

WACONIA CITY COUNCIL MEETING AGENDA



Monday, July 17, 2023
6:00 PM

VISION STATEMENT

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

MISSION STATEMENT

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

MAYOR: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: STEVE YETZER
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS

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

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

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPT AGENDA**
4. **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE** Tim Litfin, Tour De Tonka
5. **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) [June 20, 2023 City Council Meeting Minutes](#)
Approve June 20, 2023 City Council Meeting Minutes
- 2) [July 17, 2023 Expenditures](#)
Payment of July 17, 2023 Expenditures
- 3) [Contractor Pay Request #7 - Waterford Park - Water Reuse Station Project](#)
Motion to approve Pay Estimate No. 7 to S.M. Hentges & Sons for the Waterford Park - Water Reuse Station Project
- 4) [Contractor Pay Request #8 - Waconia 2022 Infrastructure Improvements](#)
Motion to approve pay estimate No. 8 to W.M. Mueller & Sons, Inc. for the Waconia 2022 Infrastructure Improvements.

- 5) [Contractor Pay Request #2 - Waconia Downtown Reconstruction - Phase 1](#)
Motion to approve pay estimate No. 2 to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1
- 6) [Kraus Anderson Contractor Pay Request - New Fire Station](#)
Motion to Approve Contractor Payment Request for the New Fire Station Project
- 7) [Lodging Tax Fund Request - Waconia CVB](#)
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred March - June 2023.
- 8) [Rink Management Services Corporation Safari Island Community Center Expenditures Incurred June 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in June 2023
- 9) [Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred June 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in June 2023
- 10) [Cigarette License for Waconia Tobacco & Vape LLC](#)
Adopt Resolution No. 2023-158, Approving Cigarette License
- 11) [Special Event Permit - UHCCF Century Ride](#)
Adopt Resolution 2023-159, Approving Special Event Permit
- 12) [Special Event Permit - Waconia Brewing Nickle Dickle Day Beer Garden](#)
Adopt Resolution 2023-160, Approving Special Event
- 13) [Special Event Permit - Waconia Brewing Flannel Crawl Beer Garden](#)
Adopt Resolution 2023-161, Approving Special Event
- 14) [Temp. On-Sale Liquor License and Application to Conduct Bingo](#)
Adopt Resolution No. 2023-162, Approving Temporary On-Sale Liquor License, Carver County Agricultural Society

Adopt Resolution No. 2023-163, Approving Application for Exempt Permit, Carver County Agricultural Society
- 15) [Temp. On-Sale Liquor License Waconia Brewing Company](#)
Adopt Resolution No. 2023-164, Approving Temporary On-Sale Liquor License, Waconia Brewing Company, September 15 - 17, 2023
- 16) [Temp. On-Sale Liquor License Waconia Brewing Company](#)
Adopt Resolution No. 2023-165, Approving Temporary On-Sale Liquor License, Waconia Brewing Company, Dandylions Flannel Crawl, October 13, 2023
- 17) [Small Business Start-Up Grant - Bode Gray's](#)
Adopt Resolution 2023-166, Approving Grant Disbursement
- 18) [Authorize Grant Application](#)
Adopt Resolution 2023-167; Authorizing City Staff to Submit Minnesota Department of Health Lead Service Line Inventory Technical Assistance Grant
- 19) [Authorize Grant Application Submittals](#)
Adopt Resolution 2023-168; Authorizing City Engineer to Prepare Local Road Improvement Project & Transportation Economic Development & Transportation Economic Development Infrastructure Funding Applications on Behalf of City of Waconia for Trunk Highway Five Corridor Improvements
- 20) [Probationary Firefighters to Active Status](#)
Adopt Resolution 2023-169, Appointing firefighters to active firefighter status.
- 21) [Phone System Upgrade](#)
Adopt Resolution 2023-170, Authorizing Phone System Upgrade
- 22) [Appointment of Street Maintenance Worker](#)
Adopt Resolution 2023-171, Appointing Street Maintenance Worker
- 23) [Authorize Preliminary Design Trunk Highway 5 Corridor](#)
Adopt Resolution 2023-175; Authorizing City Engineer to Prepare Preliminary Design of Trunk Highway Five Phase II Corridor Improvements

6. COUNCIL BUSINESS

- 1) [New Firefighter Oath & Badge Pinning](#)
Public swearing in ceremony and badge pinning of firefighters hired in November of 2022 and January of 2023.
- 2) [National Night Out](#)
Adopt Resolution 2023-172, Approving Special Event Permit
- 3) [Site Plan & Design Review - Valvoline](#)
Adopt Resolution 2023-173, Approving the Site Plan & Design Review application for the proposed Valvoline at 840 Marketplace Drive.
- 4) [After-the-Fact Variance Request - 125 First Street West](#)
Adopt Resolution 2023-174, Approving the after-the-fact variance application to partially waive the rooftop screening requirement stated in the Downtown District Design Standards for 125 1st Street West.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

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

- 10. ANNOUNCEMENTS** Music in the Park - July 20th - Just Dave & The Rockin' All Stars
Music in the Park - July 27th - The Castaways
Movie in the Park - July 27th - Lyle, Lyle Crocodile
Music in the Park - August 3rd - Trainwreck Duet

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Class & Compensation Study Review
B-2 Zoning Enforcement
2024 Budget Investment Priorities

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Planning Commission - August 3rd at 6:30 p.m.
City Council Meeting - August 7th at 6:00 p.m.
Park Board - August 17th at 6:30 p.m.
City Council Meeting - August 14th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		June 20, 2023 City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve June 20, 2023 City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. 6-20-2023 Minutes.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
June 20, 2023

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

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m. The following members were present: Nicole Waldron, Randy Sorensen, Steve Yetzer, Jeff Grengs

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Craig Eldred, Ann Meyerhoff, Ethan Nelson

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Resolution 2023-157 was added to Regular Business for a Temporary Liquor License.

Motion by Grengs, seconded by Sorensen 3) **ADOPT AGENDA**
MOTION carried

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

Commissioner Lynch shared construction improvements on Hwy 25 in Watertown

5) **PUBLIC HEARING**

5.1 **PUBLIC HEARING: 2023 Fee Schedule Ordinance Amendment**

Cover Page

[Ord 760_Fee_Schedule_Changes.doc](#)

Shane Fineran explained that Under Minnesota law, the city must hold a public hearing before a zoning ordinance is amended. The amendments to Chapter 1100 of the City Code are mid-year fee modifications that are recommended by staff after review of the 2023 fee schedule.

Ice Rental & Daily Fees – Staff took part in an analysis of ice arenas throughout Minnesota and found an average for ice rental and daily fees. In this analysis, 32 rinks fees were reviewed and an average was determined. Based on the average fees, the city of Waconia's fees were a little low. Prior to the 2023-2024 ice season, staff would recommend an increase in these fees to remain competitive in the current market.

Pickleball & Facility Visit Punch Cards – Safari Island Community Center – The punch passes listed are new passes provided at the Safari Island facility. Staff would like them identified on the fee schedule along with other punch passes sold at the facility.

Cell Tower Modification Escrow – Staff is adding this escrow fee to ensure proper funds are on hand for cell tower modifications. Right now, staff starts work with an engineer and an estimate is provided to the company requesting the modification. Staff then collects from the company requesting the modification. Going forward, staff will collect this escrow before work starts. Once an estimate is provided by the engineer, additional escrow may need to be paid before work can continue. If the entire escrow is not needed for the modification project, it will be returned to the company requesting the modification.

These fee changes are to be effective after adoption and publication.

Mayor Waldron opened the Public Hearing.

Joel Knorr, 826 Egret Lane, introduced himself as the president local hockey association. He asked Council to consider delaying any fee increase for 1 year for the hockey association. The increase will affect the budget that has already been set for the upcoming year.

Lindsey Rosin, 9360 Pierson Lake Drive, spoke as the treasurer for the hockey association reiterating Joel's statement.

Motion by Sorenesn seconded by Yetzer to close the Public Hearing.

Motion by Yetzer, seconded by Grengs, 5.1) Adopt Ordinance No. 760 Amending Chapter 1100 of the Waconia City Code related to Permits, Licenses, and Fees to Authorize Summary Publication. Waldron, Yetzer, Grengs voted aye. Sorensen voted nay.

MOTION carried

5.2 PUBLIC HEARING: Annual Storm Water Pollution Prevention Plan Report for Calendar Year 2022

Cover Page

23153res 2022_SWPPP_Report_Resolution.doc

Craig Eldred explained that annually by June 30th of each calendar year the city is required to hold a Public Hearing for its annual Storm Water Pollution Prevention Plan (SWPPP). This year's report is being held, but not required for reporting until calendar year 2024. The Minnesota Pollution Control Association has been working on modifications to the reporting documents and tables where once completed items relative to calendar year's 2022 and 2023 will be required to be complete. Staff has attended some training on what some of the new features will look like in order to prepare for reporting in 2024.

Some of the goals Waconia must continue to work on include:

1. Monitoring and Inspection of storm water structures and facilities; ponds, treatment devices or basins, and conveyance systems including inlet and outlets.
2. Training of staff is critical; providing understanding of current systems and new. What's necessary for reporting and documentation.
3. Public Education; reaching out to the public about impacts or issues of storm water as it relates to public activities as simple as grass clippings and turf management.
4. Site and construction Management; monitoring internal and external projects for installation of best management practices and prevention of pollution impacts to storm water systems.

Some achievements for Waconia are:

1. Completed the required basin and outlet inspections.
2. Completed some much-needed repairs to the conveyance system and programmed items into the Capital Improvement Plan.
3. Work with outside agencies to acquire grant funds to assist in installation of best management practices.
4. Work with Developer's on modifications and improvements of previous storm water issues and increase storm water volume storage for future use in irrigation applications.
5. Increased the use of storm water reuse as an irrigation source to off-set potable water to irrigate turf and open spaces.
6. Reduce impervious surfaces in efforts of reducing run-off and potential pollution of receiving waters.
7. Completed storm water basin inspections for sediment volumes and contaminants for future capital planning improvements.

Mayor Waldron opened the Public Hearing

Motion by Sorensen, seconded by Grengs to close the Public Hearing.

Motion by Grengs, seconded by Sorensen 5.2) Adopt Resolution 2023-153; Authorizing Approval of Public Hearing of Annual Storm Water Pollution Prevention Plan, (SWPPP) Report for Calendar Year 2022

MOTION carried

6) [ADOPT CONSENT AGENDA](#)

6.1 May 22, 2023 Special City Council Meeting Minutes

[Cover Page](#)

[5-22-2023 Minutes.pdf](#)

6.2 June 5, 2023 City Council Meeting Minutes

[Cover Page](#)

[6-05-2023 Minutes.pdf](#)

6.3 June 20, 2023 Expenditures

[Cover Page](#)

[Council List-Expenditures 06.20.23_Other EFT.pdf](#)

[Council List-Expenditures 06.20.23_Regular.pdf](#)

[Council List-Expenditures 06.20.23_Purchasing Card.pdf](#)

6.4 Rink Management Services Corporation Waconia Ice Arena Expenditures
Incurred May 2023

[Cover Page](#)

[Ice Arena - Bills & Applied Payments May 23.pdf](#)

6.5 Rink Management Services Corporation Safari Island Community Center
Expenditures Incurred May 2023

[Cover Page](#)

[Safari Island - Bills & Applied Payments May 23.pdf](#)

6.6 Contractor Pay Request #9 - New Fire Station

[Cover Page](#)

[Waconia - Pay App #9 - May 2023.pdf](#)

6.7 Printer Lease Contract for Safari Island, Public Services, and Fire Station

[Cover Page](#)

[23141res_Printer_Contract.docx](#)

[PRINTER CONTRACT.pdf](#)

6.8 Resignation of Street Maintenance Worker Peter Storms

[Cover Page](#)

[23142res_Street_Maintenance_Resignation_Authorize_Recruitment__1_.docx](#)

6.9 Resignation of Firefighter

[Cover Page](#)

[23143res_Firefighter_Resignation.docx](#)

6.11 Appointment of Street Maintenance Worker

[Cover Page](#)

[23145res_Appointment_of_Street_Maintenance_Worker \(1\).docx](#)

6.12 Support for Highway 5 Funding

[Cover Page](#)

[23146res_Trunk_Hwy_5_State_Bonding_funding.doc](#)

[2023-02-01 Waconia Hwy 5 One Pager.pdf](#)

6.13 Authorize Advertisement of 2023 Improvement Projects

[Cover Page](#)

[23147res Advertisement_2023_Improvements_Res.doc](#)

[2023-06-08 2023 Project Auth Memo.pdf](#)

Council Member Sorensen pulled item number 10 from the Consent Agenda.

Motion by Sorensen, seconded by Grengs 6) ADOPT CONSENT AGENDA

MOTION carried

7) COUNCIL BUSINESS

7.1 Variance - 1077 Kinder Drive - Martha Vangen

[Cover Page](#)

[23148res Variance 1077 Kinder Drive.docx](#)

[Location Map \(1 Page\).pdf](#)

[Application & Letter \(4 Pages\)](#)

Site & Fence Plan (4 Pages)

Site Photos (6 Pages)

Ethan Nelson stated that the City received a Variance application from Martha Vangen requesting approval of a variance to construct a 7'6" fence at 1077 Kinder Drive that would replace the existing 4' rear portion of chain link fence versus the maximum 6 ft height requirement for the R-1, Single Family Residential District. The applicant has indicated that variance is necessary due to the Waconia Parkway South trail improvements resulting in raised elevations, additional noise and light. The applicants started work without approval or permits.

The Planning Commission reviewed the pertinent information and recommended approval of the proposed variance application with 2 conditions.

1. The applicant shall remove any material attached to the existing and proposed fence.
2. The applicant shall have the applicable property lines located and marked by a licensed land surveyor and indicated in the required building permit review prior to permit issuance and visible for final inspection.

Council Member Sorensen asked if they can find pins for property lines is that adequate for the City to not require a survey. Ethan responded yes that would be fine.

Martha Vengen, 1077 Kinder Drive, was told there was no survey done when building the road. Because it is inside the existing fence she doesn't understand why they need a survey.

Mayor Waldron asked for clarification if they were they told they need a survey regardless.

Nelson responded all fence permits would require locating the property lines which is normally done by a survey.

Yetzer made a motion that if they located pins that is sufficient and allow the height of the fence.

Motion by Yetzer, seconded by Sorensen Adopt Resolution 2023-148, approving the variance for the property located at 1077 Kinder Drive to construct a 7'6" privacy fence that would replace the existing rear portion of chain link fence that runs parallel to the rear property line.

MOTION carried

7.2 SITE PLAN & DESIGN REVIEW and VARIANCE - Waconia 1 Collision & Auto

Cover Page

23149res Waconia Collision Site Plan and Variance.docx

Location Map (1 Page)

Site Plan (10 Pages)

Ethan Nelson shared that Sperides Reiners Architects on behalf of Chad & Michelle Bijou have submitted a site Plan and Design Review and Variance application for the property located at 500 and 524 Elm Street South. The applicant is proposing to construct an addition to the principal structure and make site improvements on the respective properties. Based upon the comments from the Planning Commission the revised applications include the following:

1. Site Plan and Design Review for expansion of the existing building and site which includes removal of the existing residential structure on 500 Elm Street South
2. Variance request to allow:
 - a. Hardcover surface to exceed the 80% maximum allowed in the B-1, Highway Business District.
 - b. The proposed addition to exceed the minimum 35 ft. setback for lots adjacent to residential districts.
 - c. Site improvements that cause the off-street parking to be setback closer than 8 ft. to the road right-of-way.

Nelson shared the proposed elevations and indicated that the Planning Commission approved both the Site Plan/Design Review and Variance request with 11 conditions.

Council discussed the fencing that is proposed for the screening.

Council member Yetzer had concerns about replacement if the fence were to get damaged.

Nelson addressed the concern and said if there is a complaint there would be a zoning investigation which would require the owner to repair if needed.

Motion by Waldron, seconded by Grengs Adopt Resolution 2023-149, approving the proposed Site Plan & Design Review and Variance applications submitted by Sperides Reiners Architects - Jeff Gears & Laura Cragoe for the property located at 500 and 524 Elm Street South. Waldron, Sorensen, Grengs voted aye, Yetzer voted nay.

MOTION carried

7.3 Zoning Administrator Appeal - Recyy - Permitted Use within the B-2, General Business District

Cover Page

[Notice of Appeal - Waconia Square - Recyy City Council Letter - 061223.pdf](#)

[EMAIL Correspondence Record_Recyy Project.pdf](#)

[Zoning Map of Downtown Waconia.pdf](#)

[B-2 General Business District Standards - Waconia City Code.pdf](#)

Lane Braaten stated that the City has received a Notice of Appeal from Ryan Miryala, Recyy and Edward Rupp/Mark Battles requesting the City Council/Board of Appeals review the applicable information regarding permitted uses in the B-2, General Business District and determine if the City Zoning Administrator's interpretation indicating that an electronic waste (e-waste) collector and recycler is not a permitted use requires revision or modification.

Braaten explained that permitted uses for the B-2 General Business District include shopping facilities, barber shops, bookstores, frozen dessert/delicatessen stores, drug stores, restaurants, clothing and apparel, etc. An electronic waste collection and recycling center is not consistent with the permitted uses.

An electronic waste collector and recycler would be a great addition to the City of Waconia, but location with the B-2, General Business District, or the B-3, Central Business District is not consistent with City Code.

Ryan Miryala addressed Council stating that he is hoping to set up a collection site not a recycling facility. Will not be rebuilding equipment will only collect unbroken equipment and all be stored indoors and will ship out to their recycling center. He asked Council to review zoning and possibly make changes to accommodate.

Ned Rupp, industrial space is very rare for the size they want. The building already has manufacturing components such as the Brewery and Laketown Chocolates.

Motion by Yetzer, seconded by Grengs Motion to deny the appeal as the proposed use is not consistent with the B-2, General Business District.

MOTION carried

[7.4 Ordinance Amendment - Section 900.10 Sign Regulations - Lamar Advertising](#)

[Cover Page](#)

[23150res_Denying_Ordinance_Amendment.docx](#)

[Ordinance Amendment Application and Information.pdf](#)

[20180808_Billboard Memorandum.pdf](#)

Public Comment

Braaten communicated that Lamar Advertising has submitted an Ordinance Amendment application proposing to amend Section 900.10 Sign Regulations to allow dynamic signage on off-premises signs. Specifically, they are proposing language to convert existing non-conforming billboard signs to dynamic message boards that would be allowed to change every 8 seconds.

Based on staff review, it appears there are four off-premises signs that would be affected by the proposed ordinance amendment. They include:

1. Billboard – located between the Ford dealership and Subway
2. Billboard – located near the intersection of Hwy 5 and Hartmann Drive
3. Billboard – located on the south side of Hwy 5 and the intersection with Birch Street South
4. Movie Theatre/Downtown Waconia Sign – located at the corner of Olive Street and Hwy 5

The existing signs referenced above were either constructed and placed prior to the adoption of the City Sign Regulations or were allowed as part of a variance request. By definition, this makes the off-premises commercial signage existing legal non-conforming structures. Off-premises Commercial signs are currently prohibited by the City Sign Regulations. Each non-conforming existing sign shall be permitted to remain until such time as the use of the sign materially changes, the premises of record on which the non-conforming existing sign is located is subdivided, or the non-conforming existing sign is removed or replaced. At Such time, the non-conforming existing sign shall be brought into full compliance with these regulations. This shall not prevent routine maintenance or repair of any non-conforming existing sign.

The current sign regulations allow movement or change of the dynamic signage once every ten minutes. The applicant is proposing the sign copy would be changeable every eight seconds, which is a significant deviation from our existing standards.

The Planning Commission reviewed the pertinent information and held the required public hearing. The Planning Commission recommended denial of the proposed ordinance amendment via 2-1 vote, but also indicated some willingness to review the entire sign ordinance in the near future as there may be other elements that the community would like to see changed from the existing code, which was adopted/updated in 2019.

Council Member Sorensen agrees that the ordinance needs to be reviewed and have a time change. 10 minutes is way too long but going to 8 seconds is very dramatic. Maybe we can talk to other communities about their regulations.

Mayor Waldron agreed with Council Member Sorensen and would like Planning Commission to look at the timing in our current regulations.

Motion by Yetzer, seconded by Grengs Adopt Resolution 2023-150 denying the proposed amendment to Section 900.10, which proposes to permit dynamic signage on off-premises signs, including billboards and other outdoor advertising signage.

MOTION carried

7.5 SITE PLAN, DESIGN REVIEW and INTERLAKEN VILLAGE 3RD ADDITION - Twin Cities Orthopedics

Cover Page

23151res_Approving_Interlaken_Village_3rd_Addition_Prelim_and_Final_Plat.doc

23152res_Approving_Site_Plan_and_Design_Review_for_TCO.docx

Location Map_TCO Project.pdf

TCO Waconia MOB Statement of use.pdf

TCO Waconia Phase II_Preliminary Plans.pdf

TCO Waconia - Expansion - Architectural.pdf

TCO Waconia_Perspectives.pdf

INTERLAKEN VILLAGE 3RD ADDITION FINAL PLAT.pdf

Braaten shared that Twin Cities Orthopedic has submitted Site Plan, Design Review and plat applications proposing the construction of a 35,500 square foot addition to the existing 18,938 square foot sports performance building within the Interlaken village commercial development.

Braaten summarized all the components of the Site Plan and Design Review. He shared the final application stating that the proposed final plat is consistent with the Interlaken Village 3rd Addition Preliminary Plat. The Interlaken Village 3rd Addition Final Plat includes the revised description of one commercial lot and one outlot. The proposed final plat information is consistent with the preliminary plat information and therefore staff recommends approval of the Interlaken Village 3rd Addition Final Plat as proposed Interlaken Village 3rd Addition plat.

The Planning Commission reviewed the pertinent information, held the required public hearing for the proposed subdivision, and recommended approval of the Site Plan, Design Review and Plat Applications for 820 Village Way via a 4-0 vote with 20 conditions that are all standard for this type of application.

Council Member Sorensen commented that it is nice to see something come through that is all conforming. TCO in our community is certainly an asset and the fact that they want to expand is very welcoming.

Motion by Yetzer, seconded by Sorensen Adopt Resolution 2023-151 approving the Interlaken Village 3rd Addition Preliminary and Final Plat.

MOTION carried

Motion by Yetzer, seconded by Grengs Adopt Resolution 2023-152 approving Site Plan and Design Review for the proposed TCO expansion project located at 820 Village Way.

MOTION carried

7.6 Approve Execution of Joint Powers Agreement with Carver County for Construction of Turbo Roundabout

Cover Page

23154res

Authorize_Execution_of_JPA_Document_Hwy_10___WPN_TRAB.doc

Enhanced Intersection WPN Turbo RAB.pdf

198864_JPA City Construction Project_Draft.pdf

Craig Eldred indicated that some of the earliest documentation on improvement requests of Hwy 10 and Waconia Parkway North intersection dates back into early calendar year 2018. Two major steps have taken place:

1. Joint Powers Study of the intersection.
2. Authorization to complete and submit a Highway Safety Improvement Program grant for improvement funds. In February of 2021 Carver County Officials were informed of funding of HSIP funds of \$1,759,895.00 and a local match of \$195,544.00 for a project total at that date of \$1,955,439.00. Classification of the funding was programmed in the Advance Needs Category with a Fiscal Year 2025 project completion date. Waconia and Carver County programmed the improvements for fiscal year 2024.

Carver County and the City have additional programmed improvements in the corridor or linked to the Turbo Roundabout intersection improvement. Waconia has a trail link programmed from Sterling Hills Development to the Turbo Roundabout and asphalt resurfacing on Waconia Parkway North programmed for 2024. Carver County intends to complete asphalt resurfacing both south and north of the Turbo Roundabout. Combining these improvements with the Turbo Roundabout construction should provide some financial benefits for each entity.

Bolton and Menk who assisted in the intersection study and submission of the HSIP application will serve as the intersection and City project improvements. Project communication will be programmed through Carver County.

