

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, August 17, 2026
6:00 PM**

VISION STATEMENT

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

MISSION STATEMENT

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

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

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

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

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
 - 1) Evercyn Dawson, 2nd grade Student from St. Joseph's Catholic School**
- 3. PROCLAMATIONS**
 - 1) Dan & Aldean Steinhagen Day**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
 - 1) Years of Service Recognition**

8. ADOPT CONSENT AGENDA

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

- 1) August 3, 2026, Council Minutes
- 2) **Approve Aug 17, 2026 Expenditures**
- 3) **Safari Island Community Center Expenditures from Sports Facilities Companies Incurred July 2026**
Motion to Approve Safari Island Community Center Expenditures from Sports Facilities Companies Incurred July 2026
- 4) **Ice Arena Expenditures from Sports Facilities Companies Incurred July 2026**
Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred July 2026
- 5) **Facade Improvement Grant - 201 1st Street West**
Adopt Resolution No. 2026-188 Approving Facade Improvement Grant for 201 1st Street West
- 6) **Request for Proposals for Cleaning Services**
Adopt Resolution 2026-189, Authorizing Request for Proposals for Cleaning Services
- 7) **Special Event Permit - Nickle Dickle Day**
Adopt Resolution No. 2026-190 Approving Special Event Permit - Nickle Dickle Day
- 8) **Exempt Permit Waconia Band Boosters**
Adopt Resolution No. 2026-190 approving an application for an Exempt Permit from the Waconia Band boosters to Conduct a Raffle

9. COUNCIL BUSINESS

- 1) **Provide for the Issuance and Sale of General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C and Calling for a Public Hearing for Issuance of the Bonds.**
Adopt Resolution No. 2026-192 Providing for the Issuance and Sale of \$27,255,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C.

Adopt Resolution No. 2026-193 Calling for a Public Hearing on the Intent to Issue General Obligation Capital Improvement Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor.
- 2) **2027 Sugarbush Neighborhood Reconstruction Project**
Adopt Resolution No. 2026-194 Receiving Feasibility Report and Calling Hearing on Improvements
- 3) **Ordinance Amendment Chapter 541 Related to Short Term Rental Housing**

Adopt Ordinance No.795 amending Chapter 541 of the Waconia City Code related to Rental Housing Licensing and Short-Term Rental Regulations.

Adopt Resolution No.2026-195 Summary Publication of Ordinance No. 795

4) Warrant Analysis for All-Way Stop at 2nd and Olive Streets

Adopt Resolution No. 2026-196 Ordering a Warrant Analysis for All-Way Stop Condition at the intersection of Olive Street and 2nd Street

5) Amend City Code Section 200.09: Mayor and City Council Salaries

Adopt Ordinance 796, Amending Mayor and City Council Salaries

10. ITEMS REMOVED FROM CONSENT AGENDA

11. STAFF REPORTS

12. BOARD REPORTS

- 1) Staff Reports
- 2) Councilmember Siddons
- 3) Councilmember Coleman
- 4) Councilmember Gleason
- 5) Councilmember Grengs
- 6) Mayor Litfin

13. ANNOUNCEMENTS

14. ADJOURN REGULAR MEETING

OFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

WORK SESSION: 2027 PRELIMINARY BUDGET & LEVY

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 3.1. Dan & Aldean Steinhagen Day	
Originating Dept: Administration	
Presented By:	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:	
EXPLANATION OF AGENDA ITEM:	
Mayor to read Proclamation declaring Dan and Aldean Steinhagen Day.	
ATTACHMENTS:	
1. Steinhagen Day Proclamation	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



PROCLAMATION

Declaring August 17, 2026, Dan and Aldean Steinhagen Day in the City of Waconia

WHEREAS: Dan and Aldean Steinhagen will be celebrating 65 years of devoted marriage together; and

WHEREAS: both have been lifelong Waconia residents, building their life, home, and family in Waconia; and

WHEREAS: they embody the civic service necessary for a vibrant community through their service as elected officials, leaders, and active members of various civic organizations and religious institutions, giving of their time and talents; and

NOW, THEREOFRE, I, Tim Litfin, Mayor of Waconia, do hereby proclaim August 17th, 2026, as: Dan and Aldean Steinhagen Day.

Mayor, Tim Litfin

Attest: _____

City Administrator, Shane Fineran



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 7.1. Years of Service Recognition	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Discussion
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:	
EXPLANATION OF AGENDA ITEM:	
Staff will receive recognition for significant years of service.	
ATTACHMENTS:	
None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 8.1. August 3, 2026, Council Minutes	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the August 3, 2026, City Council Minutes.	
EXPLANATION OF AGENDA ITEM: Approve the August 3, 2026, City Council Minutes.	
ATTACHMENTS: 1. Council Minutes 08-03-2026	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA
AUGUST 3, 2026

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the August 3, 2026, Waconia City Council Meeting to order at 6:00 p.m. with all Council Members present.

2. PLEDGE OF ALLEGIANCE

Mayor Litfin led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None.

4. ADOPT AGENDA

Mayor Litfin stated that Agenda Item 7 *2026 State of the Library*, be removed from the agenda and rescheduled.

Motion to adopt the agenda with the removal of Item #7 was made by Council Member Siddons, seconded by Council Member Coleman.

MOTION CARRIED.

5. PUBLIC HEARING

None.

6. OPEN FORUM

Mayor Litfin provided all the instructions for Open Forum.

Matt Steen, Carver County Sheriff Candidate, introduced himself to the Council stating he is a one-term candidate. He is a US army National Guard veteran with a rank of sergeant, with over 29 years in law enforcement. He has held a supervisory position for 17 years and one term in political office. He will staff aggressively for full deputy levels for faster response times. Prioritize officer wellness, which supports the men and women who protect us. He will further training, making the City's sheriff's office the best trained in Minnesota and is true community oriented policing (COP) building trust and relationships in every neighborhood. He will also be sure every deputy is on a first-name basis with every business owner in Waconia.

Theresa Green, 1547 Sparrow Road, a parent and a resident of Waconia for 25 years, spoke

in opposition to the proposed Cannabis Dispensary Ordinance Amendment. Ms. Green stated that the decision made by the Council would affect the entire Waconia community and requested that the Council deny the amendment. Ms. Green expressed the following. Normalization of Cannabis Use. She stated that the physical presence of a retail dispensary would normalize cannabis use for children and lower their perception of the risks associated with the drug. She expressed concern about the proposed J. Carver location because it is located along the main highway and across from the high school, with middle and high school students regularly traveling by bus, bicycle, and on foot. Increased Underage Access. Ms. Green expressed concern that customers may immediately smoke or vape cannabis in parking lots and nearby parks, creating potential problems around the high school and other community areas. Odor. She stated that cannabis dispensaries can produce strong odors that may extend into nearby residential and school areas. Ms. Green noted that her child has asthma and breathing issues and expressed concern about children being exposed to cannabis odors while participating in outdoor activities and sports. Impact on Housing. Ms. Green stated that cannabis dispensaries could negatively affect property values, increase neighborhood concerns, and create resistance among prospective home buyers.

Ms. Green concluded by stating that she believes cannabis use is harmful regardless of how it is presented and encouraged the Council to consider the well-being of children and the legacy being left for the Waconia community. She requested that the Council deny the proposed Ordinance Amendment.

Tom Casey, 200 Olive Street South, The Crossing Apartments. Provided the Council with a petition with 45 signatures requesting the installation of a 4-way stop sign at the intersection of Olive Street and 2nd Street. Mr. Casey believes this is not a safe intersection as signage now allows vehicles to park too close to the corner on three sides, which prevents east or westbound traffic proper visual ability before crossing. Very often large vehicles are parked on the corner and impossible to see around. If one or more lengths of cars were removed, it would provide a clearer view of oncoming traffic. This should be corrected before the new restaurant opens in the Wilford Apartment Building or someone gets hurt.

Jessica Hess, 2520 Spinnaker Road, representing Thrivent Bank, requested that the Council waive the Special Event Permit fee for Thrivent Bank's third annual Back-to-School Jamboree. The event is free and open to the public, with vendors providing free ice cream, a bounce house, face painting, and other activities. Ms. Hess stated that last year's event raised between \$1,000 and \$2,000, which was donated to Backyard Charities, an organization affiliated with the school district. She clarified that the requested fee waiver is not event-dependent.

Judd Kirckland, 1905 Charleston, appeared before the Council regarding a deck permit application originally submitted in 2024 and concerns regarding incorrect permit fees. Mr. Kirkland stated that he submitted a deck permit application in 2024 and believed the fees assessed were incorrect, specifically questioning the project valuation, state surcharge, plan review fee, and resulting total permit cost. He contacted the Building Department and

inspector numerous times to express his concerns and requested that the calculations be reviewed. Because he believed the fees were incorrect, he did not pay the permit fees. In 2025, Mr. Kirkland again attempted to resolve the 2024 permit issue but was informed that the 2024 permit had expired and that he would need to submit a new application. He submitted a new deck permit application. When he went to pick up the 2025 permit, he was informed that the 2024 plan review fee would need to be paid before the new permit could be issued. Mr. Kirkland objected to this requirement, stating that the underlying issue was that the 2024 fees had been calculated incorrectly. He stated that this has now been confirmed by the Building Official. On July 30, the Building Official told Mr. Kirkland that, after reviewing the 2024 application, the fees had indeed been calculated incorrectly.

Mr. Kirkland emphasized that he is not refusing to pay a valid fee but is objecting to being charged for a plan review based on incorrect calculations that he brought to the City's attention in 2024 and that were not corrected until later. He stated that if the 2024 fees had been calculated correctly, he would have paid them at that time and completed the project. Mr. Kirkland requested that the Council direct staff to waive the 2024 plan review fee because it was based on an acknowledged error.

7. COMMUNITY INTEREST PRESENTATIONS

8. ADOPT CONSENT AGENDA

- 1) Approve the July 20, 2026, Council Minutes**
- 2) Approve Aug 3, 2026 Expenditures**
- 3) Downtown Reconstruction Phase 4 Pay Request #3 to GMH Asphalt Corporation**
- 4) Approve the Limit Use Permit for TH5 and TH 284**
- 5) Approve JPA with Carver County for CSAH 10 Improvements**
- 6) CONT. - Ordinance Amendment Related to Retail Cannabis Buffers**
- 7) Hiring of Probationary Firefighters**
- 8) Street Banner Pole Use Policy**
- 9) Facade Improvement Grant - 138 1st Street West**
- 10) Special Event Permit - Thrivent Back to School Jamboree**
- 11) Temporary On-Sale Liquor License**

Mayor Littin requested to pull Consent Agenda Item 8.6 *CONT. - Ordinance Amendment Related to Retail Cannabis Buffers* and Consent Agenda Item 8.10 *Special Event Permit — Thrivent Back to School Jamboree*.

Motion to adopt the Consent Agenda as published with the pulling of Item 8.6 and Consent Agenda Item 8.10 was made by Council Member Coleman and seconded by Council Member Grengs.

MOTION CARRIED.

9. COUNCIL BUSINESS

1) 8th Street Parking Restrictions Request

Shane Fineran, City Administrator, stated that this was a discussion and direction item for the Council. The Council received a request from Lauren Dobratz of Three Bears Play Den to consider modifying or moving parking restrictions on portions of 8th Street near the business, located at 80 8th Street East. The business is located within a new multi-tenant industrial warehouse development. Mr. Fineran explained that the parking restrictions on 8th Street were established in 2021. The street is approximately 34 feet wide. While the Municipal Code allows parking on both sides of a 30-foot wide street, this configuration is more typical in residential areas and may not be appropriate for a business park with higher traffic volumes and large vehicle movements. This section of 8th Street also does not have pedestrian facilities or sidewalks.

Lauren Dobratz and Nick Dobratz, 80 8th Street and 1850 Sandbar Circle. They stated that the business has received an overwhelming positive response and has become a destination in Waconia. They are considering expanding the indoor playground and are exploring creative options to accommodate additional parking, particularly on weekends. They noted that the business currently has 35 parking stalls and that parking is adequate at this time but could become more challenging with future expansion. One option they suggested was allowing parking on 8th Street on weekends.

Lane Braaten, stated that staff had not received a plan for rearranging the existing parking stalls.

Mr. Fineran stated that a sidewalk is planned for 8th Street when the vacant lot is developed; however, there is currently no timeline for the development of the property.

Mayor Litfin stated that he would consider allowing weekend parking on one side of 8th Street as a possible option.

Council directed the applicants to work on a shared parking agreement and explore rearranging the existing park stalls. Council will revisit the parking restriction after the applicants have further developed these options.

2) Authorize Award of Contract for Water Treatment Plant No. 4 Construction

Jon Haukaas, Public Services Director, provided an update on the Water Treatment Plant No 4 Project. The City secured the property on Little Avenue and completed the design work for the site. On June 1, 2026, staff received authorization to advertise for bids. The City's Capital Improvement Plan also includes a campus improvement/relocation of Public Services, which was included as an alternate to the project. The bid was advertised with an alternate for construction of a 20,000-square-

foot cold storage building. The apparent low bid was Magney Construction with a bid of \$24,379.543, including the cold storage facility to be constructed directly adjacent to the Water Treatment Plant.

Council Member Gleason questioned the 10% contingency included in the project, stating that the plans and specifications were clear and concise and questioning whether the contingency could be reduced. Shane Fineran, explained that a 10% contingency was also used for the New Fire Station project.

Kevin Young, Project Manager with Short Elliot Hendrickson (SEH) explained the number and locations of the soil boring conducted for the project. He noted that the area on the plant side presents great risk and was a consideration in establishing the contingency amount.

Lane Braaten stated that no building permits had been submitted at this time.

Motion to adopt Resolution No. 2026-187 authorizing the award of a construction contract for the Water Treatment Plant No. 4 and Cold Storage Building Construction Project was made by Council Member Gleason and seconded by Council Member Grengs.

MOTION CARRIED.

3) Permit Fee Appeal Deck Permit for 1905 Charleston Lane

Lane Braaten provided a history of the agenda item. As detailed in the Council packet, when staff initially reviewed the deck permit, the permit subsequently expired. Mr. Braaten explained that all permit applications include an explanation of the requirement to pay plan review fees, which are based on the valuation of the project and account for staff time and materials associated with the review.

Mr. Braaten stated that Mr. Kirkland was correct that the Building Official, as part of the due diligence process, reviewed the 2024 and 21025 permits and the updated plan review fee. The Building Official reviewed the 2024 building permit valuation, reevaluated the square footage, and determined that the calculation was incorrect. The 2024 plan review fee should have been \$307.59 rather than the \$330.23. This information was provided to Mr. Kirkland. Mr. Braaten explained that the City has traditionally held permits until applicable fees are paid. Staff does not have the authority to waive permit fees; therefore, the request was brought before the Council for consideration of waiving the outstanding fee.

Council revised the breakdown of the permit fees.

Judd Kirland stated that he obtained the deck permit in 2024 and immediately questioned the permit fee after speaking with two building inspectors from MetroWest and the Building Department. Mr. Kirkland stated that he believes he has been more than fair regarding the cost of the deck project. He questioned reviews of the permit fees in both 2024 and 2025 and expressed concern that the fees for the two permits

were identical even though the decks were different sizes. Mr. Kirkland stated that the deck was a four-day project and the permit fees have been an issue since 2024. He expressed concern that not only was the plan review fee incorrect, but that the overall fee calculations were incorrect. Mr. Kirkland stated that he believed the fair permit fee would be based on the 2025 permit review fee, with the 2024 portion and the plan review fee for the changes reflected in the 2025 permit.

Motion to remove the outstanding balance of \$307.59 for the 2024 deck permit fee and direct staff to move forward with the 2025 permit fee of \$852.90. The total cost was made by Council Member Gleason seconded by Council Member Siddons.

MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

Mayor Litfin pulled this item for further discussion.

Lane Bratten reviewed the agenda item stating that Charles Levin submitted an ordinance amendment related to cannabis buffer requirements. The Planning Commission recommended denial of the request. On June 15 and July 20, 2026, the Council reviewed the proposed ordinance amendment and directed staff to bring forward formal changes discussed by Council. The proposed amendments included reducing certain buffer requirements, allowing micro and mezzo businesses with a retail component as a conditional use in the B-1 District, and allowing micro and mezzo businesses with a retail component in the industrial Park District, provided they meet the applicable buffer requirements.

The proposed buffer changes included measuring the 1,000-foot school buffer from structure to structure rather than from property line to property line, maintaining the 1,000-foot distance while changing the method of measurement. The proposed change also reduced the 500-foot buffer from parks to 250 feet, measured from the park property boundary.

Shane Fineran stated that state law requires municipalities to make cannabis retail registrations available with one retail registration available for every 12,500 residents. Under state statute, the City is required to issue two cannabis retail registrations, and the City has capped the total number of registrations at two by ordinance. Mr Fineran also noted that the Minnesota Clean indoor Air Act prohibits smoking in public spaces. A mezzo or micro business is considered a conditional use and one of the conditions addresses odor, requiring that the facility not produce noxious or nuisance-causing odors, subject to applicable conditions.

Charles Levin, 8420 County Road 10 East spoke regarding the application and described measures that would be taken to mitigate and control odors associates with the business.

Mayor Litfin stated that City staff, the Planning Commission, and Council have respectfully worked with the applicant regarding the potential purchase of property at 1320

Mill Lane for use as a cannabis business, while also considering public comments received. Mayor Liitfin stated that he is opposed to marijuana use. However, the State of Minnesota has made edible and smokable cannabis products legal. The Mayor asked Mr. Levin how the business would prevent sales to minors. Mr. Levin stated that the business would operate similarly to a liquor store, with age verification required for anyone entering the business and strict security measures around the property. He stated that 90 days of security footage storage is required and that all points of access would require a FOB or card reader. Cameras would monitor all areas of activity within the facility. Mr. Levin stated that the THC content would vary depending on the products offered and estimated the business could potentially create 7-20 new jobs.

Edward Green, 1547 Sparrow Road, emailed the Council earlier in the day requesting that the City not amend its ordinance to allow a retail cannabis location at J. Carver Distillery, stating that the proposed location does not meet the requirements he believes are appropriate for the community.

Motion to Adopt Ordinance No. 794 amending Section 900.05.7, Section 900.05.11, Section 900.05.12, Section 900.06.1.D, and Section 900.11 was made by Council Member Coleman, seconded by County Member Grengs.

MOTION CARRIED.

Motion to adopt Resolution No. 2026-192 approving the summary publication of Ordinance No. 794 was made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

Mayor Litfin pulled this consent agenda item for further discussion.

The Mayor stated that earlier in the meeting, Jessica Hess, representing Thrivent Bank, is requesting to waive the Special Event Permit Fee.

Mr. Fineran reviewed the Special Event Permit Fee, which was increased earlier this year to \$350, which includes staff time, notifications, mailings, etc. which are hard costs to the City. If public parking is impacted either on the street or in a municipal parking lot, there is a per stall fee of \$1. This event utilizes the downtown parking lot and would have an additional dollar amount impacting approximately 25 parking stalls for the event.

Motion to revise Resolution NO. 2026-185 with Thrivent Bank paying the Special Event Permit Fee of \$350 and waiving the additional parking stall fees.

MOTION FAILED DUE TO LACK OF A SECOND

Motion to adopt Resolution No. 2026-185 approving the Special Event Permit for Thrivent Bank was made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED BY A 4-1 VOTE WITH MAYOR LITFIN OPPOSING

11. STAFF REPORTS

12. BOARD REPORTS

1) Staff Reports

Joel Merry the new finance director welcome to the City of Waconia. Ncile started in 2005 and and grew finance director in 2011. Almost 22 years.
Nicle thanked the Council as front desk at Safari Island.

a. Road Construction Updates - Jon Haukaas

Jon Haukaas, Public Services Director, updated the Council on Oak Avenue and Sparrow Road Closure and Detour. The detour is due to culvert replacements on Oak Avenue. This detour will close off portions of Sparrow Road and Oak Avenue for approximately two weeks. The goal being completion before school begins.

The Little Avenue detour began last Thursday. The northern piece of Little Avenue is being realigned.

There is a Joint Power Agreement approved at this meeting for the County Road 10 Median Construction. The county is doing sections of County Road 10. The segment in Waconia will include medianwork from Highway 5 out to Summerwood Road.
This is a 6–8 week project and there will be traffic delays.

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Nothing to report.

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor's Report for 8-3-26:

July 21 met with department heads and Council Member Grengs for the City's capital budget meeting. This important meeting and conversation is where the city's large budget items are discussed for 2027.

July 22 met with Superintendent Brian Gersich and Shane Fineran. We meet regularly each year to discuss common city/school district needs.

August 6 at 3pm is the ribbon cutting ceremony for the new collaboratively funded pedestrian and recreational trail on the west side of Waconia along County Road 10. This trail was a unique partnership with Carver County, the DNR, and the City of Waconia. The trail has been very busy already in its first month and it is a fantastic addition to Waconia and to this region. The new trail will reduce the gaps in our trail system. Thanks again to our partners at Carver County and at the DNR for supporting this need in Carver County and in Waconia.

Also, the Carver County Fair starts next week in Waconia.

13. ANNOUNCEMENTS

- Shane Fineran welcomed the new Finance Director, Joel Merry.
- Recognized Nicole Meyer, who is the departing Finance Director. Nicole started with the City in 2005 at Safari Island and quickly advanced to Finance Director in 2011.
- Jackie Schulze reminded all of National Night out at City Square Park. The City is partnering with Gather and Grow Food Shelf. There will be six food trucks and all attending will receive a \$10 food ticket. The Fire Department will have a pop-up splash pad, face painting, music by Power of 10 and much more family fun.
- On August 11, 2026, is the Primary Election with the polls open from 7 am to 8 pm. Early voting is open at City Hall during normal business hours as well as on Saturday from 9 am to 3 pm.
- Justin Sorenson, Fire Chief. Three individual neighborhoods have reached out to the Fire Department requesting visits from the Fire Department for National Night Out.

14. ADJOURN REGULAR MEETING

Motion to adjourn the August 3, 2026, City Council meeting at 7:45 p.m. was made by Council Member Gleason, seconded by Council Member Coleman.

MOTION CARRIED.

Tim Litfin, Mayor

ATTEST:

Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026		
Item Name:	8.2. Approve Aug 17, 2026 Expenditures		
Originating Dept:	Finance		
Presented By:	Joel Merry		
Previous Council Action:			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Aug 17, 2026 Expenditures			
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursement registers for the City of Waconia as of Aug 17, 2026. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other:	
_____ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026		
Item Name:	8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred July 2026		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Safari Island Community Center Expenditures from Sports Facilities Companies Incurred July 2026			
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in July 2026. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Safari Island Community Center.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Safari Island Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required		Planning Commission:	
		Park Board:	
		Personnel Committee:	
		Other:	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		August 17, 2026	
Item Name:		8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred July 2026	
Originating Dept:		Finance	
Presented By:		Amanda Ortloff	
Previous Council Action: None			
Item Type:		Consent	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred July 2026 EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in July 2026. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Waconia Ice Arena. ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Ice Arena		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required		Personnel Committee:	
		Other:	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026
Item Name:	8.5. Facade Improvement Grant - 201 1st Street West
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-188 Approving Facade Improvement Grant for 201 1st Street West	
EXPLANATION OF AGENDA ITEM: Jodi Theis with Paws Inn Pet Essentials has submitted a facade improvement grant application for signage replacements at 201 1st St W. The total project cost estimate is \$11,174.71 with a maximum grant eligible award of \$5,000. The project meets the standards of the program and policy. The applicant will need to submit a sign permit application for ultimate review and approval of the sign package included in the estimate to ensure conformity to the city's sign code provisions.	
ATTACHMENTS: 1. Resolution No. 2026-188 Facade Improvement 201 1st Street West	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: EDA Fund>Grants	Planning Commission:
Budget Information:	Park Board:
☒ Budgeted	Personnel Committee:
☐ Non-Budgeted	Other:
☐ Amendment Required	

CITY OF WACONIA

RESOLUTION 2026-188

**RESOLUTION APPROVING FAÇADE IMPROVEMENT GRANT
FOR 201 1st STREET WEST**

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

WHEREAS, the City has received a Façade Improvement for 201 1st Street West.;
and

WHEREAS, proposed work includes signage and awning replacements; and

WHEREAS, the applicant will need to submit a sign permit for the proposed signage and awning prior to work commencing; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves up to a \$5,000 façade improvement grant 201 1st Street W once eligible expenses are incurred.

Adopted by the Waconia City Council this 17th day of August 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 8.6. Request for Proposals for Cleaning Services	
Originating Dept: Administration	
Presented By: Jackie Schulze	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution 2026-189, Authorizing Request for Proposals for Cleaning Services EXPLANATION OF AGENDA ITEM: The City of Waconia has contracted with Cady Building Maintenance for cleaning services at City Hall, the Library, Public Services, and the Fire Station since 2019. With the addition of the Fire Station and changes to the frequency and scope of cleaning services, the City recommends conducting a formal Request for Proposals (RFP) process. The RFP process will allow the City to obtain proposals from a variety of qualified cleaning companies and ensure that the City continues to receive competitive pricing and quality service. Interested companies will also have the opportunity to schedule a site visit with City staff to tour the various City facilities prior to submitting a proposal. The RFP will be issued on Tuesday, August 18, 2026. Proposals will be due by 11:30 a.m. on Tuesday, September 8, 2026. The City anticipates bringing a recommendation to the City Council for authorization of a new cleaning services contract on October 5, 2026. Conducting the RFP process in advance will also allow the City to have updated cleaning service costs available for consideration as part of the preliminary levy and 2027 budget process. ATTACHMENTS: 1. Resolution No. 2026-189 Cleaning Service RFP 2. RFP - Janitorial Service 2026	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
RESOLUTION NO. 2026 - 189**

**RESOLUTION AUTHORIZING THE
REQUEST FOR PROPOSALS FOR CLEANING SERVICES**

WHEREAS, the City of Waconia has contracted with Cady Building Maintenance for building cleaning services since 2019; and

WHEREAS, the City's cleaning service needs have changed since the existing contract was established, including the addition of the Fire Station and changes to the frequency and scope of cleaning services at all facilities; and

WHEREAS, , the City wants to ensure that the City's building cleaning services continue to be provided in a cost-effective, quality, and competitive manner; and

WHEREAS, , the City desires to conduct a formal Request for Proposals process to obtain proposals from qualified cleaning service providers for cleaning services at City Hall, the Waconia Library, Public Services, the Fire Station, and other City facilities as identified in the Request for Proposals; and

WHEREAS, the Request for Proposals is anticipated to be issued on August 18, 2026, with proposals due no later than 11:30 a.m. on September 8, 2026; and

WHEREAS, interested cleaning service providers will be provided an opportunity to schedule a site visit with City staff to tour the City's facilities prior to submitting a proposal; and

WHEREAS, the Request for Proposals process will provide the City with updated and competitive pricing information for consideration as part of the City's 2027 budget process.

NOW, THEREFORE, BE IT RESOLVED, that, the City Council of Waconia hereby authorizes the issuance of a Request for Proposals for cleaning services for City facilities.

Adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



City of Waconia

REQUEST FOR PROPOSALS

Introduction:

The City of Waconia is requesting proposals for janitorial services for Waconia City Hall and Library, Public Services, and the Fire Station. Waconia City Hall is located at 201 South Vine Street, Waconia, Minnesota. The building is approximately 30,000 square feet, which includes the Waconia Senior Center. Waconia Public Services is located at 310 E. 10th Street, Waconia, Minnesota and the request is only for the upper level of the building and the lower level restroom. The Waconia Fire Station is located at 10451 W. 10th Street and is for the specific areas laid out in the proposal.

This RFP is being publicly advertised for qualified cleaning companies with a documented history of performing similar services in the Twin Cities Metro Area.

A. RFP Content. This RFP contains the following sections:

- Introduction
- Scope Information
- Proposal Requirements

B. Addenda/Clarifications. Any changes to this RFP will be made by written addendum. Verbal modification will not be binding.

C. Pre-Contractual Expenses. The City will not be responsible for any pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the Contractor, including, but not limited to:

- Preparing its proposal in response to this RFP;
- Submitting the proposal to the City of Waconia;
- Negotiating with the City any matter related to their proposal; or
- Any other expenses incurred by the Contractor prior to the date of execution of the agreement.

D. Contract Award. Issuance of this RFP and the receipt of proposals does not commit the City of Waconia to award a contract. The City of Waconia reserves the right to postpone award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with Contractors, to cancel all or part of this RFP, or to phase and/or adjust the scope of services to as to stay within budgetary limitations. The City's standard form of agreement for a non-bid contract

for goods and services is attached for reference and will be the basis for the agreement.

- E. Contact Person. The City contact for specific questions regarding information in this RFP is Jackie Schulze, City of Waconia Assistant City Administrator, 952-442-3103, jschulze@waconiamn.gov.
- F. Site Visit. A walk-through of the various buildings can be done by appointment only by contacting the above City contact.

Scope Information

- A. Summary.** Routine cleaning of multiple buildings of various age, size, and geographic location around the City of Waconia.
- B. Services.** Services include complete cleaning of four (4) public buildings that need routine cleaning: Waconia City Hall, Waconia Fire Station, and Waconia Public Services Facility.

The selected Contractor shall meet with City staff to obtain information about the current use, constraints, and the specific needs of each building. It will be the responsibility of the Contractor to provide all cleaning equipment, except for floor scrubbers, needed to clean the buildings. The Contractor also orders the paper products, trash bags, and hand soap for the buildings as they notice supplies start to get low. All service shall be performed outside of standard facility operating hours, and in the case of City Hall, should not interfere with re-occurring public meetings scheduled in the evenings.

Cleaning duties include:

- Vacuuming of carpeted areas
- Mopping and machine scrubbing of hard floor areas
- Hard surface cleaning and sanitizing
- Trash and recycling removal
- Sink and toilet scrubbing
- Soap and paper towel refilling
- Kitchen cleaning, including microwaves and sinks
- Storage, mechanical/electrical and other non-routinely used rooms need not be included in the scope

Safety, security, OSHA compliance, and employee wellness are top priorities for the City of Waconia. All services provided shall meet state and local codes. All contractor personnel shall be subject to a background check. Upon approved verification, the City shall issue access badges for entry to the facilities.

- C. Term.** The initial contract will be a one-year term, beginning in January of 2027, but the intent will be to establish a mutually successful relationship that will develop into a longer-term contract.

D. Facilities

1. City Hall & Library

- a. 201 South Vine Street
- b. Approximately 31,000 square feet
- c. Home to the Senior Center, Chamber of Commerce, Heritage Association, and various City Departments, including administration, finance/IT, and community development. Also home to the Carver County Sheriff substation, but no cleaning services are required for this space.
- d. Number of Bathrooms: one male, one female restroom with four stalls in each
- e. Cleaning Frequency: 3 days/week (preferably Tuesday/Thursday/weekend day,

with an additional cleaning of the restrooms for City Hall and Library as well as the Senior Center on Wednesdays.

2. Fire Department

- a. 10451 10th Street W.
- b. 29,050 Square Feet, constructed in 2024
- c. Home to fire vehicles, equipment, and duty crew
- d. Number of bathrooms: seven (7)
- e. Frequency: 2 days/week, not Mondays.

3. Public Services

- a. 310 10th Street E.
- b. 5100, Square Feet, small expansion (approximately 1600 square feet) planned for 2027
- c. Home of the streets, utility, parks, and fleet equipment, storage, and offices.
- d. Number of bathrooms: Upstairs: 1 single toilet and sink (no urinal); 1 unisex restroom, 1 women's locker room with two stalls and double sink, 1 men's locker room with two toilet stall and urinals, large sink/handwash station. Downstairs: 1-unisex with single toilet, 2 urinals, single sink. 1 shower.
- e. Frequency: 3 days per week, includes lower-level restroom

- E. **Procurement Schedule.** The following is an approximate procurement schedule to use as a guide. Contractors shall prepare a detailed schedule based on their specific work plan developed. At a minimum, the Contract shall include one (1) walk through of the buildings prior to starting work.

RFP Released:	August 18, 2026
Proposals Due:	September 8, 2026
Contract Award:	October 5, 2026
Start Date:	January 1, 2027

Proposal Requirements:

A. Submission of Proposal. Submit the proposal electronically via email to:

Jackie Schulze

City of Waconia Assistant City Administrator

jschulze@waconiamn.gov

Proposals shall be received by 11:30 am on September 8, 2026. Proposals received after this time will not be accepted. Acknowledgement of receipt of any and all addenda is required.

- B. Proposal Format.** Proposals shall be submitted in electronic (PDF) format and be printable on two sided 8.5" x 11" paper, with all text clear of binding. Use of 11" x 17" fold-out sheets for tables, fees, or schedules is permissible, but shall be limited. The proposal shall be clear and understandable when reproduced in black and white. There is no page limit, but information included should be responsive to this RFP. Do not include an overabundance of marketing materials; rather the information submitted should be concise, relevant, and specific for this project. No hard copies are needed.
- C. Company Information and Cleaning Team.** Background of company, including previous relevant work experience. Identify key team members and areas of responsibility, including how many people will be at each site during the cleaning.
- D. Schedule.** Provide the overall estimated time to clean each building, along with the time of day proposed.
- E. Fee.** The Contractor shall take into account all hourly rates for each personnel, all materials and equipment, overhead, profit, and all expenses required to complete the scope as outlined in this RFP. A total not-to-exceed monthly fee shall be submitted for each building.
- F. Exceptions & Deviations.** Contractor may include other services outside the scope of this RFP that they feel may be needed or that would add value to the services. Any exceptions to the requirements in this RFP, including the language in the in the contractual terms of the City's standard agreement, must be noted in the proposal. If the Contractor proposes changes to the scope of work, include a description, reason for the change, and added/deducted costs, if any, shall be clearly noted.
- G. Evaluation of Proposals.** The proposals received will be evaluated per the criteria shown below to determine which one best meets the objectives of the service and the needs of the City. The City may choose to conduct oral interviews to assist in making the final selected.

