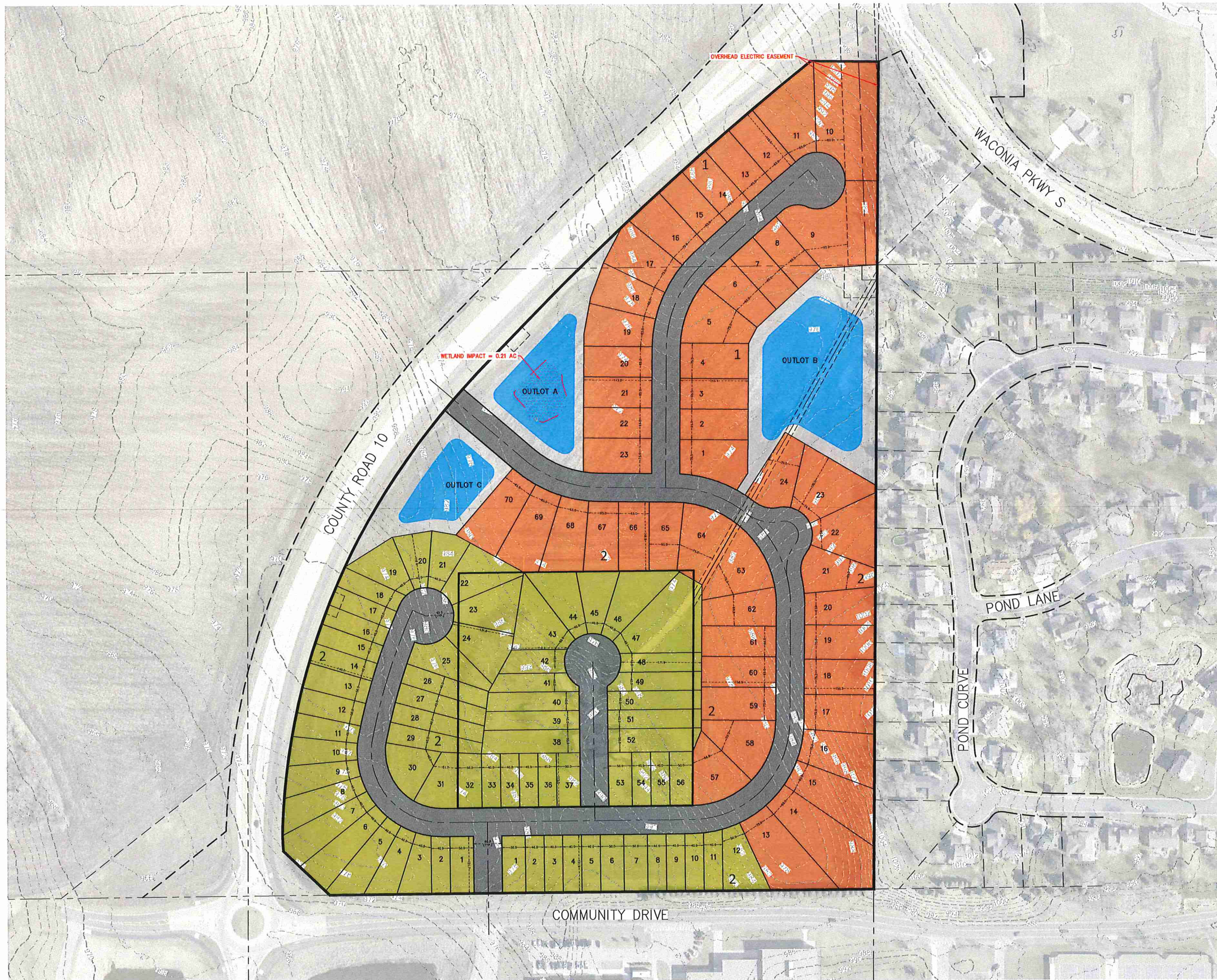
WOLTER SITE
 WACONIA, MINNESOTA
 CONCEPT PLAN - ALTERNATE LAYOUT
 FOR
 SUMMERGATE

DRAWN BY
 CTY
 DATE
 05/12/25
 REVISIONS

PROJECT NO.
 24290-00
 SHEET 1 OF 1

F:_Civil_3D_Projects\24290\PRE-PLAT_PLANS\24290_BaseMap - AIL Layout.dwg - 5/12/2025 01:19PM

F:\Civil_3D\Projects\24290\PRE-PLAT PLANS\24290 BaseMap_40'&65' OPTION 2.dwg - 10/22/2025 03:01PM



SITE DATA

EXISTING ZONING - AG
 PROPOSED ZONING - PUD - R2/R3

TOTAL AREA - 36.66 ACRES
 PRESERVED WETLAND - 0.00 ACRES
 TOTAL NET AREA - 36.66 ACRES

TOTAL UNITS 117 UNITS

NET DENSITY 3.19 UNITS/AC

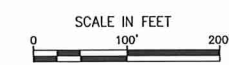
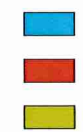
SINGLE FAMILY - 40' (R3) 68 LOTS
 MINIMUM LOT WIDTH 40 FEET
 MINIMUM LOT WIDTH (CORNER) 50 FEET
 MINIMUM LOT DEPTH 115 FEET
 MINIMUM SETBACKS
 FRONT 25 FEET
 SIDE (HOUSE) 5 FEET
 SIDE (GARAGE) 5 FEET
 SIDE (STREET) 15 FEET
 REAR (LOTS) 30 FEET
 REAR (COUNTY ROAD) 50 FEET
 MINIMUM LOT SIZE 4,600 S.F.

SINGLE FAMILY - 65' (R2) 49 LOTS
 MINIMUM LOT WIDTH 65 FEET
 MINIMUM LOT WIDTH (CORNER) 75 FEET
 MINIMUM LOT DEPTH 130 FEET
 MINIMUM SETBACKS
 FRONT 25 FEET
 SIDE (HOUSE) 5 FEET
 SIDE (GARAGE) 5 FEET
 SIDE (STREET) 15 FEET
 REAR (LOTS) 30 FEET
 REAR (COUNTY ROAD) 50 FEET
 MINIMUM LOT SIZE 8,450 S.F.

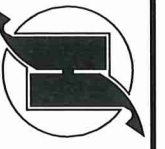
STORMWATER BASINS

65' LOTS

40' LOTS



James R. Hill, Inc.
 PLANNERS / ENGINEERS / SURVEYORS
 2899 WEST C.R. 42, SUITE 100, BURNSVILLE, MN 55306



WOLTER SITE
 WACONIA, MINNESOTA
 CONCEPT PLAN OPTION 2
 FOR
 SUMMERGATE

DRAWN BY
 CTY
 DATE
 05/12/25
 REVISIONS

10/03/25 REV FOR EX DRIVEWAY
 10/21/25 REV FOR 40' & 65' LOTS

PROJECT NO.
 24290-00
 SHEET 1 OF 1