Project timeline includes execution of the Joint Powers Agreement, initiate Project Management Team meetings to define work scope and project costs in greater detail. In addition, a second item will be approval of land acquisition services for the rights of way and land acquisition to complete the necessary improvements. End goals are to provide review of the programmed improvements for review by Fall of 2023 with efforts of bidding the improvements by March of 2024 for summer 2024 construction.

Funding on the city side will include HSIP cost apportionments, State Aid and Storm Water Costs apportioned by agreement.

Council Member Sorensen asked if project costs include moving power poles. Eldred responded that the plan is to avoid them.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-154; Authorizing Mayor and City Administrator to Execute Joint Powers Agreement 7with Carver County for Highway 10 and Waconia Parkway North Turbo Roundabout Construction, City Capital Improvement, Project 129-C

MOTION carried

[7.7 Award of Olive & Elm Street Drainage Improvement](#)

[Cover Page](#)

[23155res Award_of_Olive_Elm_Street_Alley_Improvements_Res.doc](#)

[2023-06-13 2023 Alley Improvements Award.pdf](#)

[Bid Abstract Alley Improvements.pdf](#)

Craig Eldred reminded Council that recently staff obtained authorization to obtain quotes for storm water drainage improvements of Olive and Elm Street Alley. As discussed this project provides numerous benefits of managing storm water, sediment capture, and slow release to downtown infrastructure before being discharged into Lake Waconia. All goals of decreasing pollution impacts to Lake Waconia. This improvement also eliminates storm water from overtopping the boulevard and sidewalk before traveling north on Olive for capture.

Two quotes were received from:

1. Kusske Construction - \$197,280.00
2. Schneider Excavating & Grading - \$241,235.50

Jake Saulsbury, City Engineer recommends awarding the work related to this improvement to Kusske Construction.

Like other projects installed around Downtown Waconia the city's paver standard is Pave Drain. Coordination of acquiring Pave Drain is being secured by staff to confirm the correct product is acquired for this improvement. Pave Drain water storage pavers allow for improved water holding capacity, and working with the supplier directly secures the product for installation. Improvements in the alley are critical to matching up with programmed improvements of the Uptown Apartments. If we complete this improvement afterwards cost for the improvements would escalate. The improvements associated with the alley were coordinated with the Uptown Apartment Contractor and Design Build team to off-set costs of replacing individual improvements.

Funding of the improvements will come from the Storm Water fund as programmed. As discussed previously, we altered two 2023 project improvement dates to allow for the Lakeview Terrace Storm Water Improvements and the Olive & Elm Street Improvements to be funded. If each project comes in at budgetary costs there will be \$132,394.00 remaining of the proposed or planned expenditures of \$465,000.00.

Motion by Grengs, seconded by Sorensen Adopt Resolution 2023-155; Award of 2023 Olive & Elm Street Alley Improvements to Kusske Construction at a cost of \$197,280.00 and City Staff \$18,109.00 to supply Pave Drain product for installation

MOTION carried

[7.8 Authorize Approval of Right of Way Agent Services](#)

[Cover Page](#)

[23156res Approval_Right_of_Way_Agent_Res_6_20_23.doc](#)

[Waconia 2 par RAB - ROW Scope Fee from Henning 04.19.23.pdf](#)

Craig Eldred stated that the city has been working with Carver County on multiple transportation items to improve safety, prepare for development impacts and capital planning purposes. CSAH 10 and Waconia Parkway North intersection study was initiated several years ago and received Federal Funding classified under the Advanced Highway Safety Improvement Program. Construction completion for these funds is Fiscal Year 2025. Waconia and Carver County have programmed Fiscal year 2024 as the targeted completion year for the new roundabout and intersection improvements.

As part of the improvement process there are two parcels identified for needs of construction acquisition as noted within the scope of services. Needs surround pedestrian trail adjustments in the SE quadrant and storm water treatment improvements in SW quadrant of the programmed improvements. Additional drivers of the needs are to eliminate impacts of existing XCEL Transmission Poles which are costly to relocate.

Eldred provided a copy of the proposal acquired by our Engineer's for professional services through Henning Professional Services at a estimated cost of \$24,200.00. Said services are necessary to meet the Federal requirements outlined for land acquisition and rights of way. The Joint Powers Agreement with Carver County states these costs and those associated for land acquisition and right of way are shared at 50%.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-156; Authorize Approval of Right of Way Services Scope and Fee for CSAH 10 and Waconia Parkway North Roundabout With Henning Professional Services

MOTION carried

7.9 [Approve Temporary Liquor License – American Legion](#)

[Cover Page](#)

[23157res Approve Temporary Liquor Licnese](#)

Jackie Schulze stated that we were contacted today by the American Legion about an event they are planning. To make that event work we need to issue a temporary liquor license. We worked with the Legion and the State to get this item on the agenda tonight.

Motion by Yetzer, seconded by Grengs Adopt Resolution 2023-157; Approve Temporary Liquor License.

MOTION carried Council Member Sorensen abstained.

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

6.10 [Authorize Recruitment for Public Services Technician](#)

[Cover Page](#)

[23144res_PS_Tech_Authorize_Recruitment__1_.docx](#)

[Public Services Technician.pdf](#)

Jackie Schulze explained that back in February the City accepted the resignation of Andrew Brick as Public Services Technician. The position was not filled for a few months as the need was evaluated. There is potential internal interest. Asked Council to authorize recruitment to see what the internal interest is.

Council Member Yetzer shared he has an issue with only looking at internal candidates and would like to see it posted outside. Schulze responded that there is a benefit for someone that knows the city and position.

Mayor Waldron agreed with Council Member Yetzer. It can be tough if we start internal and then extend it to external.

Council Member Sorensen explained that he pulled this item because he does not want to create new employees until the assessment of the department is done.

Council Member Waldron stated that if there is a need and the department is lacking, she feels this position needs to get filled. It is not a new position and is already in budget.

Council Member Grengs also added that he would like to see it open to external candidates.

Council Member Yetzer asked for clarification on the wording and why the need is now there. How will things change with new job descriptions.

Motion by Grengs, seconded by Waldron Adopt Resolution 2023-144, Authorizing Recruitment for Public Services Technician with external recruitment.

Waldron, Grengs voted aye, Yetzer, Sorensen vote nay.

MOTION failed

9) STAFF REPORTS

10) BOARD REPORTS

Council Member Sorensen attended CIP Meeting and Park Board Meeting.

Council Member Yetzer upcoming Southwest Corridor on the 30th.

Mayor Waldron attended Ridgeview Medical Board Meeting.

11) ANNOUNCEMENTS

Movie and Music in the park this Thursday.

12) ADJOURN REGULAR MEETING

Motion by Yetzer, seconded by Sorensen 12) ADJOURN REGULAR MEETING at 8:28 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		July 17, 2023 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Payment of July 17, 2023 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements registers for the City of Waconia as of July 17, 2023. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Contractor Pay Request #7 - Waterford Park - Water Reuse Station Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Estimate No. 7 to S.M. Hentges & Sons for the Waterford Park - Water Reuse Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waterford Park - Water Reuse Station Project and recommends payment of \$25,959.70 based on the engineering request for payment. This payment represents approximately 96.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Storm Water Utility Fund							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Contractor Pay Request #8 - Waconia 2022 Infrastructure Improvements					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒ X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve pay estimate No. 8 to W.M. Mueller & Sons, Inc. for the Waconia 2022 Infrastructure Improvements.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia 2022 Infrastructure Improvements and recommends payment of \$96,824.74 based on the engineering request for payment. This payment represents approximately 88% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Contractor Pay Request #2 - Waconia Downtown Reconstruction - Phase 1					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve pay estimate No. 2 to GMH Asphalt, Inc. for the Waconia Downtown Reconstruction - Phase 1							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia Downtown Reconstruction - Phase 1 and recommends payment of \$403,262.69 based on the engineering request for payment. This payment represents approximately 18% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023			
Item Name:		Kraus Anderson Contractor Pay Request - New Fire Station			
Originating Department:		Finance			
Presented by:		Amanda Ortloff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Motion to Approve Contractor Payment Request for the New Fire Station Project					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Kraus-Anderson Construction Co. has requested payment in the amount of \$60,664.10 for construction management services through June 30, 2023.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: PIR Fund					
Budget Information:			Planning Commission		
☒ X Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Lodging Tax Fund Request - Waconia CVB					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred March - June 2023.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Chamber Convention & Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued from March thru June 2023. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures. Staff recommends approval of the request in the amount \$12,840.75. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Lodging Tax Fund (701)							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Rink Management Services Corporation Safari Island Community Center Expenditures Incurred June 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in June 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in June 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred June 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in June 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in June 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Cigarette License for Waconia Tobacco & Vape LLC					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2023-158, Approving Cigarette License							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
We have received notification that Tobacco & Vape Center LLC will be opening at 144 Depot Dr. A new application for a Cigarette License has been submitted. This License will be effective July 18, 2023 – January 31, 2024. We recommend approval of the new license, condition on receipt of payment of fees, certificates of insurance, approval by the State Department of Revenue. <u>Attachments:</u> 1. 23158res Cigarette License for Waconia Tobacco & Vape Center LLC.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-158**

RESOLUTION APPROVING CIGARETTE LICENSE FOR VAPING STUDIO, INC

WHEREAS, Applications for a new cigarette license has been received in the Office of the City Clerk for Waconia Tobacco & Vape Center LLC; and

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves License for the term July 18, 2023 through January 31, 2024.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 17, 2023				
Item Name:	Special Event Permit - UHCCF Century Ride				
Originating Department:	Administration				
Presented by:	Shane Fineran				
Previous Council Action (if any):	Anderson Race Management on behalf of United Health Care Children's Foundation has submitted a special event permit for the 12th annual Century Ride to be held on July 29th, 2023. The event seeks to use portions of Waconia Parkway S, Oak Avenue, and portions of the Brook Peterson Park/Ice Arena parking lot for a bicycle ride. The parking lot area will be utilized as a rest stop. Approximately 150 participants are expected on the 62 and 100 mile routes utilizing the request areas. No streets or parking lot closures are requested. Staff recommend approval of the permit.				
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2023-159, Approving Special Event Permit					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
<u>Attachments:</u> 1. 23159res_UHCCF_Century_Ride_Special_Event_Permit.doc 2. UHC Century Ride SEP.pdf					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2023-159**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
UHCCF CENTURY RIDE CYCLE EVENT**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets submitted by Mary Cich with Anderson Race Management; and

WHEREAS, the UHCCF Century Ride bicycle event will be held on Saturday, July 29, 2023 from 7:00 a.m. to 3:00 p.m.; and

WHEREAS, municipal property to be used include portions of Waconia Parkway S, Oak Avenue, and Brook Peterson Park; and

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

WHEREAS, any law enforcement services needed for the event shall be at the sole expense of the event organizers and through off-duty contract; and

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

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name		2. Last Name		
3. Primary Telephone Number	4. Type of Phone: Cell Business Home Other	5. Alternate Phone Number	6. Type of Phone: Cell Business Home Other	
7. Email Address				
8. Please send official notices relating to this license to: Mailing Address Email Business Address		9. Role of person completing application: Owner Officer Partner Manager Agent for the Owner Other		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: Cell Business Home Other	14. Alternate Phone Number	15. Type of Phone: Cell Business Home Other	
16. Email Address		17. Role of primary contact: Owner Officer Partner Manager Agent for the Owner Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit				
19. Email Address				
20. Mailing Address		21. City	22. State	23. Zip Code
24. Please send official notices relating to this license to: Mailing Address Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number		
28. Business Address		29. City	30. State	31. Zip Code
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i>				
34. Time of Event		35. Set up start time and clean up finish time		

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

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

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

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

51. Will you be providing additional trash receptacles?

Yes

Company providing this service:

Number of receptacles:

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

No

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

52. Will you be providing toilets and wash stations?

Yes

Company providing this service:

Number of toilets:

Number of wash stations:

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

No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

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

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

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

There will be NO amplified sound at this event.

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

C. Information about any public right of way closures

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

Yes, for a very limited duration less than 15 minutes

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

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

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

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

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

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

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

No

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

Yes

No

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

D. Information about any alcohol as part of the event

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

Yes – if yes, please answer the following questions

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

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

Temporary Liquor License (requires a separate application)

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

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

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

Other

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

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

Yes

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

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

Club

Charitable Organization

Religious Organization

Non-Profit Organization

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

State University

Brewer or Microdistillery

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

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

Yes

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

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

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

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

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

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

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

Yes

No

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

67. Fireworks Display as Part of the event?

Yes

No

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

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

Yes

No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

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

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

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

Signature of Applicant _____ Date _____

4|2: Rest Stop 4|2:

Brought to you by: UHC Provider Ops

Address: Waconia Ice Arena – 1250 Oak Ave, Waconia, MN 55387

- Include straight signs on Waconia Pkwy S that points straight so riders know to continue straight if not turning right towards rest stop. Include Left turn signs when leaving rest stop so riders know to go back towards Waconia Pkwy S and then right turn sign once they reach Waconia Pkwy so they can continue the course.





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Special Event Permit - Waconia Brewing Nickle Dickle Day Beer Garden					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-160, Approving Special Event							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Dee DeLange on behalf of Waconia Brewing Company has submitted a Special Event Permit for Waconia Brewing Company Nickle Dickle Day beer garden. The special event seeks to utilize a portion of Lot 1 adjacent to the brewery location and expanded from the existing approved sidewalk café area. The expanded beer garden area will be on September 15th and September 16th of 2023 from 2:00 p.m. until 11:00 p.m. and 9:00 a.m. and 10:00 p.m. respectively. Waconia Brewing is also requesting for approval of the Lot 1 area to house food trucks and beer trailer to serve patrons. Lot 1 area to be utilized will be sectioned off by ropes and barriers provided for by Waconia Brewing Company with security provided by brewery staff. Staff recommend approval of the Special Event Permit. Attachments: 1. 23160res_WBC_Nickle_Dickle_Event.doc 2. Nickle Dickle Beer Garden - Waconia Brewing.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-160**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
WACONIA BREWING COMPANY NICKLE DICKLE DAY BEER GARDEN**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal property submitted by Dee DeLange with Waconia Brewing Company; and

WHEREAS, the Waconia Brewing Company Nickle Dickle events will be held on Friday, September 15th, 2023 from 2:00 p.m. until 11:00 p.m. and Saturday September 16th, 2023 from 9:00 a.m. until 10:00 p.m.; and

WHEREAS, municipal property to be used include portions of Lot 1; and

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

WHEREAS, any law enforcement services needed for the event shall be at the sole expense of the event organizers and through off-duty contract; and

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

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

Section 2. REQUIRED LICENSE INFORMATION – complete every question**A. Information about who is completing and submitting this application**

1. First Name Dee		2. Last Name DeLange	
3. Primary Telephone Number 6125900928	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address ddelange@waconiabrewing.com			
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☒ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other	

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

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

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit Waconia Brewing Company			
19. Email Address ddelange@waconiabrewing.com			
20. Mailing Address 255 W. Main Street	21. City Waconia	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email			

D. License Holder Information

Provide information about who this license will be issued to			
25. Entity license will be issued to Waconia Brewing Company			
26. Business Federal Tax ID Number/Tax Exempt Number 464530089		27. Business State Tax ID Number	
28. Business Address 255 W. Main Street	29. City Waconia	30. State MN	31. Zip Code 55387

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

32. Name of Event Nickle Dickle Street Dance and Nickle Dickle Day	
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> September 15th and 16th	
34. Time of Event 2 pm until 11 pm on the 15th and 9 am until 10 pm on ND Day	35. Set up start time and clean up finish time 2 pm until 11 pm on the 15th and 9 am until 10 pm on ND Day

36. Location of Event –Street Address 255 W. Main Street	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 Waconia Brewing Company is asking for use of extra parking spots in our parking lot for Friday, Sept. 15th and 16th, Nickle Dickle street dance and Nickle Dickle day. We will be using the entire area of our parking lot to the north of the building up to the handicap parking spot. We will have ropes and barriers set up to contain the drinkers and will have an employee stationed to monitor the area. WBCC would also ask that our food truck be allowed to park in the area above for the dance and day of Nickle Dickle.			
41. Is your event in a City park? ☐ Yes ☒ No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 100 + will come and go	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary We will have ropes and barriers set up and also an employee stationed to monitor the area.			
48. Describe any entertainment being provided NA			

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.

We ask that our food trucks be permitted to be on the parking spaces during the events and time frame stated above.

50. Describe how any emergencies or medical needs occurring during the event will be met
We will call 911.

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:

We will place 3 trash cans out and empty them when needed through out the events.

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:

We have indoor facilities.

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.

WBC will have no live music.

C. Information about any public right of way closures

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

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

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

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

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

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

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

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

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

D. Information about any alcohol as part of the event

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Waconia Brewing Company

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

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

Waconia Brewing Company

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

Beer will be served in our taproom and on the patio by a kegerator.
WBC ID's anyone that we think is not of age.

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

☐ Yes

☒ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

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

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

☐ Yes

☒ No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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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

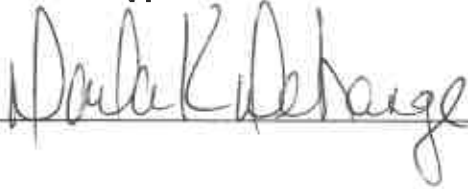
Dee DeLange

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

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

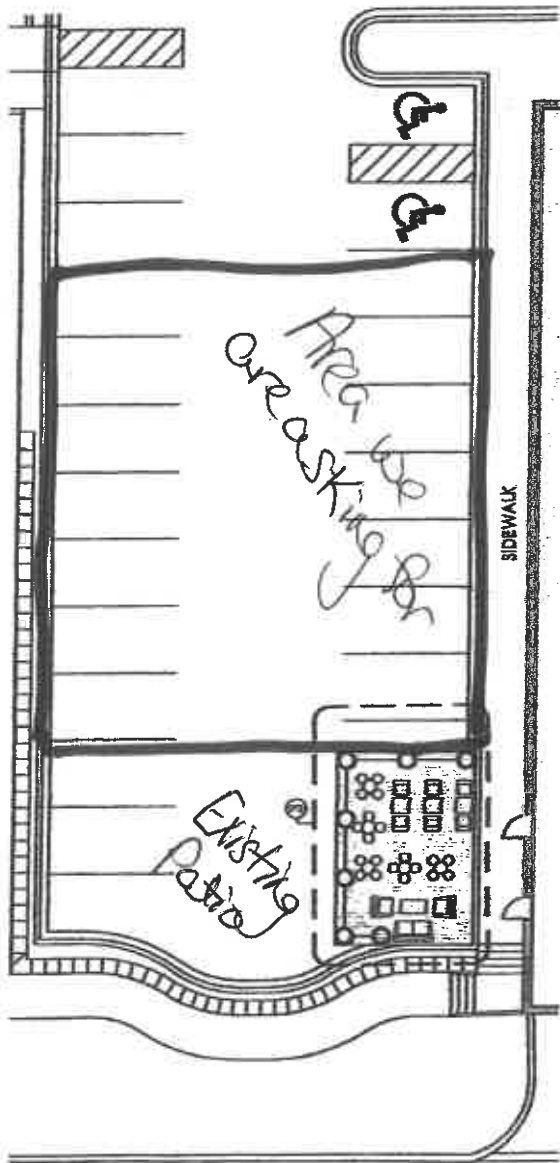
I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or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

Signature of Applicant



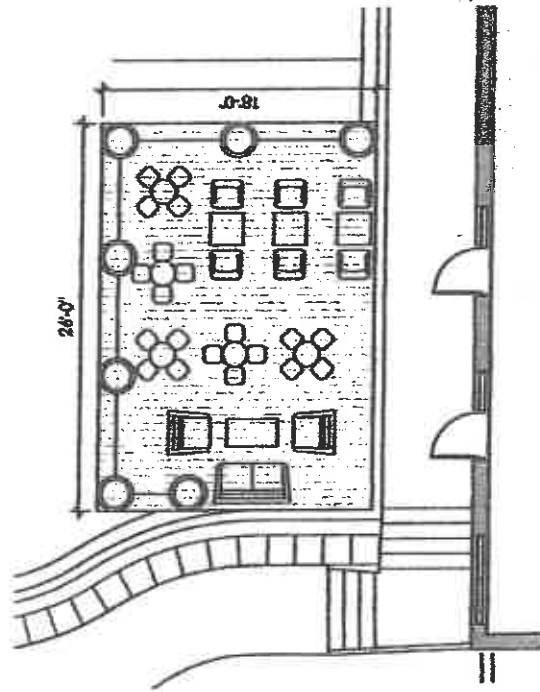
Date

10-28-23



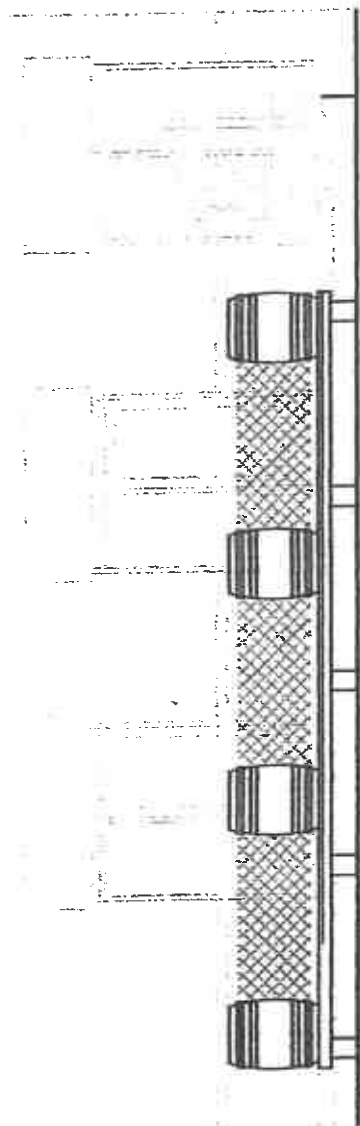
1 SITE REFERENCE PLAN

1/16" = 1'-0"



3 ENLARGED PLAN

1/8" = 1'-0"



2 FRONT ELEVATION

1/4" = 1'-0"

KAEDING
ARCHITECTURE
1885 OAKPONTE DRIVE
WACONIA, MN 55387
952.451.9763

PROJECT: WBC PATIO
DATE: 4/28/16
DRAWN BY: SP
CHECKED BY: JK

WACONIA BREWING COMPANY
PATIO ADDITION
255 W MAIN ST.
WACONIA, MN
55387



To Whom It May Concern:

Waconia Brewing Company is asking for use of extra parking spots in our parking lot for the DandyLions Flannel Crawl, which takes place Friday, October 13th. The DandyLions will be having check in for the event at our brewery and we would like the extra over flow space. WBC will be using the entire area of our parking lot to the north of the building, up to the handicap parking spot from 3 pm until 9 pm.

We will have ropes and barriers set up to contain the drinkers and will have an employee stationed to monitor the area.

WBC would also ask that our food truck be allowed to park in the area above for the dance and day of the Flannel Crawl.

A temporary liquor license has been submitted for the day and an attached diagram is attached.