Evaluation Criteria:

1. Past record of experience and performance of similar work, including references (25%)
2. Fee (75%)

Based upon review and evaluation, staff will recommend to the City Council the appointment of the contractor judged to be the most responsive and responsible for the services requested. It is anticipated that the recommendation will be submitted to the City Council for consideration on October 5, 2026.

Questions regarding this request should be directed to Jackie Schulze, Assistant City Administrator, 201 South Vine Street, Waconia, Minnesota 55387. Jackie can be contacted by phone at 952-442-3103 or via email at jschulze@waconiamn.gov.

In order to ensure a fair review and election process, interested parties submitting proposals should not contact City Staff or Council Members regarding their proposals.

Proposals must be received no later than **9:00 a.m. on Monday, July 15**. A walk through of the various buildings to see and measure the space may be scheduled for July 1-3 or July 8-10 by contacting Jackie Schwerm to schedule via email (jschulze@waconiamn.gov) or phone (952-442-3103). One copy of the proposal should be submitted to:

**Jackie Schulze, Assistant City Administrator
City of Waconia
201 South Vine Street
Waconia, Minnesota 55387**

GENERAL INSTRUCTIONS

All of the nightly cleaning services shall be performed according to the schedule as designated by the City of Waconia.

SPECIFICATIONS OF SERVICES

City Hall

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	3x per week
Sweep/vacuum tile floors	3x per week
Vacuum carpets	3x per week
Spot clean door vestibule glass	3x per week
Check and/or lock all doors	3x per week
Clean and disinfect drinking fountain	3x per week
Maintain janitors closet	3x per week
Damp mop tile floors	Weekly in summer (3x in winter)
Dust and/or damp wipe baseboards	Monthly
Spot clean carpet when heavily soiled	As needed
Spray buff tile floors	As needed (more frequent in winter)

Restrooms

Clean and sanitize fixtures	4x per week
Damp mop floors	4x per week
Replenish all empty paper product dispensers	4x per week
Clean mirrors	4x per week
Empty all waste containers	4x per week
Polish all chrome fixtures	4x per week
Spot clean walls and partitions	4x per week
Clean HVAC Vents	Monthly
Clean and sanitize walls and partitions	Weekly

City Administrative Offices, Breakroom, Library, Chamber of Commerce, Heritage Association, Sheriff's Office, and Conference Rooms

Vacuum carpeting	3x per week
Dusting of office furniture, telephones, eye-level surfaces, window sills, etc.	3x per week
Clean and sanitize sink and fixtures	3x per week
Empty waste paper and recycling receptacles	3x per week
Empty recycling receptacles in conference rooms and copy center	3x per week
Dust high level ledges, moldings, window areas, and blinds	Monthly
Clean HVAC vents	Monthly
Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats that the chairs are on	Monthly (weekly in winter)

*Please note that only the first level of City Hall is City owned and occupied.

Senior Center

Vacuum carpeting	Tuesday, Wednesday, Thursday
Dusting of office furniture, kitchenette area, etc.	Tuesday, Wednesday, Thursday
Clean and sanitize sink and fixtures	Tuesday, Wednesday, Thursday
Empty waste paper receptacles	Tuesday, Wednesday, Thursday

Public Services

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	3x per week
Sweet/vacuum tile floors	3x per week
Vacuum carpets	3x per week
Spot clean door vestibule glass	3x per week
Check and/or lock all doors	3x per week
Clean and disinfect drinking fountain	3x per week
Maintain janitors closet	3x per week
Damp mop tile floors	Weekly
Dust and/or damp wipe baseboards	Monthly
Spot clean carpet when heavily soiled	As needed
	As needed (more frequent in winter)
Spray buff tile floors	

Restrooms

Clean and sanitize fixtures	3x per week
Damp mop floors	3x per week
Replenish all empty paper product dispensers	3x per week
Clean mirrors	3x per week
Empty all waste containers	3x per week
Polish all chrome fixtures	3x per week
Spot clean walls and partitions	3x per week
Clean HVAC vents	Monthly
Clean and sanitize walls and partitions	Weekly

Offices, break room, common areas, cubicles, etc.

Vacuum carpeting	3x per week
Vacuum/clean computer and electronic equipment	3x per week
Dusting of office furniture, telephones, eye-level surfaces, window sills, etc.	3x per week
Clean and sanitize sink and fixtures	3x per week

Empty waste paper and recycling receptacles	3x per week
Dust high level ledges, moldings, window areas and blinds	Monthly
Clean HVAC vents	Monthly
Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats chairs are on	As needed (more frequent in winter)

The following areas at Public Services are not the cleaner's responsibility:

- Vehicle Garage
- Lower level (apart from restrooms)

Fire Station

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	2x per week
Sweep/vacuum tile floors	2x per week
Damp mop tile floors	2x per week
Vacuum carpets	2x per week
Spot clean door vestibule glass	2x per week
Check and/or lock all doors	2x per week
Clean and disinfect drinking fountain	2x per week
Spot clean carpet when heavily soiled	2x per week
Spray buff tile floors	2x per week
Maintain janitors closet	Weekly
Dust and/or damp wipe baseboards	Monthly

Restrooms

Clean and sanitize fixtures	2x per week
Damp mop floors	2x per week
Replenish all empty paper product dispensers	2x per week
Clean mirrors	2x per week
Empty all waste containers	2x per week
Polish all chrome fixtures	2x per week
Spot clean walls and partitions	2x per week
Clean HVAC vents	2x per week
Clean and sanitize walls and partitions	As needed

Offices, training area, common space, etc.

Vacuum carpeting	2x per week
Vacuum and clean computer and electronic equipment	2x per week
Dust office furniture, telephones, eye level surfaces, window sills, etc.	2x per week
Clean and sanitize sink and fixtures	2x per week
Empty waste paper and recycling receptacles	2x per week
Dust high level ledges, moldings, window areas, and blinds	Monthly
Clean HVAC vents	Monthly
Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats chairs are on	As needed (more frequent in winter)

Only the areas identified on the attached floor plan are the cleaner's responsibility.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 8.7. Special Event Permit - Nickle Dickle Day	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-190 Approving Special Event Permit - Nickle Dickle Day	
EXPLANATION OF AGENDA ITEM: The 65th Annual Nickle Dickle Day event is scheduled for Saturday, September 19, 2026. This special event is identified in the City's Special Event Policy as a City-supported event in which the City provides significant logistical support with street closures, materials, and staffing. In turn, the City is recognized as a top sponsor of the event. See attached request for Nickle Dickle Day, and a memo for the Nickle Dickle Eve Street Dance. This year's schedule brings back the Friday night street dance, and for Saturday it includes an arts and crafts fair, library book sale, and a car and truck show. Portions of 1st Street will be closed to vehicle traffic on the date of the event. Full closures on 1st Street from Maple Street east to Oak Street will be from 6:00 am to 5:00 pm. The closed portion of 1st Street will house a fire truck, mechanical bull, car show entries, and other entertainment and pedestrian traffic. Also, the full closing of Olive Street from 2nd Avenue to the alleyway just before Old National Bank for pedestrian safety and additional space for activities and vendors. The Community Education 5K, 10K and Tickle Fun run are also scheduled for September 13th with various streets along the route required to be closed during these events.	
ATTACHMENTS: 1. Resolution No. 2026-190 Special Event Permit - NDD 2. Special Event Permit 3. 2026 City Council Request 4. 2026 Dance Memo 5. 10k, 5k Map Route	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-190**

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

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

WHEREAS, the 65th annual Nickle Dickle Day event will be held on Saturday, September 19, 2026; and

WHEREAS, municipal property to be used on Saturday, September 19, 2026, includes portions of 1st Street, Olive Street, Elm Street, Pine Street, Spruce Street, and City Square Park for central event activities from 6:00 a.m. to 7:00 p.m.

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

WHEREAS, municipal property to be used on Saturday, September 19, 2026, include portions of 1st Street, Cherry Street, Waconia Parkway South trail and Maple Street for Community Education Fun Run routes from 5:00 a.m. to 11:00 a.m.

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

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

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Special Event Permit and Temporary Noise Permit for Saturday September 19, 2026, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 13th day of August 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

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

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name CHRISTINE		2. Last Name FENNER		
3. Primary Telephone Number 952-442-5812	4. Type of Phone: ☐ Cell ☒ Business ☐ Home ☐ Other	5. Alternate Phone Number 612-850-1961	6. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☒ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit WACONIA CHAMBER OF COMMERCE				
19. Email Address cfenner@destinationwaconia.org				
20. Mailing Address 209 VINE STREET SOUTH		21. City WACONIA	22. State MN	23. Zip Code 55387
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to WACONIA CHAMBER OF COMMERCE				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number		
28. Business Address 209 VINE STREET SOUTH		29. City WACONIA	30. State MN	31. Zip Code 55387
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event NICKLE DICKLE DAY				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 9/19/2026				
34. Time of Event 8:00 A.M. TO 5:00 P.M.		35. Set up start time and clean up finish time 9:00 AM ON 09-19; 6:00 PM ON 09-20		

36. Location of Event –Street Address CITY SQUARE PARK AND VARIOUS DOWNTOWN LODCATIONS	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			
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- 20,000+	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any N/A	46. Purpose of event proceeds (if applicable) N/A		
47. Describe how attendance will be monitored and limited if necessary NONE			
48. Describe any entertainment being provided ATHLETIC EVENTS, CAR SHOW, FOOD, CRAFTS, MUSIC AND ENTERTAINMENT SHOW, DEMONSTRATIONS, ETC			

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

PRIVATE VENDORA

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

EMERGENCY SERVICES WILL BE COORDINATED WITH CARVER COUNTY SHERIFF'S OFFICE AND WACONIA FIRE DEPARTMENT.

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

51. Will you be providing additional trash receptacles?

☒

Yes

Company providing this service: SUBURBAN WASTE SERVICES

Number of receptacles: 90

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

MONDAY, SEPTEMBER 21, 2026

☐

No

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

52. Will you be providing toilets and wash stations?

☒

Yes

Company providing this service: MINI BIFF

Number of toilets: 18

Number of wash stations:

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

MONDAY, SEPTEMBER 21, 2026

☐

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.

N/A

C. Information about any public right of way closures

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

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

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

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

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

SEE ATTACHED

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

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

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

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

D. Information about any alcohol as part of the event

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

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

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

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

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

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

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

PARLEY LAKE WINERY, SCHRAM VINEYARDS, AND THE WINERY AT SOVEREIGN ESTATE

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

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

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

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

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

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

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

PARLEY LAKE WINERY, SCHRAM VINEYARDS, AND THE WINERY AT SOVEREIGN ESTATE

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

N/A

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

PARLEY LAKE WINERY, SCHRAM VINEYARDS, AND THE WINERY AT SOVEREIGN ESTATE

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

WINE WILL BE SOLD BY THE GLASS IN A DESIGNATED AREA IN CITY SQUARE PARK. ID'S WILL BE CHECKED TO ENTER THE GATED AREA.

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

☐ Yes

☐ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

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

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

☒ Yes

☐ No

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

CRAFT VEDDORS WILL PROVIDE THEIR OWN 10X10 POPUP TENTS

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) **CHRISTINE FENNER**, 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 **7/16/2026**



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

Date: Monday, August 3

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

Waconia City Council:

The Waconia Chamber of Commerce's Nickle Dickle Committee is planning for the 65th annual family celebration. Nickle Dickle Day will be held on Saturday, September 19, 2026 in City Square Park and surrounding areas. As a result of the activities we have planned, a number of street closings and help from City Staff is requested. Thank you for considering these requests and please don't hesitate to contact me with any questions.

1. The Nickle Dickle committee is requesting a partial closing of First Street to vehicle traffic on the day of the event. We would like to **close First Street from Maple Street east to Orange Street from 6am – 5pm**. The closed portion of First Street will house a firetruck, mechanical bull, car show entries other entertainment and pedestrian traffic. We would like to **close Olive Street from 2nd Street (at Yetzer's Floor Store parking Lot) to the alleyway just before Old National Bank**. This would be done to ensure pedestrian safety as well as to provide additional space for activities and vendors. We would like to do a soft close at 2nd with a hard close at the alley by Hoppers. This will allow for parking in the Yetzer's Flooring Store lot as well as the Yetzer Sleep Store & Balance Life parking lot. This also leaves the alley open for cars to exit onto Olive and go south. Each shop owner affected on Olive Street in this area will be notified of this closure.
 - a. We request that Public Services personnel erect "No parking after 6am Saturday, September 19" on 1st Street from Maple to Orange on Friday afternoon, September 18. This should help prevent us from having to tow.
 - b. "Road Closed to Vehicle Traffic" signs by Saturday, September 19, 6:00 a.m.
2. The Nickle Dickle committee is requesting an additional partial closing of First Street to vehicle traffic on the day of the event starting at 5am through 11am for the Community Ed Fun Runs.

We request that Public Services personnel erect the Road Closed to Vehicle Traffic/No Parking from 5AM – 11AM on Saturday September 19 signs on these streets by 9AM Friday September 18.

- First Street closed from Walnut Street to the end of that cul-de-sac
- Cherry Street closed from First Street to Third Street
- Waconia Parkway/Co Rd 10 at Oak Avenue closed to the round-a-bout west of Brook Peterson Park
- Cherry Street closed from Maple Street to New Perspective Senior Living

- “No public parking” signs placed behind the Carver County Historical Society (to leave space available for staff)
3. The Nickle Dickle Day 5k, 10k and tickle runs will affect the streets shown on the attached maps. Community Ed will be making arrangements to have these events escorted through town by the Carver County Sheriff’s office and the Waconia Fire Dept. Regular traffic will be temporarily detained, and emergency vehicles will be granted the right of way. We will notify the Carver County Historical Society as their business is affected by the race route. They will have parking accessible in their back parking lot.
 4. The Nickle Dickle Day Car Show will return for its 41st year and will display cars on the following streets which need to be closed from 6am to 5:30pm. ***We request that signs be put up on Friday evening so that the street will be cleared by 6am.***
 - 1st Street – Olive to Orange
 - Elm Street – 2nd to Main (need large barricade at Elm and 2nd & Elm & Main). The barricades Mike used to put at the alley north of the church and by the Saloon, are now needed on the corner of Elm and Main instead.
 - Pine Street – 2nd to Main
 - Spruce Street – 2nd to Main
 - Oak Street – 1st to 2nd
 5. We request assistance in moving bleachers and picnic tables on Friday, September 18. It’s best if someone from the Chamber can assist with placement of the large bleachers and the picnic tables.
 - a. Please move 5 sets of bleachers (2 small and 3 large) from Brook Peterson Park to downtown. Three large bleachers to be placed in City Square Park facing the gazebo and 2 small bleachers to be used at Olive and 1st Street. We will need them placed on Friday, September 18 and returned on Monday, September 21.
 - i. The two small bleachers at 1st and Olive can be placed in street parking spaces Friday, and request City Staff to assist with moving them into the Olive and 1st intersection on Saturday after the Mechanical Bull is in place (approximately 10:30AM on Saturday). Bleachers should be placed on the northwest and southwest corners of the intersection, for bull spectators. Chamber staff can assist with placement direction.
 - b. Please move 30 picnic tables from the fairgrounds to City Square Park on Friday, September 18 and returned on Monday, September 21. Please place them on the east side of the park, near Spruce Street.
 6. We would also like to request use of the entire City Square Park for craft booths, entertainment, and refreshments; as well as Spruce Street running from 1st to Main St for food booths.
 7. We’d like to request special use of a golf cart for Friday, September 18 and Saturday, September 19 for set-up and for chamber staff to quickly transport items downtown only on the day of the event.
 8. We appreciate the expertise of Public Services regarding electricity and hope that they will once again be at the City Square Park on Friday, September 18 in the afternoon as the food vendors start setting up until about 6pm. We also appreciate having someone at the park on Nickle Dickle Day to take care of

any electrical or other issues that may arise. The Chamber will take care of calling Gopher One prior to Friday to ensure safe digging.

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

Thanks for your help in making this a successful community celebration! Please feel free to contact me at 952-442-5812 or 612-850-1961 should you have any questions.

Sincerely,

Christine Fenner, President
Waconia Chamber of Commerce

Nickle Dickle Day Event Lead Committee:

- City of Waconia – Mike Dressel
- Carver County Sheriff's office – Sgt. Jonathon Howard
- Car Show – Mike Keaveny
- St. Joe's Church and School – Dave Philp
- Waconia Community Ed – Steven Jensen
- Waconia Library – Margot Barry



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

August 3, 2026

Memo: City of Waconia

RE: Temporary Noise Permit & Dance Plan

Street Dance Plan

Location: Portion of Municipal Lot #1

Duration of lot closure: 10:00 am 9/18/2026 – 12:00 am Midnight 9/19/2026 (will need to have signs indicating lot closure times and towing consequences). The staging may begin set-up as early as 10:00am.

Date: Friday September 18, 2026 (Nickle Dickle Eve)

Time: Band Contracted 8pm – 11:30pm Gates open: 7:00pm

Band: Gen X Jukebox (staged in parking lot)

Gate: 2 gates for selling tickets. Must be 21 years + for admittance.

Logistics:

Fencing – working with City of Waconia to use snow fencing with stanchions. Need to work out timing of snow fencing set up and removal after dance.

Security – working in partnership with Carver County Sheriff's office.

Bar – Contracting with Iron Tap to sell alcoholic drinks, as well as non-alcoholic options.

Garbage & Biffs – Chamber to contract services.

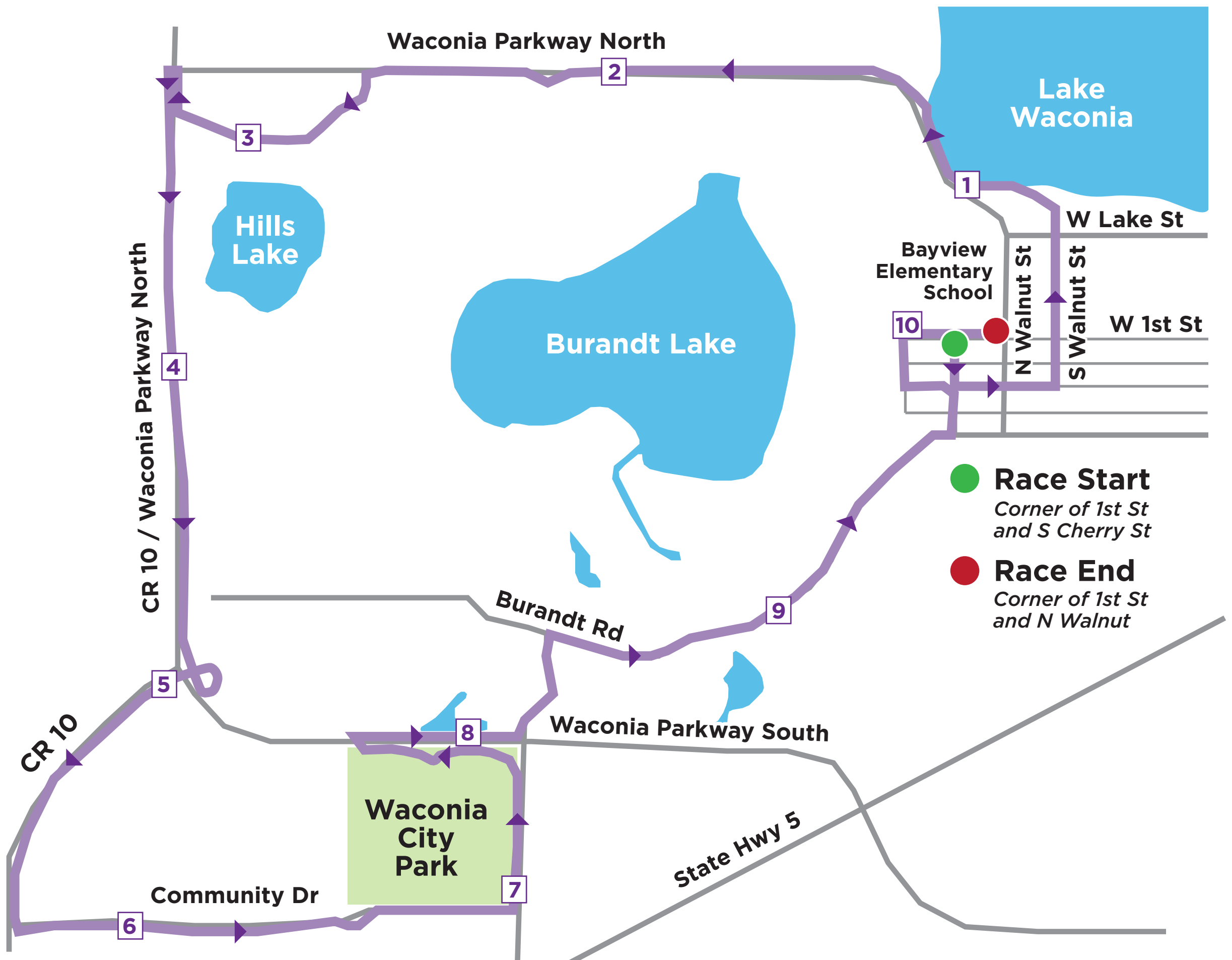
All of the businesses that are located on this parking lot will be notified.

Please feel free to contact me at 952-442-5812 or 612-850-1961 should you have any questions.

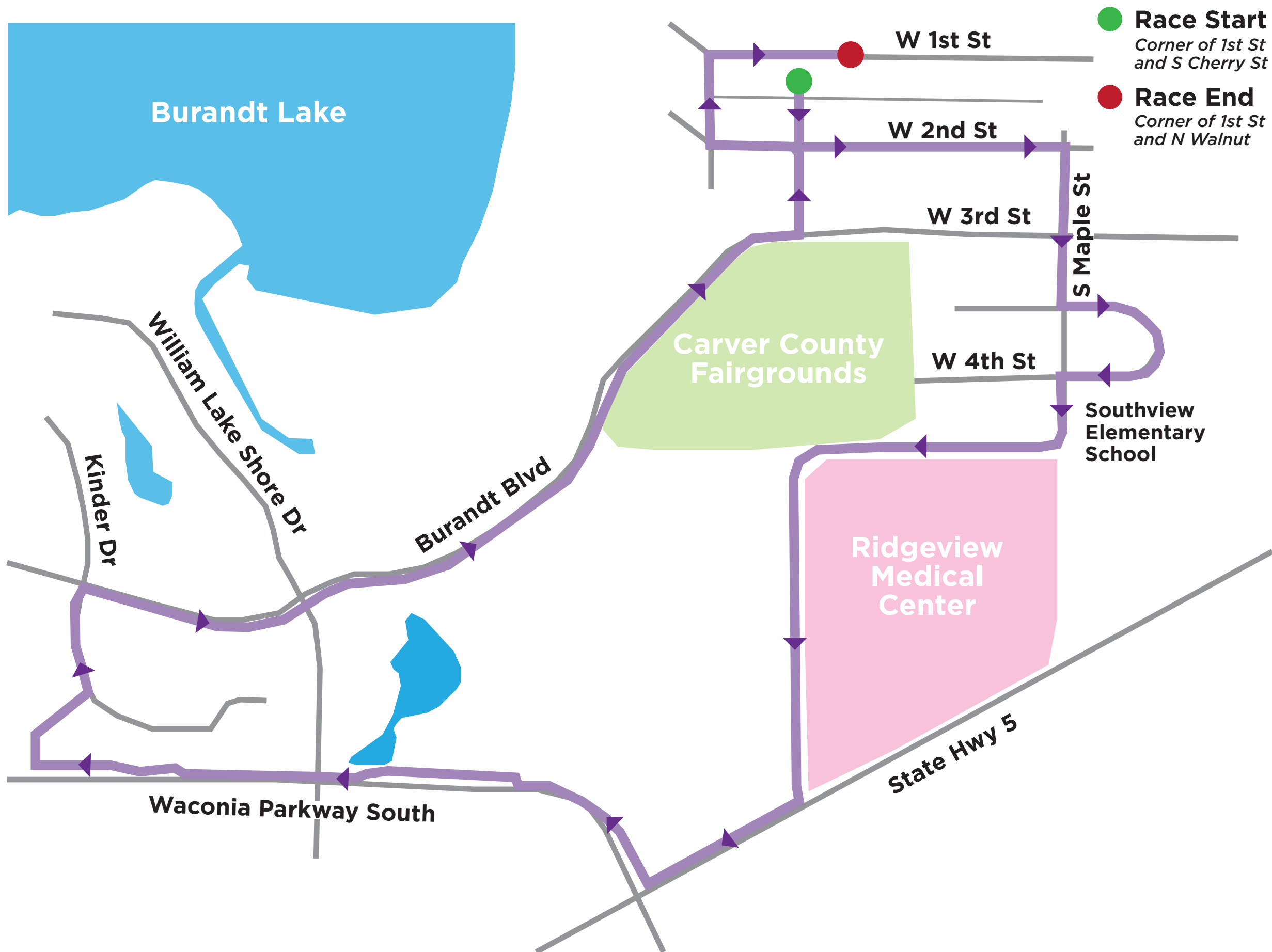
Christine Fenner, President

Waconia Chamber of Commerce

Nickle Dickle 10K Route



Nickle Dickle 5K Route





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 8.8. Exempt Permit Waconia Band Boosters	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-190 approving an application for an Exempt Permit from the Waconia Band boosters to Conduct a Raffle EXPLANATION OF AGENDA ITEM: The City has received an application for an Exempt Permit from the Waconia Band Boosters to conduct a raffle on October 30, 2026, at the Waconia High School, 1650 Community Drive in Waconia. ATTACHMENTS: 1. Resolution No. 2026-191 Band Boosters Raffle	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
RESOLUTION NO. 2026-191**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
WACONIA BAND BOOSTERS**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Waconia Band Booster to conduct a raffle on October 30, 2026; and

WHEREAS, the Waconia Band Boosters requested this exempt permit in order to conduct a raffle at the Waconia High School, 1650 Community Drive in Waconia as stated on the application; and

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approved the Application for Exempt Permit to conduct a raffle at the Waconia High School, 1650 Community Drive in Waconia on October 30, 2026, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance, and proof of compliance with state and local requirements.

Adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026		
Item Name:	9.1. Provide for the Issuance and Sale of General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C and Calling for a Public Hearing for Issuance of the Bonds.		
Originating Dept:	Finance		
Presented By:	Joel Merry		
Previous Council Action:	None		
Item Type:	Regular Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-192 Providing for the Issuance and Sale of \$27,255,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C. Adopt Resolution No. 2026-193 Calling for a Public Hearing on the Intent to Issue General Obligation Capital Improvement Bonds and the Proposal to Adopt a Capital Improvement Plan Therefor. EXPLANATION OF AGENDA ITEM: Staff has been working with Ehler's and Associates on the issuance of bonds to fund the 2026 Water Treatment Plant No. 4 and Cold Storage Building Project. General Obligation 444 revenue bonds will be issued for those portions of the project related to water system improvements. These are revenue bonds that must be repaid with revenues in the enterprise funds from sales paid by the City's customer base and trunk fees. General Obligation 475 bonds will be issued for the public works cold storage portions of the project. The City must hold a public hearing and allow a 30-day reverse referendum period for the issuance of the Capital Improvement Plan portion of the Bonds and to approve the capital improvement plan. The public hearing will be held on September 8, 2026. The reverse referendum period ends on October 8, 2026. Todd Hagen from Ehlers will be at the meeting to present to the Council the attached pre-sale reports for the bonds along with the Resolutions to be considered for approval. This step will allow Staff to continue the issuance of bonds for the financing of these projects. Staff will finalize the amount of the final bond issuance. ATTACHMENTS: 1. Resolution No. 2026-192 Sale of Bonds Series 2026C 2. Resolution No. 2026-193 Public Hearing General Obligation Bonds 3. Pre-Sale Report 2026C			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted			

Non-Budgeted Amendment Required	Personnel Committee: Other:
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EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF WACONIA, MINNESOTA

HELD: AUGUST 17, 2026

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Waconia, Carver County, Minnesota, was duly held at City Hall on August 17, 2026, at 6:00 P.M., for the purpose, in part, of providing for the issuance and sale of \$27,255,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.2026-192

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF
\$27,255,000 GENERAL OBLIGATION WATER REVENUE AND
CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2026C

A. WHEREAS, the City Council (the "Council") of the City of Waconia, Minnesota (the "City") has heretofore determined that it is necessary and expedient to issue the City's \$27,255,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C (the "Bonds"), to finance the construction of a new water treatment plant and public works garage in the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Minneapolis, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

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

1. Authorization. The Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The Council shall meet at 6:00 P.M. on October 19, 2026, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and, after full discussion thereof and upon a vote being taken thereon, the following Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CARVER COUNTY
CITY OF WACONIA

I, the undersigned, being the duly qualified and acting City Administrator of the City of Waconia, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as the minutes relate to providing for the issuance and sale of \$27,255,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C.

WITNESS my hand on August 17, 2026.

Shane Fineran, City Administrator

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF WACONIA, MINNESOTA

HELD: AUGUST 17, 2026

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Waconia, Carver County, Minnesota, was duly held at City Hall on August 17, 2026, at 6:00 P.M., for the purpose, in part, of calling for a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

The following members were present:

And the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.2026-193

RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE
PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR

WHEREAS, pursuant to Minnesota Statutes, Section 475.521 the City of Waconia, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing general obligation capital improvement plan bonds (the "Bonds") the City adopts the Plan after holding a public hearing thereon and publishing a notice of its intention to issue the Bonds and the date and time of a hearing to obtain public comment on the issuance of the Bonds and adoption of the Plan; and

WHEREAS, the City Council of the City (the "Council") will hold a public hearing on September 8, 2026, on its intention to issue the Bonds and to adopt the Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, that the Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan, the public hearing to be held on the date and time set forth in Exhibit A attached hereto. The Council is hereby directed to cause the notice of public hearing to be published at least 10 but not more than 28 days before the date of the public hearing in the official newspaper of the City or a newspaper of general circulation in the City.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CARVER COUNTY
CITY OF WACONIA

I, the undersigned, being duly qualified and acting City Administrator of the City of Waconia, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

WITNESS my hand on August 17, 2026.

Shane Fineran, City Administrator

EXHIBIT A

CITY OF WACONIA, MINNESOTA

NOTICE OF PUBLIC HEARING ON INTENTION TO ISSUE
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS
AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Waconia, Minnesota (the "City"), will meet on September 8, 2026, at 6:00 P.M., at the City Hall, 201 South Vine Street, Waconia, Minnesota, for the purpose of conducting a public hearing on (a) the intention to issue general obligation capital improvement plan bonds, in one or more series, in an amount not to exceed \$4,000,000 and (b) the proposal to adopt a capital improvement plan therefor. The proceeds of the bonds will be used to finance the acquisition and betterment of a public works facility located in the City.

If a petition requesting a vote on the issuance of the bonds is signed by voters equal to five percent of the votes cast in the City in the last municipal general election and is filed with the City within thirty days after the public hearing, the bonds may only be issued upon obtaining the approval of the majority of the voters voting on the question of issuing the bonds.

All interested persons may appear at the September 8, 2026 public hearing and present their views orally; or if in writing contact the City Administrator's office at 201 South Vine Street, Waconia, MN 55387 or 952-442-2184.

BY ORDER OF THE CITY COUNCIL

/s/ Shane Fineran, City Administrator

August 17, 2026

PRE-SALE REPORT FOR

City of Waconia, Minnesota

\$26,245,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Todd Hagen, Senior Municipal Advisor
Bruce Kimmel, Senior Municipal Advisor
Keith Dahl, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$26,245,000 General Obligation Water Revenue and Capital Improvement Plan Bonds, Series 2026C

The City has directed Ehlers to assist in a financing method that combines two issuance authorities into one bond, does not require voter approval, and would allow for payments over 20 years.

Purposes:

The proposed issue includes fixed rate/tax-exempt financing for the construction of a new water treatment plant and public works garage in the City.

- **Water Treatment Plant Portion (\$22,715,000).** Debt service will be paid over 20 years from water revenues.
- **Public Works Garage Portion (\$3,530,000).** Debt service will be paid over 10 years from property taxes.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters:

- 475 (general bonding and capital improvement plan authority)
- 444 (water revenue pledge)

Chapter 444 allows cities to issue debt without limitation if debt service is expected to be paid from water and sewer revenues.

There will be up to \$4,000,000 of bonding authority allowed in the Capital Improvement Plan (CIP) in connection with the Bonds. The CIP bonding authority requires a public hearing and 30-day reverse referendum period to end before bonds can be issued. The public hearing will be held on September 8, 2026 on the Plan and with the intent to issue the Bonds. The reverse referendum period will end on October 8, 2026.

Annual CIP debt service for all CIP bonds outstanding may not exceed .16% of estimated market value (EMV).

In the City, that maximum annual debt service amount is \$4,136,650 for the 2025/26 tax year (\$2,585,406,700 x .0016). The maximum annual principal and interest payments on the Public Works Garage Portion of the Bonds proposed to be issued under this CIP is estimated to be approximately \$496,983. The Public Works Garage Portion of the Bonds will consume approximately 12% of the City's current annual CIP levy limit of \$4,136,650.

The Public Works Garage Portion of the Bonds will count against the Net Debt Limit of 3% of the estimated market value of taxable property in the City. The Bonds do not exceed the City's debt limit.

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 20 years. Principal on the Bonds will be due on February 1 in the years 2028 through 2047. Interest is payable every six months beginning August 1, 2027.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2036 or any date thereafter.

Not Bank Qualified:

Because the City is expecting to issue more than \$10,000,000 in tax exempt debt during the calendar year, the City will not be able to designate the Bonds as “bank qualified” obligations.

Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.