Thank you for your time,

Dee DeLange
Waconia Brewing Company
612-590-0928

255 W. Main Street
Waconia, MN 55387
612-888-2739

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 Hall's Office:
-------------------	---

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Special Event Permit - Waconia Brewing Flannel Crawl Beer Garden					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-161, Approving Special Event							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Dee DeLange on behalf of Waconia Brewing Company has submitted a Special Event Permit for Waconia Brewing Company Flannel Crawl beer garden. The Flannel Crawl is an event organized and supported by the Dandy Lions group, which be visiting and hosting special events at various bars and restaurants on the community. The special event seeks to utilize a portion of Lot 1 adjacent to the brewery location and expanded from the existing approved sidewalk cafe area. The expanded beer garden area will be on October 13, 2023 from 3:00 p.m. until 9:00 p.m.. Waconia Brewing is also requesting for approval of the Lot 1 area to house food trucks and beer trailer to serve patrons. Lot 1 area to be utilized will be sectioned off by ropes and barriers provided for by Waconia Brewing Company with security provided by brewery staff. Staff recommend approval of the Special Event Permit. Attachments: 1. 23161_WBC_Flannel_Crawl_Event.doc 2. Flannel Crawl - Waconia Brewing.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-161**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
WACONIA BREWING COMPANY FLANNEL CRAWL DAY BEER GARDEN**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal property submitted by Dee DeLange with Waconia Brewing Company; and

WHEREAS, the Waconia Brewing Company Flannel Crawl events will be held on Friday, October 13th, 2023, from 3:00 p.m. until 9:00 p.m.; and

WHEREAS, municipal property to be used include portions of Lot 1; and

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

WHEREAS, any law enforcement services needed for the event shall be at the sole expense of the event organizers and through off-duty contract; and

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

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

Section 2. REQUIRED LICENSE INFORMATION – complete every question**A. Information about who is completing and submitting this application**

1. First Name Dee		2. Last Name DeLange	
3. Primary Telephone Number 6125900928	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address ddelange@waconiabrewing.com			
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☒ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other	

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

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

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit Waconia Brewing Company			
19. Email Address ddelange@waconiabrewing.com			
20. Mailing Address 255 W. Main Street	21. City Waconia	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email			

D. License Holder Information**Provide information about who this license will be issued to**

25. Entity license will be issued to Waconia Brewing Company			
26. Business Federal Tax ID Number/Tax Exempt Number 464530089		27. Business State Tax ID Number	
28. Business Address 255 W. Main Street	29. City Waconia	30. State MN	31. Zip Code 55387

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

32. Name of Event DandyLions Flannel Crawl	
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> October 13, 2023	
34. Time of Event 3 pm - 9 pm	35. Set up start time and clean up finish time 2 pm until 10 pm

36. Location of Event –Street Address 255 W. Main Street	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 See attached sheets.			
41. Is your event in a City park? ☐ Yes ☒ No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 100 + will come and go	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any The DandyLions will be charging a fee but we are not.	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary We will have ropes and barriers set up and also an employee stationed to monitor the area.			
48. Describe any entertainment being provided NA			

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.

We ask that our food truck be permitted to be on the parking spaces during the event and time frame.

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:

We have indoor facilities.

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.

WBC will have no live music.

C. Information about any public right of way closures

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

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

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

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

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

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

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

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

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

D. Information about any alcohol as part of the event

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

☒ Yes – if yes, please answer the following questions

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

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

☒ Temporary Liquor License (requires a separate application)

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

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

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

☐ Other

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

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

☒ Yes

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

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

☐ Club

☐ Religious Organization

☐ Political Committee Registered Under Minn. Stat. Section 10A.14
State University

☒ Brewer or Microdistillery

☐ Charitable Organization

☐ Non-Profit Organization

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

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

☐ Yes

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

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

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

Waconia Brewing Company

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

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

Waconia Brewing Company

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

Beer will be served in our taproom. Customers will mingle outside with their beers.
WBC ID's anyone that we think is not of age.

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

☐ Yes

☒ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

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

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

☐ Yes

☒ No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

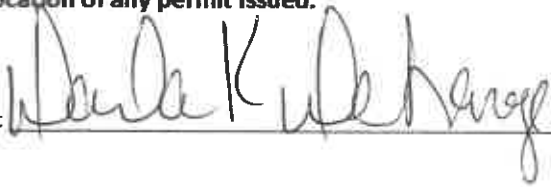
Dee DeLange

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

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

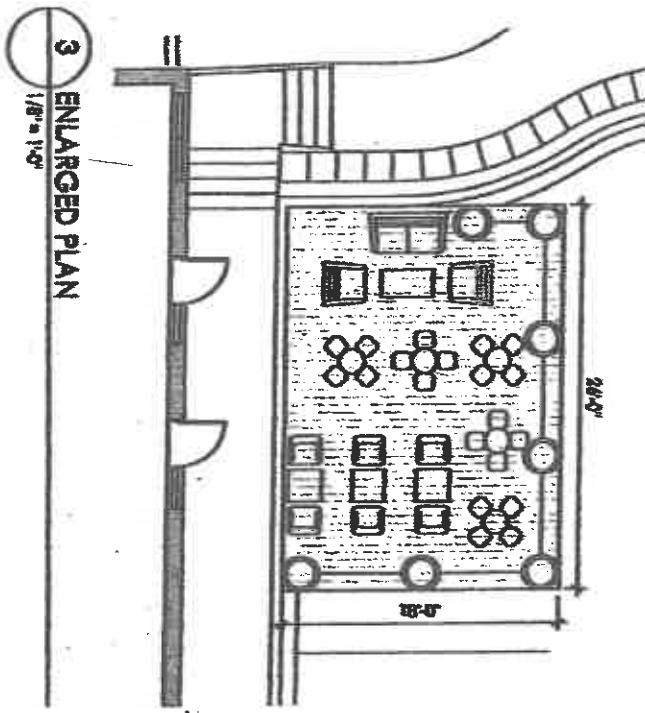
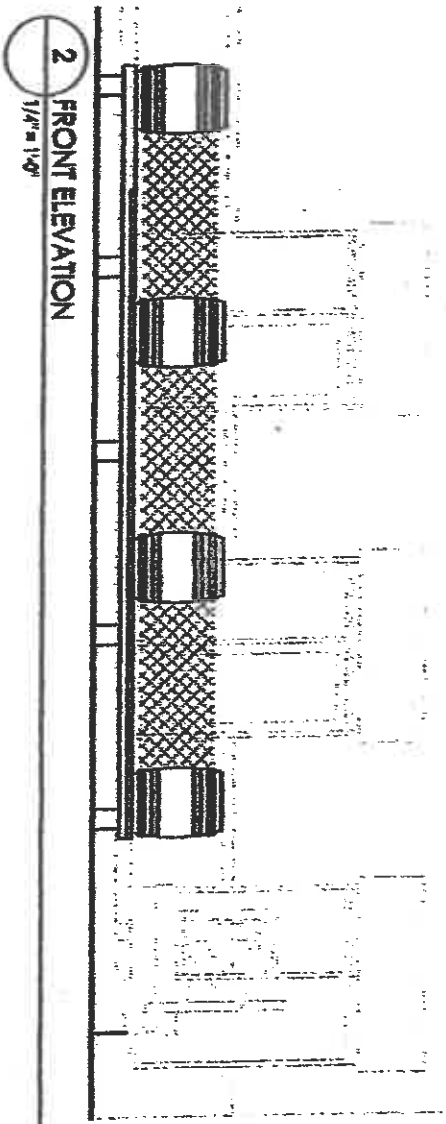
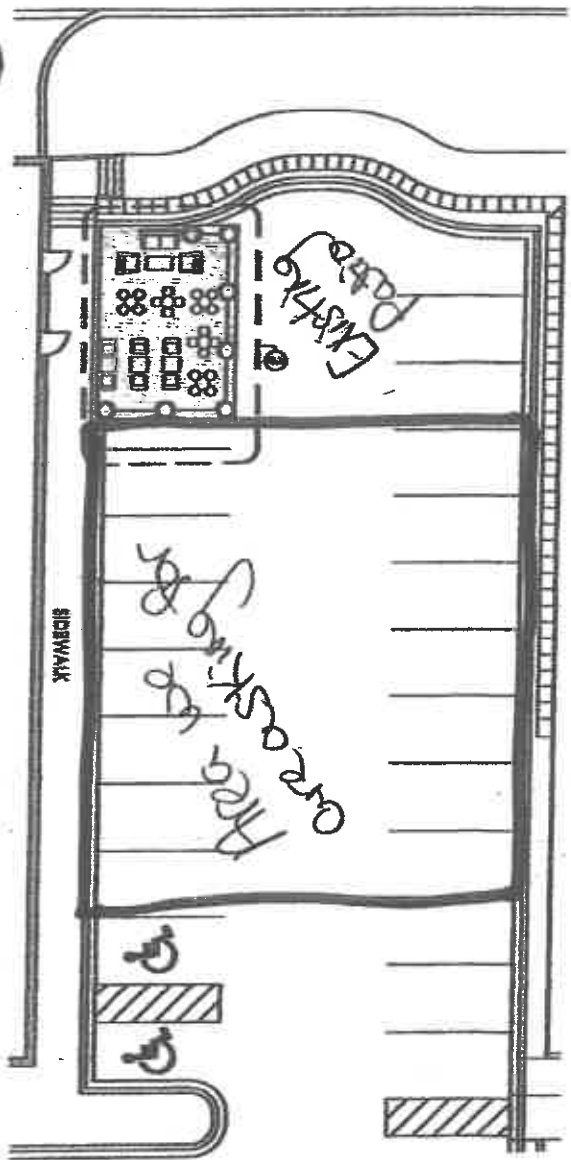
I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or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

Signature of Applicant



Date

6-28-23



WACONIA BREWING COMPANY
PATIO ADDITION
255 W MAIN ST.
WACONIA, MN
55387

PROJECT: WBC PATIO
DATE: 4/29/16
DRAWN BY: SP
CHECKED BY: JK

KAEDING
ARCHITECTURAL
1888 OAKPOINT DRIVE
WACONIA, MN 55387
920.481.9743



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Waconia Brewing Company		Date of organization 04/2014	Tax exempt number
Organization Address (No PO Boxes) 255 W. Main Street	City Waconia	State MN	Zip Code 55387
Name of person making application Dee DeLange		Business phone 612-888-2739	Home phone 612-590-0928
Date(s) of event October 13, 2023	Type of organization ☐ Microdistillery ☒ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name Peter DeLange	City Waconia	State MN	Zip Code 55387
Organization officer's name Robert DeLange	City Waconia	State MN	Zip Code 55387
Organization officer's name	City	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.
In the front of our taproom in our parking lot.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Cincinnati Insurance Company
1 million

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival ☐ Yes ☐ No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. **E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

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 Hall's Office:
-------------------	---

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Temp. On-Sale Liquor License and Application to Conduct Bingo					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2023-162, Approving Temporary On-Sale Liquor License, Carver County Agricultural Society							
Adopt Resolution No. 2023-163, Approving Application for Exempt Permit, Carver County Agricultural Society							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has received an application for a temporary on-sale liquor license from the Carver County Ag. Society to sell liquor at the Carver County Fair, August 8, 2023 through August 13, 2023. Sales and consumption of malt liquor beverages and liquor will be limited to the beer garden and the grandstand. All liquor beverage containers must be completely opened upon sale. The Carver County Agricultural Society has submitted an application for an exempt permit in order to conduct “BINGO” from August 9-13, 2023 at the Carver County Fairgrounds, 501 West Third Street, Waconia. This event is being held in conjunction with Carver County Fair activities.							
<u>Attachments:</u>							
1. 23162res Temp On Sale Carver Co. Ag. Society.doc 2. 23163res Exempt Permit Carver Co. Ag. Society.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-162**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION CARVER COUNTY AG. SOCIETY**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Carver County Ag. Society from August 8 through August 13, 2023 at Carver County Fairgrounds, Waconia, MN, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the beer garden and grand stand of the Carver County Fairgrounds.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Carver County Ag. Society from August 9 thru August 13, 2023, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2023-163**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT,
CARVER COUNTY AG. SOCIETY**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for Exempt Permit from the Carver County Agricultural Society; and

WHEREAS, The Carver County Agricultural Society requested this exempt permit in order to conduct “Bingo” at the Carver County Fairgrounds on August 9-13, 2023 in conjunction with the Carver County Fair as stated on the application for said exempt permit; and

WHEREAS, The City Council of the City of Waconia has no objection to the said application.

NOW, THEREFORE, BE IT RESOLVED, That the City Clerk is hereby instructed to provide a copy of this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, State of Minnesota.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023			
Item Name:		Temp. On-Sale Liquor License Waconia Brewing Company			
Originating Department:		Administration			
Presented by:		Ann Meyerhoff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution No. 2023-164, Approving Temporary On-Sale Liquor License, Waconia Brewing Company, September 15 - 17, 2023					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
The City has received an application for a temporary on-sale liquor license from Waconia Brewing Company to sell liquor on September 15 - 17, 2023 for Nickle Dickle Weekend. Sales and consumption of liquor will be limited to the roped off area in the parking lot on September 15 - 17, 2023. Special care will need to be maintained during the event to ensure that the liquor doesn't leave the area.					
<u>Attachments:</u>					
1. 23164res Temp On Sale Waconia Brewing.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2023-164**

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

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Brewing Company from September 15 through September 17, 2023 at 255 West Main Street, Waconia, MN, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the roped off area in the parking lot, and

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Waconia Brewing from September 15 thru September 17, 2023, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Temp. On-Sale Liquor License Waconia Brewing Company					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2023-165, Approving Temporary On-Sale Liquor License, Waconia Brewing Company, Dandylions Flannel Crawl, October 13, 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has received an application for a temporary on-sale liquor license to sell liquor on October 13, 2023 in the parking lot in front of the Brewery. Sales and consumption of liquor will be limited to the roped off area on October 13, 2023. Special care will need to be maintained during the event to ensure that the liquor doesn't leave the area. <u>Attachments:</u> 1. 23165res Flannel Crawl Temp License.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-165**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION
WACONIA BREWING COMPANY**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from Waconia Brewing Company for Friday, October 13, 2023, in Municipal Lot 1, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the roped off area in the parking lot.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of Waconia Brewing Company on October 13, 2023, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Small Business Start-Up Grant - Bode Gray's					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-166, Approving Grant Disbursement							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has developed various grant programs to support small businesses to the community and in the downtown business district. The Small Business Start Up Grant program provides up to \$5,000 in grant funds for new start-up businesses that provide food/beverage and/or retail services to the community and are located in the downtown business district. Grant funds can be used for start-up type expenses incurred by the business for supplies, payroll, taxes, marketing, etc. These expenses must be incurred in the months 3 through 12 of operation. The owners of Bode Gray's restaurant located at 125 1st St W, and opened in April, have submitted a grant application for eligible expenses which would result in \$5,000 grant funds eligibility. Staff have reviewed the application and supported documentation and are recommending approval. Additional application was made for the façade improvement grant funds but the application was incomplete and elements of the project for which funds were sought were not consistent with local zoning and a variance has been applied for. Upon completion of the variance consideration and submittal of additional information the application can be further processed and considered by the City Council. To date the City has issued 2 facade improvement grants, and if approved this would be the 1st small business start-up grant.							
Attachments:							
1. 23166res_Small_Business_Grant_Bode_Grays.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Economic Development>Grants							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

CITY OF WACONIA

RESOLUTION 2023-166

**RESOLUTION APPROVING SMALL BUSINESS START UP GRANT
FOR BODE GRAY’S**

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

WHEREAS, the City has received a Small Business Start Up grant application from Bode Gray’s; and

WHEREAS, application and supporting documentation for eligible business expenses have been submitted and reviewed by staff; and

WHEREAS, the expenses and business service location meets the goals of the Small Business Start Up and Economic Development Programs; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves the \$5,000 grant for Bode Gray’s.

Adopted by the Waconia City Council this 20th day of June, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Authorize Grant Application					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		Work Session; May 1st, 2023; Federally Mandated Lead & Copper Rule & Drinking Water Revolving Fund, (DWRF) Project Priority List, (PPL)					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-167; Authorizing City Staff to Submit Minnesota Department of Health Lead Service Line Inventory Technical Assistance Grant							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Council Members may recall our May 1st, 2023 work session discussions on the Federally mandated Lead and Copper Rules. Each Public Water System, (PWS) must complete a full inventory of its water service lines by October 14th, 2024. City staff have estimated 900 lead service lines may be impacted by this federal mandate. We also discussed that staff and the City Engineer would be monitoring opportunities to off-set costs related to lead service line replacements. To date we have received information on Waconia's submission and inclusion on the Project Priority List submission. As noted, information on potential funding will be available at a later date. This request of action is guided specifically on Lead Service Line Inventory technical assistance work. Our focus will be on Category A - Records Review of staff's findings of lead service lines in the community. Bolton-Menk is listed as an approved Engineering Firm with the Minnesota Department of Health. Staff will be marking Bolton-Menk as it preferred Engineering Firm. Doug Bode the Utilities Supervisor has taken the lead on this project and is part of the Minnesota American Water Works Association Utility Council and annually attends meetings on this subject matter. Doug will be the Public Water Supply Contact for this funding application with the Department of Health. Attachments: 1. 23167res_LSL_Inventory_Tech_Ass. (1).doc 2. MDH Grant Information.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Utility Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-167**

**RESOLUTION AUTHORIZING CITY STAFF TO SUBMIT MINNESOTA
DEPARTMENT OF HEALTH LEAD SERVICE LINE INVENTORY TECHNICAL
ASSISTANCE GRANT**

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

WHEREAS, Waconia has a number of lead service lines within its water distribution system; and

WHEREAS, Council has supported staff’s ability to submit applications guided upon reducing water system costs for lead service line replacements as funding becomes available; and

WHEREAS, Council authorized Public Services Water and Sewer Supervisor Doug Bode to complete the on-line application, noting Bolton-Menk as its Engineer of Choice for lead service line inventory technical grant funding assistance.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to submit Minnesota Department of Health Lead Service Line Inventory Technical Assistance Grant.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

Lead Service Line Inventory Technical Assistance Master Contract

The Minnesota Department of Health (MDH) is contracting with consulting engineers to provide technical assistance for Public Water Systems (PWS) to complete their lead service line inventory. Assistance is available with 3 categories of work:

- Records review for inventory development
- Visual inspection for inventory development
- Development of an LSL replacement plan or assistance with Drinking Water Revolving Fund LSL replacement funding application

Applications are now being accepted! **All applications for technical assistance must be received by MDH by 4:30 pm on Thursday July 20, 2023.** See below for some important information related to the application process:

- The application must be completed by a staff member or elected official from the PWS that is applying.
- The PWS can select only one category of assistance for this round of applications.
- The PWS can select a preferred contractor if they choose but it's not required.
- If the PWS does not have a preferred contractor, MDH will assign one.
- MDH is planning for additional application periods in the future. Each PWS may submit one application per application period.
- After the application period, MDH will review the applications and issue work orders as applicable to the contractors.

The online application is available at [Application for Lead Service Line Inventory Technical Assistance – Public Water System](#).

MDH can be contacted if you require the application form in a different format. Please contact us at Health.LSLinventoryTA@state.mn.us for additional information.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 17, 2023					
Item Name:	Authorize Grant Application Submittals					
Originating Department:	Public Services					
Presented by:	Craig Eldred					
Previous Council Action (if any):	May 1, 2023 Submission of Metro Local Partnership Program Solicitation Funding					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution 2023-168; Authorizing City Engineer to Prepare Local Road Improvement Project & Transportation Economic Development & Transportation Economic Development Infrastructure Funding Applications on Behalf of City of Waconia for Trunk Highway Five Corridor Improvements						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Council may recall our list of possible funding opportunities for the Trunk Highway Five corridor improvements. Council has looked at multiple options to assist in off-setting local improvement costs of the corridor, and local streets associated to provide the necessary transportation elements. Three potential funding opportunities are now available for submittal with multiple steps to seek funding opportunities for off-setting local costs. 1. Local Road Improvement Program Funds. 2. Transportation Economic Development, (TED). 3. Transportation Economic Development Infrastructure, (TEDI). One of the focus elements is completion of a "Expression of Interest" to be completed by July 24th, 2023 for the TED & TEDI applications. Each provides opportunities for funding of improvements within, or on the fringe of the corridor. Both are guided on Economic Development, while the TEDI is supportive of Infrastructure within the proposed corridor. TED funds available amount to 20 M and TEDI is 1.9 M. Final submittal items for TED and TEDI are due by September 22nd, 2023. Selections will occur in December of 2023; with project construction to commence by Fiscal year 2026. Local Road Improvement Program Funds are supported by 103M in funds in a competitive project process slated between Fiscal Years 2024 through 2027. Waconia has previously been successful in these application funding options; specifically with 10th Street Improvements, which provided considerable economic growth; construction of the frontage link of Trunk Highway 284, County Highway 10 and Cherry Street Intersection Improvements. Staff recommends approval of this request authorizing the City Engineer to prepare the appropriate documents and designate the City Administrator to execute any agreement documents on behalf of the City of Waconia.						
Attachments:						
1. 23168res LRIP_TED_TEDI_Funding_Application_Resolution_Waconia.doc						
2. Local Road Improvement Program (LRIP) Funding Flyer.pdf						
3. MnDOT TED 2023 Information.docx						
4. Transportation Economic Development Infrastructure (TEDI) Information						
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: State Aid						

Budget Information:	Planning Commission	
☒ Budgeted	Parks and Recreation Board	
☐ Non Budgeted	Safari Island Advisory Board	
☐ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2023-168**

**RESOLUTION AUTHORIZING CITY ENGINEER TO PREPARE LOCAL ROAD
IMPROVEMENT PROJECT & TRANSPORTATION ECONOMIC DEVELOPMENT &
TRANSPORTATION ECONOMIC DEVELOPMENT INFRASTRUCTURE FUNDING
APPLICATIONS ON BEHALF OF WACONIA FOR TRUNK HIGHWAY FIVE
CORRIDOR IMPROVEMENTS**

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

WHEREAS, several goals established to assist in funding improvements of trunk highway five corridor improvements is to secure eligible outside funding opportunities; and

WHEREAS, recent funding opportunities were provided for LRIP, TED, and TEDI funding opportunities which would support programmed improvements associated with the programmed Trunk Highway Five Corridor Improvements in Waconia for Fiscal Year 2026; and

WHEREAS, recommendation would be for the City Engineer to prepare the application documents and City Administrator to administrate and execute said documents on the city behalf.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City Engineer to prepare Local Road Improvement Project & Transportation Economic Development & Transportation Economic Development Infrastructure Funding Applications on Behalf of Waconia for Trunk Highway Five Corridor Improvements.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

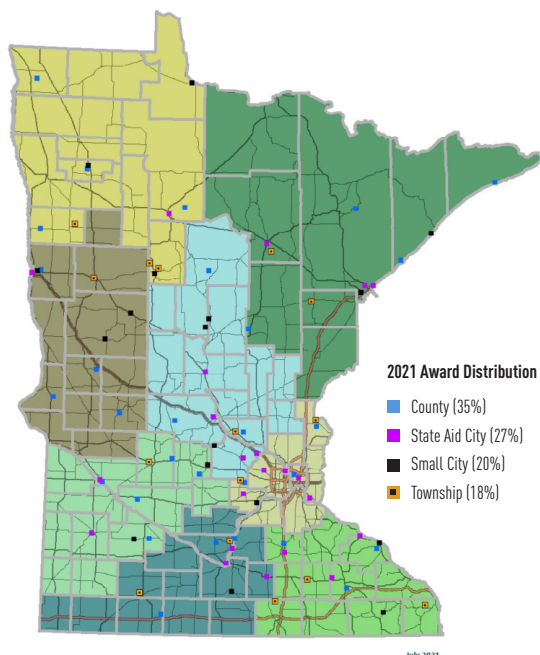
Attest: _____
Jackie Schulze, City Clerk

2023 LOCAL ROAD IMPROVEMENT PROGRAM (LRIP)



Real People. Real Solutions.

The Local Road Improvement Program (LRIP) provides agencies with financial assistance for local road construction or reconstruction projects with local, regional, or statewide significance. The LRIP funds projects that cannot reasonably be funded through other revenue sources. Regionally and locally significant projects support economic development, strengthen core business districts, improve freight movement (including farm-to-market routes), provide benefits to a trunk highway or county road, or improve a connection to a regional tourist destination.



PROGRAM DISTRIBUTION GOAL

- 30% state aid cities
- 35% counties
- 30% small cities and townships
- 5% discretionary

In each MnDOT district, counties compete against counties, state-aid cities against state-aid cities, and small cities/townships against small cities/townships. Awards are geographically distributed with the goal of funding at least one county project, one state-aid project, and one small city/township project all within each MnDOT district.

ANTICIPATED PROGRAM HIGHLIGHTS

- Approximately \$103M available for the competitive solicitation
- Eligible Applicants: Counties, State Aid Cities, Small Cities and Townships (non-state aid cities and townships will need a county sponsor)
- Eligible project types include local road construction or reconstruction projects outside trunk highway rights-of-way
- Construction cost only, including stormwater infrastructure and ponding
- Projects would be anticipated for construction in years 2024-2027
- No set local match required for all eligible applicants
- In the 2020 solicitation, projects that received state legislatively selected appropriations ("earmarks") or previous LRIP grants were not eligible for funding under the 2020 this solicitation
- Previous unfunded project requests need to resubmit under this solicitation

ANTICIPATED SOLICITATION TIMELINE

Solicitation Open:	Early Fall 2023
Project Application Deadline:	December 2023
LRIP Advisory Committee Convenes:	Early 2024
Awards announced:	Late Spring 2024

A funding agreement must be finalized with State Aid before projects are bid or any project work begins.

WHY BOLTON & MENK

Since 2017, we have helped secure **\$35.3M FOR OUR CLIENTS, LEVERAGING \$287.7M** in total project costs.

WHY IS THIS MONEY IMPORTANT?

The LRIP program is one of few competitive sources that can be used on any local road. It is also one of the few state competitive sources for transportation projects in Greater Minnesota.

Contact your Bolton & Menk Client Service Manager for more information.
Program Website: <http://www.dot.state.mn.us/stateaid/lrip.html>

Bolton-Menk.com



Transportation Economic Development Program

Funding Solicitation for State Highway Construction Projects
in Calendar Years 2024 through 2026

PROGRAM DESCRIPTION AND APPLICATION INSTRUCTIONS

Transportation Economic Development Program Description

PROGRAM PURPOSE

The Minnesota Department of Transportation's Transportation Economic Development Program (TED) provides competitive funding awards to construction projects on state highways that provide measurable economic benefits. The economic benefits may be local, regional or statewide in geographic scale. The TED program was authorized by the Minnesota State Legislature in [state statute 174.12](#).

The Minnesota Department of Transportation, in partnership with the Minnesota Department of Employment and Economic Development, administers the program. DEED administers a parallel Transportation Economic Development Infrastructure (TEDI) program that funds projects on local roads and for other types of transportation. Projects may combine funding from both programs, provided the funds are used for eligible expenses. MnDOT funding may only be used for trunk highway purposes. DEED funding cannot be used on trunk highways.

TOTAL FUNDS AVAILABLE

A total of \$20 million in trunk highway funds are available from MnDOT for the 2023 TED solicitation.

DEED has an additional \$1.9 million available through the Transportation Economic Development Infrastructure (TEDI) program.

MAXIMUM AWARD

The maximum award provided to any project is up to 70% of the total transportation infrastructure cost or the state's maximum allowable share as determined by our cost participation policy or Minnesota State Statute 174.12 Subd. 7, whichever is less.

DEADLINES

Expressions of interest (strongly encouraged) are requested by July 24th, 2023.

Full applications are due by September 22, 2023

ELIGIBLE APPLICANTS

Eligible applicants are any governmental entity as defined by state law, including tribes. Non-state aid cities are strongly encouraged to work with their county in developing the application.

Private developers who intend to fully cover the required match of a project may discuss the proposed project with their MnDOT district to discuss potential application options.

Applicants are strongly encouraged to contact and work with local port authorities, economic development authorities, housing and redevelopment authorities and other agencies who specialize in economic development in developing your application.

GREATER MINNESOTA-METRO SPLIT

Applications from the Minneapolis-St. Paul metropolitan region are scored and prioritized separately from projects in Greater Minnesota. The criteria and scoring process is similar for each, but the methods and weights vary for some criteria. Scores are not directly comparable between Greater Minnesota projects and Metro area projects even though both use a 100 point scale.

For the purposes of the TED program, the Minneapolis-St. Paul metropolitan region is the seven counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington. All other counties are considered to be in Greater Minnesota for purposes of this application process.

There is no pre-determined split in funding between Greater Minnesota and the metropolitan region. The selection committee considers the history of TED funding allocation distribution and the strength of applications submitted in this solicitation when determining final awards.

ELIGIBLE PROJECTS

To be eligible for funding, a proposed project must have a trunk highway purpose—it must improve, enhance or modify a state trunk highway or highway right-of-way. Eligible projects may do more than improve the trunk highway (i.e. replace local utilities, improve a city or county road, etc.), but funding from this solicitation can only fund work on the trunk highway and trunk highway right-of-way as specified in MnDOT's [Cost Participation Policy for Cooperative Construction Agreements](#).¹

Applications for new or modified interchanges on interstates should consult with the Federal Highway Administration Minnesota division prior to submitting a TED application. Applications for new or modified interchanges in the Minneapolis-St. Paul metropolitan region will not be considered unless they have completed the Metropolitan Council's interchange approval process prior to submitting their application.

The TED program specifically targets transportation improvements that will lead to measurable economic benefits. For a project to be eligible, it must contribute to job creation or retention or another measurable economic benefit. Housing development cannot be the primary beneficiary of the project.

MATCH REQUIREMENT

Applicants are required to identify other public and/or private funding sources that will be leveraged to contribute to the transportation construction cost of the proposed project. The TED program will

¹ MnDOT Policy FM011: <https://www.dot.state.mn.us/policy/financial/fm011.html>

provide funding for up to 70 percent of the total transportation infrastructure cost of the project or the state's maximum allowable share as determined by MnDOT's cost participation policy or MN State Statute 174.12 Subd. 7, whichever is less.

Applicants are strongly encouraged to consult with their MnDOT district office in deriving appropriate cost share estimates.

DEADLINE FOR USE OF FUNDS

Projects must begin construction by the end of calendar year 2026, unless an extension is requested in writing and approved by MnDOT.

After projects are selected for funding, program and district staff at MnDOT will continue to work closely with project sponsors to ensure that project pre-development activities such as project financing, right-of-way acquisition and environmental permitting proceed on schedule. In addition, final cost sharing agreements will be completed based on an analysis of project elements and the MnDOT cost participation policy. This analysis could change the amount of the TED grant awarded to selected projects. Selected project sponsors will be expected to provide regular progress reports to MnDOT.

If an applicant fails to demonstrate adequate progress during the project's pre-development phase, funding may be withdrawn and allocated to another project.

REPORTING REQUIREMENTS

Applicants receiving funding through the TED program will be required to submit annual reports beginning one year after construction is complete for up to five years post construction.

SOLICITATION TIMELINE

The tentative schedule for selecting projects will be as follows:

- June 15, 2023: Solicitation announced
- July 24, 2023: [Expressions of interest](#) due
- July-September: Applicants work with their MnDOT district
- September 22, 2023: [Applications](#) due to MnDOT
- December 2023: Projects selected and approved

After funding awards are announced, MnDOT will monitor the project status to ensure progress and program compliance and work with the project sponsor to develop final cost-share agreements.

HOW TO GET MORE INFORMATION

An online information session discussing both the MnDOT TED program and DEED's Transportation Economic Development Infrastructure Program is scheduled for July 10, 2023 from 10:00-11:30 am. This

meeting will be recorded for future use and will be posted at <http://www.dot.state.mn.us/funding/ted/index.html>. Any identifying information (such as your name) will only be used for the purpose of understanding program questions. MnDOT invites and encourages participation by all. If you need an ASL, a foreign language interpreter, or other reasonable accommodation, please email your request to ADArequest.dot@state.mn.us or call 651-366-4720.

Questions regarding this solicitation for TED may be directed to Peter Olson Peter.olson@state.mn.us or Jim Flaaen James.Flaaen@state.mn.us, TEDI question may be directed to Jeremy LaCroix at DEED, jeremy.lacroix@state.mn.us, 651-259-7457.

Application Process

To apply for TED funding, applicants must submit a complete application and all required attachments by September 22, 2023. The information requested is intended to provide program evaluators with sufficient information to determine project eligibility, effectively score and rank projects, assess a project's appropriate cost share percentages, and to determine the TED program funding amount to be awarded.

EXPRESSION OF INTEREST (STRONGLY ENCOURAGED)

Applicants are strongly encouraged to [submit an expression of interest](#) by July 24, 2023.

This short form does not commit an applicant to submitting a full funding application but is intended to initiate a conversation with MnDOT program and district staff about potential project ideas. MnDOT district staff will follow-up with all expressions of interest to discuss the potential project in detail and assist applicants with the process.

HOW TO SUBMIT AN APPLICATION

Applications must be submitted electronically to Peter Olson at peter.olson@state.mn.us. Applicants will receive confirmation of their submission.

Applications must be received by 5:00 p.m. on September 22, 2023.

REQUIRED ATTACHMENTS

In addition to the application form, the following must be included:

- A resolution indicating the governing body's approval of this application and commitment of the match funding identified in the application (see Appendix A for model resolution language).
- A map or maps showing the project location and the locations of affected businesses.
- A project layout or conceptual drawing.

Applications that do not include all of the required attachments will not be eligible for funding in this round of the TED program.

Additional optional attachments may include:

- Letters of commitment from the new or expanding businesses.
- Evidence of community support.
- Documentation indicating project is consistent with all applicable comprehensive plans, zoning ordinances, etc.

Project Scoring and Selection

The following describes the process for selecting TED funding and does not address the TEDI selection process.

PROCESS

The process to select TED projects in 2023 consists of the following 7 step process:

Step 1: Submit an expression of interest form

Interested applicants are strongly encouraged to [submit an expression of interest](#)

Step 2: Project discussion and exploration

MnDOT district staff will follow up with the applicant to discuss the project, including eligibility, coordination, engineering and funding details of the project.

Step 3: Submit a full application

Interested applicants must then submit a full application, including a resolution from the governing body of the applicant/sponsor supporting the project and committing any necessary funding.

Step 4: Preliminary Scoring

Eligible projects are then sent to staff in the offices of Transportation System Management, Traffic Engineering, and Project Management & Technical Support for review and comment. Metropolitan Planning Organizations and/or Regional Development Organizations may also be asked for feedback in some instances.

Based on the information in the expression of interest and discussions with district and DEED staff and any other feedback during the review process, TED program staff analyze the applications and assign a preliminary score using the criteria described later in this document.

Step 5: Selection Committee Review and Initial Recommendation

The preliminary scores are reviewed by a selection committee, who may adjust or modify the scores as indicated later in this document based on their professional judgement and insights. Projects must receive at least 50 points to be eligible for funding. The committee makes an initial funding recommendation.

The TED selection committee includes:

- DEED staff
- MnDOT Operations Division staff

- MnDOT State Aid staff
- Representatives from the following MnDOT offices:
 - o Financial Management
 - o Project Management & Technical Support
 - o Transportation System Management

Step 6: TPIC Review

The selection committee funding recommendations are presented to MnDOT's Transportation Program Investment Committee (TPIC). TPIC then makes a recommendation to the MnDOT and DEED Commissioners.

Step 7: MnDOT and DEED Commissioner Approval

Both MnDOT and DEED commissioners review and approve the final selection decisions. After which, applicants are notified of the decisions and final scores are posted.

GREATER MINNESOTA SCORING CRITERIA

TED applications from Greater Minnesota will be scored using the following criteria.

Criteria	Points Available
Economic Benefits	40
Transportation Benefits	35
% non-MnDOT Funding	5
Project Risk Assessment	20

Additional points may be awarded for project applications that include contributions from non-public sources or that advance the geographic distribution objectives in Minnesota State Statute 174.12. However, the total score may not exceed 100 points.

Projects must receive at least 50 points to be eligible for funding.

Economic Benefits

For Greater Minnesota applications, a total of 40 points are available for economic benefits based on the following factors.

Criteria	Points Available	Basis
Job creation/retention per \$1 million of project cost	20	Based on the difference between the 5 year job estimate <u>with</u> the project and the 5 year job estimate <u>without</u> the project divided by the cost of the project in millions
Income creation/retention	20	Based on the difference between the 5 year estimate of wage income <u>with</u> the project and the 5 year estimate wage income <u>without</u> the project

IMPACT TO TARGETED LABOR/INDUSTRY

Provided the total economic benefit score does not exceed 40 points, the selection committee may assign up to 5 points if the jobs created/retained are likely to benefit² a low-income community, tribal community, community of color or people with disabilities

SELECTION COMMITTEE ADJUSTMENTS

The selection committee may adjust scores for overly speculative claims or overly conservative estimates.

Transportation Benefits

For Greater Minnesota applications, a total of 35 points are available for transportation benefits.

TRANSPORTATION SCORING CRITERIA

Criteria	Points Available	Basis
Benefit-cost ratio	10	Transportation benefit-cost analysis based on crash information supplied by the applicant as well as MnDOT staff analysis following MnDOT's standard procedure. ³
Plan consistency and need	25	Based on the need for the project, plan consistency and improvements for freight and multimodal transportation (see factors below)

Factors considered in assigning points for “plan consistency and need”:

² There has to be a reasonable logic as to how the jobs would benefit those communities – pure proximity is insufficient unless the types of jobs created are matched to the skills/abilities of that community or there are established/planned job training programs to connect nearby residents to these new jobs.

³ <https://www.dot.state.mn.us/planning/program/benefitcost.html>

- Addresses a sustained crash location and/or a safety issue identified in a district or county safety plan
- Score from the Greater Minnesota Mobility Study⁴
- Addresses a pavement or bridge condition need (conversely, points may be lowered for projects that proposed work on assets with significant remaining service life)
- Improves access to a port, airport or intermodal facility
- Heavy commercial truck traffic
- Removes a geometric barrier or avoids future load restrictions on an Oversize/Overweight route
- Addresses a flood risk
- Includes improvements for pedestrians/Priority Areas for Walking Score (PAWS)
- Addresses ADA issues identified in MnDOT ADA transition plan
- Development includes complete and interconnected pedestrian network
- Includes improvements for bicycling
- Improves access to transit
- % change in number of jobs accessible within 30 minutes
- % of benefiting businesses with a transportation management plan (or commitment to develop one)
- # of existing and planned EV chargers at benefiting businesses
- Infill development
- Project includes expanding fiberoptic coverage

Projects do not need to address all of the factors listed to receive full points.

% Non-MnDOT Funding

Up to 5 points are available for projects that are not fully funded by MnDOT. Percentage will be based on estimated total transportation project cost, not just trunk highway eligible costs.

Project Risk Assessment

Up to 20 points are available based on potential risks to the deliverability of the project within the timeframe of the program.

Risk Category	Points Available	Basis
Environmental Documentation	2	Based on the status of the environmental document

⁴ <https://www.dot.state.mn.us/planning/program/mobility/index.html>

Risk Category	Points Available	Basis
Right of Way	5	Based on whether right of way acquisition is needed and the status of the acquisition
Railroad Involvement	3	Based on whether the project requires a railroad right of way agreement and the status of that negotiation
Funding	10	Based on the level and status of funding for the project

Bonus Points

Provided a project's total score does not exceed 100 points, Greater Minnesota applications may receive additional points for the following.

NON-PUBLIC FUNDING OR IN-KIND ASSISTANCE

Based on Minnesota Statutes 174.12 Subd. 5 (3), the selection committee may award up to 5 bonus points if any of the project costs are covered by private contributions or right of way donations.

GEOGRAPHIC DISTRIBUTION

Based on Minnesota Statutes 174.12 Subd. 5 (6), up to 5 bonus points will be assigned to project based on the following methodology:

- Location (municipality) has not received funding in the last 2 rounds of TED - 1 point
 - o Location (municipality) has never received funding from TED – 1 additional point
- Region (based on Regional Development Organization boundaries) has not received funding in the last round of TED – 1 point
 - o ... in the last 2 rounds – 1 additional point
 - o ... in the last 3 rounds – 1 additional point

METRO SCORING CRITERIA

TED applications from the Minneapolis-St. Paul metropolitan area (7 county) will be scored using the following criteria.

Criteria	Points Available
Economic Benefits	35
Transportation Benefits	40
% Non-MnDOT Funding	5
Project Risk Assessment	20

Additional points may be awarded for project applications that include contributions from non-public sources or that advance the geographic distribution objectives in Minnesota State Statute 174.12. However, the total score may not exceed 100 points.

A project must receive at least 50 points to be eligible for funding.

Economic Benefits

For Metro applications, a total of 35 points are available for economic benefits based on the following factors.

Criteria	Points Available	Basis
Job creation/retention per \$1 million of project cost	20	Based on the difference between the 5 year job estimate <u>with</u> the project and the 5 year job estimate <u>without</u> the project divided by the cost of the project in millions
Income creation/retention	15	Based on the difference between the 5 year estimate of wage income <u>with</u> the project and the 5 year estimate wage income <u>without</u> the project

IMPACT TO TARGETED LABOR/INDUSTRY

Provided the total economic benefit score does not exceed 35 points, the selection committee may assign up to 5 points if the jobs created/retained are likely to benefit⁵ a low-income community, tribal community, community of color or people with disabilities.

SELECTION COMMITTEE ADJUSTMENTS

The selection committee may adjust scores for overly speculative claims or overly conservative estimates.

Transportation Benefits

For Metro applications, a total of 40 points are available for transportation benefits based on the following factors.

Criteria	Points Available	Basis
Benefit-cost ratio	10	Transportation benefit-cost analysis based on information supplied by the applicant as well as MnDOT staff analysis following MnDOT's standard procedure. ⁶
Plan consistency and need	30	Based on the need for the project, plan consistency and improvements for freight and multimodal transportation (see factors below)

Factors considered in assigning points for “plan consistency and need”:

- Addresses a sustained crash location and/or a safety issue identified in a district or county safety plan
- Interchange/grade separation or at-grade intersection improvements consistent with the Metro Principal Arterial Intersection Conversion Study⁷
- Improves access to a port, airport or intermodal facility

⁵ There has to be a reasonable logic as to how the jobs would benefit those communities – pure proximity is insufficient unless the types of jobs created are matched to the skills/abilities of that community or there are established/planned job training programs to connect nearby residents to these new jobs.

⁶ <https://www.dot.state.mn.us/planning/program/benefitcost.html>

⁷ <https://metro council.org/Transportation/Planning-2/Transit-Plans,-Studies-Reports/Highways-Roads/Principal-Arterial-Intersection-Conversion-Study.aspx>

- Project in on a metro tier 1 or tier 2 truck route⁸
- Removes a geometric barrier or avoids future load restrictions on an Oversize/Overweight route
- Addresses a flood risk
- Addresses a pavement or bridge condition need (conversely, points may be lowered for projects that proposed work on assets with significant remaining service life)
- Includes improvements for pedestrians/Priority Areas for Walking Score (PAWS)
- Addresses ADA issues identified in MnDOT ADA transition plan
- Development includes complete and interconnected pedestrian network
- Includes improvements for bicycling / RBTN / Bicycle barriers
- Improves access to transit
- % change in number of jobs accessible within 30 minutes by auto and transit
- % of benefiting businesses with a transportation management plan (or commitment to develop one)
- # of existing and planned EV chargers at benefiting businesses
- Infill development

Projects do not need to address all of the factors listed to receive full points.

⁸ <https://metro council.org/Transportation/Planning-2/Transit-Plans,-Studies-Reports/Highways-Roads/Truck-Freight-Corridor-Study.aspx?source=child>

% Non-MnDOT Funding

Up to 5 points are available for projects that are not fully funded by MnDOT. Percentage will be based on estimated total transportation project cost, not just trunk highway eligible costs.

Project Risk Assessment

For Metro projects, up to 20 points are available based on potential risks to the deliverability of the project within the timeframe of the program.

Risk Category	Points Available	Basis
Environmental Documentation	2	Based on the status of the environmental document
Right of Way	5	Based on whether right of way acquisition is needed and the status of the acquisition
Railroad Involvement	3	Based on whether the project requires a railroad right of way agreement and the status of that negotiation
Funding	10	Based on the level and status of funding for the project

Bonus Points

Provided a project's total score does not exceed 100 points, metro applications may receive additional points for the following.

NON-PUBLIC FUNDING OR IN-KIND ASSISTANCE

Based on Minnesota Statutes 174.12 Subd. 5 (3), the selection committee may award up to 5 bonus points if any of the project costs are covered by private contributions or right of way donations.

GEOGRAPHIC DISTRIBUTION

Based on Minnesota Statutes 174.12 Subd. 5 (6), up to 5 bonus points will be assigned to project based on the following methodology:

- Location (municipality) has not received funding in the last 2 rounds of TED - 1 point
 - o Location (municipality) has never received funding from TED – 1 additional point
- County has not received funding in the last round of TED – 1 point
 - o ... in the last 2 rounds – 1 additional point
 - o ... in the last 3 rounds – 1 additional point

Note these points are based on the geographic location of the project, not the applicant.



Transportation Economic Development Infrastructure (TEDI) Application

2023 Instructions and Application

Authorizing Legislation

Minn. Stat. 116J.436

Background/Purpose

The Transportation Economic Development Infrastructure (TEDI) program is created to foster interagency coordination between the Departments of Transportation and Employment and Economic Development to finance infrastructure to create economic development opportunities, jobs, and improve all types of transportation systems statewide.

Eligible Projects

Funds appropriated for the program must be used to fund predesign, design, acquisition of land, construction, reconstruction, and infrastructure improvements that will promote economic development, increase employment, and improve transportation systems to accommodate private investment and job creation.

Money in the program shall not be used on trunk highway improvements, but can be used for needed infrastructure improvements and nontrunk highway improvements in coordination with trunk highway improvement projects undertaken by the Department of Transportation.

Eligible Applicants

Eligible Applicants for the Transportation Economic Development Infrastructure (TEDI) Program are local units of government.

Types of Funding Available

DEED provides funds as a grant.

Application Deadline

September 22, 2023

Funds Available

TEDI - \$1,962,400

DEED has other public infrastructure grant programs such as the [Greater Minnesota Business Development Public Infrastructure \(BDPI\) program \(/deed/government/financial-assistance/business-funding/infrastructure/index.jsp\)](#) available through a separate application.

The Department of Transportation has additional funds available for trunk highway costs. Those funds and funding are coordinated with the TEDI program. The MnDOT Transportation Economic Development program (TED) funds are awarded through a separate application.

Maximum Award

There are no funding limits for proposals requesting funds from the TEDI Program. However, program funding must find appropriate geographical balance between the metropolitan area and greater Minnesota.

Match Requirement

There is no match requirement, however major components of scoring in the competitive process are the level of private investment and the leverage of nonstate funds. Applications with little or no leverage will likely be uncompetitive.

A local governmental unit's resolution certifying that the match being pledged in the application is in place is required. A sample resolution is attached.

Selection Criteria

The TEDI Program applications will be evaluated on the following criteria:

1. job creation (25 points)
2. increase in local tax base (20 points)
3. level of private investment (15 points)
4. leverage of nonstate funds (15 points)
5. improvement to the transportation system to serve the project area (25 points)
6. appropriate geographical balance between the metropolitan area and greater Minnesota (lower scoring applications can bump high scoring applications if DEED deems it necessary for geographic balance)

Please note, an application must receive a minimum of 50 points in order to be eligible for funding.

The most competitive applications are those that can demonstrate within their request the following:

- A strong, well-documented need and an effective solution. This would include documented financial costs, reasonable budgets, secured leverage resources;
- How the proposal addresses the goal of the application;
- Committed business(es), number of full-time jobs created or being created and their salaries;
- Project Readiness – will the project be started soon after DEED approval;

- Evidence that the Eligible Applicant is able to perform and complete the tasks stated within the application.

DEED Disbursement Requirements

When requesting payments, grantees can only request up to the percentage of funds that matches the percentage of TEDI funding in the project. Supporting documentation (including invoices and canceled checks) for all incurred costs (including the required match) must be included with each pay request in order for DEED to process payment. DEED will only reimburse for completed work that has been paid for by the grantee.