Rating:

We will not seek a state credit enhanced rating because we don’t anticipate that would change the interest rate assumptions. The City’s most recent bond issues were rated by S&P Global Ratings. The current ratings on those bonds are “AA+”. The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating if the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on our knowledge of the City’s situation, their objectives communicated to us, our advisory relationship as well as characteristics of various financing options, we are recommending the issuance of general obligation water revenue and capital improvement plan bonds with a full competitive sale as a suitable financing option for the following reasons:

- General obligation bonds provide a straight-forward approach to financing projects identified by the City.
- We expect that the size and term of the issue, with the City’s high bond rating, will attract several quality bids based upon similar recent sales in Minnesota.
- The City does not expect to have surplus resources adequate to prepay the debt prior to the scheduled maturities.
- This is generally the most overall cost-effective option.

Because of its larger size and longer term, we are recommending against offering the Bonds to a limited number of local and regional banks and selling this issue rated through a full competitive process to the public market using an official statement. Also, there are no special circumstances that would require a negotiated sale.

This method of sale complies with City policy as well as best practices endorsed by the Government Finance Officers Association (GFOA).

Method of Sale/Placement:

We will solicit competitive bids for the sale of the Bonds to underwriters and banks as the size, structure and term will likely result in the maximum number of bids at the lowest interest rates and is a desirable credit for municipal bond investors.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. In preparing our Bond estimates, Ehlers has assumed approximately \$1 million of net premium, although the final amount will be higher or lower than this estimate.

Please note that sale-day adjustments to the Bond size and structure may slightly change the true interest cost of the issue from the winning bid, either up or down.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statements annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC).

The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-

exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate prepared by your bond attorney and provided at closing.

Two-Year (24-month) Spending Exception – The City expects to meet the two-year expenditure exception on the Bond proceeds. If the City fails to meet the expenditure exceptions, it will be required to pay rebate.

We recommend that the City review its specific responsibilities related to the Bonds with an arbitrage expert to help monitor the exception used above.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds. The City is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Risk Factors:

Water Revenues: The City expects to pay a portion of the Bond debt service with water funds. If water revenues are inadequate, the City may have to levy taxes to pay debt service on the Bonds.

GO Pledge: Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual water revenues and tax levy collected are not sufficient to pay the debt service payments, other City funds will need to be used.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services, please contact us.

Bond Counsel: Taft Stettinius & Hollister

Paying Agent: Bond Trust Services

Rating Agency: S&P Global Ratings

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report.
- Adopt the resolution attached to this report.

This pre-sale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	August 17, 2026
Publish Notice of Public Hearing on Capital Improvement Plan (CIP) and Bonds:	August 27, 2026
Public Hearing on CIP and Bonds:	September 8, 2026
Due Diligence Call to review Official Statement/Conference with Rating Agency:	Week of October 5
Reverse Referendum Period Ends on CIP/Print Official Statement:	October 8, 2026
City Council Meeting to Award Sale of Bonds:	October 19, 2026
Estimated Closing Date:	November 5, 2026

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Bond Buyer Index

Resolutions Authorizing Ehlers to Proceed with Bond Sale and Calling Public Hearing on CIP and Bonds (provided separately)

EHLERS' CONTACTS

Todd Hagen, Senior Municipal Advisor	(651) 697-8508
Bruce Kimmel, Senior Municipal Advisor	(651) 697-8572
Keith Dahl, Senior Municipal Advisor	(651) 697-8595
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Waconia, Minnesota

\$26,245,000 General Obligation Water & CIP Bonds, Series 2026C

Issue Summary - 10 Year CIP Portion

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Total Issue Sources And Uses

Dated 11/05/2026 | Delivered 11/05/2026

	Water	CIP	Issue Summary
Sources Of Funds			
Par Amount of Bonds	\$22,715,000.00	\$3,530,000.00	\$26,245,000.00
Reoffering Premium	737,514.05	263,985.20	1,001,499.25
Total Sources	\$23,452,514.05	\$3,793,985.20	\$27,246,499.25
Uses Of Funds			
Total Underwriter's Discount (1.000%)	227,150.00	35,300.00	262,450.00
Costs of Issuance	141,941.71	22,058.29	164,000.00
Deposit to Project Construction Fund	23,078,863.50	3,738,743.80	26,817,607.30
Rounding Amount	4,558.84	(2,116.89)	2,441.95
Total Uses	\$23,452,514.05	\$3,793,985.20	\$27,246,499.25

City of Waconia, Minnesota

\$26,245,000 General Obligation Water & CIP Bonds, Series 2026C

Issue Summary - 10 Year CIP Portion

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/05/2026	-	-	-	-	-
08/01/2027	-	-	938,734.32	938,734.32	-
02/01/2028	700,000.00	5.000%	635,233.75	1,335,233.75	2,273,968.07
08/01/2028	-	-	617,733.75	617,733.75	-
02/01/2029	1,035,000.00	5.000%	617,733.75	1,652,733.75	2,270,467.50
08/01/2029	-	-	591,858.75	591,858.75	-
02/01/2030	1,085,000.00	5.000%	591,858.75	1,676,858.75	2,268,717.50
08/01/2030	-	-	564,733.75	564,733.75	-
02/01/2031	1,145,000.00	5.000%	564,733.75	1,709,733.75	2,274,467.50
08/01/2031	-	-	536,108.75	536,108.75	-
02/01/2032	1,200,000.00	5.000%	536,108.75	1,736,108.75	2,272,217.50
08/01/2032	-	-	506,108.75	506,108.75	-
02/01/2033	1,255,000.00	5.000%	506,108.75	1,761,108.75	2,267,217.50
08/01/2033	-	-	474,733.75	474,733.75	-
02/01/2034	1,320,000.00	5.000%	474,733.75	1,794,733.75	2,269,467.50
08/01/2034	-	-	441,733.75	441,733.75	-
02/01/2035	1,390,000.00	5.000%	441,733.75	1,831,733.75	2,273,467.50
08/01/2035	-	-	406,983.75	406,983.75	-
02/01/2036	1,455,000.00	5.000%	406,983.75	1,861,983.75	2,268,967.50
08/01/2036	-	-	370,608.75	370,608.75	-
02/01/2037	1,530,000.00	5.000%	370,608.75	1,900,608.75	2,271,217.50
08/01/2037	-	-	332,358.75	332,358.75	-
02/01/2038	1,145,000.00	5.000%	332,358.75	1,477,358.75	1,809,717.50
08/01/2038	-	-	303,733.75	303,733.75	-
02/01/2039	1,200,000.00	4.100%	303,733.75	1,503,733.75	1,807,467.50
08/01/2039	-	-	279,133.75	279,133.75	-
02/01/2040	1,250,000.00	4.550%	279,133.75	1,529,133.75	1,808,267.50
08/01/2040	-	-	250,696.25	250,696.25	-
02/01/2041	1,305,000.00	4.600%	250,696.25	1,555,696.25	1,806,392.50
08/01/2041	-	-	220,681.25	220,681.25	-
02/01/2042	1,365,000.00	4.650%	220,681.25	1,585,681.25	1,806,362.50
08/01/2042	-	-	188,945.00	188,945.00	-
02/01/2043	1,430,000.00	4.700%	188,945.00	1,618,945.00	1,807,890.00
08/01/2043	-	-	155,340.00	155,340.00	-
02/01/2044	1,495,000.00	4.750%	155,340.00	1,650,340.00	1,805,680.00
08/01/2044	-	-	119,833.75	119,833.75	-
02/01/2045	1,570,000.00	4.800%	119,833.75	1,689,833.75	1,809,667.50
08/01/2045	-	-	82,153.75	82,153.75	-
02/01/2046	1,645,000.00	4.850%	82,153.75	1,727,153.75	1,809,307.50
08/01/2046	-	-	42,262.50	42,262.50	-
02/01/2047	1,725,000.00	4.900%	42,262.50	1,767,262.50	1,809,525.00
Total	\$26,245,000.00	-	\$14,545,453.07	\$40,790,453.07	-

Yield Statistics

Bond Year Dollars	\$303,459.64
Average Life	11.563 Years
Average Coupon	4.7932085%
Net Interest Cost (NIC)	4.5496673%
True Interest Cost (TIC)	4.4660776%
Bond Yield for Arbitrage Purposes	4.3449651%
All Inclusive Cost (AIC)	4.5382533%

IRS Form 8038

Net Interest Cost	4.3580206%
Weighted Average Maturity	11.406 Years

Series 2026C GO Bonds - P | Issue Summary | 8/11/2026 | 1:27 PM



City of Waconia, Minnesota

\$26,245,000 General Obligation Water & CIP Bonds, Series 2026C

Issue Summary - 10 Year CIP Portion

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Water Revenue	Levy/(Surplus)
02/01/2027	-	-	-	-	-	-	-
02/01/2028	700,000.00	5.000%	1,573,968.07	2,273,968.07	2,387,666.47	1,900,819.39	486,847.08
02/01/2029	1,035,000.00	5.000%	1,235,467.50	2,270,467.50	2,383,990.88	1,896,528.38	487,462.50
02/01/2030	1,085,000.00	5.000%	1,183,717.50	2,268,717.50	2,382,153.38	1,899,940.88	482,212.50
02/01/2031	1,145,000.00	5.000%	1,129,467.50	2,274,467.50	2,388,190.88	1,901,253.38	486,937.50
02/01/2032	1,200,000.00	5.000%	1,072,217.50	2,272,217.50	2,385,828.38	1,900,465.88	485,362.50
02/01/2033	1,255,000.00	5.000%	1,012,217.50	2,267,217.50	2,380,578.38	1,897,578.38	483,000.00
02/01/2034	1,320,000.00	5.000%	949,467.50	2,269,467.50	2,382,940.88	1,897,840.88	485,100.00
02/01/2035	1,390,000.00	5.000%	883,467.50	2,273,467.50	2,387,140.88	1,900,990.88	486,150.00
02/01/2036	1,455,000.00	5.000%	813,967.50	2,268,967.50	2,382,415.88	1,896,265.88	486,150.00
02/01/2037	1,530,000.00	5.000%	741,217.50	2,271,217.50	2,384,778.38	1,899,678.38	485,100.00
02/01/2038	1,145,000.00	5.000%	664,717.50	1,809,717.50	1,900,203.38	1,900,203.38	-
02/01/2039	1,200,000.00	4.100%	607,467.50	1,807,467.50	1,897,840.88	1,897,840.88	-
02/01/2040	1,250,000.00	4.550%	558,267.50	1,808,267.50	1,898,680.88	1,898,680.88	-
02/01/2041	1,305,000.00	4.600%	501,392.50	1,806,392.50	1,896,712.13	1,896,712.13	-
02/01/2042	1,365,000.00	4.650%	441,362.50	1,806,362.50	1,896,680.63	1,896,680.63	-
02/01/2043	1,430,000.00	4.700%	377,890.00	1,807,890.00	1,898,284.50	1,898,284.50	-
02/01/2044	1,495,000.00	4.750%	310,680.00	1,805,680.00	1,895,964.00	1,895,964.00	-
02/01/2045	1,570,000.00	4.800%	239,667.50	1,809,667.50	1,900,150.88	1,900,150.88	-
02/01/2046	1,645,000.00	4.850%	164,307.50	1,809,307.50	1,899,772.88	1,899,772.88	-
02/01/2047	1,725,000.00	4.900%	84,525.00	1,809,525.00	1,900,001.25	1,900,001.25	-
Total	\$26,245,000.00	-	\$14,545,453.07	\$40,790,453.07	\$42,829,975.72	\$37,975,653.64	\$4,854,322.08

Significant Dates

Dated	11/05/2026
First Coupon Date	8/01/2027

Yield Statistics

Bond Year Dollars	\$303,459.64
Average Life	11.563 Years
Average Coupon	4.7932085%
Net Interest Cost (NIC)	4.5496673%
True Interest Cost (TIC)	4.4660776%
Bond Yield for Arbitrage Purposes	4.3449651%
All Inclusive Cost (AIC)	4.5382533%

City of Waconia, Minnesota

\$22,715,000 General Obligation Water & CIP Bonds, Series 2026C

Water

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/05/2026	-	-	-	-	-
08/01/2027	-	-	808,320.43	808,320.43	-
02/01/2028	455,000.00	5.000%	546,983.75	1,001,983.75	1,810,304.18
08/01/2028	-	-	535,608.75	535,608.75	-
02/01/2029	735,000.00	5.000%	535,608.75	1,270,608.75	1,806,217.50
08/01/2029	-	-	517,233.75	517,233.75	-
02/01/2030	775,000.00	5.000%	517,233.75	1,292,233.75	1,809,467.50
08/01/2030	-	-	497,858.75	497,858.75	-
02/01/2031	815,000.00	5.000%	497,858.75	1,312,858.75	1,810,717.50
08/01/2031	-	-	477,483.75	477,483.75	-
02/01/2032	855,000.00	5.000%	477,483.75	1,332,483.75	1,809,967.50
08/01/2032	-	-	456,108.75	456,108.75	-
02/01/2033	895,000.00	5.000%	456,108.75	1,351,108.75	1,807,217.50
08/01/2033	-	-	433,733.75	433,733.75	-
02/01/2034	940,000.00	5.000%	433,733.75	1,373,733.75	1,807,467.50
08/01/2034	-	-	410,233.75	410,233.75	-
02/01/2035	990,000.00	5.000%	410,233.75	1,400,233.75	1,810,467.50
08/01/2035	-	-	385,483.75	385,483.75	-
02/01/2036	1,035,000.00	5.000%	385,483.75	1,420,483.75	1,805,967.50
08/01/2036	-	-	359,608.75	359,608.75	-
02/01/2037	1,090,000.00	5.000%	359,608.75	1,449,608.75	1,809,217.50
08/01/2037	-	-	332,358.75	332,358.75	-
02/01/2038	1,145,000.00	5.000%	332,358.75	1,477,358.75	1,809,717.50
08/01/2038	-	-	303,733.75	303,733.75	-
02/01/2039	1,200,000.00	4.100%	303,733.75	1,503,733.75	1,807,467.50
08/01/2039	-	-	279,133.75	279,133.75	-
02/01/2040	1,250,000.00	4.550%	279,133.75	1,529,133.75	1,808,267.50
08/01/2040	-	-	250,696.25	250,696.25	-
02/01/2041	1,305,000.00	4.600%	250,696.25	1,555,696.25	1,806,392.50
08/01/2041	-	-	220,681.25	220,681.25	-
02/01/2042	1,365,000.00	4.650%	220,681.25	1,585,681.25	1,806,362.50
08/01/2042	-	-	188,945.00	188,945.00	-
02/01/2043	1,430,000.00	4.700%	188,945.00	1,618,945.00	1,807,890.00
08/01/2043	-	-	155,340.00	155,340.00	-
02/01/2044	1,495,000.00	4.750%	155,340.00	1,650,340.00	1,805,680.00
08/01/2044	-	-	119,833.75	119,833.75	-
02/01/2045	1,570,000.00	4.800%	119,833.75	1,689,833.75	1,809,667.50
08/01/2045	-	-	82,153.75	82,153.75	-
02/01/2046	1,645,000.00	4.850%	82,153.75	1,727,153.75	1,809,307.50
08/01/2046	-	-	42,262.50	42,262.50	-
02/01/2047	1,725,000.00	4.900%	42,262.50	1,767,262.50	1,809,525.00
Total	\$22,715,000.00	-	\$13,452,289.18	\$36,167,289.18	-

Yield Statistics

Bond Year Dollars	\$281,596.36
Average Life	12.397 Years
Average Coupon	4.7771531%
Net Interest Cost (NIC)	4.5959135%
True Interest Cost (TIC)	4.5288229%
Bond Yield for Arbitrage Purposes	4.3449651%
All Inclusive Cost (AIC)	4.5974531%

IRS Form 8038

Net Interest Cost	4.4287883%
Weighted Average Maturity	12.241 Years

Series 2026C GO Bonds - P | Water | 8/11/2026 | 1:28 PM



City of Waconia, Minnesota

\$22,715,000 General Obligation Water & CIP Bonds, Series 2026C

Water

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Water Revenue 105% Overlevy
02/01/2027	-	-	-	-	-
02/01/2028	455,000.00	5.000%	1,355,304.18	1,810,304.18	1,900,819.39
02/01/2029	735,000.00	5.000%	1,071,217.50	1,806,217.50	1,896,528.38
02/01/2030	775,000.00	5.000%	1,034,467.50	1,809,467.50	1,899,940.88
02/01/2031	815,000.00	5.000%	995,717.50	1,810,717.50	1,901,253.38
02/01/2032	855,000.00	5.000%	954,967.50	1,809,967.50	1,900,465.88
02/01/2033	895,000.00	5.000%	912,217.50	1,807,217.50	1,897,578.38
02/01/2034	940,000.00	5.000%	867,467.50	1,807,467.50	1,897,840.88
02/01/2035	990,000.00	5.000%	820,467.50	1,810,467.50	1,900,990.88
02/01/2036	1,035,000.00	5.000%	770,967.50	1,805,967.50	1,896,265.88
02/01/2037	1,090,000.00	5.000%	719,217.50	1,809,217.50	1,899,678.38
02/01/2038	1,145,000.00	5.000%	664,717.50	1,809,717.50	1,900,203.38
02/01/2039	1,200,000.00	4.100%	607,467.50	1,807,467.50	1,897,840.88
02/01/2040	1,250,000.00	4.550%	558,267.50	1,808,267.50	1,898,680.88
02/01/2041	1,305,000.00	4.600%	501,392.50	1,806,392.50	1,896,712.13
02/01/2042	1,365,000.00	4.650%	441,362.50	1,806,362.50	1,896,680.63
02/01/2043	1,430,000.00	4.700%	377,890.00	1,807,890.00	1,898,284.50
02/01/2044	1,495,000.00	4.750%	310,680.00	1,805,680.00	1,895,964.00
02/01/2045	1,570,000.00	4.800%	239,667.50	1,809,667.50	1,900,150.88
02/01/2046	1,645,000.00	4.850%	164,307.50	1,809,307.50	1,899,772.88
02/01/2047	1,725,000.00	4.900%	84,525.00	1,809,525.00	1,900,001.25
Total	\$22,715,000.00	-	\$13,452,289.18	\$36,167,289.18	\$37,975,653.64

Significant Dates

Dated	11/05/2026
First Coupon Date	8/01/2027

Yield Statistics

Bond Year Dollars	\$281,596.36
Average Life	12.397 Years
Average Coupon	4.7771531%
Net Interest Cost (NIC)	4.5959135%
True Interest Cost (TIC)	4.5288229%
Bond Yield for Arbitrage Purposes	4.3449651%
All Inclusive Cost (AIC)	4.5974531%

IRS Form 8038

Net Interest Cost	4.4287883%
Weighted Average Maturity	12.241 Years

City of Waconia, Minnesota

\$3,530,000 General Obligation Water & CIP Bonds, Series 2026C
CIP

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/05/2026	-	-	-	-	-
08/01/2027	-	-	130,413.89	130,413.89	-
02/01/2028	245,000.00	5.000%	88,250.00	333,250.00	463,663.89
08/01/2028	-	-	82,125.00	82,125.00	-
02/01/2029	300,000.00	5.000%	82,125.00	382,125.00	464,250.00
08/01/2029	-	-	74,625.00	74,625.00	-
02/01/2030	310,000.00	5.000%	74,625.00	384,625.00	459,250.00
08/01/2030	-	-	66,875.00	66,875.00	-
02/01/2031	330,000.00	5.000%	66,875.00	396,875.00	463,750.00
08/01/2031	-	-	58,625.00	58,625.00	-
02/01/2032	345,000.00	5.000%	58,625.00	403,625.00	462,250.00
08/01/2032	-	-	50,000.00	50,000.00	-
02/01/2033	360,000.00	5.000%	50,000.00	410,000.00	460,000.00
08/01/2033	-	-	41,000.00	41,000.00	-
02/01/2034	380,000.00	5.000%	41,000.00	421,000.00	462,000.00
08/01/2034	-	-	31,500.00	31,500.00	-
02/01/2035	400,000.00	5.000%	31,500.00	431,500.00	463,000.00
08/01/2035	-	-	21,500.00	21,500.00	-
02/01/2036	420,000.00	5.000%	21,500.00	441,500.00	463,000.00
08/01/2036	-	-	11,000.00	11,000.00	-
02/01/2037	440,000.00	5.000%	11,000.00	451,000.00	462,000.00
Total	\$3,530,000.00	-	\$1,093,163.89	\$4,623,163.89	-

Yield Statistics

Bond Year Dollars	\$21,863.28
Average Life	6.194 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.9540214%
True Interest Cost (TIC)	3.7875102%
Bond Yield for Arbitrage Purposes	4.3449651%
All Inclusive Cost (AIC)	3.8995592%

IRS Form 8038

Net Interest Cost	3.5003479%
Weighted Average Maturity	6.244 Years

City of Waconia, Minnesota

\$3,530,000 General Obligation Water & CIP Bonds, Series 2026C
CIP

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2027	-	-	-	-	-
02/01/2028	245,000.00	5.000%	218,663.89	463,663.89	486,847.08
02/01/2029	300,000.00	5.000%	164,250.00	464,250.00	487,462.50
02/01/2030	310,000.00	5.000%	149,250.00	459,250.00	482,212.50
02/01/2031	330,000.00	5.000%	133,750.00	463,750.00	486,937.50
02/01/2032	345,000.00	5.000%	117,250.00	462,250.00	485,362.50
02/01/2033	360,000.00	5.000%	100,000.00	460,000.00	483,000.00
02/01/2034	380,000.00	5.000%	82,000.00	462,000.00	485,100.00
02/01/2035	400,000.00	5.000%	63,000.00	463,000.00	486,150.00
02/01/2036	420,000.00	5.000%	43,000.00	463,000.00	486,150.00
02/01/2037	440,000.00	5.000%	22,000.00	462,000.00	485,100.00
Total	\$3,530,000.00	-	\$1,093,163.89	\$4,623,163.89	\$4,854,322.08

Significant Dates

Dated	11/05/2026
First Coupon Date	8/01/2027

Yield Statistics

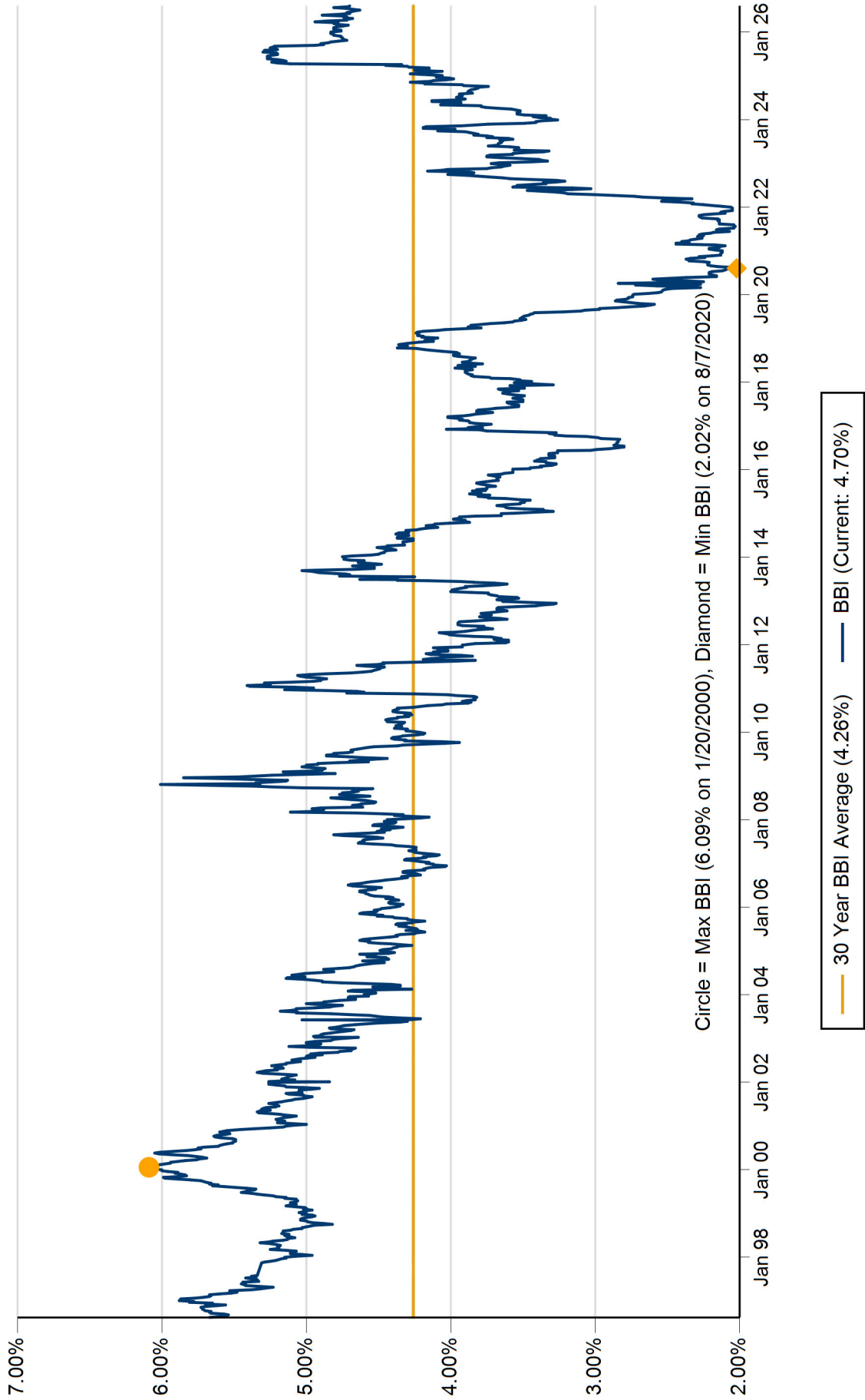
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IRS Form 8038

Net Interest Cost	3.5003479%
Weighted Average Maturity	6.244 Years

30 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 1996 - August, 2026



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



Source: The Bond Buyer



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026		
Item Name:	9.2. 2027 Sugarbush Neighborhood Reconstruction Project		
Originating Dept:	Public Services		
Presented By:	Jon Haukaas		
Previous Council Action:	Resolution No. 2026-075 Ordering Preparation of the Feasibility Study and Assessment Benefit Evaluation for the Proposed 2027 Sugarbush Neighborhood Reconstruction Project		
Item Type:	Regular Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-194 Receiving Feasibility Report and Calling Hearing on Improvements EXPLANATION OF AGENDA ITEM: On March 2, 2026, the City Council authorized the preparation of the Design and Feasibility Report for the 2027 Sugarbush Neighborhood Reconstruction Project. The proposed 2027 Sugarbush Neighborhood Reconstruction Project includes Sugarbush Lane loop on the south side of Waconia Parkway North, the segment of Dunsmore Drive to the west, and the five cul-de-sacs off these streets — Tamarack Lane, Honeysuckle Lane, Butternut Lane, Hickory Circle and Barbary Circle. A neighborhood meeting was held for the residents on Thursday, July 16. The meeting was very well attended and residents asked questions for over an hour. Staff prepared the preliminary design for the attached Feasibility Report in accordance with the City's accepted Development Standards. The final design will incorporate feedback received from residents at the neighborhood meeting and at the Public Hearing. The City Engineer and City staff will be available for questions on the report as attached, or to provide a brief presentation as warranted. Staff recommends approval of this request, allowing for continued work on the plans and to hold a Public Hearing on September 21, 2026, at City Hall at 6:00 p.m. as part of the regularly held City Council Meeting.			
ATTACHMENTS: 1. Resolution No. 2026-194 Feasibility Report Sugarbush Reconstruction 2. Sugarbush Reconstruction Feasibility Study			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____	

CITY OF WACONIA
RESOLUTION NO. 2026-194
RESOLUTION RECEIVING FEASIBILITY REPORT AND CALL FOR
PUBLIC HEARING ON IMPROVEMENT

WHEREAS, pursuant to a resolution of the council adopted March 2, 2026, a report has been prepared by the City Engineer with reference to the proposed Sugarbush Neighborhood Reconstruction project; a project consisting of street, drainage, and utility improvements of the entire Sugarbush neighborhood which includes the following:

- Sugarbush Lane from Waconia Parkway North to intersection with Barbary Circle
- Sugarbush Lane from Sugarbush Lane to Dunsmore Drive
- Sugarbush Lane from Dunsmore Drive to intersection with Barbary Circle
- Dunsmore Drive from Sugarbush Lane to approximately 175 feet west
- Tamarack Lane and Cul-de-sac
- Honeysuckle Lane and Cul-de-sac
- Butternut Lane and Cul-de-sac
- Hickory Circle and Cul-de-sac
- Barbary Circle and Cul-de-sac

WHEREAS, the report provides information regarding whether the proposed improvements are necessary, cost-effective, and feasible; whether they should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED By the City Council of the City of Waconia:

1. The council will consider such improvements in accordance with the report and the assessment of abutting properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$6,186,149.

2. A Public Hearing shall be held on such proposed improvements on September 21st, 2026, in the council chambers in city hall at 6:00 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

Sugarbush Neighborhood Reconstruction Project



City of Waconia
August 11, 2026



Real People. Real Solutions.

Submitted by:

Bolton & Menk, Inc.
2638 Shadow Lane
Chaska, MN 55318
P: (952) 448-8838



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

August 11, 2026

City of Waconia
Attn: Jon Haukaas
201 South Vine Street
Waconia, MN 55387

RE: Sugarbush Neighborhood Reconstruction Project

Honorable Mayor and City Council Members:

Pursuant to your request, we have prepared a Feasibility Study for the proposed Sugarbush Neighborhood Reconstruction Project. These components include the following:

- Street and utility reconstruction of the Sugarbush Neighborhood including Sugarbush Lane, Tamarack Lane, Barbary Circle, Hickory Circle, Butternut Lane, Dunsmore Drive, and Honeysuckle Lane:
 - Street reconstruction
 - Storm sewer replacement/expansion
 - Stormwater treatment
 - Water system replacement/upsizing and addition of cathodic protection

This report includes maps and drawings indicating the proposed improvements and a proposed method of financing and funding. I am available to discuss this report, and this proposed project at your convenience.

Respectfully Submitted,
Bolton & Menk, Inc.

Colton Lee, P.E.

Cc: Jake Saulsbury, City Engineer

Enclosure

Feasibility Report

For

Sugarbush Neighborhood Reconstruction Project

City of Waconia, Minnesota
26X.143009.000

August 11, 2026

PROFESSIONAL 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.

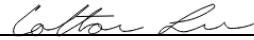
Signature: 
Typed or Printed Name: Colton Lee
Date: August 11, 2026 License Number: 61620

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APPENDIX C – CITY ASSESSMENT POLICY

FIGURES & TABLES

FIGURES

DESCRIPTION

Figure 1.1	Project Location Map
Figure 2.1	Street Reconstruction Map
Figure 2.2	Typical Street Sections
Figure 2.3	Storm Sewer Reconstruction
Figure 2.4	Watermain Reconstruction
Figure 3.1	Proposed Assessment Map

TABLES

DESCRIPTION

Table 4.1	Preliminary Assessment Roll
Table 4.2	Bond Debt Service & Proposed Funding Sources

SUMMARY & CONCLUSIONS

A. STUDY SCOPE

It is proposed that improvements to the infrastructure be constructed or reconstructed to provide the public with a sustainable system of roads, utilities, and pedestrian facilities to augment the City with good water quality, greater connectivity among residents, safer traveling for vehicles and pedestrians, and a healthier quality of life. This study investigates the feasibility of the proposed improvements, provides related project cost estimates, and recommends a proposed method for financing and funding the project. The location of these improvements is shown in Figure No. 1.1 in Appendix A and consists of the following project components:

1. Reconstruction of Sugarbush Lane, Tamarack Lane, Barbary Circle, Hickory Circle, Butternut Lane, Dunsmore Drive and Honeysuckle Lane:
 - Reconstruction of the above mentioned streets include removing the existing roadway, improving the sub-base, and reconstructing the storm sewer.
 - Reconstruction of all streets to a modified version of the City's residential street section.
 - Watermain replacement on all streets within the project area.
 - Stormwater treatment

B. ESTIMATED COSTS, FUNDING, AND FINANCING

Estimated project costs for each of the project components are provided in Appendix B. The project costs are summarized as follows:

1.) Street Reconstruction	\$4,896,729
2.) Watermain Reconstruction	\$1,289,420
Total Project Cost - \$6,186,149	

The proposed method of financing for the Sugarbush Neighborhood Reconstruction Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. This proposed method will be discussed further with the Finance Director and the City's Financial Consultant.

C. OVERALL FEASIBILITY AND COST EFFECTIVENESS

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with failing or non-existent infrastructure including street pavement, storm sewer, and watermain. The improvements are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so. Detailed cost estimates for all project components have been completed and are located in Appendix B.

SECTION 1 – INTRODUCTION

A. IMPETUS

The impetus for this report is a request from the City of Waconia to evaluate the feasibility of planned improvements for the upcoming year. Figure No. 1.1 in Appendix A shows the proposed project location for the Sugarbush Neighborhood Reconstruction Project.

B. REPORT ORGANIZATION

To address the various projects in an orderly manner, this report is organized into three (3) sections, shown below:

- Section 1 - Introduction
- Section 2 - Street and Utility Reconstruction
- Section 3 - Financing/Funding

SECTION 2 – STREET AND UTILITY RECONSTRUCTION

A. STREET IMPROVEMENTS

Figure No. 2.1 indicates the proposed Sugarbush Neighborhood Reconstruction project area. The street improvements include removal of the existing road sections on each of the roads and rebuilding them to a modified version of the City's residential street section including replacement of existing curb and gutter sections. Additional details are outlined below:

1. Sugarbush Lane (Waconia Parkway North to Sugarbush Lane)

The proposed street section from Sugarbush Lane to Waconia Parkway North consists of a 34-foot-wide roadway with curb and gutter, constructed in accordance with a modified version of the City's standard residential street section. The existing street width on Sugarbush Lane is also 34 feet, and the proposed roadway will closely follow the current alignment.