Time Table for Completion of Awards

Projects should be completed within three (3) years of execution of the funding agreement, unless an extension is requested by the awarded community in writing and approved by DEED. If the project has not proceeded in a timely manner (i.e., within six (6) months of scheduled construction start date), DEED has the authority to cancel the award.

Application Requirements/Time Table

Please [submit an electronic application to DEED \(/deed/assets/tedi-application_tcm1045-580035.docx\)](/deed/assets/tedi-application_tcm1045-580035.docx), the approving authority.

The tentative schedule for selecting projects will be as follows:

- **June 15, 2023:** Solicitation announcement distributed
- **June 15 - September 22, 2023:** Applications prepared (DEED and MnDOT offer guidance)
- **July 10, 2023:** TED/TEDI informational session (see information below)
- **September 22, 2023:** Applications due to DEED for TEDI and MnDOT for TED
- **December 2023:** Projects selected and approved

Program/Application Informational Session

An informational session was held via Microsoft Teams

- [Presentation \(/deed/assets/2023-tedi-presentation_tcm1045-583937.pdf\)](/deed/assets/2023-tedi-presentation_tcm1045-583937.pdf)

Reporting Requirements

DEED will provide each grantee with the necessary annual reporting documents. Reports must be provided to DEED upon request.

Application Submittal

Eligible applicants must email their application to Jeremy.lacroix@state.mn.us (<mailto:Jeremy.lacroix@state.mn.us>). Application format should meet the following requirements:

- One PDF file for application and attachments
- All pages in application should be 8.5" x 11"
- Maximum file size of under 5MB

Applications must be received by DEED by **4:00 pm on September 22, 2023**. You will receive an email confirmation that your application was received. If you do not receive a confirmation, you should assume the application was not received.

Contacts

Jeremy LaCroix

651-259-7457

jeremy.lacroix@state.mn.us (<mailto:jeremy.lacroix@state.mn.us>)

Patrick Armon

651-259-7457

partick.armon@state.mn.us (<mailto:partick.armon@state.mn.us>)

Application Instructions

Eligible Applicants may apply for assistance from the TEDI Grant Program using the TEDI Application if they have an Eligible Project.

DEED Community Finance staff, with the assistance of MnDOT staff, shall analyze all applications and base their funding decision on the information provided within each application. There may be instances when staff will require additional information prior to making a funding decision. The DEED Commissioner will provide final approval.

Please do not submit Program Concept and Application Instructions with your application.

Please answer all questions. Failure to do so will affect application scoring.

If the proposal submitted is not eligible for DEED's funding, DEED may recommend alternative funding resources.





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Probationary Firefighters to Active Status					
Originating Department:		Fire					
Presented by:		Justin Sorensen					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-169, Appointing firefighters to active firefighter status.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Firefighter Ryan Thayer was hired by the Waconia Fire Department in January of 2023. He had prior experience with another department that he has brought with him to our city. He has been a great addition and has been a compliment to our ranks and we are confident that he will be an asset to our organization. When he was hired, he was required to serve as a probationary firefighters for six months. Ryan has met all of the requirements of his probationary period and has completed his six months in probationary firefighter status. He is now eligible for active firefighter status. <u>Attachments:</u> 1. 23169res_Active_FF_Status_-_Resolution.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-169**

**RESOLUTION APPROVING
ACTIVE FIREFIGHTER STATUS**

WHEREAS, the City of Waconia hired Ryan Thayer as a probationary firefighter in January 2023; and

WHEREAS, Ryan has previous experience with another fire department but was required to spend 6 months as a probationary firefighter upon coming to Waconia;

WHEREAS, Ryan is now eligible to move off of probationary status; and

WHEREAS, Ryan's certifications and trainings are up to date; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves Ryan Thayer as active a firefighter with Waconia Fire Department.

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Phone System Upgrade					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-170, Authorizing Phone System Upgrade							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
An upgrade to the City's phone system was included as part of the 2023 Budget and Capital Improvement Plan (Project 421). It is necessary to complete this update by the end of this year, as our phone system is at the end of its life cycle and will ultimately be going unsupported. We are unable to purchase new hardware that works on our current system. Over the past several months, the City has had conversations with two different technology vendors, as well as various cities, to discuss options for this project. The two proposals received were quoted as the following: Marco: Hardware Costs (one-time): \$13,422.40 Implementation Cost (one-time): \$7,104.00 Monthly Expenses (recurring for 36 months): \$1,711 Total cost for 3-years: \$82,122.40 VC3: Implementation Cost (one-time): \$8,165.87 Monthly Expenses (reoccurring for 60 months): \$2,284.79 (hardware costs are billed monthly with VC3) Total cost for 3-years: \$90,418.31 (although contract is a 5-year commitment) Upon receiving these quotes, the City recommends moving forward with Marco's managed voice solution. In preparation for this implementation, and after receiving original quotes that were much higher, the City's IT Technician worked hard to evaluate and reduce the number of phones, faxes, and analog lines used across our facilities. The City currently provides phone services to not only City Hall, Public Services, and the Fire Station, but also to the Chamber of Commerce, Sheriff's Office, Library, Safari Island, and the Ice Arena. With this proposal from Marco, we have the ability to reuse many of the phones at City Hall at various facilities, so we are able to limit the number of new phones that need to be purchased to 27, despite needing 74 licenses. This results in a cost savings and is a large factor in recommending the City use Marco for this implementation. In addition, the new system will allow employees to answer their phone from anywhere whether they are in the office or working remotely without needing to purchase additional technology. City staff did complete reference checks on organizations that use this system.							

The City currently has \$25,000 programmed in the CIP for this project, and the goal would be to go live with a new phone system in Q4 of 2023. Please note that moving to this phone system will also see a reduction of \$500/month in our current phone bill with Metronet. On tonight's Bill's List, the City Council also sees a payment for Marco Managed Voice services. This is for our current phone system and is for one year. After talking with Marco, they will cancel this contract and credit us for the months not used once the new phone system upgrade is live and we will see this cost savings (approximately \$230/month).

Attachments:

1. [23170res Phone Contract.docx](#)
2. [Marco Phone System Upgrade Contract.pdf](#)

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses:			
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required	Planning Commission		
	Parks and Recreation Board		
	Safari Island Advisory Board		
	Other		

**CITY OF WACONIA
RESOLUTION NO. 2023 - 170**

**RESOLUTION AUTHORIZING
PHONE SYSTEM UPGRADE**

WHEREAS, the City of Waconia’s current phone system is at the end of its useful life and eventually going unsupported; and

WHEREAS, it is difficult to find and purchase hardware compatible with the current phone system; and

WHEREAS, the 2023 CIP was approved with Project 419 as a phone system upgrade; and

WHEREAS, the City received quotes from two technology vendors; and

WHEREAS, upon receiving the quotes, City staff worked to reduce the number of analog lines, faxes, and physical phones in order to lower both hardware and monthly license costs; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes City staff to execute the phone system upgrade with Marco for one-time costs of \$20,526.40 and ongoing monthly costs of \$1,711 for a go live date in Q4 of 2023.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



June 12, 2023

PROPOSAL FOR

CITY OF WACONIA

JODY LECHNER

Prepared By:

Curtis Thompson

Technology Advisor

651-288-6944

curt.thompson@marconet.com

Quote Number: 140750



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Ucaas Quote -- CITY OF WACONIA



Prepared by:

Marco - Twin Cities

Curt Thompson

651-288-6944

curt.thompson@marconet.com

Prepared for:

CITY OF WACONIA

201 S VINE ST

WACONIA, MN 55387

JODY Lechner

952.856.4463

jlechner@waconia.org

Ship To:

CITY OF WACONIA

201 S VINE ST

WACONIA, MN 55387-1337

JODY Lechner

952.856.4463

jlechner@waconia.org

Quote Information:

Quote #: 140750

Version: 2

Date Issued: 06/12/2023

Expiration Date: 09/22/2022

Implementation Overview

■ ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF WACONIA currently has an on Prem Mitel MiVoice Office that is becoming end of support in 2026. CITY OF WACONIA would like to update their on prem system to Marco's UCaaS solution

■ CLIENT RESPONSIBILITIES

Unless specifically included in the Schedule of Products listed below, the customer is responsible for the following:

Networking:

- CAT5 (or greater) network drops to all handset locations
- Available switch ports and power (either PoE or power outlets) for all connected devices.
- Voice VLANs and required IP Subnets
- LAN and WAN Quality of Service (QoS)
- Working with data circuit provider to ensure proper bandwidth and QoS markings
- DHCP scope

Third Party Applications/Devices:

- BYOD (Bring your own Device) phones, paging devices and door access equipment are supported on a best effort basis and approved prior to installation.
- Warranty for BYOD phones, paging devices and door access equipment
- Integration to third party applications are supported on a best effort basis and must be approved prior to installation
- Marco will ensure the handoff to the third party device/application is properly functioning, but Marco support stops beyond that Marco provided connection/device

Number Porting:

- Please do not contact your current service providers to make changes on your account or disconnect services until specified to do so by Marco Project Management
- Verifying numbers for all fax, alarm and security lines - these should not be ported unless you are moving your fax to our/a hosted fax service
- Contact current carrier to remove any PINS, passwords, line and/or PIC/LPIC freezes from all accounts numbers will be ported from
- The customer must have authorized user sign the Letter of Agency for number porting, which must be the approved contact with all current carriers
- Obtain current copy (last 30 days) of all invoices for accounts in which numbers will be ported from (including toll



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

free)

- Obtain a customer service record (CSR) from the accounts of all carriers in which numbers will be ported from (this should list all account information including service addresses).

SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

- Marco will provide the below training services:
 - a) Project Coordinator led webinar for administrative or knowledge workers for up to two (2) hours
 - b) Phone user guides in digital form
 - c) Online access to training videos covering handsets and general features
- Inaccurate information or delays in responses will impact the Go-Live Date

UCaaS - Enterprise - HQ - Recurring

Description	Recurring	Qty	Ext. Recurring
Cloud Voice Product Agreement			
Designated Site:			
Managed Services			
Customer Managed		1	
Includes a customer provided Firewall, Switch and any additional IT Infrastructure. Marco WILL NOT provide monitoring or management of these components and CANNOT troubleshoot these devices. Marco will provide best practices for standard configuration and troubleshooting to the customer or IT resource.			
Gateway Server			
Business Server			
vBusiness 250 User	\$200.00	1	\$200.00
Voice PBX server - MCD			
Collaboration Server			
vCollab Multi-App 250 User	\$125.00	1	\$125.00
Collab Software Application Server			
Call Recording			
Integration Server			
Contact Center Server			
UCaaS Support			
Voice Help Desk Services	\$182.00	1	\$182.00
UCaaS Support		1	
Includes voice help desk assistance for administration, management and configuration of phone numbers, phone system, applications and end users.			
User Services			
Basic IP	\$7.00	25	\$175.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

Basic IP User License		25	
Includes an IP Device License.			
Standard IP	\$8.50	10	\$85.00
Standard IP User License		10	
Includes an IP Device License with voicemail.			
Entry UC	\$10.00	7	\$70.00
Entry UC User License		7	
Includes an IP Device License with Unified Messaging. Entry adds UC features such as Single Number Reach, Collab Desktop and Web Client for Chat, Presence, Calendar Integration, Dynamic Presence and Visual Voicemail.			
Standard UC	\$12.00	32	\$384.00
Standard UC User License		32	
Includes an IP Device License with Unified Messaging. Standard adds UC features such as Single Number Reach, Collab Desktop, Mobile, and Web Client for Chat, Presence, Visual Voicemail, Outlook Integration, Dynamic Presence, and PC and Mobile Softphone. Additionally, Standard adds an Audio, Web, and Video Conferencing bridge for each user.			
Voicemail Add-on License	\$2.00	4	\$8.00
Includes an additional voicemail box.			
Contact Center User Services			

Monthly Subtotal: **\$1,229.00**

UCaaS - SIP

Description	Recurring	Qty	Ext. Recurring
Standard SIP Services			
UC SIP Services			
UC SIP	\$11.00	10	\$110.00
UC SIP Trunk		10	
Includes one SIP Trunk Call Path. No minutes are included; DID, Toll Free, Caller ID and Usage are all individually priced.			
UC SIP	\$23.00	10	\$230.00
UC SIP Trunk 2K		10	
Includes one SIP Trunk Call Path. 2000 Local, Long Distance and Toll Free minutes are included per trunk. All minutes are aggregated for a total minute capacity based on total trunks. DID, Toll Free, Caller ID and Overage Usage are all individually priced.			
Additional SIP Services			
Caller ID Name and Number	\$5.00	1	\$5.00
Caller ID Name and Number delivery.			
DID Number	\$1.00	114	\$114.00
Includes one direct inward dial number or phone number.			

**SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)**

Directory Listing	\$1.00	5	\$5.00
Includes one location registration for 411 and white pages.			
E-911	\$3.00	6	\$18.00
Includes one location registration for emergency response.			
All overage minutes for Local, Long Distance, and Toll Free will be billed at \$0.03 per minute. This applies to usage outside of the definitions within the SIP Bundle or UC Trunk bundled minute pool.			
Monthly Subtotal:			\$482.00

UCaaS Enterprise - HQ - Hardware

Description	One-Time	Qty	Ext. One-Time
This quote is based on the Mitel Sourcewell contract #022719-MBS			
Mitel M695 Expansion Module - 4.3" LCDNetwork (RJ-45)	\$132.00	1	\$132.00
Integrated DECT Headset (NA)	\$214.80	6	\$1,288.80
6940w IP Phone	\$411.00	27	\$11,097.00
Mitel Standard Power Cord* - 125 V AC10 A - Black - North America	\$10.50	2	\$21.00
Mitel Power Adapter - 12 V DC/2.50 A Output	\$26.79	2	\$53.58
TA7108 Universal (w/o AC cord)	\$415.01	2	\$830.02
Subtotal:			\$13,422.40

UCaaS - Enterprise - Non-Recurring

Description	One-Time	Qty	Ext. One-Time
UCaaS Add-Ons			
UCaaS Installation			
UCaaS Enterprise Implementation	\$7,104.00	1	\$7,104.00
UCaaS Enterprise one time implementation fee			
Network Installation			
Voice Lease Buyout			
Subtotal:			\$7,104.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Quote Summary - One-Time Expenses

Description	Amount
UCaaS Enterprise - HQ - Hardware	\$13,422.40
UCaaS - Enterprise - Non-Recurring	\$7,104.00
Total:	\$20,526.40

Quote Summary - Monthly Expenses

Description	Amount
UCaaS - Enterprise - HQ - Recurring	\$1,229.00
UCaaS - SIP	\$482.00
Monthly Total:	\$1,711.00

Payment Options

Description	Payments	Interval	Amount
Recurring Payments			
36 Months - Monthly Payments	36	Monthly	\$1,711.00
	1	One-Time	\$20,526.40

Summary of Selected Payment Options

Description	Amount
Recurring Payments: 36 Months - Monthly Payments	
Selected Recurring Payment	\$1,711.00



■ Approval

Customer Proprietary Network Information (CPNI):

Provider and Customer acknowledge that Provider has a duty to protect the confidentiality of Customer Proprietary Network Information ("CPNI") in accordance with applicable federal law. CPNI includes information relating to the quantity, technical configuration, type, destination, location, and amount of use of the telecommunications Services that Customer purchases from Provider, and that is made available to Provider by Customer solely by virtue of the Provider/Customer relationship hereunder. Provider and Customer understand that Provider may access, use and disclose Customer's CPNI as permitted by applicable law, in order to install and provision the Service and market services that are within the same category of services provided herein without Customer's consent. With Customer's consent, Provider may use Customer's CPNI in order to offer Customer the full range of products and services offered by Provider. By signing this Agreement, Customer consents to Provider using Customer CPNI for the purpose of marketing additional services. Customer may refuse CPNI consent by signing this Agreement and providing to Provider written notice of its intent to opt out of granting such consent. Customer's consent or refusal to consent will remain valid until Customer otherwise advises Provider. Any refusal of consent by Customer will not affect Provider's provision of service to Customer.

Provider and Customer agree that Customer is served by a primary dedicated account representative and thereby qualifies for the Business Customer Exemption from the FCC's CPNI authentication requirements. Provider and Customer agree to be bound by the authentication regime in this paragraph. Specifically, Provider and Customer agree that Provider may provide Customer CPNI to representatives authorized by Customer as designated in applicable Service Orders in connection with Customer-initiated calls pertaining to the purchase of new and/or additional services, billing and collection, trouble reports, and other customer care issues.

If Customer representatives other than those designated by Customer in Service Orders contact Provider to request or modify information regarding Customer's account, Provider will not provide Customer CPNI unless Provider authenticates the caller. If the caller cannot provide information that enables Provider to authenticate the caller, Provider will not provide Customer CPNI to the caller, but will instead call the Customer back at the Customer's telephone number associated with the services provided herein to provide the requested information or mail the requested information to Customer's business address associated with the account for at least 30 days.

Please select an option below*:

Opt In _____ (Marco may use CPNI to market to Customer)

Opt Out _____ (Marco may not use CPNI to market to Customer)

* If No selection is made, an assumption of "OPT IN" is selected on your behalf

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.



- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF WACONIA

Prepared for: JODY Lechner _____

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 17, 2023
Item Name:	Appointment of Street Maintenance Worker
Originating Department:	Administration
Presented by:	Jackie Schulze
Previous Council Action (if any):	June 20, 2023: Resolution 2023-142, Accept Resignation of Street Maintenance Worker and Authorize Recruitment

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

Adopt Resolution 2023-171, Appointing Street Maintenance Worker

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

On June 20, the City Council accepted the resignation of a Street Maintenance Worker and authorized recruitment for this vacancy.

City staff recently completed interviews and recommend the hire of Chad Kerber to this position. Chad has over ten years experience with Hartman Companies as a foreman, but also has previous experience at Nelson Concrete and Masonry and Minnesota Roadways doing concrete, asphalt, and equipment operation work. He also has his Class A CDL.

Chad is expected to start at no higher than Step 3 on the Street Maintenance Worker pay scale with standard PTO accruals. His appointment is contingent on his acceptance of the offer, as well as the successful completion and City's evaluation of the following:

- pre-employment physical
- background check
- driving check
- CDL Clearinghouse query

We would anticipate an early to mid-August start date.

Attachments:

1. [23171res_Appointment_of_Street_Maintenance_Worker_July_23.docx](#)

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Personnel Committee: Recommend	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2023 - 171**

**RESOLUTION AUTHORIZING
HIRE OF STREET MAINTENANCE WORKER**

WHEREAS, on June 20, 2023, the City Council authorized the recruitment for the vacant Street Maintenance Worker position; and

WHEREAS, the City recently completed recruitment for this position; and

WHEREAS, staff recommend the appointment of Chad Kerber to this position;

WHEREAS, Chad will start at no higher than Step 3 on the Maintenance Worker pay scale; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Chad Kerber for the Street Maintenance Worker position, effective August of 2023.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		Authorize Preliminary Design Trunk Highway 5 Corridor					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		May 1, 2023 Authorize The City Engineer To Submit A Funding Request From The Minnesota Department Of Transportation's Metro Local Partnership Program To Support The Trunk Highway Five Phase II Improvement Project					
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-175; Authorizing City Engineer to Prepare Preliminary Design of Trunk Highway Five Phase II Corridor Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Council Members are aware that we continue to work on funding related items to complete the corridor improvements for Trunk Highway Five and links of local transportation systems. We also are working on processes to define the scope of improvements of which need completed and improved to sustain the corridor build. One such element is the need for a Preliminary Design from the Geotechnical and Survey data collected by the City Engineer. The Preliminary Design would allow our Engineers to nail-down the needs of improvements based upon topography, support required spatial or right of way needs for said improvements, support and determine costs associated with delivery of the improvements. These elements will assist in cost break-outs and obtaining design approval with the Minnesota Department of Transportation. A necessary and initial step in final design approval and construction. Staff recommend approval of this request allowing the City Engineer to prepare the Preliminary Design for Trunk Highway Five allowing for defining scope and financial impacts of the proposed Trunk Highway Five Corridor Improvements. Attachments: 1. 23175res_Preliminary_Design_TH_5_Phase_II.doc 2. TH 5 Phase II Layout.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-175**

**RESOLUTION AUTHORIZING CITY ENGINEER TO PREPARE PRELIMINARY
DESIGN OF TRUNK HIGHWAY FIVE PHASE II CORRIDOR IMPROVEMENTS**

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

WHEREAS, several goals were established to improve the Trunk Highway Five Corridor within Waconia; and

WHEREAS, efforts are necessary at this stage to prepare preliminary design plans for the corridor, which would allow the City Engineer to define construction locations in the corridor improvements; and

WHEREAS, recommendations would be for the City Engineer to prepare the preliminary plans to support discussions with MnDOT and Local Government Units to support funding costs.

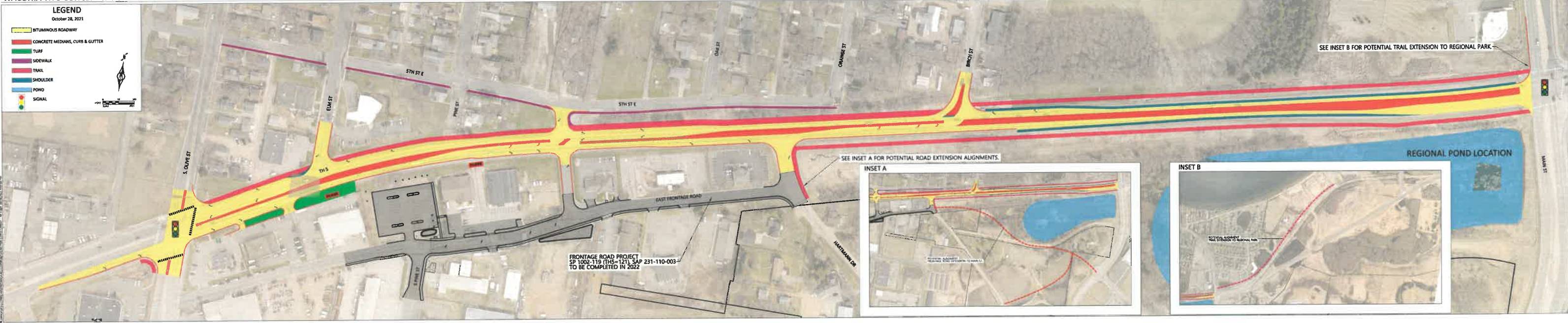
NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City Engineer to prepare preliminary design of Trunk Highway Five Phase II Corridor Improvements.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

WACONIA TH 5 CONCEPTUAL VISUALIZATION





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		New Firefighter Oath & Badge Pinning					
Originating Department:		Fire					
Presented by:		Justin Sorensen					
Previous Council Action (if any):							
Item Type (X only one):		Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Public swearing in ceremony and badge pinning of firefighters hired in November of 2022 and January of 2023.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Firefighters Tony Kuczek and Ryan Thayer have completed their probationary firefighter period and have been assigned the position of Active Firefighter on the consent agenda for Tony on May 15th, and Ryan on tonight's meeting. With them meeting the requirements of Active Firefighter, we would like to formally recognize their addition and commitment to our Fire Department with a formal swearing in and badge pinning. We request that Mayor Nicole Waldron swear the new firefighters in and allow their person(s) of choice to pin their badge and formally welcome them as active members to the department.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		July 17, 2023					
Item Name:		National Night Out					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-172, Approving Special Event Permit							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Angie Cruzen with Gather and Grow has submitted a Special Event Permit for August 1st, 2023 for a community wide National Night Out Event. Gather & Grow has been awarded a \$5,000 grant to support the event and make available games, face painting, and food free to the public. The City has been requested to consider this a City supported event and provide some logistical support with street closures on Pine Street and portion of Spruce, as well as be present during the event with vehicles from the fire department, sheriff's office, and public services for demonstration and review by the public as well as cross promotion. The City will be listed as a co-host of the event. The event will be held at City Square Park on Tuesday, August 1st, 2023 from 6:30 to 8:00 p.m. Staff recommend the approval of the Special Event Permit and designation as a City supported event. <u>Attachments:</u> 1. National Night Out Map.pdf 2. National Night Out Special Event Permit 3. 23172_National_Night_Out_Event.doc 4. National Night Out Flyer							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



City of Waconia

201 Vine Street South, Waconia, MN 55387

Landscape_8x11

July 2023
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Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

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

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name ANGIE		2. Last Name CRUZEN		
3. Primary Telephone Number 952-607-8556	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address ANGIECRUZEN@WACONIAFOODSHELF.ORG				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☒ Manager ☐ Agent for the Owner ☐ Other		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit GATHER AND GROW FOOD SHELF				
19. Email Address ANGIECRUZEN@WACONIAFOODSHELF.ORG				
20. Mailing Address PO BOX 577	21. City WACONIA	22. State MN	23. Zip Code 55387	
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to GATHER AND GROW FOOD SHELF				
26. Business Federal Tax ID Number/Tax Exempt Number 47-1667774		27. Business State Tax ID Number		
28. Business Address 11 S. ELM ST	29. City WACONIA	30. State MN	31. Zip Code 55387	
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event NATIONAL NIGHT OUT				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 6/29/2023				
34. Time of Event 6:30PM - 8:00PM		35. Set up start time and clean up finish time SET UP - 5:30P AND CLEAN UP TIME - 8:30P		

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) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
We have the park, gazebo and pavillion reserved. We plan on using all of the park for this event.			
41. Is your event in a City park? ☒ Yes ☐ No			
If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 75-100	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any 0	46. Purpose of event proceeds (if applicable) n/a		
47. Describe how attendance will be monitored and limited if necessary This is an open house style event where people can come and go as they please. By using the entire park and it being outdoors we should have plenty of space for this gathering. If the crowds should get too large, we will encourage people to leave after they've grabbed dinner.			
48. Describe any entertainment being provided We hope to have face painting, music, yard games, food at the event.			