2. Sugarbush Lane (Sugarbush Lane to Honeysuckle Lane)

The segment of Sugarbush Lane from Sugarbush Lane to Honeysuckle Lane is proposed to be reconstructed as a 28-foot-wide roadway with curb and gutter, with a modified version of the City's standard residential street section. The existing roadway width in this area is 28 feet, and the proposed improvements will generally maintain the current alignment

3. Sugarbush Lane (Honeysuckle Lane to Sugarbush Lane)

The segment of Sugarbush Lane from Honeysuckle Lane to Sugarbush Lane is proposed to be reconstructed as a 28-foot-wide roadway with curb and gutter, and a modified version of the City's standard residential street section. The existing roadway width in this segment is 28 to 29 feet, and the proposed street will maintain the existing roadway centerline alignment, resulting in a maximum one-foot reduction in width distributed evenly on both sides of the roadway.

4. Tamarack Lane, Barbary Circle, Hickory Circle, Butternut Lane, and Honeysuckle Lane

Tamarack Lane, Barbary Circle, Hickory Circle, Butternut Lane, and Honeysuckle Lane are proposed to be reconstructed as 28-foot-wide roadways with curb and gutter, and a modified version of the City's standard residential street section. The existing roadway widths on these streets are also 28 feet, and the proposed improvements will generally maintain the current alignments. The cul-de-sac bulbs will be reconstructed to closely match the existing geometry.

Construction of the modified residential street section includes two lifts of bituminous pavement (4.5"), aggregate base (8.0"), and select granular borrow (18.0") underlain by geotextile fabric. The modified residential street section is proposed to be reconstructed with B618 concrete curb and gutter. The vertical curb face provides a well-defined roadway edge, enhances stormwater conveyance to collection points, and reduces the potential for vehicle and snowplow encroachment into boulevard and landscaped areas. The modified residential street section will be constructed on top of a compacted subgrade and contain draitile behind the curb. The typical section for the modified City standard residential section is shown on Figure No. 2.2. Subsurface conditions in the project area consist of isolated soft clay soils and pockets of buried topsoil. The project scope includes removal of these unsuitable materials and replacement with engineered granular fill to establish a stable subgrade.

The City's street maintenance department has identified challenges with snow removal and stormwater management within the neighborhood. These issues are largely due to mailboxes and landscaping located directly behind the back of curb, which limit the ability to effectively plow snow and sweep streets without causing damage. To address these concerns, it is proposed that mailboxes within the project area be consolidated. Mailbox cluster locations will be determined during final design and coordinated with the Post Office and the City's street maintenance department to avoid conflicts and improve long-term maintenance efficiency.

Tree removals will be necessary within the project limits due to conflicts with proposed street and utility improvements. Trees located within the construction limits will be removed to accommodate grading, roadway reconstruction, and underground utility installation. All trees removed as part of the project will be replaced at a 1:1 ratio. Replacement trees will be a minimum of 2.5-inch caliper.

Construction staging will be defined during final design. However, the project will generally be constructed in 2 to 3 stages with vehicle access always being provided from Sugarbush Lane at Waconia Parkway North or from Dunsmore Drive through the Willowbrooke neighborhood. Staging is subject to change based on findings during final design and may be adjusted as the project progresses from utility work to street construction.

B. STORM SEWER IMPROVEMENTS

The existing storm sewer systems within the Sugarbush Neighborhood will be improved as shown in Figure No. 2.3. The existing drainage patterns will be modified to reduce the amount of stormwater conveyed through the rear yard storm sewer pipes at the cul-de-sacs of Honeysuckle Lane and Butternut Lane. The rear yard storm sewer will remain in place and will be evaluated during final design to determine if any maintenance or repairs are necessary.

A preliminary hydraulic evaluation was completed for the Sugarbush stormwater lift station to assess the feasibility of rerouting the existing 3-inch forcemain from the rear yard storm sewer system to the mainline storm sewer within the street. The proposed rerouted forcemain will be constructed via open trench construction, and the bituminous trail connecting to the Sugarbush Neighborhood will be reconstructed as part of this work. The analysis was based on available plan sets and assumed that the stormwater basin fully drains, the existing lift station internals are consistent with the provided plan details, and that a standard ball check and gate valve configuration is present on the forcemain system. Under existing conditions, the system is estimated to operate at flows exceeding 100 gallons per minutes (GPM) with approximately 14 feet of total dynamic head (TDH), while the proposed configuration is estimated to operate in the range of approximately 65 to 75 GPM at 25 feet of TDH.

Based on these results, the existing pump is anticipated to be capable of meeting the demands of the proposed system without replacement. Although the proposed reroute increases system head due to a higher discharge elevation and longer forcemain length, the projected operating point remains above the design flow of 50 GPM. Additionally, calculated forcemain velocities of approximately 4.5 ft/s under existing conditions and 2.9 ft/s under proposed conditions fall within acceptable design ranges, indicating that the 3-inch forcemain is appropriately sized. Overall, the proposed reroute is considered hydraulically feasible, and no pump upgrade or forcemain upsizing is recommended at this time, assuming no existing operational or capacity issues are present. The proposed forcemain will be

rerouted using open-cut construction, and any impacted portions of the Sugarbush Park trail will be reconstructed.

Stormwater treatment requirements for the project are anticipated to be met through a combination of permeable pavement, sump structures with SAFL baffles, and rain gardens, rather than relying on a single treatment practice. Permeable pavement is proposed within select low-volume roadway segments to provide runoff volume reduction and water quality treatment. Rain gardens may also be incorporated where feasible and will be further evaluated through discussions with property owners during final design. Final stormwater management facilities and locations will be refined during the final design phase based on neighborhood feedback, site conditions, and regulatory review.

A bathymetric survey was completed to evaluate existing sediment accumulation within the pond located on the eastern edge of the neighborhood. Based on the results of this survey, the pond is estimated to be approximately 30 percent full of sediment, indicating that it is still functioning within an acceptable range of its original design storage capacity. Industry guidance and municipal maintenance practices generally recommend sediment removal when a pond has lost approximately 50 percent of its design volume due to sedimentation. Given that the pond has not yet reached this threshold and no improvements to the pond are proposed as part of this project, sediment removal is not recommended at this time. Pond cleaning should be deferred and re-evaluated in the future once sediment levels approach approximately 50 percent of the design volume, which aligns with typical long-term maintenance practices. As such, no costs associated with pond cleaning have been included as part of this feasibility study.

The total estimated cost for the proposed street and storm sewer reconstruction improvements is \$4,896,729. Of this amount \$1,422,303 is considered assessable. Itemized cost estimates are provided in Appendix B of this report. Financing and funding for the entire project is discussed in Section 3.

C. FOUR SEASON DESIGN

This project was reviewed in accordance with guidance provided in the Low Salt Design Guide prepared by Bolton & Menk and input from City staff. The Sugarbush Neighborhood Reconstruction Project is located within a residential area that is completely developed and

minimal opportunities are available to modify vertical or horizontal layouts. Following is a list of strategies reviewed:

- Sun – No infrastructure or vegetation cast excessive shadows in critical areas (pedestrian routes and braking zones) requiring additional salt/maintenance.
- Wind – Insufficient fetch exists to deposit wind blown snow. Therefore, no modification to vegetation or fencing is required to limit wind issues.
- Horizontal Drainage – No meltwater issues are present in this area. Meltwater is routed directly to the curb and gutter, and sufficient inlets are provided to limit any sprawl. No critical areas are impacted by meltwater or inlet location.
- Vertical Drainage – Since this is a residential neighborhood with buildings setback from the public road, no vertical drainage issues are present in this area. Roof drains are routed to green spaces prior to discharge into the curb and gutter.
- Snow Removal – Streets in this neighborhood have been constructed to City standards, allowing for adequate width of streets, length of cul-de-sacs, and cul-de-sac radii to minimize the difficulty of winter maintenance. No modifications are necessary to eliminate backup maneuvers. Modifications will be made to the location of mailboxes in the neighborhood to eliminate obstacles interfering with snow removal around catch basins.
- Salt Storage – No salt is stored in this neighborhood.
- Minimize Salting Footprint – The only critical areas requiring salting in this neighborhood are adjacent to stop signs. No further modifications are warranted.
- Pavement Alternatives – Since this neighborhood does not have any critical areas susceptible to excessive shadows, snow deposits, or meltwater; pavement alternatives are not necessary.
- Vegetation – Vegetation does not create any shadow or wind issues or interfere with winter maintenance in this neighborhood, so no removal or trees/bushes is necessary.

Based on this review, snow removal improvements represent the only low salt design strategy identified as necessary or warranted for incorporation into this project.

D. SANITARY SEWER IMPROVEMENTS

The sanitary sewer system within the Sugarbush Neighborhood was televised and reviewed by the City. Based on this evaluation, no deficiencies or concerns were identified; therefore, no sanitary sewer improvements are proposed as part of this project.

E. WATERMAIN IMPROVEMENTS

Figure No. 2.4 indicates the proposed watermain improvements. The existing watermain consists of 6-inch and 8-inch mains. The existing system is aging and has required twelve repairs within the project area, indicating a susceptibility to ongoing breakages and leaks. Breakages and leaks result in high maintenance and repair costs, service disruptions, and saturation of the street subgrade. Therefore, the proposed improvements include removing and replacing the watermain system within the street right-of-way with 8-inch PVC main. Replacement includes the mainline, gate valves, hydrants, and services.

The proposed pipe material is polyvinyl chloride pipe (PVC). This pipe is more resistant to corrosion from the in-place clay soils. Previous geotechnical evaluations on adjacent projects included soil resistivity testing to determine how corrosive the in-place soils are. These tests resulted in resistivity values showing the in-place soil to be moderately corrosive. To protect the watermain against corrosion, the following steps will be taken during construction:

- All hydrants and gate valves will be manufactured and secured utilizing stainless steel bolts.
- All fittings will be coated with fusion bonded epoxy.
- All ductile iron pipe, fittings, valves, valve boxes, and hydrant risers will be wrapped in polyethylene encasement material and provided with cathodic protection.

The total estimated cost for all of the watermain improvements is \$1,289,420 of which \$594,900 is considered assessable for this project. Itemized cost estimates are provided in Appendix B. Financing and funding are discussed in Section 3.

SECTION 3 – FINANCING / FUNDING

A. FINANCING

The proposed method of financing for the Sugarbush Neighborhood Reconstruction Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. PIR Capital Improvement cash would be used for the sidewalk improvements.

It is recommended that the City discuss financing options in more detail with their Financial Consultant. Combining the financing of this project with other possible planned improvements or planned equipment purchases should also be evaluated and discussed.

The total estimated project cost is \$6,186,149. The detailed cost estimates for individual project components are located in Appendix B. The estimates consist of the estimated construction cost based on recent construction bid prices, a 5% allowance for contingencies, and a 25% allowance for bidding, surveying, engineering, property owner coordination, construction staking, construction administration, and inspection costs.

B. FUNDING

The different funding sources proposed to be used to service the bond debt include the following:

- Special assessments
- New special debt levy
- Stormwater funds
- Water funds
- PIR funds

The City has funds available in the various fund accounts to service the debt. And if necessary, the City also has funds available in the general fund to service the debt.

The following sections provide a cost apportionment and funding source summary for the various project components.

C. STREET / STORM RECONSTRUCTION

The total project costs are apportioned as follows:

Item	Cost / FF	City Cost or Assessment	Recommended Funding Source
Street / Storm Reconstruction Costs			
Extra Section Depth / Width	\$2,010,896	City	New Special Debt Levy
Street / Storm Reconstruction Cost	\$2,885,833		
Total Street / Storm Reconstruction Cost:	\$4,896,729		
Assessment Calculations			
Standard Street Section Cost	\$2,885,833		
City Contribution (50%)	\$1,442,917	City	New Special Debt Levy
Assessable Eligible Portion (50%)	\$1,442,917		
Total Units	70		
Assessable Cost Per Unit	\$20,613.09		
Non-Assessable Units	0		
Non-Assessable Cost	\$0		
City Units	1		
City Unit Cost	\$20,613	City	New Special Debt Levy
Assessed Units	69		
Total Assessed Amount	\$1,422,303	Assessment	Special Assessments
Total City Cost:	\$3,474,426		
Total Assessed Amount:	\$1,422,303		
Total Project Cost:	\$4,896,729		

D. WATERMAIN

The total project costs are apportioned as follows:

Item	Cost / Units	City Cost or Assessment	Recommended Funding Source
Total Watermain Project Costs			
City Contribution Cost	\$99,619	City	Water Fund
Standard Water System Costs	\$1,189,801		
Total Project Cost:	\$1,289,420		
Assessment Calculations			
Assessment Eligible Portion	\$1,189,801		
City Contribution (50%)	\$594,901	City	Water Fund
Assessable Eligible Portion (50%)	\$594,900		
Watermain Units	69.0		
Assessment Per Unit	\$8,621.74		
Assessable Units	69.0		
Non-Assessable Units	0.0		
Non-Assessable Cost	\$0		
Total Assessed Amount	\$594,900	Assessment	Special Assessments
Total City Cost:	\$694,520		
Total Assessed Amount:	\$594,900		
Total Project Cost:	\$1,289,420		

The watermain proposed for reconstruction along Sugarbush Lane, Tamarack Lane, Barbary Circle, Hickory Circle, Butternut Lane and Honeysuckle Lane services single-family residential properties that are assessed at 1 unit per parcel.

For previous projects, the assessable portion of watermain costs consisted of 50 percent of the standard water system costs. Costs related to soil corrections and temporary water systems were treated as City costs and excluded from assessment calculations. Similar costs

for soil corrections and a temporary water system are included in this project but are not considered in the assessment.

E. OVERALL COST SUMMARY

In summary, a portion of the street and utility reconstruction work will be assessed to benefit property owners and the remaining work is recommended to be paid by the City. The overall costs for all project components are summed as follows:

Item	Cost	Recommended Funding Source
Assessed Amount (Per Policy)	\$2,017,203	Special Assessments
Street & Utility Reconstruction (City Cost)	\$4,168,946	Combined Bond Funds & PIR Capital Improvement Funds
Total Overall Project Cost:	\$6,186,149	

F. ASSESSMENTS

The assessable portion of the street and utility reconstruction work is proposed to be assessed to the benefiting properties in accordance with current City policy as follows:

- Street Reconstruction - 50% Assessed on a Per Unit Basis of Standard City Residential Street
- Storm Sewer Reconstruction - 50% Assessed on a Per Unit Basis
- Watermain Reconstruction – 50% Assessed on a Unit Basis

Some of the project components would not be assessed. These project components include the following:

- Extra Depth of Street Reconstruction
- Watermain Non-Standard Construction Items

The current estimated assessable percentage of the street and utility reconstruction project is 32.6%. The minimum required assessable percentage for a Chapter 429 bond is 20.0%. Consistent with City policy and previous assessment projects, a benefit evaluation will be conducted to determine the special benefit amounts. The assessments will be capped at these amounts as determined by this benefit evaluation process. This process is anticipated to

lower the assessments and reduce the assessable percentage of the project. Therefore, as discussed in the previous section, a combined bond approach is recommended in order meet all statutory requirements.

A copy of the current City assessment policy is included in Appendix C of this report for reference. Located in Appendix A is an assessment area map (Figure 3.1). To follow is the preliminary assessment roll (Table 4.1) for the street and utility reconstruction project area and debt service and proposed funding sources (Tables 4.2).

TABLE 4.1 - PRELIMINARY ASSESSMENT ROLL
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION PROJECT
8/11/2026

PROP. NO.	P.I.D.	OWNER	PROPERTY ADDRESS	OWNER ADDRESS		UNIT	*STREET ASSESSMENT	WATERMAIN UNITS	WATERMAIN ASSESSMENT	TOTAL ASSESSMENT	**ANNUAL ASSESSMENT PAYMENT
1	755140010	MARC SEBORA	1227 SUGARBUSH LN	1227 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
2	755090010	MARK BRAUNWARTH	1237 SUGARBUSH LN	1237 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
3	755090020	MARCUS TEVIS	1239 SUGARBUSH LN	1239 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
4	755090030	KARL M & CHRISTINE M SWEE	1241 SUGARBUSH LN	1241 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
5	755090040	SCOTT J & DARLA R CHAFFEE	1243 SUGARBUSH LN	1243 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
6	755090050	MOLLY A GOVE	1404 HONEYSUCKLE LN	1404 HONEYSUCKLE LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
7	755090060	LARRY MORTON	1408 HONEYSUCKLE LN	1408 HONEYSUCKLE LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
8	755090070	SUBYCO INC	1412 HONEYSUCKLE LN	7126 VALLEY VIEW RD	EDINA MN 55439	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
9	755090080	DANIEL LUETH	1409 HONEYSUCKLE LN	1409 HONEYSUCKLE LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
10	755090090	DEBRA ANN VAN HOUTTE	1405 HONEYSUCKLE LN	1405 HONEYSUCKLE LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
11	755090100	CHARLES J MACHTEMES IV	1403 HONEYSUCKLE LN	1403 HONEYSUCKLE LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
12	755090110	TODD A & CAMMIE M HOLCOMB	1421 SUGARBUSH LN	1421 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
13	755090120	GENE A & DEBRA C RUPP	1427 SUGARBUSH LN	1427 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
14	755120040	CORY J & ELIZABETH M KISNER	1019 SUGARBUSH LN	1019 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
15	755120030	BRENT MITCHELL	1011 SUGARBUSH LN	1011 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
16	755120020	JAMES D & LYNETTE EGGERS	1007 SUGARBUSH LN	1007 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
17	755120010	AMANDA BLOOMGREN	1003 SUGARBUSH LN	1003 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
18	755120080	TIMOTHY D HELDBERG	1016 TAMARACK LN	1016 TAMARACK LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
19	755120090	NEAL SCHAU	1010 TAMARACK LN	11 GINGER CREEK DR	PELLA IA 50219	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
20	755120100	MICHAEL K & GLADYS M KIRSCH	1004 TAMARACK LN	1004 TAMARACK LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
21	755120110	PETER SANDFORD	1003 TAMARACK LN	1003 TAMARACK LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
22	755120120	MARK E & JEAN M GIBBS REV TRUST	1014 SUGARBUSH LN	1014 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
23	755120130	SAMUEL BOCK	1022 SUGARBUSH LN	1022 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
24	755120140	JAMES F & LISA K HERD	1028 SUGARBUSH LN	1028 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
25	755120150	EVADENE M BURKE	1036 SUGARBUSH LN	1036 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
26	755120160	CHRISTOPHER PARPART	1042 SUGARBUSH LN	1042 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
27	755120170	SCOT SINNEN	1050 SUGARBUSH LN	1050 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
28	755120180	CYNTHIA A EISCHENS REVOCABLE TRUST	1058 SUGARBUSH LN	1058 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
29	755140200	RODNEY R & ANN M RASSMAN	1008 BARBARY CIR	1008 BARBARY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
30	755140190	TRAVIS S NIELSEN	1000 BARBARY CIR	1000 BARBARY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
31	755140173	DOUGLAS GRIFFIN	1001 BARBARY CIR	1140 27TH AVE W	WEST FARGO ND 58078	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
32	755140172	RONALD A & SUSAN GOLDSCHMIDT	1009 BARBARY CIR	1009 BARBARY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
33	755140160	KEITH & MARY SJODIN FAMILY TRUST	1101 SUGARBUSH LN N	1101 SUGARBUSH LN N	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
34	755140150	CHRISTOPHER J BAUGHMAN	1109 SUGARBUSH LN	1109 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
35	755140140	MICHAEL J SCHULER	1117 SUGARBUSH LN	1117 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
36	755140130	JAIME MACKENTHUN	1125 SUGARBUSH LN	1125 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
37	755140120	JACOB BEITLICH	1133 SUGARBUSH LN	1133 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
38	755140110	KEVIN & STACY WHITE	1141 SUGARBUSH LN	1141 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
39	755140100	PAUL E & LINNEA C BROWN	1201 HICKORY CIR	1201 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
40	755140090	JAMES R & NINA M NORTHRUP	1209 HICKORY CIR	1209 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
41	755140080	JOHN FRITZ	1217 HICKORY CIR	1217 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
42	755140070	SUSAN LIVERMORE-COSTA REVOCABLE TRUST	1218 HICKORY CIR	1218 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
43	755140060	DOUGLAS G JOHNSON	1210 HICKORY CIR	1210 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
44	755140050	DONALD BROWN	1202 HICKORY CIR	1202 HICKORY CIR	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
45	755140040	THOMAS M KEEFE	1203 SUGARBUSH LN	1203 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
46	755140030	THE VOS LIVING TRUST	1211 SUGARBUSH LN	1211 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04

47	755140020	KELSEY I BILLS	1219 SUGARBUSH LN	1219 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
48	755110010	ORRIN M & MARIT J RINKE	1234 BUTTERNUT LN	1234 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
49	755090130	DARIN NEIL MIELKE	1238 SUGARBUSH LN	1238 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
50	755090140	MICHAEL W POLE	1242 SUGARBUSH LN	1242 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
51	755090150	KAREN LYNN BRETTINGEN REV TRUST	1420 SUGARBUSH LN	1420 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
52	755090160	CHARLES A FIEDLER III	1424 SUGARBUSH LN	1424 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
53	755120050	ROBERT PHENIX	1039 SUGARBUSH LN	1039 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
54	755120060	JASON M BAUTISTA	1049 SUGARBUSH LN	1049 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
55	755120070	JOEL OBERMEYER	1057 SUGARBUSH LN	1057 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
56	755140270	KOREY COMPAAN	1100 SUGARBUSH LN	1100 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
57	755140260	DALE A RATZLAFF TRUST	1108 SUGARBUSH LN	1108 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
58	755140250	TARA DENKE	1116 SUGARBUSH LN	1116 SUGARBUSH LLN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
59	755140240	BRAUNWARTH JT REV TRUST	1124 SUGARBUSH LN	1124 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
60	755140230	MATTHEW H & AMY JO BARTELL	1132 SUGARBUSH LN	1132 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
61	755140220	M TIBBETTS AND A HULDEEN-TIBBETTS	1200 SUGARBUSH LN	1200 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
62	755140210	MARLYN MARTINEZ	1208 SUGARBUSH LN	1208 SUGARBUSH LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
63	755110080	STACY A TAYLOR REV TRUST	1235 BUTTERNUT LN	1235 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
64	755110070	KIRSCH FAM TRUST	1229 BUTTERNUT LN	1229 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
65	755110060	ROGER AND JUDITH WICHELMAN TRUSTS	1221 BUTTERNUT LN	1221 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
66	755110050	JOHN MARSDEN REV TRST	1215 BUTTERNUT LN	1215 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
67	755110040	JEFFREY AARSVOLD INDRELIE REV TR	1204 BUTTERNUT LN	1204 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
68	755110030	CLIFFORD H STAHLKE	1216 BUTTERNUT LN	1216 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
69	755110020	KATHLEEN T JOHNSON TR	1226 BUTTERNUT LN	1226 BUTTERNUT LN	WACONIA MN 55387	1.00	\$20,613.09	1.0	\$8,621.74	\$29,234.83	\$3,786.04
70	755140280	CITY OF WACONIA	N/A	201 VINE ST S	WACONIA MN 55388	1.00	\$0.00	0.0	\$0.00	\$0.00	\$0.00
						70.00					

**Based on a 5.0% Interest Rate and a 10 Year Term.

	Totals:	\$1,422,303.47	69.0	\$594,900.00	\$2,017,203.47	\$261,237.08
TOTAL UNITS:	70.00					
CITY UNITS	1.00					
ASSESSED UNITS:	69.00					

TABLE 4.2
DEBT SERVICE & PROPOSED FUNDING SOURCES
FOR
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION PROJECT
8/11/2026

PROPOSED PROJECTS	TOTALS				DEBT SERVICE / FUNDING SOURCE						RECOMMENDED FINANCING OPTION
	TOTAL PROJECT COST	TOTAL ASSESS. AMOUNT	TOTAL CITY COST	TOTAL ASSESS. %	TOTAL DEBT SERVICE	DEBT SVC ASSMT REVENUE	DEBT SVC GENERAL/ PIR FUND	DEBT SVC SEWER FUND	DEBT SVC WATER FUND	TOTAL REVENUE	
STREET & UTILITY RECONSTRUCTION	\$6,186,149	\$2,017,203	\$4,168,946	32.6%	\$762,696	\$248,703	\$428,365	\$0	\$85,628	\$762,696	\$6,200,000
TOTALS:	\$6,186,149	\$2,017,203	\$4,168,946	32.6%	\$762,696	\$248,703	\$428,365	\$0	\$85,628	\$762,696	Combined Bond

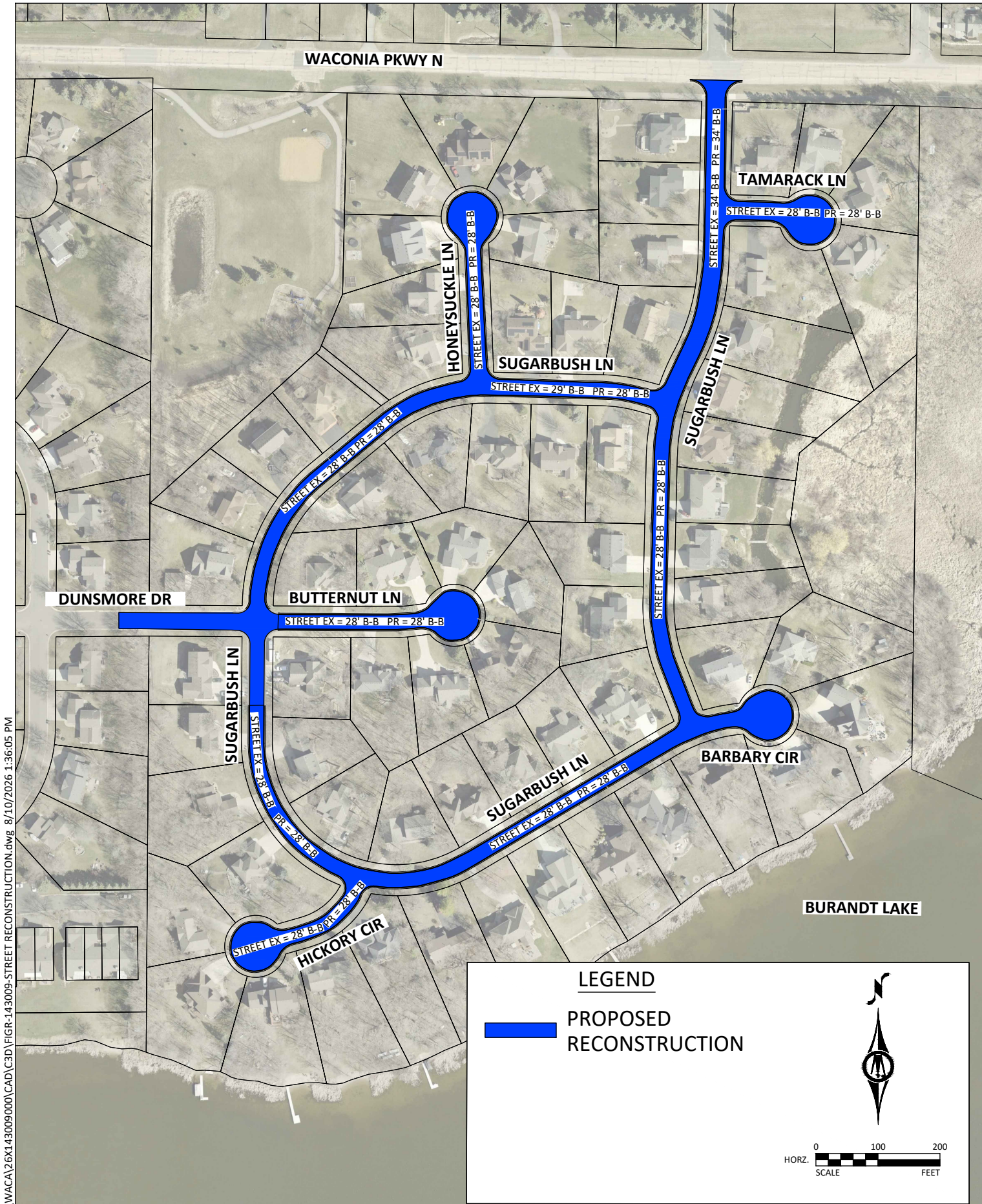
Notes:

- 1.) All Debt Service Projections are Based on a 10-Year Bond At 4.0%.
- 2.) Actual Assessment Revenue Debt Service Will Be Based On Interest Rate 1.0% Above Bonding Cost (=4.0% + 1.0% = 5.0%) With a 10-Year Term.
- 3.) Amounts Shown Do Not Include Any Grant Funds Which May Reduce the Required Payment Amounts.