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.

At this time we are planning to grill hotdogs and burgers and provide bottle water/pop at the park for all that join.

Ideally through this permit we would like to have the option to hire food trucks to provide the food and allow us to not cook the food onsite.

We are happy to apply for any additional licenses and permits needed.

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

We hope to have the Waconia Fire Department and Carver County Sheriff at the event as part of the community outreach aspect of this national event.

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:

We wil have trash bags around the picnic tables for trash dispensing.

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:

Hope is to have people use the public restrooms at the park during the 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 we're able to get a band or DJ to provide musical entertainment during the event it will be no different than the music in the park events held throughout the summer.

C. Information about any public right of way closures

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

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

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

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

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

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

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

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

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

D. Information about any alcohol as part of the event

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ Yes

☒ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

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

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

☐ Yes

☒ No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

Angie Cruzen

I, (print name) Angie Cruzen, 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

6/29/2023

**CITY OF WACONIA
RESOLUTION NO. 2023-172**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
FOR NATIONAL NIGHT OUT**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal property submitted by Angie Cruzen with Gather and Grow; and

WHEREAS, the City of Waconia has been requested to consider the event a City supported event with logistical support, participation by staff and vehicles, and cross-promotion; and

WHEREAS, the National Night Out event will be held on Tuesday, August 1st, 2023 from 6:30 p.m. until 8:00 p.m.; and

WHEREAS, municipal property to be used include portions of Pine Street, City Square Park, and Spruce Street1; and

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

WHEREAS, as a City supported event the application fee, municipal resources, and park rental fee have been waived as an in-kind donation; and

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

Adopted by the City Council of the City of Waconia this 17th day of July 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

CITY OF WACONIA + GATHER & GROW FOOD SHELF



POLICE • COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT

TUESDAY AUGUST 1 / 6:30-8pm

City Square Park

FOOD.GAMES.MUSIC.FUNZONE

**COME OUT &
KNOW YOUR
NEIGHBORS**

FREE FOOD TRUCKS* • Yard Games
Pop Up Splash Pad • Face Painting
Waconia Fire Department Truck
Carver County Sheriff Car
City of Waconia Public Works Truck
Ridgeview Ambulance



National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances.

FOR MORE INFORMATION:
contact angiecruzen@waconiafoodshelf.org

*WHILE SUPPLIES LAST

Your hosts



GATHER
- AND -
GROW

Waconia United Food Shelf

accepting
non-perishable
donations!

THANK
YOU 134



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: July 17, 2023

Item Name: Site Plan & Design Review - Valvoline

Originating Department: Community Development

Presented by: Ethan Nelson

Previous Council Action (if any):

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

Adopt Resolution 2023-173, Approving the Site Plan & Design Review application for the proposed Valvoline at 840 Marketplace Drive.

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

BACKGROUND

Applicant: Valvoline LLC

Owner: Ilex Groups Inc.

Address: 840 Marketplace Drive

PID# 755040130

Zoning: B-1, Highway Business District

Design District: Highway District

REQUEST

The applicant, Valvoline LLC, has submitted an application for Site Plan and Design Review for the property located at 840 Marketplace Drive. The applicant is proposing to construct a new freestanding 2,080 sq. ft. structure and site improvements in the B-1, Highway Business District.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 - District Regulations, Subd. 2.F - B-1, Highway Business District
2. Section 900.06 - Supplementary Regulations, Subd. 9 - Architectural Design Standards
3. Section 900.07 - Landscaping and Fencing
4. Section 900.08 - Performance Standards
5. Section 900.09 - Off-Street Parking, Loading, and Access Regulations
6. Section 900.10 - Sign Regulations
7. Section 900.12 - Administration, Enforcement and Procedures, Subd. 4 - Variances & Subd. 10 - Site Plan Review

SITE PLAN REVIEW

City Ordinance requires Site Plan Review *“in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.”* City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.

ZONING

The subject parcel is zoned B-1, Highway Business District. The proposed Valvoline building is a permitted use in the B-1 district.

LOT REQUIREMENTS

The subject property is located in the B-1, Highway Business District. Section 900.05, Subd. 2.F of the City Ordinance states *“The purpose of this district is to provide for an appropriate range of businesses that will be utilized by area residents as well as vehicular traffic generated from the surrounding area.”* The Lot Requirements for the Highway Business District are indicated in Table 1-1 below.

Table 1-1.

	B-1 - Lot Requirements	Proposed
Lot Area	17,500 sq. ft. min.	55,441 sq. ft.
Maximum Hardcover Surface	80% max.	45.78%
Maximum Principal Structure Height	35 ft. max.	Conforming
Front Yard Setback	25 ft. min.	Conforming
Side Street Setback – (MN Hwy 5)	20 ft. min.	Conforming
Side Yard Setback – West	15 ft. min.	Conforming
Side Street Setback (Marketplace Drive)	20 ft. min.	Conforming

SCREENING OF EQUIPMENT

The applicant is proposing ground mounted mechanical equipment. All proposed and future outdoor and/or rooftop mechanical equipment shall be screened from neighboring properties and public road right-of-way in compliance with the City Code.

OFF-STREET PARKING

Motor vehicles sales and service establishments: Four (4) spaces for each 1,000 square feet of gross floor space, less storage space.

The applicant is proposing to construct 10 parking spaces as part of their site improvements to service the 2080 sq.

ft. building. The minimum parking required is 9 spaces. The parking count and design meet City standards as proposed.

LANDSCAPING

Section 900.07B states that for the B-1, Highway Business District, the following plantings are required: One (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.

The gross building floor area of the proposed structure is 2,080 sq. ft. and the total site perimeter is 700.52 lineal feet. The applicant is proposing to plant 17 trees in conformance with the minimum sizing requirements stated in City Code. City Code requires 14 trees, therefore the application is conforming to City requirements.

Additional plantings shall be required for properties fronting State Highway #5. The following will be required for every 40' of frontage along Highway #5:

a. One (1) three inch (3") minimum deciduous tree or One (1) eight foot (8') minimum coniferous tree.

Staff notes the applicant added 5 additional trees to meet this requirement, however minimum size requirements that are noted above will need to be updated to reflect the additional trees prior to building permit issuance. Further, the location of the trees is near utilities in the easement near State Highway 5. The Planning Commission discussed this point during their regular session on July 6th and added condition #7, requiring the applicant discuss these plantings with Xcel Energy to ensure proper placement if the trees remain within the 30 ft. Electrical Easement.

SIGNS

The applicant is proposing a monument sign and wall signage. Although the proposed signage appears to generally meet code requirements, all signage shall require a separate sign permit application and review.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The applicants have submitted a lighting plan clarifying the overall lighting for the proposed new construction that appears to meet City code requirements.

VEHICULAR ACCESS

One full access entrance is proposed off of Marketplace Drive on the south side of the property. This access location and configuration are in conformance with City standards.

PEDESTRIAN ACCESS

There is existing sidewalk that runs along Marketplace Drive on the south side of the property. The applicant is proposing a connection to the sidewalk segment that would connect with the principal structure. The proposed design is in conformance with City standards.

TRASH

City Ordinance requires *“All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”*

The plans show an exterior trash enclosure on the south side of the property. No elevations have been shown as part of the application. The applicant shall ensure all materials match with the principal structure consistent with code requirements upon building permit review.

GRADING, DRAINAGE & UTILITIES

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utility plans based upon the original Site Plan plan set dated June 1st, 2023 and plan revisions dated June 23rd, 2023. The majority of items outlined in the staff comment letter dated June 13th, 2023 have been addressed.

SEWER AVAILABILITY CHARGE (SAC) AND CITY TRUNK FEES

New construction, a new business, a change in location or change in the use of space in a way that creates more potential demand on the wastewater system will require submission to the Metropolitan Council for a Sewer Availability Charge (SAC) determination. The SAC determination made by the Metropolitan Council informs the City sewer and water trunk fees associated with the potential development, redevelopment and/or remodeling of the subject property, location, or business. City code requires that for every SAC unit determined by the Metropolitan Council, the project will require the payment of one City sewer trunk fee and one City water trunk fee. The 2023 SAC and City trunk fees are included below for convenience. Please note that the current 2023 per unit cost, which includes SAC, water trunk fee, and sewer trunk fee, is \$10,885 plus any applicable hook-up and stormwater connection fees.

SAC Charge	\$2,485 per SAC unit determined by the Metropolitan Council
Sewer Trunk Fee	\$3,300 per SAC unit determined by the Metropolitan Council
Water Trunk Fee	\$5,100 per SAC unit determined by the Metropolitan Council
Stormwater Trunk Fee	\$11,050 per acre
Stormwater Access Fee	\$1,600 per acre

DESIGN REVIEW – HIGHWAY DISTRICT

City Ordinance requires Design Review with the understanding that *“the visual character and historic resources of the City are important attributes of its quality of life.”* City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

Based on a review of the plan set provided by the applicant for the proposed Valvoline, the Planning Commission and city staff believe the application meets all design review requirements with the understanding that the recommended conditions of approval are met by the applicant.

CONCLUSION / RECOMMENDATION

The Planning Commission, at their regular meeting on July 6th, 2023, reviewed the pertinent information and recommended approval of the proposed Site Plan & Design Review application via a 5-0 vote.

If the City Council chooses to approve the Site Plan & Design Review application for Valvoline, the Planning Commission and staff would recommend the approval with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall provide the City with an escrow or letter of credit to guarantee the proper installation and growth of the approved landscape plan. The escrow/letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The escrow/letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. City Public Services staff shall be notified upon landscape planting to note the quantity of plants, and initiation of the warranty period.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant shall make revisions based upon staff review comments dated June 13, 2023 to the satisfaction of the City Engineer, Community Development Director and Public Services Director prior to any work commencing on site.
7. The applicant shall contact and coordinate with Xcel Energy regarding tree placement with the 30 ft. Electric Easement.

Attachments:

1. [23173res Site Plan Vavoline.docx](#)
2. [Location Map \(1 Page\)](#)
3. [Proposed_Valvoline Plan Set.pdf](#)

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses:			
Budget Information: Budgeted Non Budgeted Amendment Required		Planning Commission	
		Parks and Recreation Board	
		Safari Island Advisory Board	
		Other	

**CITY OF WACONIA
RESOLUTION 2023-173**

**RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW FOR THE PROPERTY LOCATED AT
840 MARKETPLACE DRIVE**

WHEREAS, Valvoline LLC (the “**Applicant**”), has submitted a Site Plan & Design Review application for the property located at 840 Marketplace Drive (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is identified as PID# 755040130; and

WHEREAS, the property is zoned for B-1, Highway Business District and is located within the Highway Design Standards District; and

WHEREAS, the Applicant is proposing a new freestanding 2080 sq. ft. Valvoline and site improvements; and

WHEREAS, the City’s Planning Commission, at their regular meeting on July 6th, 2023, recommended approval of the Site Plan & Design Review application via a 5-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall provide the City with an escrow or letter of credit to guarantee the proper installation and growth of the approved landscape plan. The escrow/letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The escrow/letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. City Public Services staff shall be notified upon landscape planting to note the quantity of plants, and initiation of the warranty period.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant shall make revisions based upon staff review comments dated June 13, 2023 to the satisfaction of the City Engineer, Community Development Director and Public Services Director prior to any work commencing on site.
7. The applicant shall contact and coordinate with Xcel Energy/Northern States Power Company regarding tree placement with the 30 ft. Electric Easement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan & Design Review plan set submitted by Valvoline LLC, for the property located at 840 Marketplace Drive subject to the conditions, findings and recommendations of the Planning Commission and staff stated above.

Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

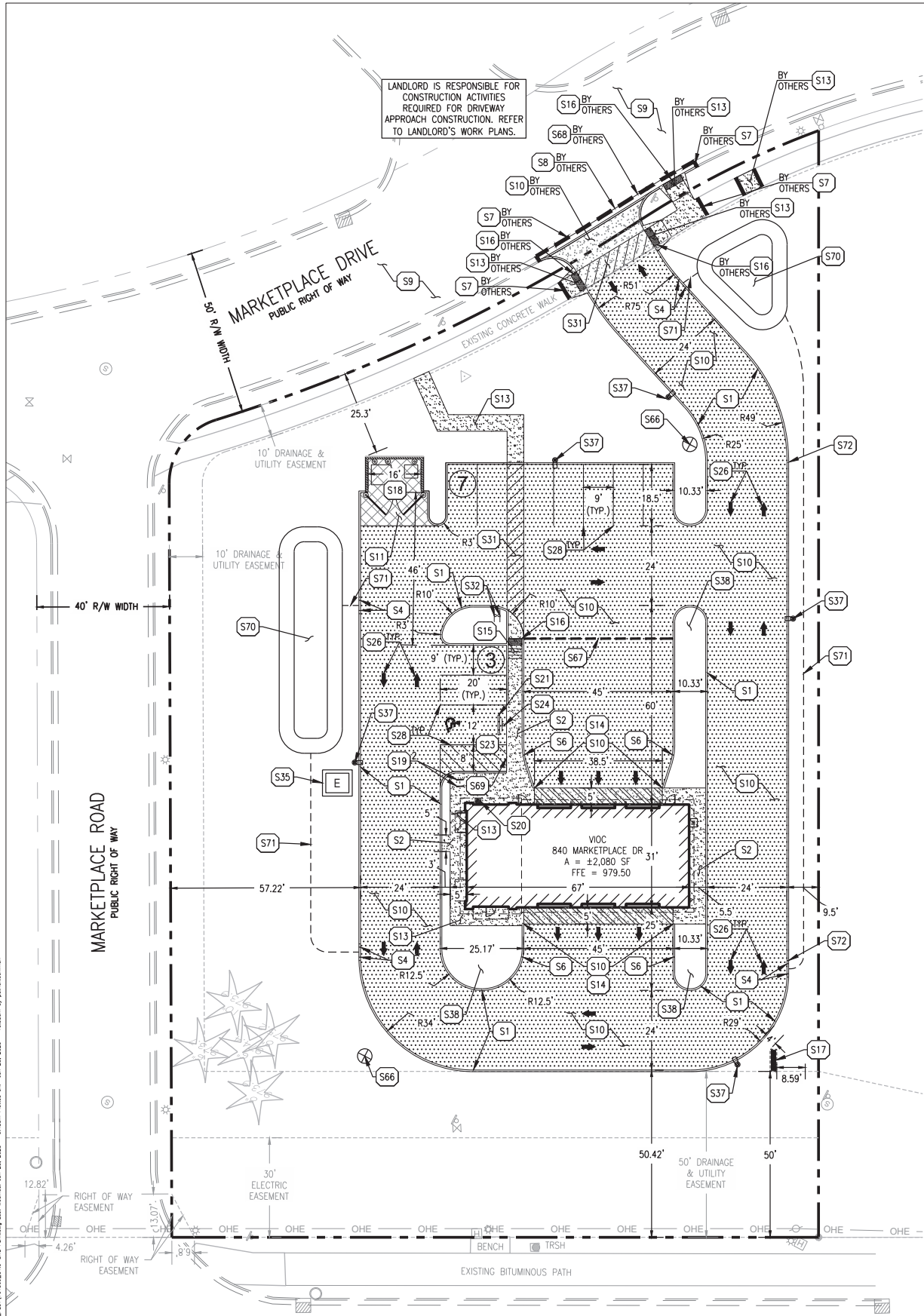


City of Waconia

201 Vine Street South, Waconia, MN 55387

Landscape_8x11

June 2023
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GENERAL SITE NOTES:

- 1. CONTRACTOR MUST SECURE ALL NECESSARY PERMITS PRIOR TO STARTING WORK.
- 2. IF THE CONTRACTOR, IN THE COURSE OF THE WORK, FINDS ANY DISCREPANCIES BETWEEN THE PLANS AND THE PHYSICAL CONDITIONS OF THE LOCALITY, OR ANY ERRORS OR OMISSIONS IN THE PLANS OR IN THE LAYOUT AS GIVEN BY THE ENGINEER, IT SHALL BE HIS DUTY TO IMMEDIATELY INFORM THE ENGINEER, IN WRITING, AND THE ENGINEER WILL PROMPTLY VERIFY THE SAME. ANY WORK DONE AFTER SUCH A DISCOVERY, UNTIL AUTHORIZED, WILL BE AT THE CONTRACTOR'S RISK.
- 3. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
- 4. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE TO THE STATE AND LOCAL GOVERNMENT AGENCY'S LATEST CONSTRUCTION SPECIFICATIONS AND DETAILS.
- 5. ALL HANDICAP SITE FEATURES SHALL BE CONSTRUCTED TO MEET ALL FEDERAL, STATE AND LOCAL CODE.
- 6. NOTIFY THE CITY INSPECTOR TWENTY-FOUR (24) HOURS BEFORE BEGINNING EACH PHASE OF CONSTRUCTION.
- 7. THE CONTRACTOR SHALL CAREFULLY PRESERVE BENCHMARKS, REFERENCE POINTS, AND STAKES.
- 8. ARCHITECTURAL PLANS ARE TO BE USED FOR BUILDING STAKE OUT.
- 9. ALL DIMENSIONS ARE FROM FACE OF BUILDING, CURB, AND WALL UNLESS OTHERWISE SPECIFIED ON PLANS.
- 10. CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY, AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
- 11. CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL INSIDE OR OUTSIDE CONTRACT LIMITS DUE TO CONSTRUCTION OPERATION.
- 12. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
- 13. ALL ROAD WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE STATE AND LOCAL GOVERNMENT AGENCY SPECIFICATIONS.
- 14. STANDARD/HEAVY DUTY PAVEMENT AND CONCRETE SECTIONS SHALL FOLLOW THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT PREPARED BY GILES ENGINEERING ASSOCIATES, INC. DATED APRIL 5, 2023.
- 15. ALL CURB RADII SHALL BE 5' UNLESS OTHERWISE NOTED ON THE PLANS.
- 16. THE CONDITION OF ADJACENT STREET AND SIDEWALK SHOULD BE REVIEWED BY THE CITY AND CONTRACTOR PRIOR TO ANY WORK AND VERIFY WITH VIDEO OR PICTURES. ANY DAMAGE TO THE STREET OR SIDEWALK AFTER WORK COMMENCES SHALL BE DEEMED TO BE CAUSED BY THE CONTRACTOR AND THE OWNER'S RESPONSIBILITY TO REPAIR.

SITE KEY NOTES

- S1 STRAIGHT CURB. REFER TO DETAIL ON C-7.0.
- S2 INTEGRAL CURB AND SIDEWALK. REFER TO DETAIL ON C-7.0.
- S4 CURB CUT. SEE NOTE FOR LENGTH. REFER TO DETAIL ON C-7.0.
- S6 TAPER CURB FROM 6" TO 0" OVER 10'.
- S7 LIMITS OF SAWCUT.
- S8 MATCH EXISTING PAVEMENT ELEVATION.
- S9 EXISTING PAVEMENT TO REMAIN.
- S10 STANDARD DUTY ASPHALT/CONCRETE PAVING (PER PAVING PLAN)
- S11 HEAVY DUTY ASPHALT/CONCRETE PAVING (PER PAVING PLAN)
- S13 CONCRETE SIDEWALK. REFER TO DETAIL ON C-7.0.
- S14 BLACK "COLOR TOP" CONCRETE SEALER BY SHERWIN WILLIAMS.
- S15 ADA CURB RAMP. REFER TO DETAIL ON C-7.0.
- S16 DETECTABLE WARNINGS PER ADA REQUIREMENTS
- S17 MONUMENT SIGN (PER ARCH. PLANS)
- S18 DUMPSTER ENCLOSURE (PER ARCH. PLANS)
- S19 BICYCLE RACK. REFER TO NOTE FOR NUMBER. REFER TO DETAIL ON C-7.0.
- S20 CONDENSING UNIT. REFER TO MECHANICAL PLANS
- S21 CONCRETE WHEEL STOPS (SEE NOTE FOR NUMBER)
- S23 ADA ACCESSIBLE PARKING SPACE AND AISLE STRIPING & SYMBOL OF ACCESSIBILITY (TYPICAL-PER ADA AND LOCAL REQUIREMENTS). REFER TO DETAIL ON C-7.0.
- S24 ACCESSIBLE PARKING SIGN (TYPICAL PER ADA AND LOCAL REQUIREMENTS)
- S25 VAN ACCESSIBLE PARKING SIGN (TYPICAL-PER ADA AND LOCAL REQUIREMENTS). REFER TO DETAIL ON C-7.0.
- S26 DIRECTIONAL TRAFFIC ARROW (PER LOCAL CODES) REFER TO DETAIL ON C-7.0.
- S28 PARKING STALL STRIPING (PER LOCAL CODES)
- S31 PEDESTRIAN CROSSWALK STRIPING. (PER LOCAL CODES) REFER TO DETAIL ON C-7.0.
- S32 PEDESTRIAN CROSSING SIGN. PER LOCAL CODES.
- S35 TRANSFORMER PAD LOCATION (SEE UTILITY PLAN)
- S37 LIGHT POLE (TYPICAL-PER LIGHTING PLAN)
- S38 LANDSCAPE AREA (PER LANDSCAPE PLAN)
- S39 LANDSCAPE ISLAND (PER LANDSCAPE PLAN)
- S65 POINT OF RELOCATION.
- S66 CONSTRUCTION CAMERA POST PER STD C-7.0.
- S67 GENERAL CONTRACTOR TO PROVIDE CONDUIT FOR BELL RINGER. CONDUIT TO BE INSTALLED UNDER CONCRETE SIDEWALK, ADJACENT TO BUILDING, AND STUB OUT OF CONCRETE CURB. REFER TO ARCHITECTURAL PLAN, DETAIL 3/A2.1, FOR ADDITIONAL INFORMATION.
- S68 DEPRESSURED CURB AND GUTTER. REFER TO DETAIL ON C-7.0.
- S69 FLUSH CURB. REFER TO DETAIL ON C-7.1.
- S70 BIOFILTRATION BASIN. REFER TO DETAIL ON C-7.2.
- S71 DRAINAGE SWALE WITH A MINIMUM 1.00% SLOPE. REFER TO GRADING PLAN ON C-3.0.
- S72 EXPOSED BACK OF CURB.

STATEMENT OF USE		
BUSINESS TYPE	AUTO SERVICE	
NUMBER OF EMPLOYEES PER SHIFT	7	



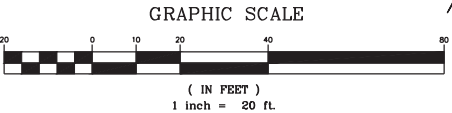
EXISTING LEGEND:

- IRON MONUMENT FOUND
- STREET LIGHT
- POWER POLE
- HANDHOLE
- SANITARY MANHOLE
- MANHOLE (USE NOT DETERMINED)
- CATCH BASIN
- SIGN
- FIRE HYDRANT
- WATER VALVE
- EVERGREEN TREE
- SAN- SANITARY SEWER
- SS- STORM SEWER
- T- UNDERGROUND COMMUNICATIONS
- OHE- OVERHEAD ELECTRIC
- E- UNDERGROUND ELECTRIC
- W- WATER MAIN
- GAS- GAS MAIN

PROPOSED LEGEND:

- PROPERTY LINE
- PROPOSED CURB
- PROPOSED CURB & GUTTER
- PROPOSED SITE LIGHT, SEE PHOTOMETRIC PLAN
- PROPOSED DRAINAGE STRUCTURES (SEE GRADING/DRAINAGE PLANS)
- PROPOSED PARKING SPACES
- PROPOSED SAW CUT
- PROPOSED SITE CONSTRUCTION CAMERA PER STD C-7.0
- PROPOSED STANDARD DUTY ASPHALT PAVEMENT. REFER TO PAVING PLAN.
- PROPOSED STANDARD DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
- PROPOSED CONCRETE SIDEWALK PAVEMENT. REFER TO PAVING PLAN.
- PROPOSED HEAVY DUTY CONCRETE PAVEMENT. REFER TO PAVING PLAN.
- PROPOSED BLACK "COLOR TOP" CONCRETE SEALER BY SHERWIN WILLIAMS.

SITE DATA SUMMARY:	
VALVOLINE TRACT: (AFTER ROW DEDICATION)	1.27 ACRES/ 55,441 SF
ZONING	B-1 HIGHWAY BUSINESS DISTRICT
BUILDING	2,080 SF
FAR:	1:26.7
LOT COVERAGE:	0.04 (2,080 SF)
PARKING REQUIRED:	8 (1 ACCESS. PARKING SPACES)
PARKING PROVIDED:	11 (1 ACCESS. PARKING SPACES)
PERVIOUS COVER:	30,066 SF
IMPERVIOUS COVER:	25,375 SF
REQUIRED BICYCLE PARKING	N/A
PROVIDED BICYCLE PARKING	2



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DATE	ISSUE
05/18/2023	OWNER REVIEW SET
06/01/2023	PERMIT SET
06/23/2023	PERMIT SET

PROFESSIONAL SEAL

PROFESSIONAL LICENSE NO:
42586

PROFESSIONAL IN CHARGE

JEFFREY A. TIBBITTS

PROJECT MANAGER

MAY

QUALITY CONTROL

RAP

DRAWN BY

RMA

PROJECT NAME



VALVOLINE
INSTANT
OIL CHANGE
WACONIA, MN

PROJECT NUMBER

761569

SHEET NAME

SITE PLAN

SHEET #

C-1.0

GOPHER STATE ONE CALL
This time and every time
CALL BEFORE YOU DIG!
Minnesota's One-Call Center
CALL 811 or (800) 282-1166
(651) 454-0002

GOPHER STATE ONE CALL

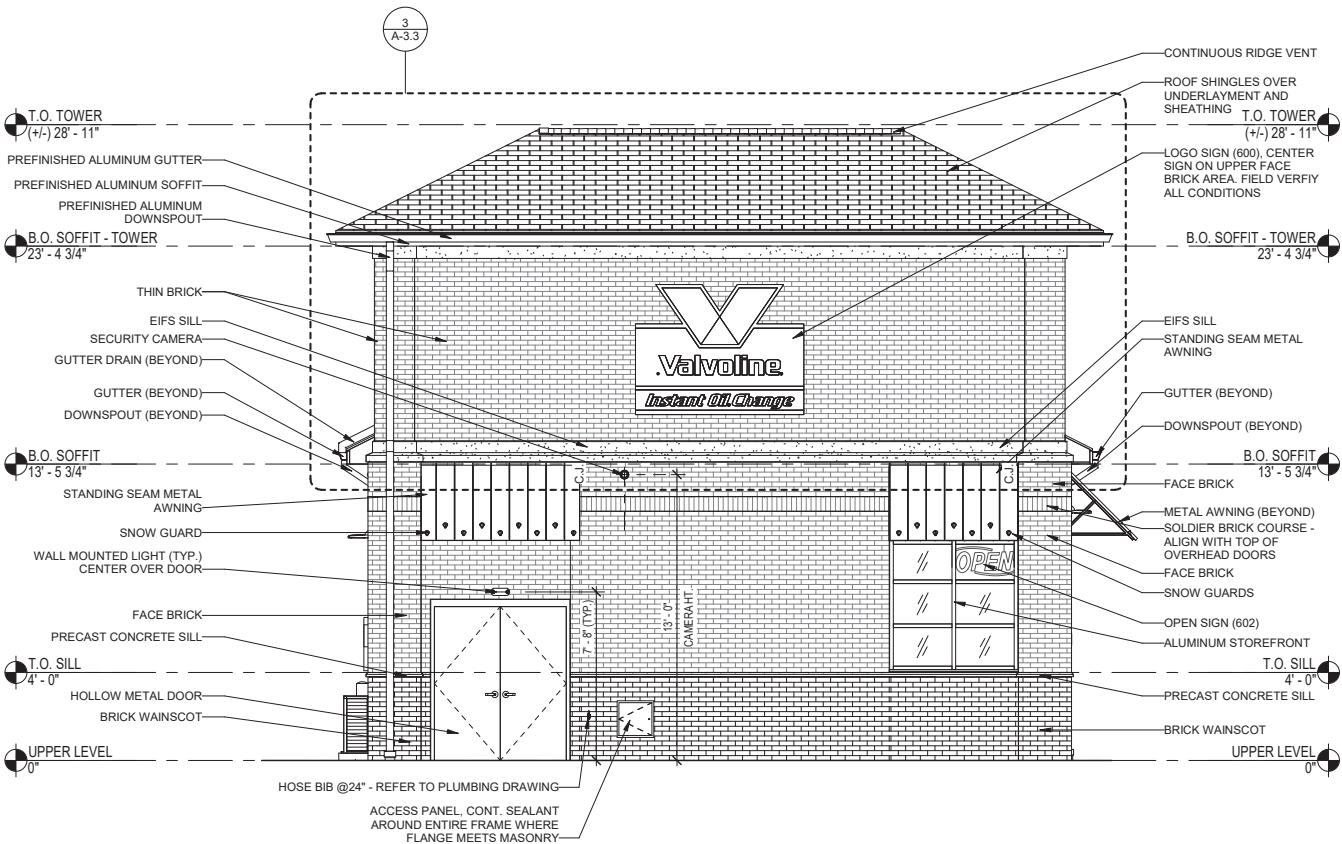
ELEVATION NOTES

- EIFS SHALL BE DRYVIT, CLASS PB DRAINAGE SYSTEM WITH FLUID APPLIED WATER RESISTIVE BARRIER BEHIND INSULATION BOARD.
- SIGNAGE SHOWN ON THESE ELEVATIONS IS FOR GENERAL REFERENCE PURPOSES ONLY. ALL SIGNAGE SHALL BE APPLIED FOR & PERMITTED UNDER A SEPARATE SIGNAGE SUBMITTAL.
- G.C. SHALL PROVIDE BLOCKING IN STUD WALL BEHIND EACH SIGN AS REQUIRED BY SIGN VENDOR - FIELD VERIFY REQUIREMENTS W/ VENDOR & OWNER'S REPRESENTATIVE.
- ALL FLASHING, RIDGE CAPS, DRIP EDGE ETC. SHALL MATCH GUTTER & DOWNSPOUT MANUFACTURER'S STANDARD DETAILS. PROVIDE VENTED RIDGE CAP WHERE SHOWN.
- EXHAUST FAN, VTRS & SIMILAR ITEMS ON ROOF SHALL BE PAINTED - SEE EXTERIOR FINISHES.
- ALL MASONRY WITH CORNER EXPOSURES TO HAVE SAME PROFILE AS FACE OF THE STANDARD MASONRY PRODUCT. NO CUT SURFACE ARE TO BE EXPOSED
- ALL EXTERIOR SECURITY CAMERAS SHALL BE INSTALLED OVER ELECTRICAL BOXES RECESSED FLUSH WITH THE EXTERIOR WALL FINISH - REFER TO ELECTRICAL FOR ADDITIONAL INFORMATION.

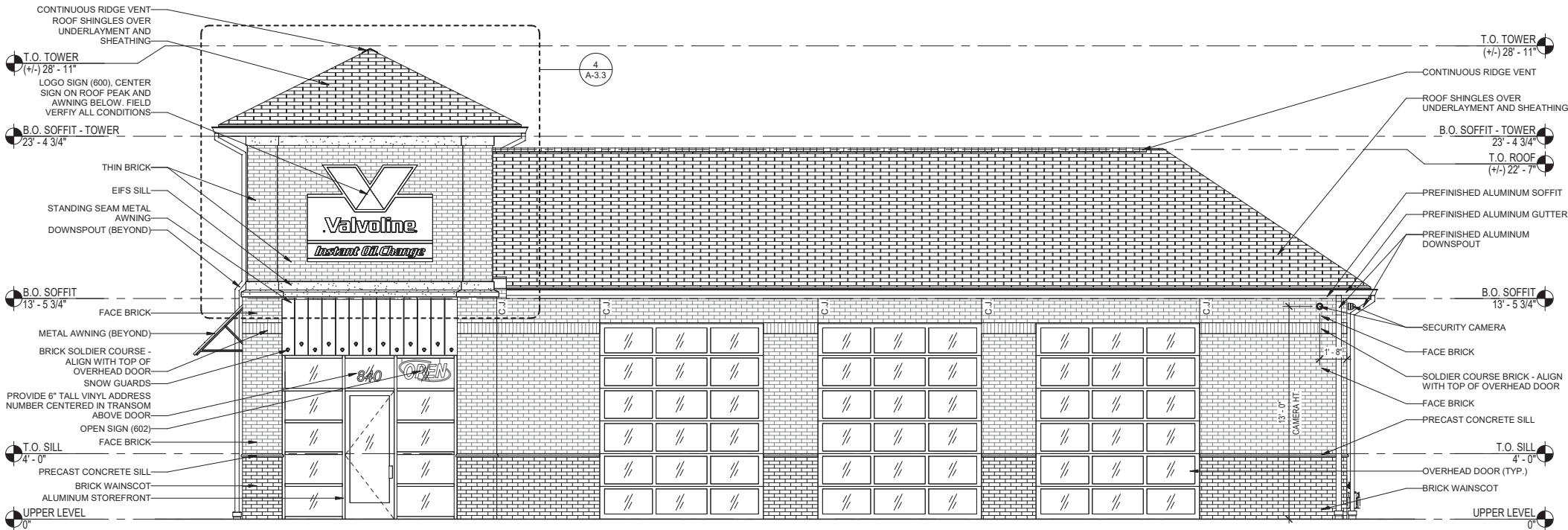
EXTERIOR FINISHES

EXTERIOR INSULATED FINISH SYSTEM:	DRYVIT (SANDPEBBLE FINE) COLOR: E.I.F.S. 1 = #113 AMARILLO WHITE
BRICK WAINSCOT: (GRADE TO PRECAST SILL)	BELDEN - "MODULAR MIDLAND BLEND"
FACE BRICK (ABOVE WAINSCOT):	BELDEN - "MODULAR HAMILTON BLEND"
BRICK SOLDIER COURSE:	BELDEN - "MODULAR HAMILTON BLEND"
PRECAST SILL:	CUSTOM CAST STONE - "LIGHT BUFF" (REFER TO SILL PROFILE)
MORTAR:	LEHIGH STANDARD KIT - "BEIGE"
MASONRY SEALER:	ALL MASONRY SURFACES SHALL BE TREATED W/SEALER REFER TO SPECIFICATIONS.
STANDING SEAM AWNING:	FIRESTONE UNA-CLAD KYNAR 500 / HYLAR METAL 5000 FLUOROCARBON STEEL "CHAMPAGNE METALLIC" UNDERSIDE & FRAME TO BE PAINTED SW6152 "SUPERIOR BRONZE"
ROOF SHINGLES:	OWENS CORNING DURATION SERIES "DRIFTWOOD"
MISC. ROOF VENTS, FANS, ETC.:	PAINT SW7046 "ANONYMOUS"
GUTTER, DOWNSPOUTS, FASCIA, EXTERIOR SOFFIT, & EXPOSED TRIM:	BERRIDGE - "SIERRA TAN"
STOREFRONT SYSTEM:	2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/1" INSULATED GLAZING.
H.M. DOORS & FRAMES:	FIELD PAINT W/ SHERWIN-WILLIAMS B66-1300 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF B66-300 SHER-CYRL HPA. COLOR SHALL BE SW-7515 "HOMESTEAD BROWN". PROVIDE MOCK-UP AND VERIFY COLOR W/ OWNER
O.H. DOOR FINISH:	CLEAR ANODIZED ALUMINUM
ACCESS PANEL:	STAINLESS STEEL

MATERIAL CALCULATIONS		
BRICK	586 SF	77%
AWNINGS	44 SF	6%
GLAZING	35 SF	5%
DOORS	48 SF	6%
EIF	64 SF	6%
TOTAL	741 SF	100%



2 EXTERIOR ELEVATION (OVERALL RIGHT)
A-3.1 Scale: 1/4" = 1'-0"



1 EXTERIOR ELEVATION (OVERALL FRONT)
A-3.1 Scale: 1/4" = 1'-0"

SIGNAGE SCHEDULE

NUMBER	DESCRIPTION	SIZE	ILLUMINATED	QUANTITY
600	LOGO SIGN	7'-8" x 5'-11" (45 SF)	INTERNALLY	3
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
601	LANE INDICATOR SIGN	10'-0" x 1'-0" (10 SF)	NO	3
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
602	OPEN SIGN	2'-7 1/2" x 11 1/2" (2.52 SF)	INTERNALLY	2
PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
603	MONUMENT SIGN	REFER TO SHEET A-11.1	INTERNALLY	1
PER LOCAL AND DEVELOPMENTAL RESTRICTIONS				

MATERIAL CALCULATIONS		
BRICK	537 SF	51%
AWNINGS	36 SF	3%
GLAZING	466 SF	44%
EIF	22 SF	2%
TOTAL	1061 SF	100%



CESO
WWW.CESOINC.COM

3300 South Market Street, Suite 230
Rogers, AR 72758

Phone: 330.665.0660 Fax: 888.208.4826

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DATE	ISSUE
05/18/2023	OWNER REVIEW SET

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CERTIFICATE OF AUTHORIZATION NO.:

PROFESSIONAL IN CHARGE

BEN BELL

PROJECT MANAGER

ARW

QUALITY CONTROL

GB

DRAWN BY

RLD

PROJECT NAME



**VALVOLINE
INSTANT
OIL CHANGE**
WACONIA, MN

PROJECT NUMBER

762569-01

SHEET NAME

**EXTERIOR
ELEVATIONS**

SHEET #

A-3.2

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ACCESS PANEL:	STAINLESS STEEL

SIGNAGE SCHEDULE

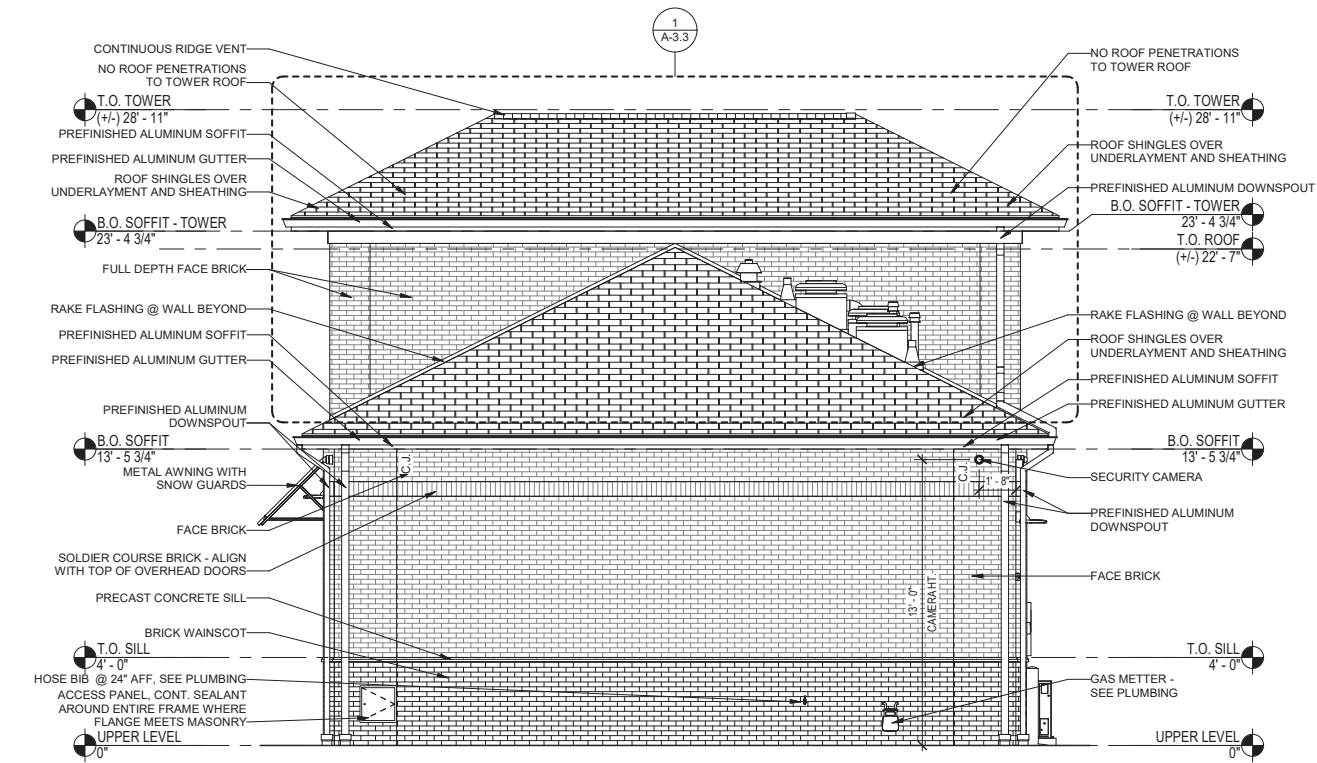
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PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR				
603	MONUMENT SIGN	REFER TO SHEET A-11.1	INTERNALLY	1
PER LOCAL AND DEVELOPMENTAL RESTRICTIONS				

MATERIAL CALCULATIONS

BRICK	602 SF	57%
GLAZING	437 SF	41%
EIF	22 SF	2%
TOTAL	1061 SF	100%

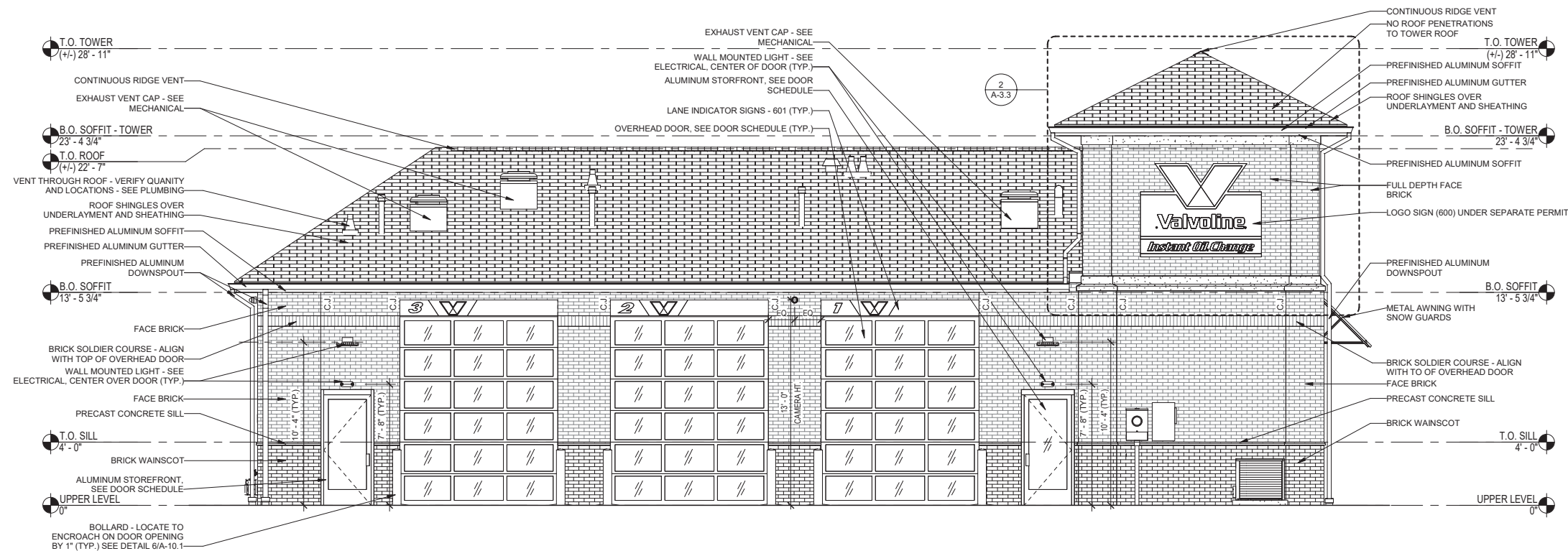
MATERIAL CALCULATIONS

BRICK	541 SF	97%
EIF	18 SF	3%
TOTAL	741 SF	100%



2 EXTERIOR ELEVATION (OVERALL LEFT)

A-3.2 Scale: 1/4" = 1'-0"



1 EXTERIOR ELEVATION (OVERALL REAR)

A-3.2 Scale: 1/4" = 1'-0"



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: July 17, 2023

Item Name: After-the-Fact Variance Request - 125 First Street West

Originating Department: Community Development

Presented by: Lane Braaten

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
--------------------------------	---------	--	-----------------	---	--------------------	--

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2023-174, Approving the after-the-fact variance application to partially waive the rooftop screening requirement stated in the Downtown District Design Standards for 125 1st Street West.

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

BACKGROUND

Applicant: Greg James

Owner: JD Rentals LLPA

Address: 125 First Street West

PID# 750501400

Zoning: B-3, Central Business District

Design Standards District: Downtown District

REQUEST:

The City has received an application submitted by Greg James (the “applicant”) requesting approval of an after-the-fact variance from the Downtown District Design Standards which requires all rooftop equipment to be screened from view from adjacent streets, public rights-of-way and adjacent properties.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 - District Regulations, Subd. 2.H - B-3, Central Business District
2. Section 900.06 - Architectural Design Standards, Subd. 9.D - Design Standards, Downtown District
3. Section 900.12 - Administration, Enforcement and Procedures, Subd. 4 - Variances

VARIANCE REVIEW CRITERIA:

Waconia City Code Section 900.12, Subd. 4 and Minnesota State Statute 462.357, Subd. 6 establishes criteria to be considered when contemplating the issuance of a Variance in terms of “practical difficulty” as follows: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the Variance are consistent with the Comprehensive Plan.” So a City evaluating a Variance application should make findings as to:

1. Is the Variance in harmony with the purposes and intent of the ordinance?
2. Is the Variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?
5. Will the Variance, if granted, alter the essential character of the locality?