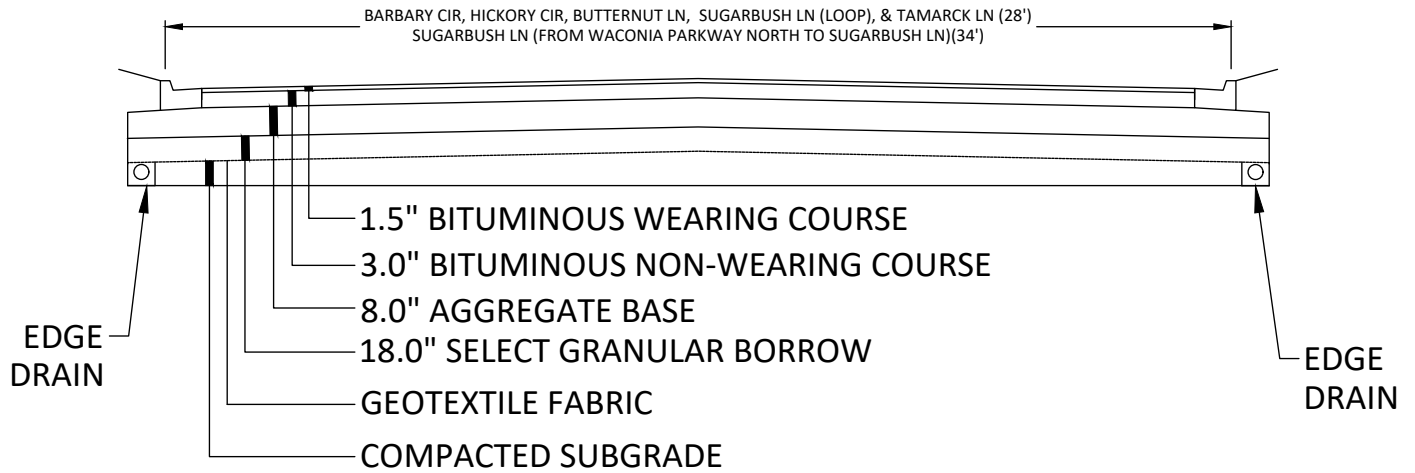
APPENDIX A

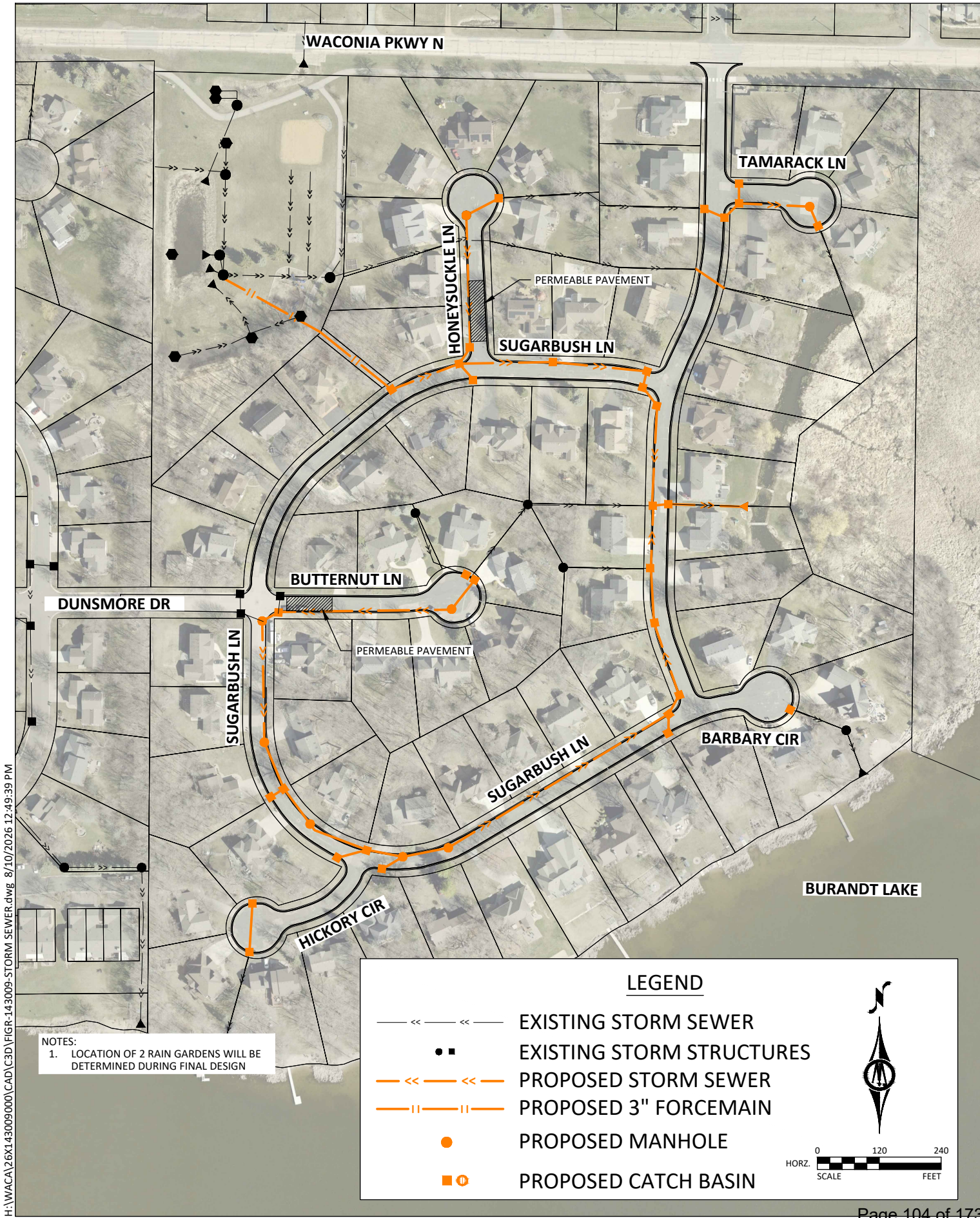
FIGURES

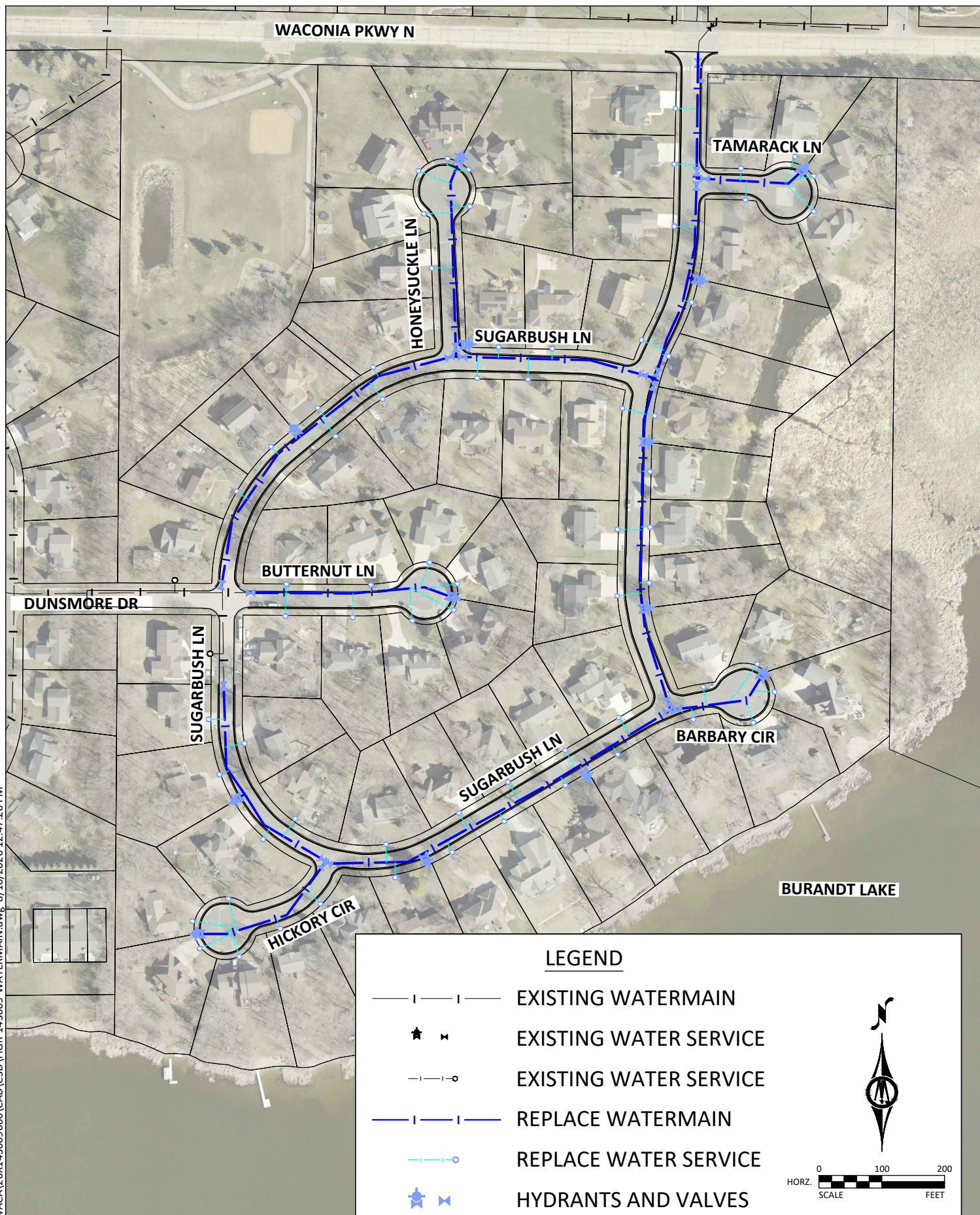




MODIFIED RESIDENTIAL STREET SECTION (FULL RECONSTRUCT) NOT TO SCALE









PROP. NO.	OWNER	PROPERTY ADDRESS	P.I.D
1	MARC SEBORA	1227 SUGARBUSH LN	755140010
2	MARK BRAUNWARTH	1237 SUGARBUSH LN	755090010
3	MARCUS TEVIS	1239 SUGARBUSH LN	755090020
4	KARL M & CHRISTINE M SWEE	1241 SUGARBUSH LN	755090030
5	SCOTT J & DARLA R CHAFFEE	1243 SUGARBUSH LN	755090040
6	MOLLY A GOVE	1404 HONEYSUCKLE LN	755090050
7	LARRY MORTON	1408 HONEYSUCKLE LN	755090060
8	SUBYCO INC	1412 HONEYSUCKLE LN	755090070
9	DANIEL LUETH	1409 HONEYSUCKLE LN	755090080
10	DEBRA ANN VAN HOUTTE	1405 HONEYSUCKLE LN	755090090
11	CHARLES J MACHTEMS IV	1403 HONEYSUCKLE LN	755090100
12	TODD A & CAMMIE M HOLCOMB	1421 SUGARBUSH LN	755090110
13	GENE A & DEBRA C RUPP	1427 SUGARBUSH LN	755090120
14	CORY J & ELIZABETH M KISNER	1019 SUGARBUSH LN	755120040
15	BRENT MITCHELL	1011 SUGARBUSH LN	755120030
16	JAMES D & LYNETTE EGGERS	1007 SUGARBUSH LN	755120020
17	AMANDA BLOOMGREN	1003 SUGARBUSH LN	755120010
18	TIMOTHY D HELDBERG	1016 TAMARACK LN	755120080
19	NEAL SCHAU	1010 TAMARACK LN	755120090
20	MICHAEL K & GLADYS M KIRSCH	1004 TAMARACK LN	755120100
21	PETER SANDFORD	1003 TAMARACK LN	755120110
22	MARK E & JEAN M GIBBS REV TRUST	1014 SUGARBUSH LN	755120120
23	SAMUEL BOCK	1022 SUGARBUSH LN	755120130
24	JAMES F & LISA K HERD	1028 SUGARBUSH LN	755120140
25	EVADENE M BURKE	1036 SUGARBUSH LN	755120150
26	CHRISTOPHER PARPART	1042 SUGARBUSH LN	755120160
27	SCOT SINNEN	1050 SUGARBUSH LN	755120170
28	CYNTHIA A EISCHENS REVOCABLE TRUST	1058 SUGARBUSH LN	755120180
29	RODNEY R & ANN M RASSMAN	1008 BARBARY CIR	755140200
30	TRAVIS S NIELSEN	1000 BARBARY CIR	755140190
31	DOUGLAS GRIFFIN	1001 BARBARY CIR	755140173
32	RONALD A & SUSAN GOLDSCHMIDT	1009 BARBARY CIR	755140172
33	KEITH & MARY SJODIN FAMILY TRUST	1101 SUGARBUSH LN N	755140160
34	CHRISTOPHER J BAUGHMAN	1109 SUGARBUSH LN	755140150
35	MICHAEL J SCHULER	1117 SUGARBUSH LN	755140140
36	JAIME MACKENTHUN	1125 SUGARBUSH LN	755140130
37	JACOB BEITLICH	1133 SUGARBUSH LN	755140120
38	KEVIN & STACY WHITE	1141 SUGARBUSH LN	755140110
39	PAUL E & LINNEA C BROWN	1201 HICKORY CIR	755140100
40	JAMES R & NINA M NORTHRUP	1209 HICKORY CIR	755140090
41	JOHN FRITZ	1217 HICKORY CIR	755140080
42	SUSAN LIVERMORE-COSTA REVOCABLE TRUST	1218 HICKORY CIR	755140070
43	DOUGLAS G JOHNSON	1210 HICKORY CIR	755140060
44	DONALD BROWN	1202 HICKORY CIR	755140050
45	THOMAS M KEEFE	1203 SUGARBUSH LN	755140040
46	THE VOS LIVING TRUST	1211 SUGARBUSH LN	755140030
47	KELSEY I BILLS	1219 SUGARBUSH LN	755140020
48	ORRIN M & MARIT J RINKE	1234 BUTTERNUT LN	755110010
49	DARIN NEIL MIELKE	1238 SUGARBUSH LN	755090130
50	MICHAEL W POLE	1242 SUGARBUSH LN	755090140
51	KAREN LYNN BRETTINGEN REV TRUST	1420 SUGARBUSH LN	755090150
52	CHARLES A FIEDLER III	1424 SUGARBUSH LN	755090160
53	ROBERT PHENIX	1039 SUGARBUSH LN	755120050
54	JASON M BAUTISTA	1049 SUGARBUSH LN	755120060
55	JOEL OBERMEYER	1057 SUGARBUSH LN	755120070
56	KOREY COMPAAN	1100 SUGARBUSH LN	755140270
57	DALE A RATZLAFF TRUST	1108 SUGARBUSH LN	755140260
58	TARA DENKE	1116 SUGARBUSH LN	755140250
59	BRAUNWARTH JT REV TRUST	1124 SUGARBUSH LN	755140240
60	MATTHEW H & AMY JO BARTELL	1132 SUGARBUSH LN	755140230
61	M TIBBETTS AND A HULDEEN-TIBBETTS	1200 SUGARBUSH LN	755140220
62	MARLYN MARTINEZ	1208 SUGARBUSH LN	755140210
63	STACY A TAYLOR REV TRUST	1235 BUTTERNUT LN	755110080
64	KIRSCH FAM TRUST	1229 BUTTERNUT LN	755110070
65	ROGER AND JUDITH WICHELMAN TRUSTS	1221 BUTTERNUT LN	755110060
66	JOHN MARSDEN REV TRST	1215 BUTTERNUT LN	755110050
67	JEFFREY AARSVOLD INDRELIE REV TR	1204 BUTTERNUT LN	755110040
68	CLIFFORD H STAHLKE	1216 BUTTERNUT LN	755110030
69	KATHLEEN T JOHNSON TR	1226 BUTTERNUT LN	755110020
70	CITY OF WACONIA	N/A	755140280

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APPENDIX B

ITEMIZED COST ESTIMATES

**ESTIMATED PROJECT COST
FOR
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION**
8/11/2026

STREET RECONSTRUCTION - ASSESSABLE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	0.7	\$ 210,000.00	\$ 147,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 7,500.00	\$ 7,500.00
3	TEMORARY MAILBOXES	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00
4	CLEAR & GRUB TREE	EACH	35	\$ 850.00	\$ 29,750.00
5	SAWCUT BITUMINOUS PAVEMENT	LIN FT	710	\$ 1.00	\$ 710.00
6	SAWCUT CONCRETE PAVEMENT	LIN FT	1,140	\$ 1.00	\$ 1,140.00
7	REMOVE DRAIN PIPE	LIN FT	2,850	\$ 11.00	\$ 31,350.00
8	REMOVE DRAINAGE STRUCTURE	EACH	40	\$ 450.00	\$ 18,000.00
9	REMOVE BITUMINOUS PAVEMENT	SQ YD	13,880	\$ 3.50	\$ 48,580.00
10	REMOVE BITUMINOUS DRIVEWAY	SQ YD	1,260	\$ 3.00	\$ 3,780.00
11	REMOVE CONCRETE CURB & GUTTER	LIN FT	8,750	\$ 6.00	\$ 52,500.00
12	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	2,000	\$ 5.00	\$ 10,000.00
13	REMOVE CONCRETE SIDEWALK	SQ FT	430	\$ 5.00	\$ 2,150.00
14	SALVAGE BRICK PAVERS	SF	63	\$ 15.00	\$ 945.00
15	REMOVE SIGN AND POST	EACH	12	\$ 150.00	\$ 1,800.00
16	SALVAGE & REINSTALL MAILBOX	EACH	69	\$ 250.00	\$ 17,250.00
17	COMMON EXCAVATION (EV)	CU YD	4,330	\$ 29.00	\$ 125,570.00
18	GEOTEXTILE FABRIC TYPE 5	SQ YD	17,060	\$ 2.75	\$ 46,915.00
19	AGGREGATE BASE CLASS 5 (CV) - 8" DEPTH	TON	7,960	\$ 27.00	\$ 214,920.00
20	CONCRETE CURB & GUTTER (B618)	LIN FT	8,750	\$ 22.00	\$ 192,500.00
21	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	2,540	\$ 85.00	\$ 215,900.00
22	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	1,300	\$ 93.00	\$ 120,900.00
23	3" BITUMINOUS DRIVEWAY (W/6" AGG. BASE CL5)	SQ FT	1,260	\$ 8.00	\$ 10,080.00
24	6" CONCRETE DRIVEWAY PAVEMENT(W/6" AGG. BASE CL5)	SY FT	10,830	\$ 12.00	\$ 129,960.00
25	CONSTRUCT DRAINAGE STRUC. DES 2'X3'	EACH	6	\$ 3,500.00	\$ 21,000.00
26	CONSTRUCT DRAINAGE STRUC. DES 4022-48	EACH	17	\$ 6,500.00	\$ 110,500.00
27	CONSTRUCT DRAINAGE STRUC. DES 4020-48	EACH	5	\$ 6,500.00	\$ 32,500.00
28	6" PVC DRAIN TILE	LIN FT	50	\$ 31.00	\$ 1,550.00
29	15" RC PIPE SEWER DES 3006 CL V	LIN FT	1,100	\$ 85.00	\$ 93,500.00
30	18" RC PIPE SEWER DES 3006 CL V	LIN FT	925	\$ 90.00	\$ 83,250.00
31	CASTING ASSEMBLY (STORM)	EACH	25	\$ 1,300.00	\$ 32,500.00
32	CONNECT TO EXISTING STORM PIPE	EACH	9	\$ 1,600.00	\$ 14,400.00
33	CONNTEXT TO EXSITING DRAIN TILE	EACH	15	\$ 800.00	\$ 12,000.00
34	RE-INSTALL BRICK PAVERS	SQ FT	70	\$ 50.00	\$ 3,500.00
35	4" CONCRETE SIDEWALK	SQ FT	150	\$ 12.00	\$ 1,800.00
36	6" CONCRETE PEDESTRIAN RAMP	SQ FT	260	\$ 22.00	\$ 5,720.00
37	TRUNCATED DOMES	SQ FT	48	\$ 85.00	\$ 4,080.00
38	CROSSWALK EXPOXY	SQ FT	126	\$ 10.00	\$ 1,260.00
39	2 1/2" CALIPER DECIDUOUS TREE	EACH	35	\$ 900.00	\$ 31,500.00
40	STORM DRAIN INLET PROTECTION	EACH	34	\$ 250.00	\$ 8,500.00
41	SILT FENCE	LIN FT	1,500	\$ 4.00	\$ 6,000.00
42	BIOROLL	LIN FT	1,500	\$ 5.00	\$ 7,500.00
43	SOD TYPE LAWN	SQ YD	12,850	\$ 15.00	\$ 192,750.00
44	TOPSOIL BORROW (LV)	CU YD	1,260	\$ 47.00	\$ 59,220.00
45	LANDSCAPING	ALLOWANCE	1	\$ 35,000.00	\$ 35,000.00
46	IRRIGATION & DOG FENCE REPAIR	ALLOWANCE	1	\$ 10,000.00	\$ 10,000.00

SUBTOTAL: \$2,198,730.00
 CONTINGENCIES (5%): \$109,936.50
 ESTIMATED CONSTRUCTION COST: \$2,308,666.50
 ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%): \$577,166.63
TOTAL ESTIMATED PROJECT COST: \$2,885,833.13

**ESTIMATED PROJECT COST
FOR
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION**
8/11/2026

STREET RECONSTRUCTION - NON-ASSESSABLE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	0.3	\$ 210,000.00	\$ 63,000.00
2	RECLAIM BITUMINOUS PAVEMENT	SQ YD	1,530	\$ 2.75	\$ 4,207.50
3	COMMON EXCAVATION (EV)	CU YD	9,360	\$ 29.00	\$ 271,440.00
4	SUBGRADE EXCAVATION (EV)	CU YD	450	\$ 35.00	\$ 15,750.00
5	STABILIZING AGGREGATE (CV)	TON	900	\$ 46.00	\$ 41,400.00
6	SELECT GRANULAR EMBANKMENT (CV) - 18" DEPTH	CU YD	9,360	\$ 25.00	\$ 234,000.00
7	EXPORT UNSUITABLE GRADING MATERIAL	CU YD	2,400	\$ 18.00	\$ 43,200.00
8	GRANULAR EMBANKMENT FOR GRADING MATERIAL	CU YD	2,400	\$ 21.00	\$ 50,400.00
9	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	255	\$ 85.00	\$ 21,675.00
10	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	128	\$ 93.00	\$ 11,904.00
11	3" BITUMINOUS TRAIL (W/6" AGG BASE)	SQ YD	250	\$ 39.00	\$ 9,750.00
12	4" PERFORATED EDGE DRAIN	LIN FT	8,440	\$ 19.00	\$ 160,360.00
13	4" PVC DRAIN TILE CLEANOUT	EACH	20	\$ 390.00	\$ 7,800.00
14	6" PVC DRAIN TILE	LIN FT	250	\$ 31.00	\$ 7,750.00
15	24" RC PIPE SEWER DES 3006 CL V	LIN FT	1,365	\$ 105.00	\$ 143,325.00
16	36" RC PIPE SEWER DES 3006 CL III	LIN FT	275	\$ 150.00	\$ 41,250.00
17	CASTING ASSEMBLY (STORM)	EACH	15	\$ 1,300.00	\$ 19,500.00
18	CONSTRUCT DRAINAGE STRUC. DES 4022-60	EACH	10	\$ 8,500.00	\$ 85,000.00
19	CONSTRUCT DRAINAGE STRUC. DES 4022-72	EACH	2	\$ 10,000.00	\$ 20,000.00
20	CONNECT TO EXISTING LIFT STATION	EACH	2	\$ 3,500.00	\$ 7,000.00
21	3" PVC C900 DR18 STORM FORCE MAIN	LIN FT	420	\$ 30.00	\$ 12,600.00
22	FURNISH AND INSTALL SIGN	EACH	13	\$ 400.00	\$ 5,200.00
23	STORMWATER TREATMENT	LUMP SUM	1	\$ 250,000.00	\$ 250,000.00
24	HYDROMULCH W/SEED MIX RESIDENTIAL TURFGRASS	SQ YD	400	\$ 9.00	\$ 3,600.00
25	ROCK CONSTRUCTION ENTRANCE	EACH	2	\$ 1,000.00	\$ 2,000.00

SUBTOTAL:	\$1,532,111.50
CONTINGENCIES (5%):	\$76,605.58
ESTIMATED CONSTRUCTION COST:	\$1,608,717.08
ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):	\$402,179.27
TOTAL ESTIMATED PROJECT COST:	\$2,010,896.34

**ESTIMATED PROJECT COST
FOR
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION**
8/11/2026

WATERMAIN - ASSESSABLE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	REMOVE WATERMAIN	LIN FT	4,510	\$ 5.00	\$ 22,550.00
2	REMOVE HYDRANT	EACH	15	\$ 500.00	\$ 7,500.00
3	REMOVE WATERMAIN SERVICE	LIN FT	2,240	\$ 5.00	\$ 11,200.00
4	REMOVE GATE VALVE & BOX	EACH	27	\$ 250.00	\$ 6,750.00
5	6" DIP WATERMAIN	LIN FT	210	\$ 82.00	\$ 17,220.00
6	8" PVC WATERMAIN	LIN FT	4,410	\$ 72.00	\$ 317,520.00
7	HYDRANT	EACH	15	\$ 8,200.00	\$ 123,000.00
8	3 LB ANODE	EACH	33	\$ 190.00	\$ 6,270.00
9	9 LB ANODE	EACH	5	\$ 270.00	\$ 1,350.00
10	WATERMAIN FITTINGS	POUND	2,940	\$ 14.00	\$ 41,160.00
11	6" GATE VALVE & BOX	EACH	15	\$ 3,500.00	\$ 52,500.00
12	8" GATE VALVE & BOX	EACH	19	\$ 4,200.00	\$ 79,800.00
13	1" CURB STOP & BOX	EACH	67	\$ 785.00	\$ 52,595.00
14	1" CORPORATION STOP	EACH	67	\$ 900.00	\$ 60,300.00
15	1" SERVICE PIPE	LIN FT	2,200	\$ 43.00	\$ 94,600.00
16	TRACER WIRE ACCESS BOX	EACH	1	\$ 200.00	\$ 200.00
17	CONNECT TO EXISTING WATERMAIN	EACH	4	\$ 3,000.00	\$ 12,000.00

SUBTOTAL:	\$906,515.00
CONTINGENCIES (5%):	\$45,325.75
ESTIMATED CONSTRUCTION COST:	\$951,840.75
ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):	\$237,960.19
TOTAL ESTIMATED PROJECT COST:	\$1,189,800.94

**ESTIMATED PROJECT COST
FOR
SUGARBUSH NEIGHBORHOOD RECONSTRUCTION**
8/11/2026

WATERMAIN - NON-ASSESSABLE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	TEMPORARY WATER SYSTEM	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00
2	EXPORT UNSUITABLE TRENCH EXC. MATERIAL	CU YD	1,300	\$ 15.00	\$ 19,500.00
3	GRANULAR BORROW FOR TRENCH BACKFILL	CU YD	1,300	\$ 28.00	\$ 36,400.00

	<i>SUBTOTAL:</i>	<i>\$75,900.00</i>
	<i>CONTINGENCIES (5%):</i>	<i>\$3,795.00</i>
	<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$79,695.00</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (25%):</i>	<i>\$19,923.75</i>	<i>\$19,923.75</i>
<i>TOTAL ESTIMATED PROJECT COST:</i>		<i>\$99,618.75</i>

APPENDIX C

CITY ASSESSMENT POLICY

Section Extracted from City of Waconia Financial Policy & Guidelines
Last Amended June 19, 2017

Special Assessments

The financing for reconstruction projects is through the sale of General Obligation 429 Improvement Bonds. Minnesota State Statute requires a minimum assessed percentage of 20% for projects financed with 429 bonds.

With each reconstruction project, a feasibility study is completed and approved by the City Council. Once a draft of the feasibility study is complete, City staff will share the information with a qualified appraiser to determine the special benefit to each property in the reconstruction area. The City Council will use this appraisal information as a basis for finalizing the special assessments due by property owners for reconstruction projects.

Assessment Policy Summary:

- The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel or unit basis.
- The City pays 50% of the total project cost of a standard local street section and 100% of the cost of extra width and extra depth above the city standard local street section.
- Storm sewer costs are to be included in the total project cost of a city standard local street, assessed 50% (and City pays 50%), in accordance with the Street Assessment Policy.
- All or some of the following improvements may be incorporated in a reconstruction project. Costs for these improvements will be included in the overall project cost, with a contribution from the City: storm water ponding, street lights, relocation of overhead power lines, street signs, sidewalks and trails, and boulevard trees.
- Corner lots and parcels with multiple frontages shall be assessed 50% of the front footage on each side.
- A minimum assessment shall be levied to parcels identified within the project area having neither direct primary nor non-primary access to affected streets. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
- Assessments will not be levied for seal coat and overlay operations.
- Assessments may be pre-paid to the City by benefiting properties
- Assessments will be billed to the benefiting property owner by the City; typically over a ten (10) year period, at an interest rate of one percent (1%) over the bond interest rate. Other terms of the assessment receivable may be available to the benefiting property owners.
 - For any project, where all the benefitting property owner(s) are governmental entities (school district, county, state, etc.), the City will assess the benefiting property owner(s) the actual bond interest rate, typically over a ten (10) year period.
- In the case where a benefiting property owner is delinquent in their assessment payment, assessments may be certified to real estate taxes over a ten (10) year period, at an interest rate one percent (1%) over the bond interest rate.
- Partial pre-payments for assessments exceeding \$100,000.00 may be accepted by the City.

Infrastructure Improvement Cost Breakdown & Methodology

Improvement	Type of Construction	Method
Curb & Gutter	New Development	100% of the cost assessed to abutting property owner on linear front footage OR unit basis.
	Reconstruction (Complete)	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel.
	Reconstruction (Spot repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Local Street	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid by City.
	Maintenance (Seal coat & overlay)	100% Paid with City funds.
Collector Street as defined by the City's Transportation Plan	New Development	100% of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis.
	Reconstruction	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage OR per unit basis. City pays 50% of the cost of the construction of city standard local street and 100% of the cost of construction above a city standard local street.
	Maintenance (Seal coat & overlay)	100% Paid with City funds.
Intersection	New Development	100% of the cost to be included as part of street project and apportioned according to appropriate street construction category.
	Reconstruction	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Multiple Fronted Parcels - Corner Lot - Double Fronted Lot - Large Parcels - Etc.	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: - 50% of the front footage on all sides of the parcel. 50% of the cost to be paid with City funds.

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Improvement	Type of Construction	Method
Parcels with no driveway access to primary and non-primary streets.	Reconstruction	A minimum assessment shall be levied to parcels identified within the project area having no direct driveway access to neither primary nor non-primary streets, i.e. alley access. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
Alley	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
Sanitary Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Sanitary Sewer Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Sanitary Sewer Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Lift Station	New Development	100% of the cost assessed to benefited area on a per unit basis.
Water Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Water Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Water Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Storm Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Storm Water Ponding	New Development	100% assessed to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

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Improvement	Type of Construction	Method
Overhead Power Lines	Relocation	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
Street Lights	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Street Signs	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Sidewalks & Trails	New Development	100% of cost assessed on a unit basis to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Boulevard Trees	New Development	100% of cost paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

Deferred Special Assessments

Hardship Assessment Deferral for Senior Citizens, People with Disabilities, or Members of the National Guard or other Reserves Ordered to Active Military Service.

Pursuant to the authority for deferring special assessments as provided in Minnesota State Statute Section 435.193 through 435.195, the City Council may, in its discretion, defer the payment of special assessments for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments.

Eligibility

Any person 65 years of age or older, permanently and totally disabled (as determined by the Social Security Administrator), or a member of the National Guard or other reserve ordered to active military service may request deferment of special assessments levied against real property for public improvements if the following conditions are met.

1. Ownership. The applicant must be the fee simple owner of the property or must be a contract vendee for fee simple ownership. An applicant must provide either a recorded deed or contract for deed with the application to establish a qualified ownership interest as required here.
2. Homestead. The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.

3. Income. The income threshold for eligibility of those applicants 65 years of age and older or disabled be established by the most recent U.S. Census Bureau Poverty Threshold compilations. Income eligibility would be determined by the submittal of the most recent federal tax filing form.

Interest on Deferred Assessment

Interest on the deferred assessment shall be forgiven until December 31st of the year before the first installment is payable.

Deferment Period

The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Administrator of any change in status that would affect eligibility or deferment.

The entire amount of deferred special assessments shall be due within sixty (60) days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Administrator shall add thereto interest at a per annum interest rate of one percent (1%) above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the City Council that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty (60) days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Termination of Deferral Status

The option to defer the payment of special assessment shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following events:

1. Sale of Property. The subject is sold, transferred, or subdivided in whole or in part.
2. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.
3. Nonhomestead Property. The subject property loses its homestead status for any reason.
4. No Hardship. The City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Filing for Federal Status/Fee

An eligible applicant must file an application not later than thirty (30) days after the assessment is adopted by the City Council.

All deferral applications must be made on forms approved by the City and submitted to the City Administrator. The applicant will be charged an administrative filing fee, based on the current fee schedule.

Nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the above noted requirements where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

Deferred Assessment Procedures

- Deferred Assessment Application form is provided to applicant/property owner by the City Administrator's Office.
- Applicant fills out the application form and provides the relevant information to document qualification for deferred assessment. Applicant then returns form to City Administrator's Office.
- City Administrator forwards the application to the Finance Director for review of qualifications. Finance Director makes recommendation to City Council to approve or deny the application.
- An approved application may be forwarded to the Carver County Recorder's office for recording and to the Carver County Taxpayer Services Division.
- The deferral information is entered into the City's property records data base.
- At such time the property no longer qualifies for the deferred assessment (upon a transfer of the property, loss of homestead status, or death, no hardship as determined by the Council), the County Auditor/Recorder's office will notify the City of the termination of the deferral status, and direct the party to the City Administrator's office to pay balance on the outstanding deferred assessment amount.

7. That my social security number is _____ Spouse _____
8. That on January 2, 20____ or December 1, 20____ I owned and occupied the above property as my homestead and such occupancy began on _____.
9. That the payments for improvements on the special assessments duly adopted by the City of Waconia as of _____ which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be delayed and that such payments be so deferred for the years 20____ to 20____.

Owner Signature

Owner Signature

=====

I, _____, City Clerk of the City of Waconia, Carver County, State of Minnesota, do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the minutes of official record was duly
 _____ **APPROVED** _____ **DENIED** as of _____, 20____.

That in accordance with approval granted, that the payment for special assessments on the applicant's subject property in the amount of \$_____ for the year (s) _____ should be so deferred with interest at the annual rate of _____%, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Dated _____ 20____

City Clerk

10/2/2008

APPENDIX D

GEOTECHNICAL REPORT

July 20, 2026

Project Number: 26-0310

City of Waconia
C/o Mr. Jake Saulsbury, PE
Municipal Senior Project Engineer | Senior Principal
Bolton & Menk, Inc.
2638 Shadow Lane, Suite 200
Chaska, MN 55318

RE: Geotechnical Exploration Report, Sugarbush Reconstruction, Waconia, Minnesota

Dear Mr. Saulsbury:

We have completed the geotechnical exploration report for the Sugarbush reconstruction project in Waconia, Minnesota.

Specific details regarding our procedures, results and recommendations follow in the attached geotechnical exploration report.

Thank you for the opportunity to assist you on this project. If you have any questions or need additional information, please contact Paul Gionfriddo at 612-271-8185.

Sincerely,

Haugo GeoTechnical Services, LLC



Paul S. Gionfriddo, P.E.
Senior Engineer

GEOTECHNICAL EXPLORATION REPORT

PROJECT:

Sugarbush Reconstruction
Waconia, Minnesota

PREPARED FOR:

City of Waconia
C/o Bolton & Menk, Inc.
2638 Shadow Lane, Suite 200
Chaska, MN 55318

PREPARED BY:

Haugo GeoTechnical Services, LLC
1985 County Road 90, Suite 300
Maple Plain, MN 55359

Haugo GeoTechnical Services Project: 26-0310

July 20, 2025

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.



Paul Gionfriddo, P.E.
Senior Engineer
License Number 23093



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1.0 INTRODUCTION

1.1 Project Description

Bolton & Menk, Inc. (Bolton & Menk) in conjunction with the City of Waconia is preparing engineering design and construction documents for street improvements to the Sugarbush neighborhood. We understand that improvements will include reconstructing all of the street within the Sugarbush neighborhood and will also include installing new watermain and storm sewer utilities.

Bolton & Menk on behalf of the City of Waconia retained Haugo GeoTechnical Services (HGTS), to complete a geotechnical exploration for the project.

1.2 Purpose

The geotechnical exploration included advancing 5 standard penetration test borings the purpose of which was to determine existing pavement section thicknesses, characterize subsurface soil and groundwater conditions and provide recommendations for utility installation and pavement design and construction.

1.3 Site Description

Sugarbush neighborhood is generally located south of Waconia Parkway N and between Lake Waconia and Burandt Lake. The streets are 2-lane bituminous paved residential streets with concrete curb and gutter. Based on our observations during drilling and aerial photographs available on Google Earth the street contained numerous cracks and patched areas. The streets have exceeded their assumed 20-year design life.

1.4 Scope of Services

Our services were performed in accordance with HGTS proposal 26-0310 dated May 8th, 2026. Our Scope of Services was performed under the terms of our General Conditions and was limited to the following tasks:

- Clearing public underground utilities through the Gopher One Call system.
- Completing 1 standard penetration test boring (SPT) extending to nominal depth 15 feet, 2 SPT borings to a nominal depth of 20 feet, 1 SPT borings extending to a nominal depth of 25 feet and 1 SPT boring extending to a nominal depth of 30 feet.
- Sealing the boreholes in accordance with MDH requirements including bituminous patching.
- Visually/manually classify samples recovered from the soil borings.
- Performing laboratory moisture content and percent passing the #200 sieve (P-200) tests on select soil samples.
- Preparing soil boring logs describing the materials encountered and the results of groundwater level measurements.
- Preparing an engineering report describing soil and groundwater conditions, providing recommendations for pavement design and construction including estimated subgrade soil R-Values.

1.5 Documents Provided

We were provided a map titled “Sugarbush Reconstruction Soil Boring Locations” dated April 2026. The map consisted of an aerial photograph that was edited to show the proposed soil boring locations.

HGTS completed a geotechnical exploration along Sugarbush Lane in 2011/2012 to investigate the cause of the apparent of settlement of some of the sewer lines and to evaluate the corrosive nature of the site soils. Results of that exploration were presented in our report dated January 16, 2012 under HGTS project #11-339. Briefly the 3 soil borings completed for the project encountered varying depths of clayey Fill soils over clayey native glacial till. Groundwater was encountered in 1 of the boring at about 9 feet below the ground surface after drilling. Soft soils were encountered in the borings which were not suitable for pipe support which likely resulted in settlement of the utilities. However, the cause for the soft soil was not definitively determined and could have been the due to one or more of the following; groundwater conditions, leaking watermain utilities or possibly inadequate soil compaction during pipe installation.

1.6 Locations and Elevations

The soil boring locations were selected and staked in the field by the Bolton & Menk, Inc. Ground surface elevations at the boring locations were estimated based on topographic information obtained from the Carver County GIS Property map website. Elevations should therefore be considered approximate.

2.0 FIELD PROCEDURES

The 5 standard penetration test borings were advanced on June 2nd, 2026 by HGTS with a rotary drilling rig, using continuous flight augers to advance the boreholes. Representative samples were obtained from the borings, using the split-barrel sampling procedures in general accordance with ASTM Specification D-1586. In the split-barrel sampling procedure, a 2-inch O.D. split-barrel spoon is driven into the ground with a 140-pound hammer falling 30 inches. The number of blows required to drive the sampling spoon the last 12 inches of an 18-inch penetration is recorded as the standard penetration resistance value, or "N" value. The results of the standard penetration tests are indicated on the boring log. The samples were sealed in containers and provided to HGTS for testing and soil classification.

A field log of each boring was prepared by the HGTS drill crew. The logs contain visual classifications of the soil materials encountered during drilling, as well as the driller's interpretation of the subsurface conditions between samples and water observation notes. The final boring logs included with this report represent an interpretation of the field logs and include modifications based on visual/manual method observation of the samples.

The soil boring logs, general terminology for soil description and identification, and classification of soils for engineering purposes are also included in the appendix. The soil boring logs identify and describe the materials encountered, the relative density or consistency based on the Standard Penetration resistance (N-value, “blows per foot”) and groundwater observations.

The strata changes were inferred from the changes in the samples and auger cuttings. The depths shown as changes between strata are only approximate. The changes are likely transitions; variations can occur beyond the location of the boring.

3.0 RESULTS

3.1 Pavements & Aggregate Base

Pavement The borings were advanced through the existing pavement section. The pavement section consisted of varying thicknesses of bituminous and aggregate base or possible aggregate base and are summarized in Table 1. The pavement section thicknesses from the previously completed borings are included in the table for convenience. The underlying subgrade soil type is also presented in Table 1

Table 1. Summary of Existing Roadway Section Thickness

Boring Number	Approximate Bituminous Thickness (inches)	Approximate Aggregate Base Thickness (inches)	Subgrade Soil Type (ASTM)
2026 Borings			
SB-4	7	5	Buried Topsoil/Fill - Lean Clay
SB-5	5	10	Fill - Sandy Lean Clay
SB-6	6 ¼	16	Fill - Sandy Lean Clay
SB-7	5	12	Fill - Sandy Lean Clay
SB-8	5 ½	7	Fill - Sandy Lean Clay
2011 Borings			
SB-1	3	12	Fill - Sandy Lean Clay
SB-2	4	12	Fill - Sandy Lean Clay
SB-3	3	12	Fill - Sandy Lean Clay

Possible Aggregate Base Aggregate base or possible aggregate base was encountered below the bituminous surface at each of the boring locations. The aggregate base or possible aggregate base materials ranged in thickness from about 5 to 16 inches.

Percent passing the #200 sieve (P-200) tests were performed on the apparent aggregate base recovered from the borings. The P-200 contents ranged from about 9 ½ to 25 ½ percent. New MN/DOT Class 5 aggregate base has a P-200 content between 3 and 10 percent.

3.2 Soil Conditions

Below the pavement section 4 of the soil borings encountered buried topsoil and Fill that extended to depths ranging from about 7 to 12 feet below the ground surface. The exception was boring SB-8 which did not appear to encounter Fill soils below the pavement section. The buried topsoil consisted of lean clay that was black in color. The Fill was composed of sandy lean clay and varied in color from brown to grey to dark grey to black.

The penetration resistance values (N-Values), shown as blows per foot (bpf) on the boring logs within the buried topsoil and Fill ranged from 3 to 11 bpf. These values indicated these soils had a soft to rather stiff consistency

Below the pavement section, Fill or buried topsoil the soil borings encountered native glacial till soils that extended to the termination depths of the borings. The glacial till consisted predominantly of lean clay or sandy lean clay but also included poorly graded which was encountered at about 15 feet in boring SB-4. The glacial till soils were brown or grey in color.

The N-Values within the lean clay and sandy lean clay glacial till ranged from 2 to 21 bpf indicating a soft to very stiff consistency.

N-Values within the poorly graded sand ranged from 13 to 20 bpf indicating medium dense relative density.

Soil conditions were similar the conditions encountered in 2011/2012.

3.3 Groundwater

Groundwater was encountered in 8 of the soil borings while drilling and sampling or after removing the auger from the boreholes at depth ranging from about 12 ½ to 20 feet below the ground surface corresponding to elevations ranging from about 845 to 954 ½. The observed water levels are summarized in Table 2.

Table 2. Summary of Groundwater Levels

Boring Number	Estimated Surface Elevation (feet)	Approximate Depth to Groundwater (feet)*	Estimated Groundwater Elevation (feet)*
2026 Borings			
SB-4	976	12 ½	963 ½
SB-5	978	25	953
SB-6	976	NE	-
SB-7	972	NE	-
SB-8	972	NE	-
2011 Borings			
SB-1	980	15/9	965/971
SB-2	979	NE	-
SB-3	972	NE	-

* = Depths and elevations were rounded to the nearest ½ foot.

Water levels were measured on the dates as noted on the boring logs and the period of water level observations was relatively short. Given the cohesive nature of the soils encountered in the borings it is possible there was insufficient time for water to accumulate in the boreholes and rise to its hydrostatic level. Groundwater monitoring wells or piezometers would be required to more accurately determine water levels. Seasonal and annual fluctuations in the groundwater levels should be expected.

3.4 Laboratory Testing

Laboratory moisture content tests and percent passing the #200 sieve (P-200) content tests were performed on selected samples recovered from the soil borings. Laboratory test results are shown on the boring logs adjacent to the samples tested.

Percent passing the #200 sieve (P-200) tests were performed on the apparent aggregate base recovered from the borings. The P-200 contents ranged from about 9 ½ to 25 ½ percent. New MN/DOT Class 5 aggregate base has a P-200 content between 3 and 10 percent.

Moisture contents of the aggregate base or possible aggregate based ranged from about 5 to 9 percent. Moisture contents of the underlying clayey soils ranged from about 13 to 23 ½ percent indicating that clayey subgrade soils were likely above their assumed optimum moisture content based on the standard Proctor test.

3.5 OSHA Soil Classification

The soil encountered in the borings consisted predominantly of lean clay and sandy lean clay but also encountered poorly graded sand at depth at boring SB-4. The lean clay and sandy lean clay correspond to the ASTM Classifications CL and will generally be a Type B soil under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines. It must be noted that some of the clayey soil had a soft consistency and because of that they may not meet the strength requirements for a Type B soil. The poorly graded sand corresponds to the ASTM classification SP and will be a Type C soil under OSHA guidelines.

An OSHA-approved qualified person should review the soil classification in the field. Excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states excavation safety is the responsibility of the contractor. The project specifications should reference these OSHA requirements.

4.0 DISCUSSION AND RECOMMENDATIONS

4.1 Proposed Construction

General Several watermain breaks have occurred over the years resulting in lots of patching of the streets. That in conjunction with the age of the existing pavements is necessitating the need for the neighborhood improvement project. We understand that improvements will include reconstructing the streets in the Sugarbush neighborhood and will include replacing watermain and storm sewer utilities. Based on correspondence with Bolton & Menk the watermain will consist of 8-inch diameter pipe while the storm sewer pipe will vary in size. We were not provided specific information regarding pipe invert elevations but assume that any watermain installations will match existing elevations and inverts and will be constructed at typical burial depths ranging from about 7 to 10 feet below existing site grades. Storm sewer utility inverts will likely be on the order of 5 to 10 feet.

The 2011/2012 geotechnical report included an evaluation of the corrosive nature of the subgrade soils and concluded that the soil and groundwater conditions were generally corrosive to buried metallic pipe and that corrosion protection should be used. Based on that we assume that any new/replacement pipe will consist of non-metallic, non-corrosive materials. Storm sewer piping will likely consist of reinforced concrete.

We further anticipate that site grading will consist of earthwork necessary for utility and roadway reconstruction and we do not anticipate any significant changes in the roadway alignment or roadway grades. Cuts or fills involving permanent grade change, if any, are assumed to be less than 2 feet.

Traffic We were not provided any information regarding traffic volumes such as Average Annual Daily Traffic (AADT) counts or vehicle distribution for the roadways. Sugarbush Lane provides access to single family residences. We therefore assume the roadways will be utilized by automobiles, light trucks, school buses, and heavier single unit vehicles such as garbage trucks and delivery vans (i.e., FEDEX, UPS etc.). Based on the number of homes along Sugarbush Lane we estimate that the roadway will be subject to about 50,000 Equivalent Single Axle Loads (ESAL's) over a 20-year design life.

Changes in the nature, design, or location of all or parts of this project may occur. Likewise, if the proposed traffic volumes exceed these values we should be informed. Additional analyses and revised recommendations may be necessary.

4.2 Discussion

Bituminous We were not provided any information regarding the age of the existing pavements but we observed numerous cracks and patches along the roadway alignment. The infrastructure of the Sugarbush neighborhood was constructed approximately from 1992 to 1996 meaning the streets have exceed their assumed 20-year design. The pavement thickness may have been adequate when the pavements and homes were initially constructed but increases in traffic frequency or larger, heavier vehicles may have exceeded the pavements' ability to support the current traffic loads.

The bituminous pavement was noted to be about 3 to 4 inches thick at the time of the 2011/2012 geotechnical report while the borings completed for this evaluation encountered a bituminous pavement that ranged from about 5 to 7 inches thick. This appears to suggest that portions of the pavements may have been overlain or reconstructed overtime.

Aggregate Base An apparent aggregate base section was observed at each boring location that ranged in thickness from about 5 to 16 inches. Results of the P-200 testing indicated that 4 of the 5 samples tested had P-200 contents greater than 10. New Class 5 aggregate base has a maximum P-200 content of 10 percent. The aggregate base was likely initially placed a new class 5 aggregate base but may have degraded over time due to frost heave and/or vehicle traffic. It must be noted that the samples of the aggregate base that were tested may not have been sufficiently large enough to be representative of in-site condition. If the aggregate base will be salvaged for reuse it may be appropriate to perform grain size analyses of any stockpiled materials to confirm or verify that the samples meet the gradation requirements for MN/DOT Class 5 aggregate base.

Buried Topsoil Below the pavement soil boring SB-4 encountered buried topsoil that extended to about 4 ½ feet below the ground surface. The buried topsoil was “black” in color and was judged to be slightly organic to organic in composition. Organic soils or soil containing organic materials are generally a poor-quality soil for pavement and utility support and we recommend that they be removed and replaced with suitable compacted engineered fill. Since new utilities will be installed as part of the project, removal of some of the buried topsoil will likely be incidental to construction.

Fill and Glacial Till The Fill and Glacial till encountered in the borings was composed of clayey soils that are generally suitable for pipe support and pavement support. These soils are moderately to highly frost susceptible and can heave if they become saturated and heave. To reduce the effects of frost heave you may wish to consider using a 12-inch to 18-inch-thick drained sand sub-base below the aggregate base course.

The Fill encountered in the borings is assumed to be associated with construction of the existing roadway and underground utilities. The Fill was composed of sandy lean clay that varied from brown to grey to dark grey in color with some black colored soil noted in the Fill. The Fill generally appears suitable for use or reuse as fill or backfill provided it is free of debris, organic soils or any soft or otherwise unsuitable materials.

The purpose of the geotechnical exploration completed 2011/2012 was to investigate the cause of the apparent of settlement of some of the sewer lines along Sugarbush Lane and Dunsmore Drive. Some soft soils were encountered in the boring completed for that evaluation which likely resulted in the observed settlements. It was suspected that leaking/corroded watermain utilities, groundwater conditions and/or poorly compacted backfill may have caused or contributed to the observed settlements but a definitive cause was not determined.

Some of the Fill and native glacial till had a soft consistency between depths ranging from about 5 to 12 ½ feet below the ground surface which are similar to soil conditions encountered previously. The soft clayey soils are not suitable for pipe support and will need to be removed and replaced with suitable compacted engineered fill.

Groundwater Groundwater was encountered in 3 of the soil borings at depths ranging from about 9 to 25 feet below the ground surface corresponding to elevations ranging from about 953 to 971 feet. With pipe inverts ranging from about 5 to 10 feet below the ground surface groundwater could be encountered and dewatering could be required.

4.3 Utility and Pavement Subgrade Preparation

Excavations We recommend that all bituminous pavements, aggregate base, buried topsoil and any soft or otherwise unsuitable materials, if encountered, be removed from below the proposed utilities, pavement and oversize areas.

We anticipate that the utilities will be supported on compacted engineered fill and/or the native clayey glacial till soils which in our opinion are suitable for pipe support. Portions of the existing Fill and native glacial till had a soft consistency so that some corrections to remove soft clays and replace with suitable compacted engineered fill or suitable bedding materials will likely be required and should be anticipated.

We assume that open cut excavation techniques will be used for pipe installation. At typical 1:1 excavation backslopes, the excavation will extend about 5 to 10 feet beyond the edge of the excavation. The excavation may extend into/onto adjacent properties posing a risk of undermining structures on those properties. In addition, the soils could slough as they are excavated resulting in side slopes flatter than 1:1 further increasing the horizontal limits of the excavation. If site constraints will limit the excavation, trench boxes or temporary shoring may be required.

Oversizing In areas where the excavations extend below the proposed pavement or utility elevations, the excavation requires oversizing. We recommend the perimeter of the excavation be extended a foot outside the proposed footprint for every foot below finish grade (1H:1V oversizing). The purpose of the oversizing is to provide lateral support of the pavement or utility.

Backfilling Additional backfill, if needed, to replace any soft or otherwise unsuitable materials or to attain pavement subgrade elevation can consist of any mineral soil provided it is free of organic material or other deleterious materials. Except we recommend that fill or backfill placed in wet excavations or within 2 feet of the groundwater table, if encountered, consist of “clean coarse sand” with less than 5 percent passing the number 200 sieve and at least 50 percent retained on the number 40 sieve. Alternatively clear rock can be used in wet excavations.

We recommend bedding material be thoroughly compacted around the pipes. We recommend that engineered fill placed to establish pavement grades be compacted to a minimum of 95 percent of its standard Proctor density (ASTM D 698), the exception being within 3 feet of the proposed pavement subgrade, where 100 percent of standard Proctor density is required. In landscaped areas, if any, we recommend a minimum compaction of 90 percent.

Granular fill classified as SP or SP-SM should be placed within 65 percent to 105 percent of its optimum moisture content as determined by the standard Proctor. Other fill soils should be placed within 3 percentage points above and 1 percentage point below its optimum moisture content as determined by the standard Proctor. All fill should be placed in thin lifts and be compacted with a large self-propelled vibratory compactor operating in vibratory mode.

We anticipate that the soil removed for utility construction will likely be re-used as fill and backfill to the greatest extent possible. It is our opinion that the existing Fill encountered in the borings is generally suitable for re-use as fill and backfill provided it is free of topsoil, organic soils or other unsuitable materials.

Topsoil, buried topsoil, peat or other organic soils or soils that are black in color, if encountered, are not suitable for use as fill or backfill.

Dewatering Groundwater was encountered in 3 of the soil borings at depths ranging from about 9 to 25 feet below the ground surface corresponding to elevations ranging from about 953 to 971 feet. With pipe inverts ranging from about 5 to 10 feet below the ground surface groundwater could be encountered and dewatering could be required.

In the event dewatering is required, we recommend the groundwater level be temporarily lowered to a minimum of 2 feet below the lowest anticipated excavation elevation to allow for construction. In sand soils, we do not recommend attempting to dewater from within the excavation. Upward seepage will loosen and disturb the excavation, resulting in a “quick

condition.” Rather, we recommend groundwater to be drawn down below the anticipated excavation bottom. In clay soils it might be possible to control groundwater with sumps and pumps.

4.4 Pavement Recommendations

We recommend the pavement subgrade be prepared as recommend in Section 4.3 above. Prior to placing the aggregate base (Class 5) we recommend the subgrade be surface compacted with a large self-propelled compactor. We recommend compaction tests, dynamic cone penetrometer tests and/or proof-rolling the subgrade soil to aid in identifying soft, weak, loose or unstable areas that may require additional subcuts.

R-Values Laboratory tests to determine the soils Hveem Stabilometer R-Value (R-Value) was beyond the scope of this project. The soils within about 5 feet of the ground surface consisted of sandy lean clay meeting the ASTM classification CL. Information provided in the MN/DOT pavement manual indicates that R-Values for soils meeting the ASTM Classification CL can range from 6 to 18. It is our opinion that an R-Value of 12 can be used for pavement design.

Pavement Section The City of Waconia may have standard plates that dictate pavement design. If so, we recommend the pavements be designed and constructed in accordance with city standard plates. The following paragraphs provide general pavement recommendations in the absence of city standard plates.

It must be noted that the following pavement section thickness is not absolute and is based on the assumptions and data presented in the paragraphs above. There may be alternate pavement sections that will provide the required performance and may be more cost effective. Alternate pavement section thicknesses can be provided if required or requested. The pavement section(s) provided below does not account for any future growth which could result in traffic volumes in excess of the estimated values.

Based on an estimated R-value of 12 and a maximum of 50,000 ESAL’s we recommend a pavement section consisting of a minimum of 4 inches of bituminous (2 inches of bituminous wear course over 2 inches of non-wear course) underlain by a minimum of 9 inches of aggregate base.

As noted in Section 4.2, the clayey subgrade soils are moderately to highly frost susceptible and can heave if they become saturated and heave. To reduce the effects of frost heave you may wish to consider using a 12-inch to 18-inch-thick drained sand sub-base below the aggregate base course.

Materials We recommend that the bituminous wear and base courses meet the requirements of MN/DOT specification 2360. We recommend bituminous mixes meeting MN/DOT designation SPWEB240C and/or SPNWB230B. We recommend compacting the SPNW bituminous pavements to at least 93% of the maximum theoretical density and compacting SPWE bituminous pavements to at least 92% of the maximum theoretical density.

We recommend tack coat meeting MN/DOT Specification 2357 be placed between the lifts and along vertical faces where paving will match adjacent pavement.

We recommend aggregate base meeting MN/DOT specification 3138 for Class 5 aggregate base. We recommend the aggregate base be compacted to 100 percent of its maximum standard Proctor dry density.

The new pavement areas will likely include concrete curb and gutter. We recommend specifying concrete that has a minimum 28-day compressive strength of 4,500 psi. We recommend specifying 5 to 8 percent entrained air for exposed concrete to provide resistance to freeze-thaw deterioration. We recommend slump, air content and compressive strength tests of Portland cement concrete.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Excavation

The soil encountered in the borings consisted predominantly of lean clay and sandy lean clay but also encountered poorly graded sand at depth at boring SB-4. The lean clay and sandy lean clay correspond to the ASTM Classifications CL and will generally be a Type B soil under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines. It must be noted that some of the clayey soil had a soft consistency and because of that they may not meet the strength requirements for a Type B soil. The poorly graded sand corresponds to the ASTM classification SP and will be a Type C soil under OSHA guidelines.

Temporary excavations in Type B soils should be constructed at a minimum of 1 foot horizontal to every 1 foot vertical within excavations. Temporary excavations in Type C soils should be constructed at a minimum of 1½ foot horizontal to every 1 foot vertical within excavations. Slopes constructed in this manner may still exhibit surface sloughing. If site constraints do not allow the construction of slopes with these dimensions, then temporary shoring may be required.

5.2 Observations

A geotechnical engineer or qualified engineering technician should observe the excavation subgrade to evaluate if the subgrade soils are similar to those encountered in the borings and adequate to support the proposed construction.

5.3 Backfill and Fills

Site soils that will be excavated and reused as backfill and fill appear to be above their assumed optimum moisture content. We anticipate it may be necessary to moisture condition (dry) these soils to achieve the recommended compaction. We recommend that fill and backfill be placed in lifts not exceeding 4 to 12 inches, depending on the size of the compactor and materials used.

5.4 Testing

We recommend density tests of backfill and fills placed during utility installations and pavement construction. Samples of the proposed materials should be submitted to our laboratory prior to placement for evaluation of their suitability and to determine their optimum moisture content and maximum dry density (Standard Proctor).

5.5 Winter Construction

If site grading and construction is anticipated to proceed during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading and placement of fill. No fill should be placed on frozen soil and no frozen soil should be used as fill or backfill.

Concrete delivered to the site should meet the temperature requirements of ASTM and/or ACI. Concrete should not be placed on frozen soil. Concrete should be protected from freezing until the necessary strength is obtained. Frost should not be permitted to penetrate below the footings.

6.0 PROCEDURES

6.1 Soil Classification

The drill crew chief visually and manually classified the soils encountered in the borings in general accordance with ASTM D 2488, "Description and Identification of Soils (Visual-Manual Procedure)". Soil terminology notes are included in the Appendix. The samples were returned to our laboratory for review of the field classification by a geotechnical engineer. Samples will be retained for a period of 30 days.

6.2 Groundwater Observations

Immediately after taking the final samples in the bottom of the borings, the hole was checked for the presence of groundwater. Again, at the end of the drilling day, the borings were re-checked for the presence of groundwater with the levels and time delay being noted on the boring logs.

7.0 GENERAL

7.1 Subsurface Variations

The analyses and recommendations presented in this report are based on data obtained from a limited number of soil borings and pavement cores. Variations can occur away from the borings and cores, the nature of which may not become apparent until additional exploration work is completed or construction is conducted. A reevaluation of the recommendations in this report should be made after performing on-site observations during construction to note the characteristics of any variations. The variations may result in additional excavation costs and it is suggested that a contingency be provided for this purpose.

It is recommended that we be retained to perform the observation and testing program during construction to evaluate whether the design is as expected, if any design changes have affected the validity of our recommendations, and if our recommendations have been correctly interpreted and implemented in the designs, specifications and construction methods. This will allow correlation of the soil conditions encountered during construction to the soil borings and will provide continuity of professional responsibility.

7.2 Review of Design

This report is based on the design of the proposed structures as related to us for preparation of this report. It is recommended that we be retained to review the geotechnical aspects of the design and specifications. With the review we will evaluate whether any changes have affected the validity of the recommendations and whether our recommendations have been correctly interpreted and implemented in the design and specifications.

7.3 Groundwater Fluctuations

We made water level measurements in the borings at the times and under the conditions stated on the boring logs. The data was interpreted in the text of this report. The period of observation was relatively short and fluctuations in the groundwater level may occur due to rainfall, flooding, irrigation, spring thaw, drainage, and other seasonal and annual factors not evident at the time the observations were made. Design drawings and specifications and construction planning should recognize the possibility of fluctuations.

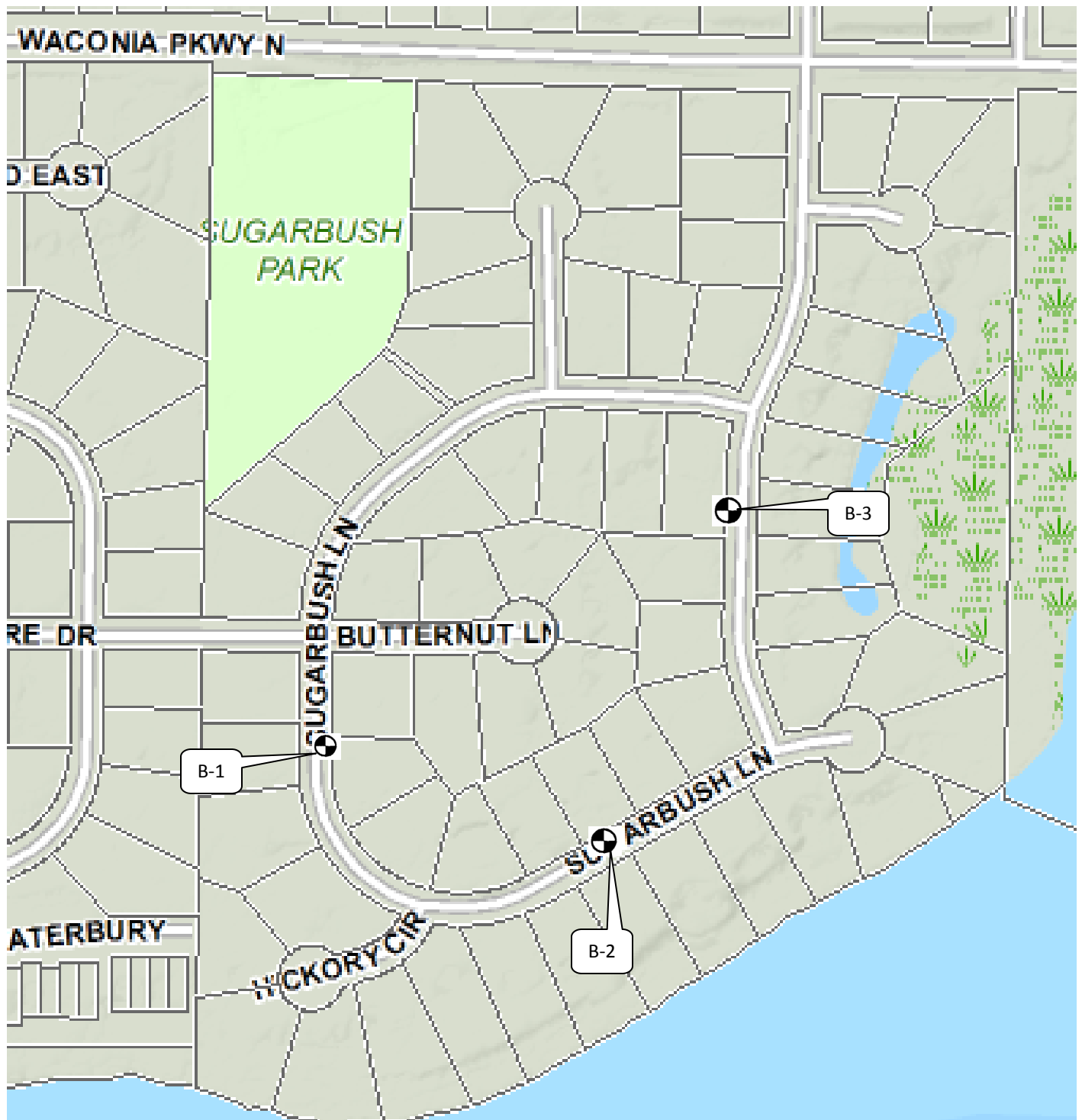
7.4 Use of Report

This report is for the exclusive use of the Bolton & Menk, Inc. and their design team to use to design the proposed structures and prepare construction documents. In the absence of our written approval, we make no representation and assume no responsibility to other parties regarding this report. The data, analysis and recommendations may not be appropriate for other structures or purposes. We recommend that parties contemplating other structures or purposes contact us.

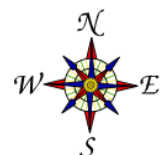
7.5 Level of Care

Haugo GeoTechnical Services, LLC has used the degree of skill and care ordinarily exercised under similar circumstance by members of the profession currently practicing in this locality. No warranty expressed or implied is made.

APPENDIX



= Approximate Soil Boring Location

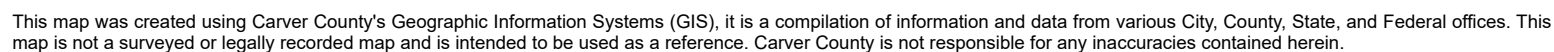


Haugo GeoTechnical
Services.
13570 Grove Drive #278
Maple Grove, MN

Soil Boring Location Sketch
Soil Evaluation
Sugarbush Lane
Waconia, MN

Figure #: 1
Drawn By: PSG
Date: 1/16/12
Scale: None
Project # 11-339

April 2026





Haugo GeoTechnical Services LLC
13570 Grove Drive, #278
Maple Grove, Minnesota 55311

BORING NUMBER B-1

PAGE 1 OF 2

CLIENT Bolton & Menk, Inc.

PROJECT NAME Sugarbush Soil Evaluation

PROJECT NUMBER 11-339

PROJECT LOCATION Sugarbush Lane, Waconia, MN

DATE STARTED 12/20/11 COMPLETED 12/20/11

GROUND ELEVATION 980 ft Estimated HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon Sampler

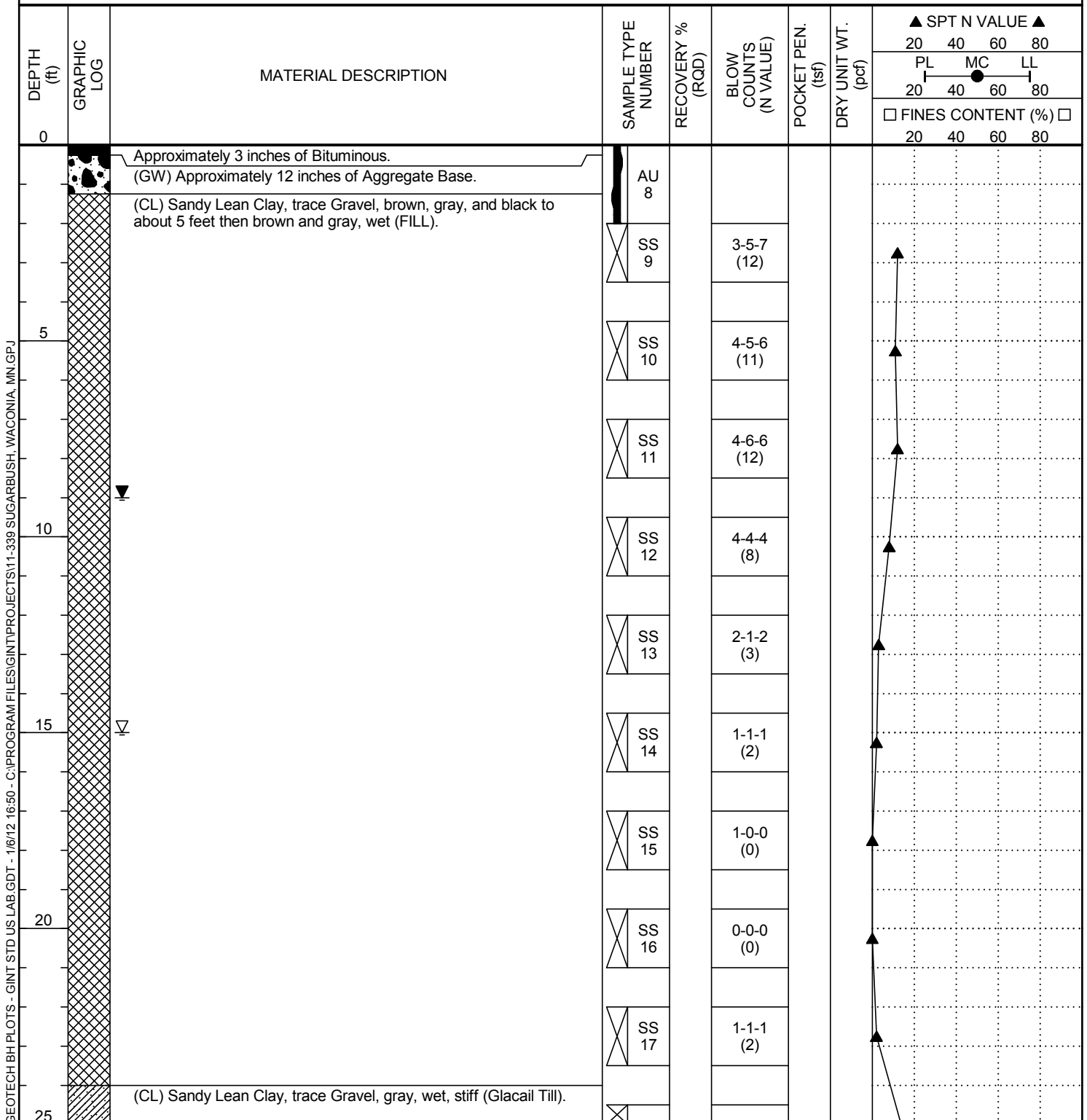
▽ AT TIME OF DRILLING 15.00 ft / Elev 965.00 ft

LOGGED BY EJ CHECKED BY PSG

▼ AT END OF DRILLING 9.00 ft / Elev 971.00 ft At a 15 foot Cave-in Depth

NOTES Ground Surface Elevation Estimated

AFTER DRILLING ---



(Continued Next Page)



Haugo GeoTechnical Services LLC
13570 Grove Drive, #278
Maple Grove, Minnesota 55311

BORING NUMBER B-1

PAGE 2 OF 2

CLIENT Bolton & Menk, Inc.

PROJECT NAME Sugarbush Soil Evaluation

PROJECT NUMBER 11-339

PROJECT LOCATION Sugarbush Lane, Waconia, MN

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲
								20 40 60 80
								PL MC LL 20 40 60 80
25								□ FINES CONTENT (%) □ 20 40 60 80
		(CL) Sandy Lean Clay, trace Gravel, gray, wet, stiff (Glacial Till). (continued)	SS 18		4-7-8 (15)			
			SS 19		17-24-7 (31)			
			SS 20		6-6-7 (13)			
30								

Bottom of borehole at 31.0 feet.

CLIENT Bolton & Menk, Inc.