State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas, practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

VARIANCE ANALYSIS:

The applicant is requesting a variance from the rooftop screening required in the Downtown District Design Standards. The applicable section of the design standards is included below:

Roof Design

a. *Objectives:* To encourage a variety of roof lines that respond to the existing built environment. To ensure adequate screening of rooftop equipment.

b. *Standards:* Flat or pitched roofs, or combinations of these, may be used. Pitched roofs should have a minimum roof pitch of 1 foot of rise to 4 feet of run. Flat roofs should be defined with an ornamental parapet or cornice. Average parapet height shall not exceed 15 percent of the height of the supporting wall and maximum parapet height at any point shall not exceed one-third the height of the supporting wall.

All rooftop equipment shall be screened from view from adjacent streets, public rights-of-way and adjacent properties. Preferably, rooftop equipment should be screened by the building parapet, provided that the parapet does not exceed building height limits.

Rooftop equipment may also be screened by a smaller accent roof or enclosure. This structure shall be set back a distance of 1-1/2 times its height from any primary façade fronting a public street. Screens shall be of durable, permanent materials (not including wood) that are compatible with the primary building materials.

PLANNING/DESIGN REVIEW ANALYSIS:

1. The applicant received Design Review approval on March 22nd, 2022 via Resolution 2022-90. Condition #5 of the resolution states “Any rooftop mechanical equipment visible from the street or alley will be required to be screened from view by an accent enclosure consistent with the design of the building.”
2. The Planning Commission reviewed the Design Review application on March 3rd, 2022. Included in the packet language was the applicable sections of City Code which state “All rooftop equipment shall be screened from view from adjacent streets, public rights-of-way and adjacent properties. Preferably, rooftop equipment should be screened by the building parapet, provided that the parapet does not exceed building height limits. Rooftop equipment may also be screened by a smaller accent roof or enclosure. This structure shall be set back a distance of 1-1/2 times its height from any primary façade fronting on a public street. Screens shall be of durable, permanent materials (not including wood) that are compatible with the primary building materials.”
3. Design Review Analysis and Staff Review Comments from the March 3rd, 2022, packet also include language stating “The application does not include any details regarding outdoor equipment. Any future outdoor or rooftop mechanical equipment requires screening.”
4. The March 3rd, 2022, Planning Commission Meeting Minutes state “Leshner wondered about the mechanical equipment placement. Dewolf stated that the equipment is hidden behind the peak of the building. Braaten asked Dewolf to mention this to his mechanical team to reconfirm the infrastructure is in place to support these systems.”
5. The City Council reviewed the Design Review application on March 21st, 2022, which included a recommendation of approval from the Planning Commission. Additionally, the City Council staff report included the same screening language included in the Planning Commission packet.
6. The March 21st, 2022, City Council meeting minutes includes “The application does not include any details regarding outdoor equipment. Any future outdoor or rooftop mechanical requires screening.”
7. The City issued Mechanical Permit WA302143 on September 9th, 2022, to Wencil Services, Inc. The Description Field states, “Any Rooftop Mechanical equipment shall be screen”. Additionally, the comment field on the mechanical permit states “Rooftop Equipment visible from public road right-of-way shall require screening.”

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on June 22nd, 2023 and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. The public hearing comment received has been attached to this report for review and consideration.

RECOMMENDATION

The Planning Commission, at their regular meeting on July 6th, 2023, reviewed the pertinent information, held the public hearing, and took all public comment. The Commission recommended approval of the after-the-fact

variance application to allow partial screening of the existing rooftop mechanical equipment at 125 First Street West via a 4-1 vote.

Staff has created and included attached imagery titled “Planning Commission Recommendation PDF” to identify and further clarify the recommendation of the Planning Commission.

If the City Council chooses to approve the variance request, the Planning Commission would recommend approval with the following conditions:

1. The rooftop mechanical equipment shall be screened to the full extent possible with the proposed dark bronze pre-finished metal panel to match the existing storefront and roof coping.
2. The rooftop mechanical equipment that cannot be physically screened from view shall be painted a uniform color that is consistent with the design of the building.

Attachments:

1. [23174res_Variance_Approval_Bode_Grays.docx](#)
2. [Location Map.pdf](#)
3. [Proposed Elevation_Bode Grays.pdf](#)
4. [JAmdal Architects Letter.pdf](#)
5. [Herzog Engineering Bode Gray Rooftop Duct Screening Opinion Letter.pdf](#)
6. [Public Hearing Comment.pdf](#)
7. [Bode Grays Planning Commission Recommendation PDF.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted
_____ Non Budgeted
_____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION 2023-174**

**A RESOLUTION APPROVING A VARIANCE
FOR THE PROPERTY LOCATED AT 125 FIRST STREET WEST**

WHEREAS, Greg James (the “**Applicant**”), has submitted a Variance application for the property located at 125 First Street West (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 9, Block 15, City Lots of Waconia and identified as PID# 750501400; and

WHEREAS, the property is zoned B-3, Central Business District and is located within the Downtown Design Standards District; and

WHEREAS, the Applicant is requesting a variance to allow partial screening of the rooftop mechanical equipment rather than conforming to the Downtown Design Standards District which requires all rooftop equipment to be screened from view from adjacent streets, public rights-of-way and adjacent properties; and

WHEREAS, the Planning Commission, at their regular meeting on July 6th, 2023, voted 4-1 to recommend approval of the Variance application for the property located at 125 First Street West; and

WHEREAS, the request to vary from the Downtown District Design Standard for rooftop screening shall include the following conditions:

- 1) The rooftop mechanical equipment shall be screened to the full extent possible with the proposed dark bronze pre-finished metal panel to match existing storefront and roof coping.
- 2) The rooftop mechanical equipment that cannot be physically screened from view shall be painted a uniform color that is consistent with the design of the building.

WHEREAS, the City Council further finds and concludes:

- 1) The partial lack of mechanical screening is consistent with other properties in close proximity to the subject property and the existing rooftop mechanical shall not be unsightly if partially screened and painted per the recommended conditions stated above.
- 2) The rooftop mechanical shall be partly screened by the proposed mechanical screening and is therefore in harmony with the intent of the ordinance.
- 3) The applicant has improved the property consistent with the goals and objectives of the comprehensive plan which identifies keeping with historical character in the downtown area.
- 4) The age of the underlying roof structure is challenging, and installation of full rooftop screening would be impracticable for the property owner.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Variance application submitted by Greg James for the property located at 125 First Street West subject to the conditions, findings and recommendations of the Waconia Planning Commission stated above.

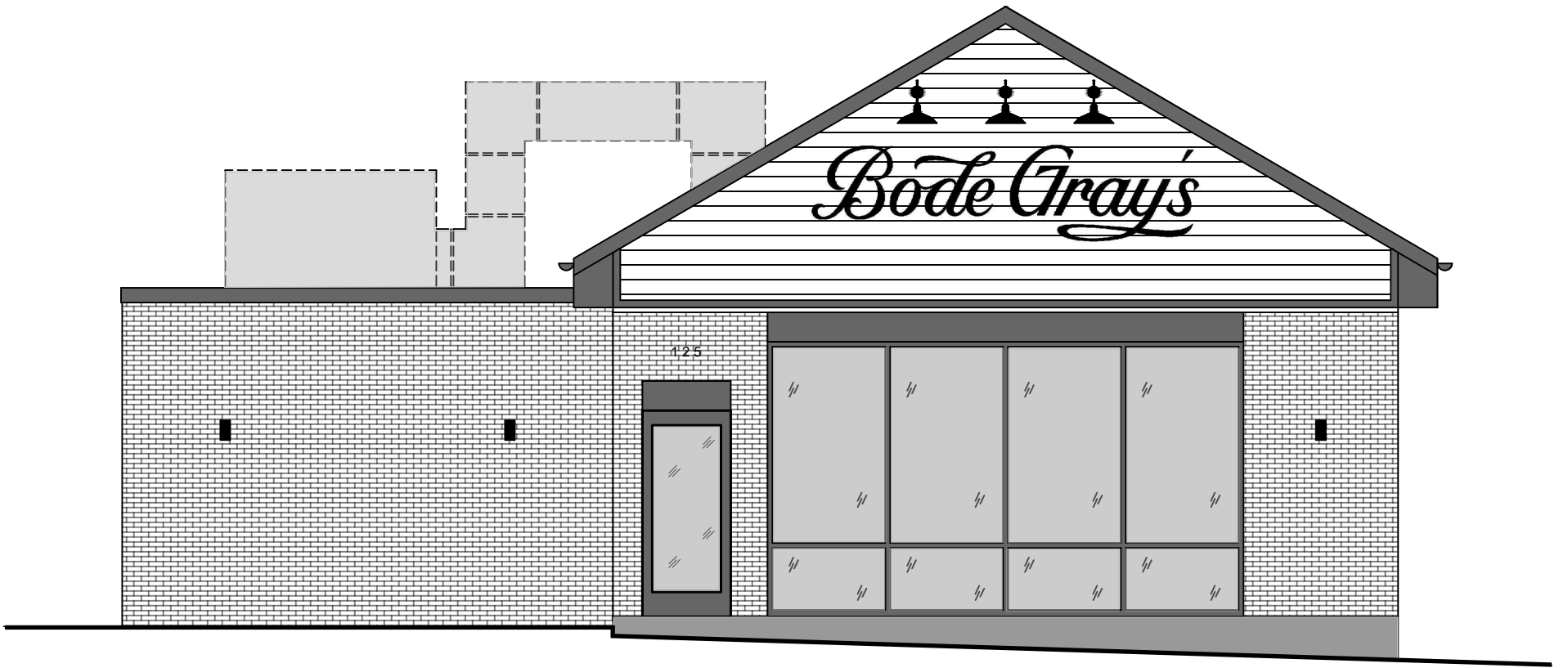
Adopted by the City Council of the City of Waconia this 17th day of July, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

LOCATION MAP

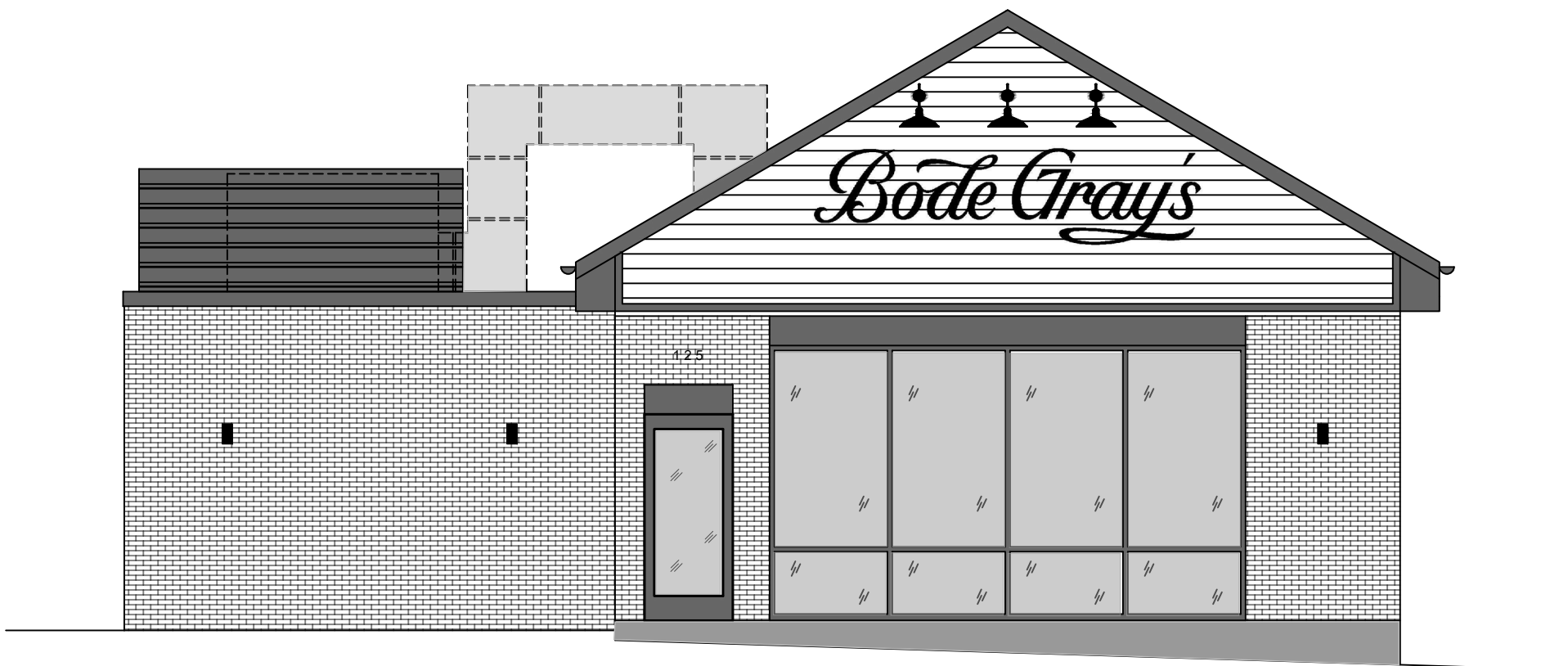




Bode Gray's - Front Elevation - Before

Scale: 3/16" = 1'-0"

Revised 06/02/2023



Bode Gray's - Front Elevation - After

Scale: 3/16" = 1'-0"

Revised 06/02/2023

JAmdal Architects LLC

5645 Dallas Ln. N.
Plymouth, MN 55446
612 802 2855



June 1, 2023

SUBJECT: Variance Request - 125 1st St W

Variance request is from the Zoning Ordinance, Subdivision 9, Architectural Design Standards, Item D, Design Standards, Downtown District, #7c Rooftop Equipment.

Requested Variance is for a partial deviation from the requirement of "all rooftop equipment shall be screened from view from adjacent streets, public rights-of-way and adjacent properties". The partial deviation is from the fact we will be screening the RTU (roof top unit) with a pre-finished metal panel in a dark bronze finish to match the existing storefront and roof coping, the portion of the equipment that will not be screened is the ductwork. Ductwork exits the RTU on the west side and is over 6' plus above the roof and would require a very substantial screen that would span over both the flat roof and the 8/12 pinched roof of the former historic school structure. Both the location of this screen and height would result in major modification to the existing roof structure. See attached before and after front elevation.

Please see the attached letter from Herzog Engineering dated June 1, 2023 for further explanation of the conditions that make it difficult to screen the duct work and makes a variance necessary.

Note that Herzog Engineering stated that "adding vertical screening to this sloped area of the roof would required reinforcing of the trusses that would be difficult to install...".

A variance should be granted for this partial deviation due to the fact that in doing so the roof structure of the former historic school building will remain intact allowing the original field built trusses to be viewed. The dining room ceiling of the restaurant Bode Gray's is open to this sloped roof and trusses and in doing so exposes evidence of a fire to the historic school building and some of the history of Waconia.

Jack Amdal
JAmdal Architects, LLC
5645 Dallas Ln N
Plymouth, MN 55446

June 1, 2023

Bode Gray's
Attn: Bria James
125 W 1st St.
Waconia, MN 55387

Re: Bode Gray's Rooftop ductwork screening variance letter
Project Number: 231249

Dear Ms. James:

As requested, I have reviewed the concept of installing new roof top mechanical unit screening at the above address. The section of the existing building roof that currently has ductwork installed is part of the original building sloped roof that is framed of field built trusses. This portion of the building was built before snow drift requirements were part of the MN Code. The height of the screen is approximately six feet tall and if the screen was extended to cover the sloped roof area duct, snow drifting would be required due to the length of the new screen.

It is our opinion that adding vertical screening to this sloped area of the roof would require reinforcing of the roof trusses that would be difficult to install and costly. It would required extensive analysis of the roof trusses and adding reinforcing to the roof trusses to support the screening loading. It is our recommendation to avoid installing a screen on this portion of the roof due to the structural effort required to do so.

If you have any questions or need anything further, please contact me at (612) 844-1234.

Sincerely,
Herzog Engineering, LLC


Jeremy Clarke, PE
Structural Engineer

I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SIGNATURE: 

TYPED OR PRINTED NAME: JEREMY J. CLARKE

DATE: 6/1/23 REG. NO.: 42422

Lane Braaten

From: Douglas Bode <douglas.bode70@gmail.com>
Sent: Thursday, June 29, 2023 8:24 AM
To: Lane Braaten
Subject: Variance 125 1st West

Planing Commission

Received notice that the above property is requesting a variance for screening rooftop equipment. I am not in favor of this variance the City of Waconia has codes and ordinances in place for a reason. This is why the City of Waconia sets those standards so things are uniform throughout the community.

If you have any questions feel free to email me to discuss

Thank you

Doug Bode
209 West 2nd streets
Waconia, MN 55387
Douglas.bode70@gmail.com

Sent from my iPhone

Existing Front Elevation



Existing Rear Elevation



Planning Commission Recommendation

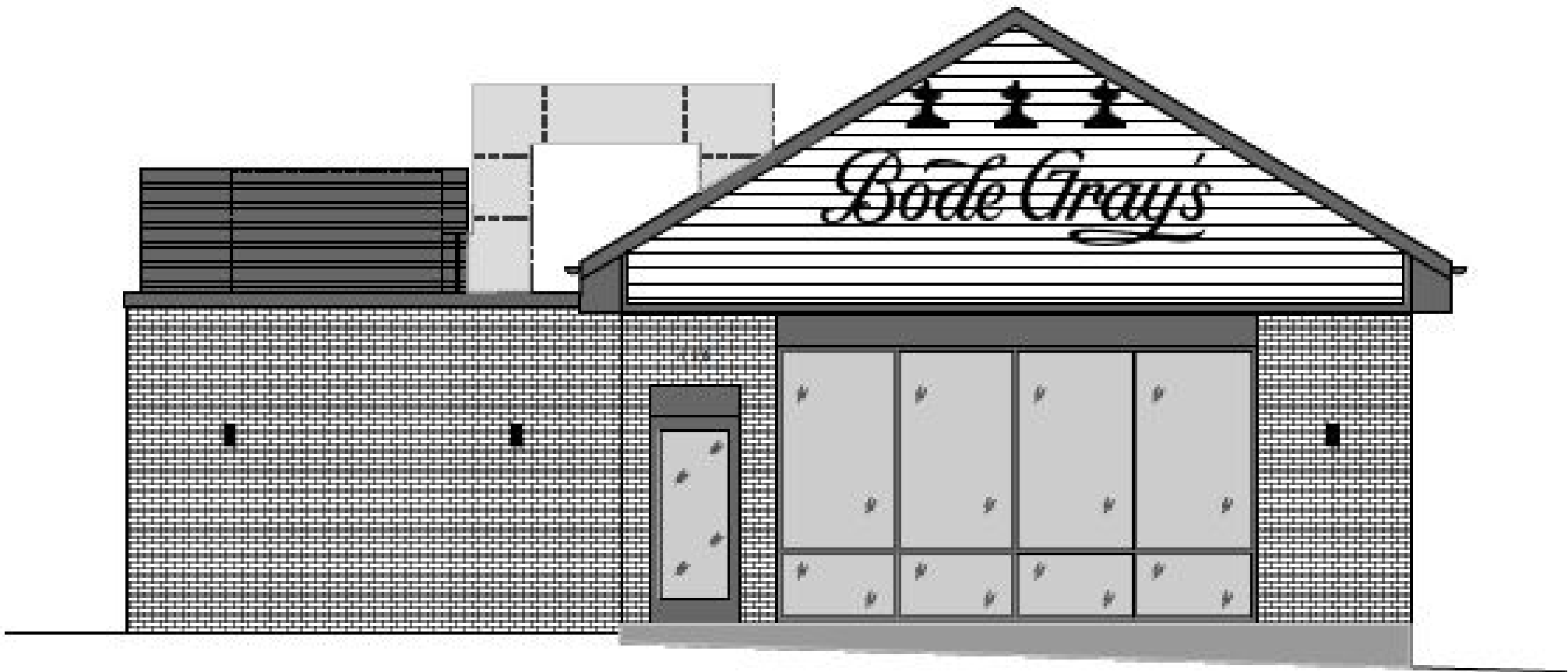
Paint the visible duct work a color complimentary to the design of the building and the proposed screening.

Extend screening element as far toward the peaked roof as possible.



Planning Commission Recommendation





Bode Gray's - Front Elevation - After

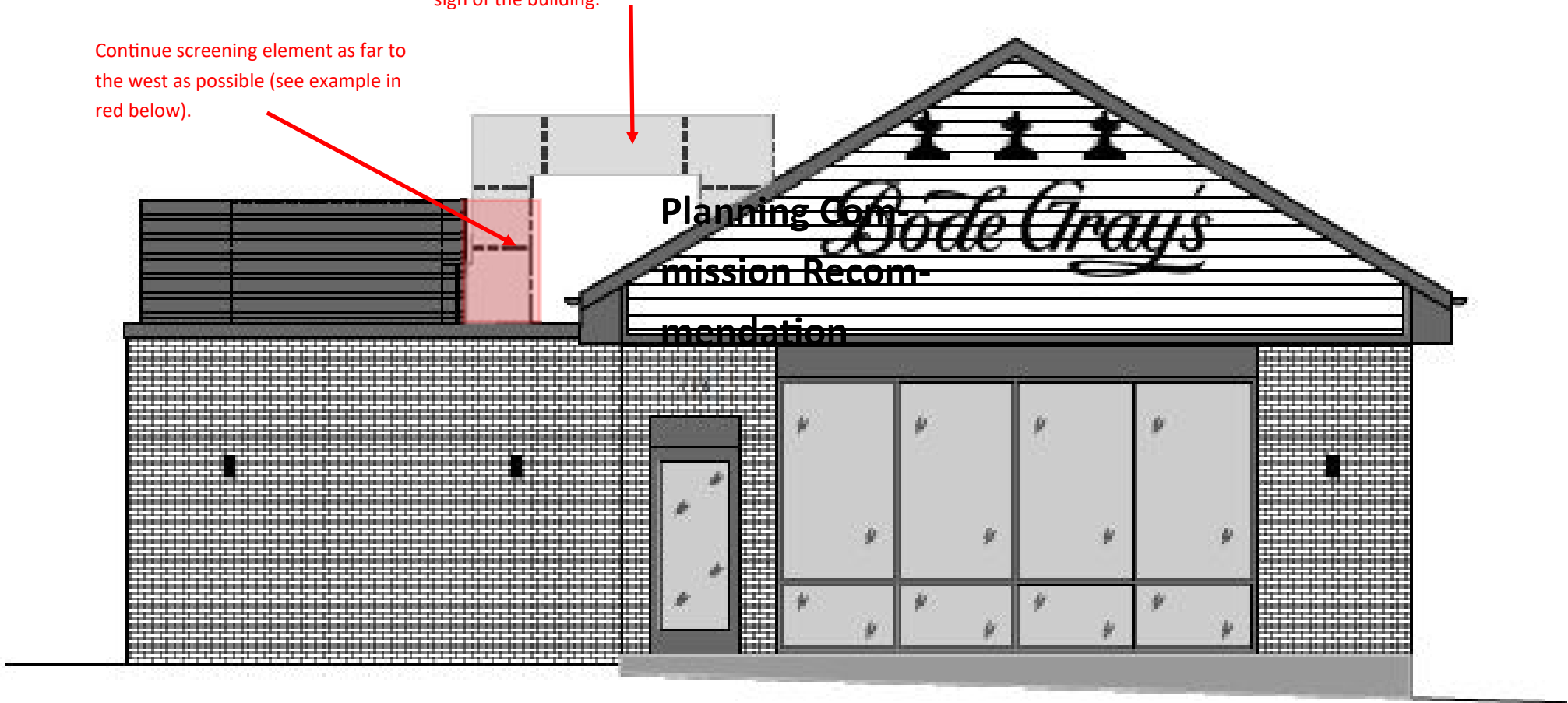
Scale: 3/16" = 1'-0"

Revised 06/02/2023

Planning Commission Recommendation

Visible duct work, not hidden by screening,
should be painted consistent with the de-
sign of the building.

Continue screening element as far to
the west as possible (see example in
red below).



Bode Gray's - Front Elevation - After

Scale: 3/16" = 1'-0"

Revised 06/02/2023