PROJECT NAME Sugarbush Soil Evaluation

PROJECT NUMBER 11-339

PROJECT LOCATION Sugarbush Lane, Waconia, MN

DATE STARTED 12/20/11 **COMPLETED** 12/20/11

GROUND ELEVATION 979 ft Estimated **HOLE SIZE** 3 1/4 inches

DRILLING CONTRACTOR HGTS

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon Sampler

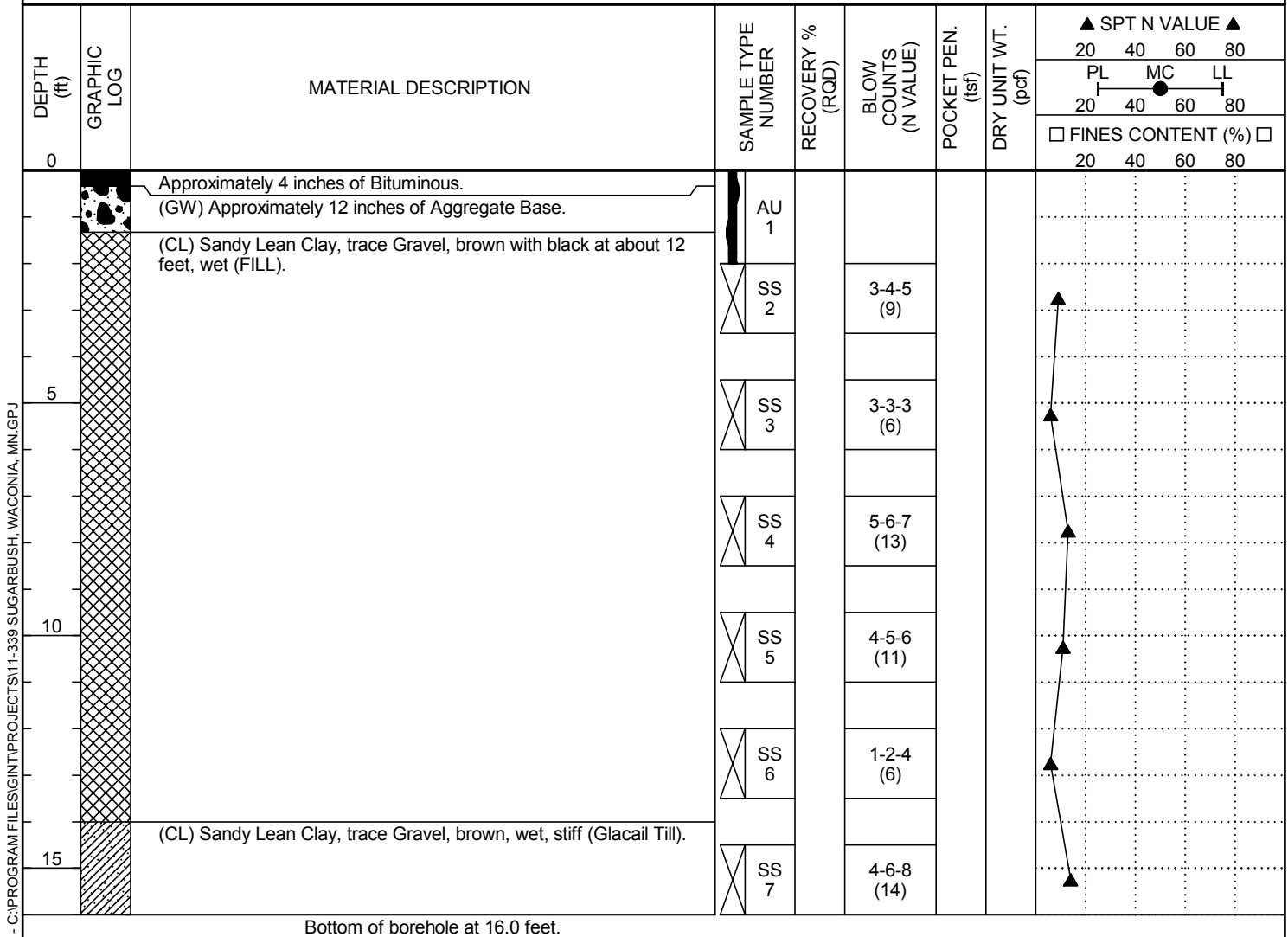
AT TIME OF DRILLING --- Not Encountered

LOGGED BY EJ **CHECKED BY** PSG

AT END OF DRILLING --- Not Encountered at 1 1/2 foot Cave-in Depth

NOTES Ground Surface Elevation Estimated

AFTER DRILLING ---





Haugo GeoTechnical Services LLC
13570 Grove Drive, #278
Maple Grove, Minnesota 55311

BORING NUMBER B-3

PAGE 1 OF 1

CLIENT Bolton & Menk, Inc.

PROJECT NAME Sugarbush Soil Evaluation

PROJECT NUMBER 11-339

PROJECT LOCATION Sugarbush Lane, Waconia, MN

DATE STARTED 12/20/11 COMPLETED 12/20/11

GROUND ELEVATION 972 ft Estimated HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon Sampler

AT TIME OF DRILLING --- Not Encountered

LOGGED BY EJ CHECKED BY PSG

AT END OF DRILLING --- Not Encountered at 21/2 foot Cave-in Depth

NOTES Ground Surface Elevation Estimated

AFTER DRILLING ---

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 1/6/12 16:51 - C:\PROGRAM FILES\GINT\PROJECTS\11-339 SUGARBUSH, WACONIA, MN.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
0								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
		Approximately 3 inches of Bituminous. (GW) Approximately 12 inches of Aggregate Base.	AU 21								
		(CL) Sandy Lean Clay, trace Gravel, brown, gray, and black to about 5 feet then brown and gray, wet (FILL).	SS 22		3-4-4 (8)						
5			SS 23		4-4-5 (9)						
			SS 24		4-4-5 (9)						
10		(CL) Sandy Lean Clay, trace Gravel, brown with rust stains, wet, stiff (Glacail Till).	SS 25		3-3-5 (8)						
		(CL) Sandy Lean Clay, trace Gravel, brown, wet, rather stiff (Glacail Till).	SS 26		3-4-5 (9)						
15			SS 27		3-4-5 (9)						

Bottom of borehole at 16.0 feet.



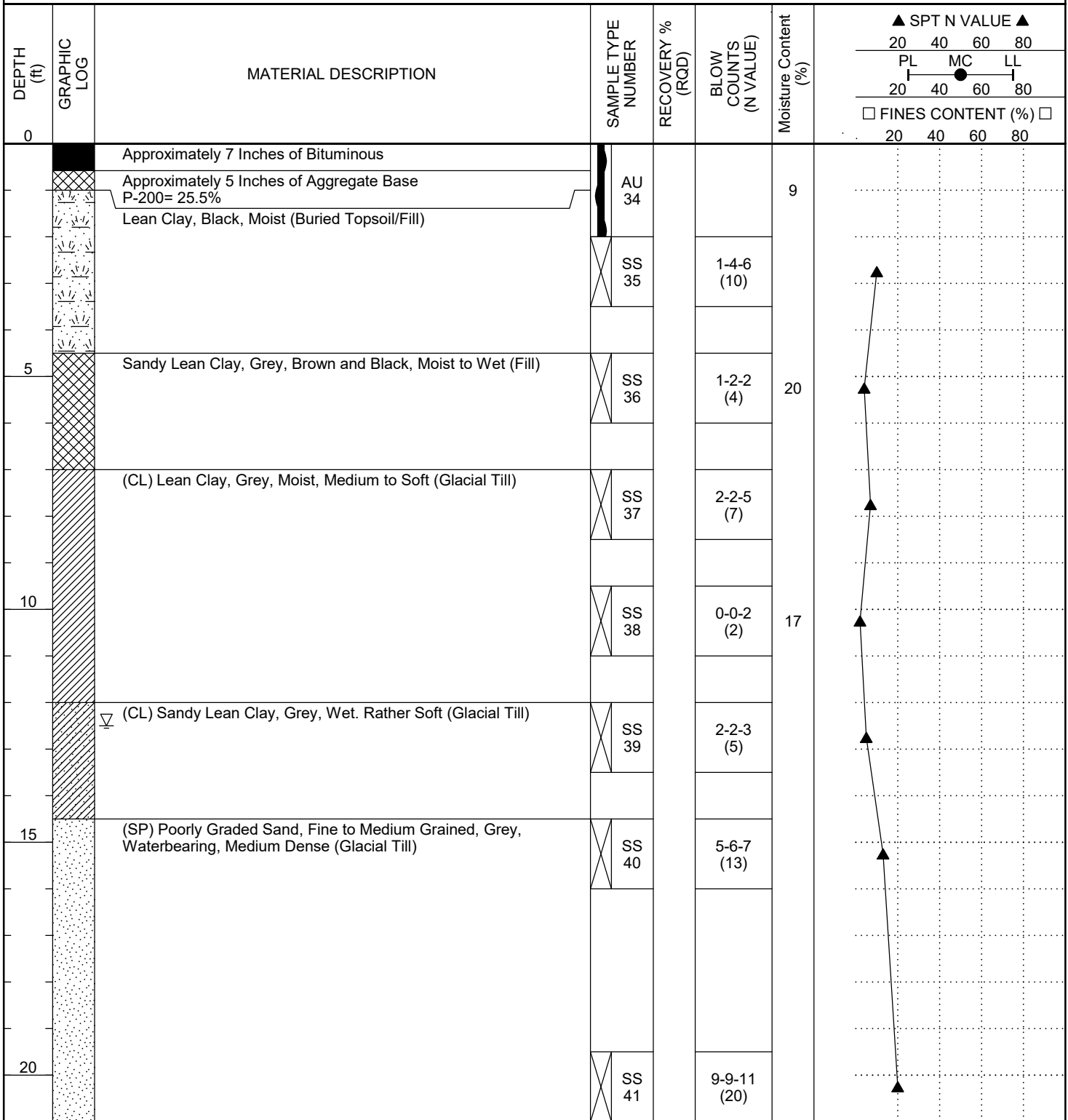
Haugo GeoTechnical Services
1985 County Road 90, Suite 300
Maple Plain, MN 55359
Telephone: 612-297-4108

BORING NUMBER SB-4

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Sugarbush Reconstruction
PROJECT NUMBER	26-0310	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/2/26	COMPLETED	6/2/26
GROUND ELEVATION	976 ft	HOLE SIZE	3 1/4 inches
DRILLING CONTRACTOR	HGTS- 45	GROUND WATER LEVELS:	
DRILLING METHOD	Hollow Stem Auger/Split Spoon	▽ AT TIME OF DRILLING	12.50 ft / Elev 963.50 ft
LOGGED BY	MS/NC	CHECKED BY	PG
AT END OF DRILLING	---	AFTER DRILLING	---
NOTES	Ground Surface Elevation Estimated		

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/7/26 08:20 - C:\USERS\ALICE HAUGO\HGTS DROPOBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\26-0310 BORING LOG DRAFTS.GPJ



Bottom of borehole at 21.0 feet.



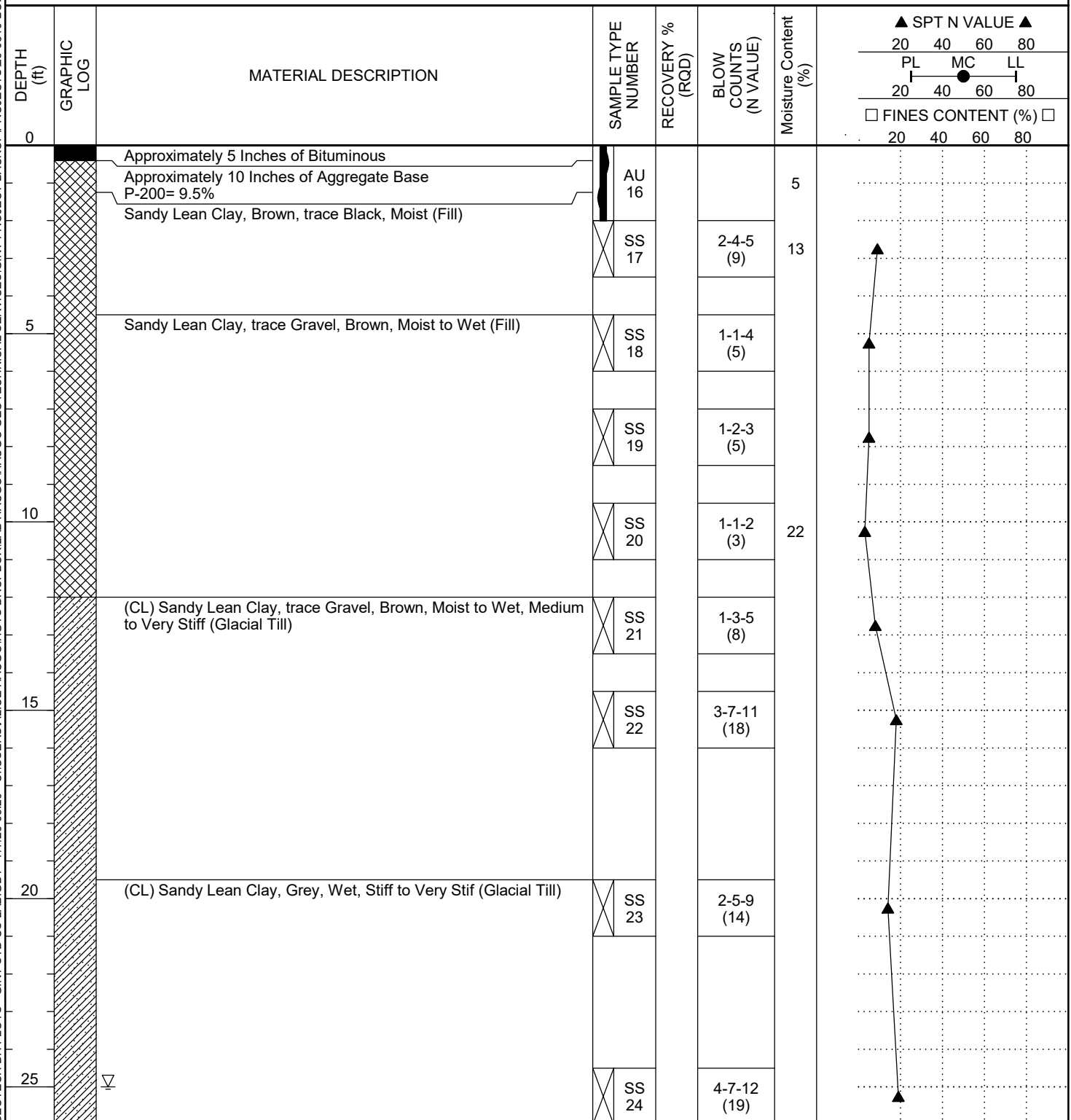
Haugo GeoTechnical Services
1985 County Road 90, Suite 300
Maple Plain, MN 55359
Telephone: 612-297-4108

BORING NUMBER SB-5

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Sugarbush Reconstruction
PROJECT NUMBER	26-0310	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/2/26	COMPLETED	6/2/26
DRILLING CONTRACTOR	HGTS- 45	GROUND ELEVATION	978 ft
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches
LOGGED BY	MS/NC	CHECKED BY	PG
NOTES	Ground Surface Elevation Estimated		
		GROUND WATER LEVELS:	
		▽ AT TIME OF DRILLING	25.00 ft / Elev 953.00 ft
		AT END OF DRILLING	---
		AFTER DRILLING	---

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/7/26 08:20 - C:\USERS\ALICE HAUGO\HGTS DROPOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\26-0310 BORING LOG DRAFTS.GPJ





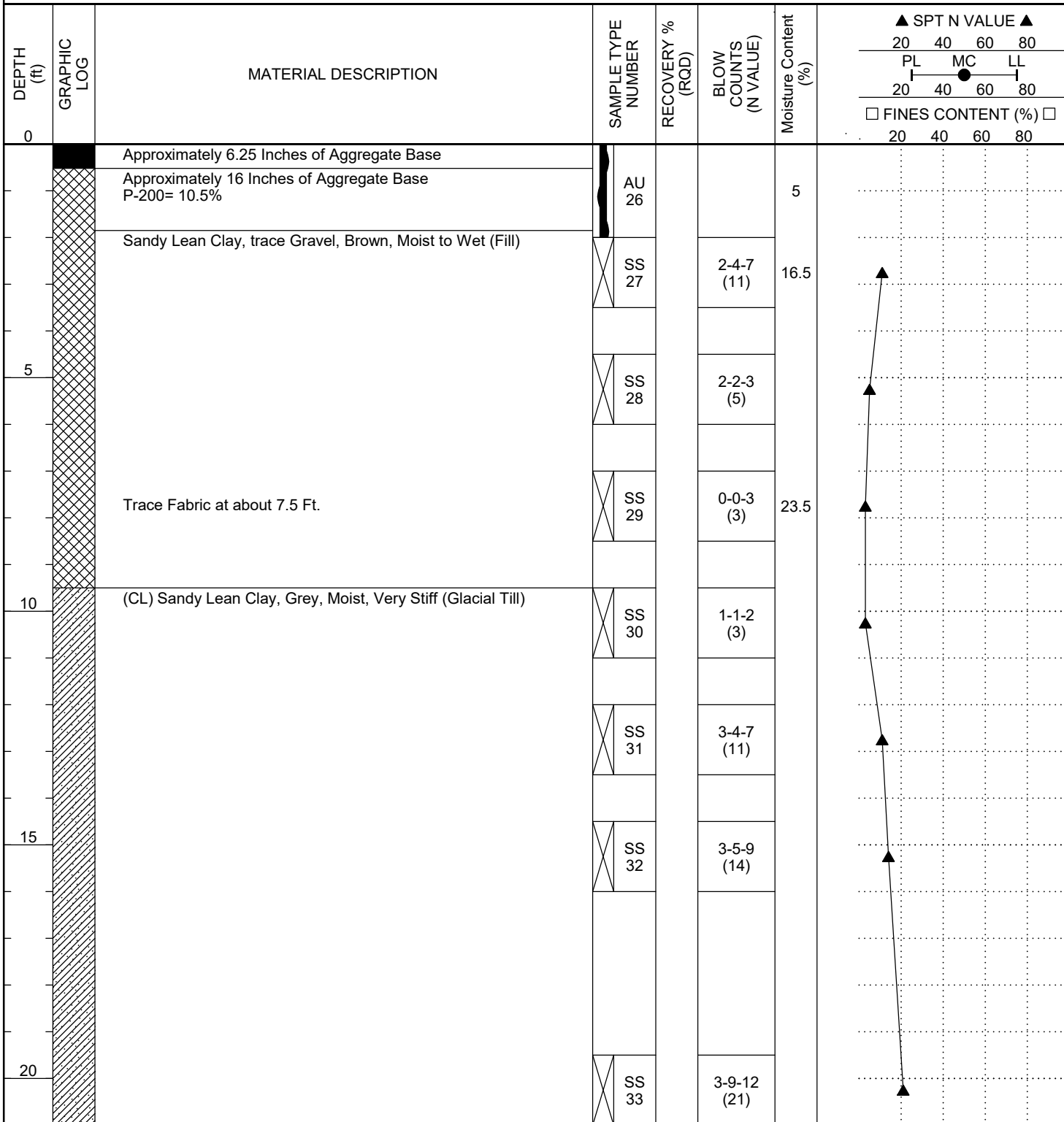
Haugo GeoTechnical Services
1985 County Road 90, Suite 300
Maple Plain, MN 55359
Telephone: 612-297-4108

BORING NUMBER SB-6

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Sugarbush Reconstruction
PROJECT NUMBER	26-0310	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/2/26	COMPLETED	6/2/26
GROUND ELEVATION	976 ft	HOLE SIZE	3 1/4 inches
DRILLING CONTRACTOR	HGTS- 45	GROUND WATER LEVELS:	
DRILLING METHOD	Hollow Stem Auger/Split Spoon	AT TIME OF DRILLING	--- Not Encountered
LOGGED BY	MS/NC	CHECKED BY	PG
NOTES	Ground Surface Elevation Estimated	AT END OF DRILLING	--- Not Encountered
		AFTER DRILLING	--- Not Encountered

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/7/26 08:20 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\26-0310 BORING LOG DRAFTS.GPJ



Bottom of borehole at 21.0 feet.



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Maple Plain, MN 55359
Telephone: 612-297-4108

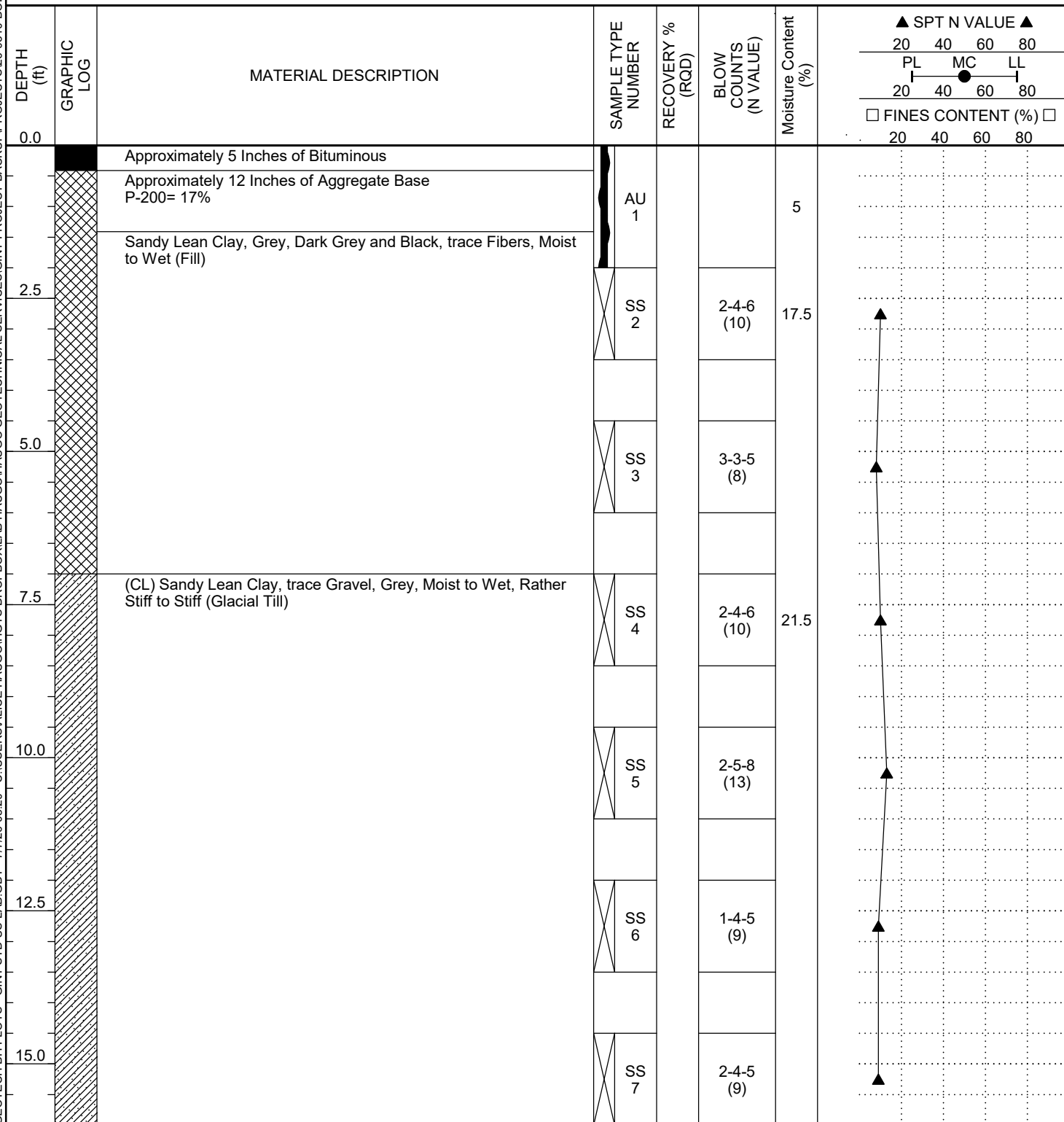
BORING NUMBER SB-7

PAGE 1 OF 1

CLIENT City of Waconia
PROJECT NUMBER 26-0310
DATE STARTED 6/2/26 COMPLETED 6/2/26
DRILLING CONTRACTOR HGTS- 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY MS/NC CHECKED BY PG
NOTES Ground Surface Elevation Estimated

PROJECT NAME Sugarbush Reconstruction
PROJECT LOCATION Waconia, MN
GROUND ELEVATION 972 ft HOLE SIZE 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/7/26 08:20 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\26-0310 BORING LOG DRAFTS.GPJ





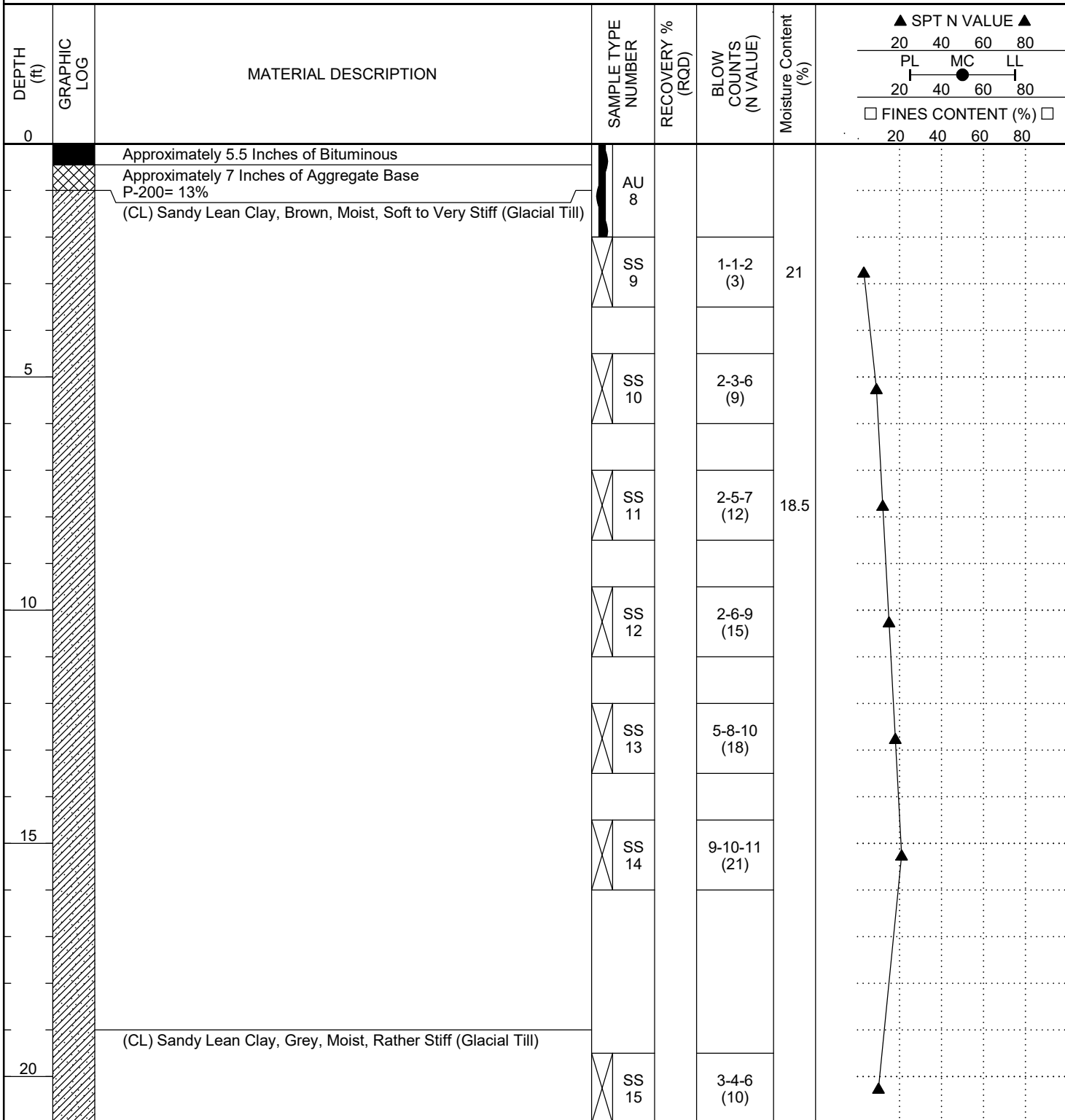
Haugo GeoTechnical Services
1985 County Road 90, Suite 300
Maple Plain, MN 55359
Telephone: 612-297-4108

BORING NUMBER SB-8

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Sugarbush Reconstruction
PROJECT NUMBER	26-0310	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/2/26	COMPLETED	6/2/26
GROUND ELEVATION	972 ft	HOLE SIZE	3 1/4 inches
DRILLING CONTRACTOR	HGTS- 45	GROUND WATER LEVELS:	
DRILLING METHOD	Hollow Stem Auger/Split Spoon	AT TIME OF DRILLING	--- Not Encountered
LOGGED BY	MS/NC	CHECKED BY	PG
NOTES	Ground Surface Elevation Estimated	AT END OF DRILLING	--- Not Encountered
		AFTER DRILLING	--- Not Encountered

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/7/26 08:20 - C:\USERS\ALICE HAUGO\HGTS DROPOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\26-0310 BORING LOG DRAFTS.GPJ



Bottom of borehole at 21.0 feet.

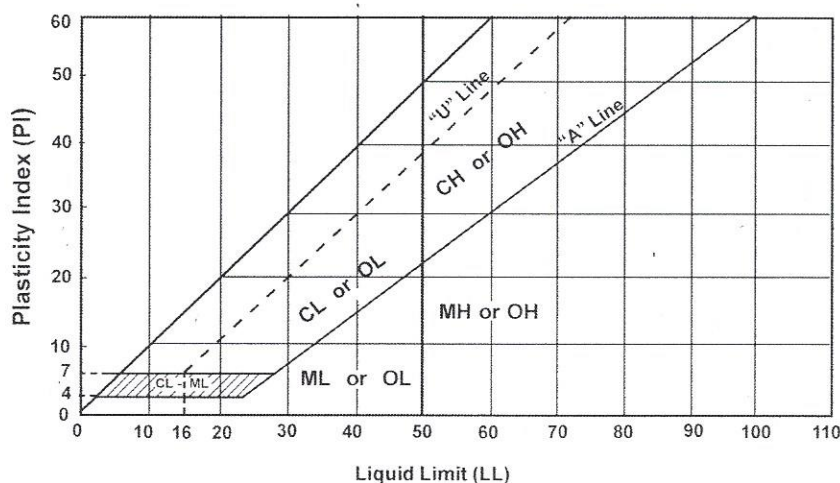


Standard D 2487 - 00

Classification of Soils for Engineering Purposes
(Unified Soil Classification System)

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^a					Soils Classification	
					Group Symbol	Group Name ^b
Coarse-grained Soils more than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels 5% or less fines ^e	$C_u \geq 4$ and $1 \leq C_c \leq 3$ ^c	GW	Well-graded gravel ^d	
			$C_u < 4$ and/or $1 > C_c > 3$ ^c	GP	Poorly graded gravel ^d	
		Gravels with Fines More than 12% fines ^e	Fines classify as ML or MH	GM	Silty gravel ^{d,f,g}	
			Fines classify as CL or CH	GC	Clayey gravel ^{d,f,g}	
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands 5% or less fines ⁱ	$C_u \geq 6$ and $1 \leq C_c \leq 3$ ^c	SW	Well-graded sand ^h	
			$C_u < 6$ and/or $1 > C_c > 3$ ^c	SP	Poorly graded sand ^h	
		Sands with Fines More than 12% ⁱ	Fines classify as ML or MH	SM	Silty sand ^{f,g,h}	
			Fines classify as CL or CH	SC	Clayey sand ^{f,g,h}	
Fine-grained Soils 50% or more passed the No. 200 sieve	Silts and Clays Liquid limit less than 50	Inorganic	PI > 7 and plots on or above "A" line ^j	CL	Lean clay ^{k,l,m}	
			PI < 4 or plots below "A" line ^j	ML	Silt ^{k,l,m}	
		Organic	Liquid limit - oven dried < 0.75	OL	Organic clay ^{k,l,m,n}	
			Liquid limit - not dried	OL	Organic silt ^{k,l,m,o}	
	Silts and clays Liquid limit 50 or more	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k,l,m}	
			PI plots below "A" line	MH	Elastic silt ^{k,l,m}	
		Organic	Liquid limit - oven dried < 0.75	OH	Organic clay ^{k,l,m,p}	
			Liquid limit - not dried	OH	Organic silt ^{k,l,m,q}	
Highly Organic Soils		Primarily organic matter, dark in color and organic odor		PT	Peat	

- a. Based on the material passing the 3-in (75mm) sieve.
b. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders or both" to group name.
c. $C_u = D_{60}/D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
d. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
e. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
f. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
g. If fines are organic, add "with organic fines" to group name.
h. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
i. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
j. If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.
k. If soil contains 10 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant.
l. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
m. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
n. PI ≥ 4 and plots on or above "A" line.
o. PI < 4 or plots below "A" line.
p. PI plots on or above "A" line.
q. PI plots below "A" line.



Laboratory Tests

DD	Dry density, pcf	OC	Organic content, %
WD	Wet density, pcf	S	Percent of saturation, %
MC	Natural moisture content, %	SG	Specific gravity
LL	Liquid limit, %	C	Cohesion, psf
PL	Plastic limit, %	ϕ	Angle of internal friction
PI	Plasticity index, %	qu	Unconfined compressive strength, psf
P200	% passing 200 sieve	qp	Pocket penetrometer strength, tsf

Particle Size Identification

Boulders	over 12"
Cobbles	3" to 12"
Gravel	
Coarse	3/4" to 3"
Fine	No. 4 to 3/4"
Sand	
Coarse	No. 4 to No. 10
Medium	No. 10 to No. 40
Fine	No. 40 to No. 200
Silt	< No. 200, PI < 4 or below "A" line
Clay	< No. 200, PI ≥ 4 and on or above "A" line

Relative Density of Cohesionless Soils

Very loose	0 to 4 BPF
Loose	5 to 10 BPF
Medium dense	11 to 30 BPF
Dense	31 to 50 BPF
Very dense	over 50 BPF

Consistency of Cohesive Soils

Very soft	0 to 1 BPF
Soft	2 to 3 BPF
Rather soft	4 to 5 BPF
Medium	6 to 8 BPF
Rather stiff	9 to 12 BPF
Stiff	13 to 16 BPF
Very stiff	17 to 30 BPF
Hard	over 30 BPF

Drilling Notes

Standard penetration test borings were advanced by 3 1/4" or 6 1/4" ID hollow-stem augers unless noted otherwise. Jetting water was used to clean out auger prior to sampling only where indicated on logs. Standard penetration test borings are designated by the prefix "ST" (Split Tube). All samples were taken with the standard 2" OD split-tube sampler, except where noted.

Power auger borings were advanced by 4" or 6" diameter continuous-flight, solid-stem augers. Soil classifications and strata depths were inferred from disturbed samples augered to the surface and are, therefore, somewhat approximate. Power auger borings are designated by the prefix "B."

Hand auger borings were advanced manually with a 1 1/2" or 3 1/4" diameter auger and were limited to the depth from which the auger could be manually withdrawn. Hand auger borings are indicated by the prefix "H."

BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6" into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6" increments and added to get BPF. Where they differed significantly, they are reported in the following form: 2/12 for the second and third 6" increments, respectively.

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

TW indicates thin-walled (undisturbed) tube sample.

Note: All tests were run in general accordance with applicable ASTM standards.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026
Item Name:	9.3. Ordinance Amendment Chapter 541 Related to Short Term Rental Housing
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	None
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Ordinance No.795 amending Chapter 541 of the Waconia City Code related to Rental Housing Licensing and Short-Term Rental Regulations. Adopt Resolution No.2026-195 Summary Publication of Ordinance No. 795	
EXPLANATION OF AGENDA ITEM: The City Council is being asked to consider proposed amendments to Chapter 541 of the Waconia City Code relating to Rental Housing Licensing and Short-Term Rental Regulations. The amendments were prepared at the direction of the City Council to establish short-term rental operating standards, clarify licensing requirements, and provide additional enforcement tools. Following its public hearing, the Planning Commission conducted further discussion at a work session to review regulations used by other communities and provide directions on the proposed language. The current draft incorporates the Planning Commission's recommendations and staff revisions.	
ORDINANCE AMENDMENT ANALYSIS: 1. Section 541.02 is amended to clarify the definition of a short-term rental and add a definition of "bedroom" to support the two-person-per-bedroom occupancy standard. 2. Section 541.03 is amended to require a State of Minnesota Lodging License prior to issuance of a City short-term rental license. The section also clarifies licensing and inspection requirements, including annual inspections. 3. New Section 541.05 establishes short-term rental standards, including occupancy limits, a maximum of four overnight vehicles in the driveway, restrictions on parking in lawn or landscaped areas, posting of the City's Good Neighbor Brochure, and a 500-foot separation requirement between licensed short-term rentals. The section also requires owners to maintain rental records for at least one year. The buffer requirement applies to short-term rentals and does not apply to long-term rentals. 4. Sections 541.06 and 541.07 add provisions addressing No Warranty by City and Applicable Laws, based on provisions reviewed from the City of Wayzata's rental housing ordinance. 5. Section 541.08 clarifies owner responsibilities, including collection and remittance of applicable lodging taxes and owner liability for violations. 6. Section 541.09 establishes a three-strike enforcement process for violations, with	

suspension or revocation possible following a third violation.

7. Section 541.10 establishes an appeal process, and Section 541.11 establishes administrative penalties of \$1,000 for a first strike, \$2,500 for a second strike, and \$5,000 for a third strike.

PUBLIC NOTICE/COMMENT:

The notice was published in the WACONIA PATRIOT on June 25th, 2026, and posted on Waconia City Hall. The public hearing comments received to date have been attached to this report for review and consideration.

RECOMMENDATION:

The Planning Commission, at their regular meeting on August 6th, 2026, reviewed the pertinent information and recommended approval of the proposed ordinance amendment via a 5-0 vote.

ATTACHMENTS:

1. Ordinance 795 Amending Chapter 541 Short Term Rentals
2. Resolution No. 2026-195 Summary Publication Ordinance 795
3. Ordinance No. 795 Amending Chapter 541 Short Term Rentals
4. Public Hearing Comments

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

**CITY OF WACONIA
ORDINANCE NO.795**

**AN ORDINANCE AMENDING CHAPTER 541
REGARDING HOUSING ORDINANCE FOR RENTAL PROPERTIES**

The City Council of the City of Waconia ordains:

FINDINGS AND PURPOSE

Chapter 541 of the Waconia City Code (the “Code”) regulates rental housing in the City of Waconia (the “City”). The code provides minimum standards to safeguard life or limb, health and public welfare by regulating and controlling the use and occupancy, maintenance and repair of all buildings and structures within the city used as rental housing.

The purpose of this ordinance is to amend Chapter 541 of the Code to establish specific regulations, standards, and licensing requirements applicable to short-term rental properties in the city.

AMENDMENTS

1. Section 541.02. Construction and Definitions are hereby amended to include the following definitions:

Bedroom means a room within a dwelling unit that is designed and furnished for sleeping facilities and meets the applicable requirements of the Minnesota State Building Code and the Minnesota Residential Code for “sleeping units” or the equivalent provisions of the Minnesota Building Code or Minnesota Residential Code if such codes, or their successor codes, are amended.

Short-Term means fewer than thirty (30) days, excluding month-to-month and holdover tenancies.

2. Section 541.03. Rental housing licenses., Subd. 1. License required. is hereby amended to include:

A. Any person operating, advertising, or offering a short-term rental within the City without first obtaining the required State of Minnesota Lodging License shall be ineligible to receive a City short-term rental license until all state licensing requirements have been satisfied.

B. Any applicant seeking a City short-term rental license after having operated a short-term rental without the required State of Minnesota Lodging License shall pay an after-the-fact license application fee equal to two (2) times the standard license fee established by Chapter 1100, in addition to any penalties imposed under this chapter.

3. Section 541.03. Rental housing licenses., Subd. 5. Inspection. is hereby amended as follows:

Subd. 5. Inspection. Before a rental housing license is issued or renewed for a rental dwelling, the code official shall inspect the rental dwelling to determine if the rental dwelling and the rental dwelling units in the rental dwelling comply with the minimum

requirements set forth in this ordinance. The code official has no duty to inspect or re-inspect any rental dwelling until a complete application has been submitted to the city and the rental housing inspection fee has been paid in full. A licensed rental dwelling must be re-inspected at least once every one (1) year during the term of a rental housing license with a short-term rental endorsement.

4. Section 541.05. Short term Rental. is hereby added to Chapter 541 as follows:

Sec. 541.05. Short term Rental.

Subd 1. Standards. The following standards apply to all short-term rentals

- A. The maximum occupancy of a licensed short-term rental shall not exceed two (2) persons per bedroom.
- B. A maximum of four (4) overnight vehicles may be parked on the driveway of a short-term rental property at any one time. Vehicles parked within an enclosed garage shall not count toward the maximum driveway parking limit.
- C. At no time may vehicles be parked on lawns, grass areas, landscaped areas, or any surface not intended for vehicle parking.
- D. The Good Neighbor Brochure provided by the city must be posted on the inside of the front door and the primary door to the backyard, or in a conspicuous location near each such door.
- E. Property must be in compliance with all state and local laws and regulations.
- F. The property shall not be within five hundred (500) feet of another licensed short term rental property.
- G. The owner or manager of a short-term rental shall maintain records of rental activity, including the dates the property was rented and the number of occupants, for a period of at least one (1) year. Such records shall be made available to the City upon reasonable request.

5. Section 541.06. No Warranty by City. is hereby added to Chapter 541 as follows:

By enacting and undertaking to enforce this Chapter, the City, City Council, its agents, and employees do not warrant or guaranty the safety, fitness or suitability of any rental dwelling in the City. Owners and occupants of rental dwellings must take whatever steps they deem appropriate to protect their own interests, health, safety and welfare.

6. Section 541.07. Applicable Laws. Is hereby added to Chapter 541 as follows:

License requirements under this Chapter shall be in addition to all of the ordinances of the City and the laws of the State of Minnesota relating to rental dwellings; this Chapter shall not be construed or interpreted to supersede or limit any other such applicable law.

7. Section 541.08. Responsibilities defined. is hereby revised as follows:

Subd. 1 Liability. Owners are liable for violations of this ordinance even though an obligation is also imposed on a manager or tenant and even if an owner has, by agreement, imposed on the manager or tenant the duty of complying with this ordinance or any part hereof.

Subd.2 Lodging Tax

- A. The owner of a licensed short-term rental shall collect and remit all applicable state, county, and local lodging taxes as required by law.
- B. Failure to collect or remit required lodging taxes within thirty (30) days of the date due shall constitute a violation under this chapter and shall result in the issuance of a strike against the license holder.

8. Section 541.09. Enforcement. Subd. 3. Conduct on Licensed Premises; Violation is hereby revised as follows:

Subd. 3. Conduct on Licensed Premises; Violation

- A. Upon determination by the code official that a violation of this chapter occurred on the licensed premises, the City will notify the licensee by regular mail of the violation to the licensee's most recent address on file with the City. Upon issuance of such notice, a strike shall be assessed against the license. The licensee must take appropriate action to prevent further recurrence.
- B. If a second violation occurs on the licensed premises, for which the notice in Subdivision 3.A above was given, the City will notify the licensee by regular mail of the violation at the licensee's most recent address on file with the City, Upon issuance of such notice, a second strike will be imposed, and require the licensee to submit a written report of the actions taken, and proposed to be taken, by the licensee to prevent nuisances on the premises. This written report must be submitted to the City within ten (10) business days of the date of the notice.
- C. If a third violation occurs on the licensed premises, after the second of any two (2) previous violations, for which notices were sent to the licensee pursuant to this subdivision, a third strike shall be assessed against the license and the license for the rental dwelling or for the unit associated with the violations may be suspended or revoked pursuant to the process described by Sec. 541.03. Sub.9. of this chapter.

9. Section 541.11. Criminal and administrative remedies. is hereby revised as follows:

A violation of any provision of this ordinance is a misdemeanor. In addition to any other remedy provided by this chapter, the city may impose the following administrative penalties upon the owner for any Strike Violation: First Strike. A fine of One Thousand Dollars (\$1,000.00). Second Strike. A fine of Two Thousand Five Hundred Dollars (\$2,500.00). Third Strike. A fine of Five Thousand Dollars (\$5,000.00). If, however, the owner has been given a specified correction period by the code official, the fine shall be waived if the violation is confirmed corrected by the code official before the expiration of

such period. The assessment of a strike and the payment of any administrative penalty shall not relieve the owner of the obligation to correct the violation.

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2026-195**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 795

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 795 on August 17th, 2026 (the “Ordinance”); and

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

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

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 795 is hereby approved:

ORDINANCE NO. 795, AN ORDINANCE AMENDING CHAPTER 541 REGARDING HOUSING ORDINANCE FOR RENTAL PROPERTY, amends Chapter 541 of the Waconia City Code to add specific definitions related to short-term rentals and provisions governing the licensing, use, and applicable enforcement regulations associated with this type of use.

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

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

Passed and adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CHAPTER 541. HOUSING ORDINANCE FOR RENTAL PROPERTY Amendments

Note: Chapter 541 will be amended, in its entirety, to read as follows.

Sec. 541.01. Purpose and scope.

Subd. 1. *Purpose.* The purpose of this ordinance is to provide minimum standards to safeguard life or limb, health and public welfare by regulating and controlling the use and occupancy, maintenance and repair of all buildings and structures within the city used as rental housing. The purpose of this ordinance is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this ordinance.

Subd. 2. *Scope.* The provisions of this ordinance shall apply to all buildings or portions thereof leased for human living or sleeping purposes, including those in existence at the time of adoption of this ordinance. If any provision of this ordinance conflicts with the building code, fire code, plumbing code, mechanical code, or any other Minnesota state code or law, such code or law shall control.

Subd. 3. *Application to existing buildings.* Additions, alterations or repairs, shall be done in compliance with the building code, fire code, plumbing code and mechanical code. Applicable permits shall apply as required by such codes.

Sec. 541.02. Construction and definitions.

Words in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine. Any term not defined below shall have its ordinary accepted meaning within the context it is used. Each of the following terms shall have meaning ascribed to it below:

Building code means the Minnesota State Building Code.

Bedroom means a room within a dwelling unit that is designed and furnished for sleeping facilities and meets the applicable requirements of the Minnesota State Building Code and the Minnesota Residential Code for "sleeping units" or the equivalent provisions of the Minnesota Building Code or Minnesota Residential Code if such codes, or their successor codes, are amended.

Code official means the city's building official, as appointed by the city council, and any designee of such code official.

Rental dwelling means a building or structure wholly or partially leased or intended to be leased to one (1) or more tenants for residential living or sleeping purposes, but excluding rest homes, convalescent homes, nursing homes, hotels and motels.

Rental dwelling unit means a room or group of rooms within a rental dwelling that has bathroom, kitchen and sleeping facilities for one (1) household of related or unrelated tenants.

Electrical code means the Minnesota State Electrical Code.

Extermination means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning,

spraying, fumigating, trapping; or by any other recognized and legal pest elimination method approved by the code official.

Fire code means the Minnesota State Fire Code.

Health officer means any elected or appointed health officer of the State of Minnesota, Carver County or the city.

Infestation means the presence of insects, rodents or other pests in numbers large enough to be harmful, threatening or obnoxious to human life.

Lease, leased and let mean, in each instance any of these words is used, the giving of the use of a building or structure, or portion thereof, by an owner or manager to a tenant in return for rent.

Manager is a person or entity who has charge, care or control of a rental dwelling.

Mechanical code is the Minnesota State Mechanical Code.

Nuisance means any of the following:

- A. Any public nuisance known at common law or in equity jurisprudence;
- B. Any unsafe condition that is attractive to minors including, but not limited to, unprotected well openings or excavations, abandoned refrigerators and structurally unsound fences;
- C. Overcrowding of a rental dwelling unit with human occupants or personal property;
- D. Insufficient ventilation or illumination of a rental dwelling unit;
- E. Inadequate or unsanitary sewage or plumbing facilities serving a rental dwelling unit; or
- F. Any unsafe condition, as determined by the code official or health officer.

Owner means a person or entity that owns or has any ownership interest in a rental dwelling within the city.

Plumbing code is the State of Minnesota Plumbing Code.

Premises is, collectively, a rental dwelling and the parcel of land on which it is located.

Refuse is all putrescible and non-putrescible waste solids including garbage and rubbish.

Rent means the consideration provided by a tenant (or on behalf of a tenant) for the temporary possession of a rental dwelling unit, whether paid in money, property or services.

Safe means being reasonably free from dangers and hazards that may cause human injury or illness.

Short-Term means fewer than thirty (30) days, excluding month-to-month and holdover tenancies.

Substandard dwelling unit means any rental dwelling unit that is not safe due to inadequate maintenance, dilapidation, physical damage, unsanitary condition, abandonment or any other reason.

Tenant means a human occupant of a rental dwelling unit, whether one (1) or more.

Unsafe means not safe.

Variance means the difference between that which is required or specified and that which is permitted.

Sec. 541.03. Rental housing licenses.

Subd. 1. *License required.* No owner or manager shall allow the occupancy of a rental dwelling unit by a tenant prior to the issuance of a rental housing license by the city for the rental dwelling in which the rental dwelling unit is located. Further, no owner or manager shall allow the occupancy of a rental dwelling unit by a tenant after the expiration of the rental housing license for the rental dwelling in which the rental dwelling unit is

located unless the license has been properly renewed. A short-term rental license shall be a required endorsement for a rental license issued under this chapter when the rental dwelling unit is being offered for short-term rental.

- A. Any person operating, advertising, or offering a short-term rental within the City without first obtaining the required State of Minnesota Lodging License shall be ineligible to receive a City short-term rental license until all state licensing requirements have been satisfied.
- B. Any applicant seeking a City short-term rental license after having operated a short-term rental without the required State of Minnesota Lodging License shall pay an after-the-fact license application fee equal to two (2) times the standard license fee established by Chapter 1100, in addition to any penalties imposed under this chapter.

Subd. 2. *Application.* Applications for rental housing licenses shall be made in writing on forms provided by the city. The owner or manager of a rental dwelling shall apply for a rental housing license at least sixty (60) days before the planned occupancy of any rental dwelling unit by a tenant so as to allow time for inspection and, if necessary, correction of conditions that do not conform to the requirements of this ordinance.

Subd. 3. *Inspection fee.* The rental housing inspection fee shall be established by the city council, from time to time, and set forth in chapter 1100. Each applicant shall pay the inspection fee when an application for a license is made (either initial or renewal).

Subd. 4. *License fee.* The rental housing license fee shall be established by the city council, from time to time, and set forth in chapter 1100. Each applicant shall pay the license fee when a rental housing license is issued (either initial or renewal).

Subd. 5. *Inspection.* Before a rental housing license is issued or renewed for a rental dwelling, the code official shall inspect the rental dwelling to determine if the rental dwelling and the rental dwelling units in the rental dwelling comply with the minimum requirements set forth in this ordinance. The code official has no duty to inspect or re-inspect any rental dwelling until a complete application has been submitted to the city and the rental housing inspection fee has been paid in full. *A licensed rental dwelling must be re-inspected at least once every one (1) year during the term of a rental housing license with a short-term rental endorsement.*

Subd. 6. *Issuance.* No license shall be issued until all the requirements of this ordinance have been fully met. The city shall issue a rental housing license for each rental dwelling that meets or exceeds the minimum requirements set forth by this ordinance or when a variance has been granted by the city council for good cause shown. Each license shall show the number of rental dwelling units for which the rental dwelling is approved.

Subd. 7. *Effective period of license.* All rental licenses shall remain effective for two (2) years from the date of inspection, unless sooner revoked or suspended pursuant to the terms of this ordinance.

Subd. 8. *Renewals.* Applications for rental housing license renewals shall be submitted at least thirty (30) days prior to the expiration date of the license. The procedure and fee for renewing a license shall be the same as that required for an initial license.

Subd. 9. *Suspension and revocation.* A rental housing license may be suspended or revoked as follows:

- A. A rental housing license may be suspended or revoked by the city council if the city council finds that the provisions of this ordinance have been violated in regard to the rental dwelling for which the license was issued. Before any suspension or revocation occurs, the city shall send written notice to the license holder specifying the ordinance violations alleged. This notice shall also specify the date for a hearing before the city council, which shall not be less than ten (10) days from the date of the notice.
- € B. At such hearing before the city council, the license holder or the license holder's attorneys may submit and present evidence and witnesses on the license holder's behalf.

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- ⊖ C. After a hearing, the city council may suspend or revoke the license if the council finds that a violation of this ordinance has occurred.

(Ord. No. 757, 3-20-23)

Sec. 541.04. Requirements.

Subd. 1. *Substandard dwellings.* No substandard dwellings are allowed.

Subd. 2. *Condition.* No owner or manager shall allow infestation if extermination is not the tenant's responsibility by law.

Subd. 3. *Improper occupancy.* No rental dwelling shall be used in manner inconsistent with its design or construction.

Subd. 4. *Smoke detectors.* No smoke detector installed in a rental dwelling shall be allowed to remain disabled or nonfunctional. The tenant of a rental dwelling shall notify the owner or manager within 24 hours of discovering that a detector is disabled or not functioning. The owner or manager shall take immediate action to render the smoke detector operational or replace it.

Subd. 5. *Carbon monoxide alarms.* Each rental dwelling shall have an approved and operational carbon monoxide alarm installed with ten feet of each room used for sleeping purposes as required by Minn. Stat. §§ 299F.50 and 51, as amended, unless an exception listed in Minn. Stat. § 299F.51, subd. 5, applies.

Subd. 6. *Refuse.* Each rental dwelling shall have an adequate number of refuse containers to hold the amount of refuse produced by the occupants of the rental dwelling or as required elsewhere by the Waconia Code. Containers shall be rodent and animal proof plastic, fiberglass or rust resistant metal with a tight fitting cover. Tenants shall properly dispose of their recyclables, rubbish, garbage and other organic waste.

Subd. 7. *Unused or discarded items.* Discarded, unused and junk appliances, furniture, mattresses and other items shall be promptly removed from the premises, but in all cases such removal shall occur within seven (7) days.

Subd. 8. *Storage of items.* Large amounts of combustible items and materials shall not be stored in attics or basements of a rental dwelling. Storage shall be maintained two (2) feet or more below ceilings and floor joists. Combustible materials and items shall not be stored within one (1) foot of any fuel burning appliances. Storage of items shall be orderly and shall not block or obstruct exits. A minimum three (3) foot wide aisle shall be maintained to all exits, furnaces, water heaters, water meters, gas meters or other equipment serving the rental dwelling.

Subd. 9. *Fuel storage.* LP tanks shall only be stored outdoors.

Subd. 10. *Fueled equipment.* Fueled equipment including, but not limited to, motorcycles, mopeds, lawn-care equipment and portable cooking equipment shall only be stored outdoors or in the garage of a rental dwelling.

Subd. 11. *Barbecues and open flames.* No person shall kindle, maintain, or cause any fire or open flame on any balcony above ground level, on any roof, or on any ground floor patio within fifteen (15) feet of any structure. Further, no person shall store or use any fuel, barbecue, torch, or similar heating or lighting chemicals or device in such locations.

Subd. 12. *Sidewalks and driveways.* All sidewalks, walkways, stairs, driveways, parking spaces and similar areas on a premises shall be kept in a proper state of repair and maintained free from hazardous conditions.

Subd. 13. *Defacement of property.* If a rental dwelling is defaced by graffiti, it shall promptly be removed.

Sec. 541.05. Short term Rental.

Subd 1. Standards. The following standards apply to all short-term rentals

- A. The maximum occupancy of a licensed short-term rental shall not exceed two (2) persons per bedroom.
- B. A maximum of four (4) overnight vehicles may be parked on the driveway of a short-term rental property at any one time. Vehicles parked within an enclosed garage shall not count toward the maximum driveway parking limit.
- C. At no time may vehicles be parked on lawns, grass areas, landscaped areas, or any surface not intended for vehicle parking.
- D. The Good Neighbor Brochure provided by the city must be posted on the inside of the front door and the primary door to the backyard, or in a conspicuous location near each such door.
- E. Property must be in compliance with all state and local laws and regulations.
- F. The property shall not be within five hundred (500) feet of another licensed short term rental property.
- G. The owner or manager of a short-term rental shall maintain records of rental activity, including the dates the property was rented and the number of occupants, for a period of at least one (1) year. Such records shall be made available to the City upon reasonable request.

Sec. 541.06. *No Warranty by City.*

By enacting and undertaking to enforce this Chapter, the City, City Council, its agents, and employees do not warrant or guaranty the safety, fitness or suitability of any rental dwelling in the City. Owners and occupants of rental dwellings must take whatever steps they deem appropriate to protect their own interests, health, safety and welfare.

Sec. 541.07 *Applicable Laws.*

License requirements under this Chapter shall be in addition to all of the ordinances of the City and the laws of the State of Minnesota relating to rental dwellings; this Chapter shall not be construed or interpreted to supersede or limit any other such applicable law.

Sec. 541.08 Responsibilities defined.

Subd. 1 Liability. Owners are liable for violations of this ordinance even though an obligation is also imposed on a manager or tenant and even if an owner has, by agreement, imposed on the manager or tenant the duty of complying with this ordinance or any part hereof.

Subd.2 Lodging Tax

- A. The owner of a licensed short-term rental shall collect and remit all applicable state, county, and local lodging taxes as required by law.

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- B. Failure to collect or remit required lodging taxes within thirty (30) days of the date due shall constitute a violation under this chapter and shall result in the issuance of a strike against the license holder.

Sec. 541.09. Enforcement.

Subd. 1. *Authority.* The code official shall enforce or cause the enforcement of this chapter. The code official shall have the power to render interpretations of this ordinance in conformity with the intent and purpose of this chapter.

Subd. 2. *Compliance inspections.* When the code official or a health officer has reasonable cause to believe that a condition exists in regard to a rental dwelling or premises that violates this ordinance including, but not limited to, a tenant complain made in good faith, the code official or health officer may enter the rental dwelling to inspect, re-inspect, or otherwise perform the duties imposed by this ordinance. No such entry shall be made, however, until: i) the owner, manager or tenant permits entry; ii) the code official or health officer secures an administrative warrant from a court with jurisdiction; or iii) an emergency exists.

~~Subd. 3. *Compliance order.* If the code official finds that any violation of this ordinance has occurred, the code official may immediately seek to enforce the violation. In the alternative, the code official may prepare a compliance order listing all violations and the date or dates when such violations must be corrected. If a compliance order is issued, the owner shall correct all violations, or cause them to be corrected, within the time limit set forth by the code official. Any violation timely corrected in compliance with such an order shall be deemed remedied by the city and not shall form the basis for a rental housing license suspension or revocation. Extensions of time to correct may be granted by the code official. A request for extension of time shall be made and delivered to the code official prior to the expiration date of the applicable correction period. Extensions may be granted by the code official upon due evidence shown that the owner, manager or tenant, as applicable, is using all reasonable means to timely correct the violation.~~

Subd. 3. Conduct on Licensed Premises; Violation

- A. Upon determination by the code official that a violation of this chapter occurred on the licensed premises, the City will notify the licensee by regular mail of the violation to the licensee's most recent address on file with the City. Upon issuance of such notice, a strike shall be assessed against the license. The licensee must take appropriate action to prevent further recurrence.
- B. If a second violation occurs on the licensed premises, for which the notice in Subdivision 3.A above was given, the City will notify the licensee by regular mail of the violation at the licensee's most recent address on file with the City. Upon issuance of such notice, a second strike will be imposed, and require the licensee to submit a written report of the actions taken, and proposed to be taken, by the licensee to prevent nuisances on the premises. This written report must be submitted to the City within ten (10) business days of the date of the notice.
- C. If a third violation occurs on the licensed premises, after the second of any two (2) previous violations, for which notices were sent to the licensee pursuant to this subdivision, a third strike shall be assessed against the license and the license for the rental dwelling or for the unit associated with the violations may be suspended or revoked pursuant to the process described by Sec. 541.03. Sub.9. of this chapter.

Subd. 4. *Notice to vacate.* The code official may post any rental dwelling as being in violation of this chapter and prevent further occupancy by a tenant if a rental dwelling is determined, in the opinion of the code official and as defined in this ordinance, a substandard dwelling. At the time of posting, notice shall be sent to the owner via U.S. mail. Existing tenants shall have forty-five (45) days to vacate a posted property if they are in occupancy at the

time of posting, except that occupants shall immediately vacate a posted property if such occupancy will cause imminent danger to the health or safety of the tenants. No person, other than the code official shall remove or tamper with any placard used for posting. No person shall reside in, occupy, or cause to be occupied any building, structure or rental dwelling which has been posted to prevent occupancy except as set forth herein.

Sec. 541.10. Appeal.

Subd. 1. *Right to appeal.* Any person may appeal from any notice and order or any action of the code official under this ordinance by filing an appeal to the city administrator. A written appeal to the city administrator by making a brief statement in ordinary and concise language of that specific order or action protested, together with any material facts claimed to support the contentions of the appellant.

Subd. 2. *Time allotted for appeal.* The appeal shall be filed within fourteen (14) days or within the time of correction as allowed by the code official, whichever is shorter, from the date of the service of such order or action of the code official.

Subd. 3. *Notice of hearing.* Notice of a hearing will be served by first class mail to the appealing party no less than twenty (20) days in advance of the scheduled hearing, unless a shorter period of time is agreed upon. Service shall be deemed complete upon depositing the Notice of Hearing in the U.S. Mail, properly addressed to the last known address of the person requesting the hearing.

Subd. 4. *Hearing procedures.* The hearing will be in front of the city council. At the hearing, the party appealing shall have the opportunity to present testimony and question any witnesses, but the strict rules of evidence shall not apply. The city council shall receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

Subd. 5. *Authority on appeal.* The city council has the authority to determine that a violation did or did not occur, to dismiss a citation or impose the scheduled fine or to reduce, stay or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions.

Subd. 6. *Decisions on appeal.* The city council shall issue a decision in writing to the appealing party within ten (10) days of the hearing. Any fines or penalties imposed must be paid no later than thirty (30) days of the date of the order. The decision of the city council is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minn. Stat. § 606.01.

Sec. 541.11. Criminal and administrative remedies.

A violation of any provision of this ordinance is a misdemeanor. ~~Each day the property is in violation is a separate violation. In the alternative, the city may impose the following administrative penalties upon the owner(s): Fifty dollar (\$50.00) fine plus an additional charge of five dollars (\$5.00) per day commencing on the day the alleged violation or violations occur.~~ In addition to any other remedy provided by this chapter, the city may impose the following administrative penalties upon the owner for any Strike Violation: First Strike. A fine of One Thousand Dollars (\$1,000.00). Second Strike. A fine of Two Thousand Five Hundred Dollars (\$2,500.00). Third Strike. A fine of Five Thousand Dollars (\$5,000.00). If, however, the owner has been given a specified correction period by the code official, the fine shall be waived if the violation is confirmed corrected by the code official before the expiration of such period. ~~The assessment of a strike and the payment of any administrative penalty shall not relieve the owner of the obligation to correct the violation.~~

From: [Stacy Nelson](#)
To: [Lane Braaten](#)
Subject: Planning mtg 7/9
Date: Wednesday, July 8, 2026 7:10:11 PM

[You don't often get email from stacyjnelson@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi Lane,

I am planning on coming to the Planning Commission Meeting tomorrow night. I would like to speak regarding the short term rental situation in town. I am interested in setting a limit so my neighborhood doesn't turn into rental properties.

Thank you,
Stacy Nelson

Sent from my iPhone

7/9/26

Waconia Planning Commission,

We are writing to acknowledge the concerns that have been raised regarding the unexpected, unfortunate, and certainly unacceptable event that occurred on our AirBnB property. We do consider ourselves responsible property owners that have a strong investment into our community, we just happen to be a location chosen by a group who broke many rules. We want to express our commitment to complying with all applicable city rules, regulations, and ordinances that come from these upcoming discussions. We understand the importance of maintaining standards that protect the character, safety, and well-being of the community and neighborhood.

As a local family with local business interests, we respectfully ask that you carefully consider the impact of any proposed short-term rental regulations on existing Airbnb and other vacation rental operators.

Reasonable regulations can help address neighborhood concerns while preserving the economic benefits that short-term rentals provide to homeowners, local businesses, and visitors. However, regulations that are so restrictive that they effectively prevent existing operators from continuing to operate could have significant unintended consequences.

Many current hosts have invested substantial time and resources into their properties based on the existing regulatory environment. For many, short-term rental income helps cover mortgage payments, property maintenance, taxes, and other expenses. Visitors who stay in these accommodations also contribute to the local economy by supporting restaurants, shops, and attractions. Waconia in particular is lacking options to host family/ friend reunions and gatherings that allow this to happen to come enjoy everything that Waconia has to offer, especially the lake.

We encourage the planning commission and ultimately the city council to pursue a balanced approach that addresses legitimate community concerns—such as noise, parking, safety, and responsible property management—without imposing requirements that effectively eliminate existing, responsible short-term rental businesses - such as spacing requirement of Airbnbs within a certain distance. This requirement in particular would not only immediately affect us personally, but would affect nearby current and prospective property owners. Consideration could be given to grandfathering existing operators as well as providing reasonable transition periods for new requirements.

Due to schedule conflicts, we are unfortunately not able to attend the meeting this evening, however, thank you for your time, your service, and your careful consideration of this important issue.

Sincerely,

Greg and Bria James

July 18th, 2026

Subject: Feedback on Proposed Rules and Regulations of Short Term Rentals

Dear Members of the Planning Commission,

We are writing to express our appreciation for your hard work on the proposed rules and regulations of short term rentals. We were able to view the recorded session regarding short term rentals and agree clear guidelines are essential for the community.

However, we have concerns regarding the proposed capacity limits as well as fee structure. The current proposed limit is overly restrictive and presents several practical challenges. We respectfully ask the commission to consider the following points:

- **Daytime visitors:** Will this restriction also ban renters from hosting family, friends, or daytime guests on the property? We find our properties are great gathering spaces to host celebrations or family reunions. We would ask the commission to consider language that allows reasonable sized gatherings that remain within city ordinances, ie noise complaints, parking regulations, etc. We, ourselves, as well as neighbors down the shoreline host many large gatherings, and do not feel there should be a strict day time visiting restriction that would prohibit the renter, within reason, to allow additional family or friends on the property.
- **Impact on families:** Restrictive limits can unfairly penalize larger families or multi-generational gatherings. Our home is a great gathering space for families of all different sizes. Limits on number of people per bedroom does not account for the true size and space being rented, as well as, creative bedroom layouts such as bunk beds, Murphy beds, etc. We would ask the commission to consider limiting the occupancy based on house size or adults per bedroom with kids being excluded from the occupancy limit.

Additionally, while we fully agree with implementing a "two-to-three strike rule" for ongoing complaints to prevent chronic issues, the proposed financial penalties are concerning. Infractions caused by human behavior (ie having party when the listing and rules say "no parties") cannot always be prevented by property owners; instead, regulations should also focus on how responsibly an owner handles a situation once it arises. A proactive, responsive owner should not be financially ruined/ have rental license revoked by the unpredictable choices of a temporary guest.

Furthermore, we must address a commissioners comments suggesting that high fines are justified because operators are making money hand over fist. For our family, this is completely untrue and fee structure should not be based on this assumption. Our rates are carefully calculated based on yearly rental estimates simply to cover basic operational costs

for a year knowing there will be busy and slow times, including: mortgage payments, property taxes, utilities, and regular maintenance. It is to responsibly maintain a long-term asset in the community we have loved for many years. Levying extreme fines based on a misconception of rental revenue will only harm local, community-minded owners. We ask that the commission reconsider these penalties to reflect a fairer, compliance-based approach that does penalize irresponsible home owners, but also has consideration for swift, responsible management of infractions.

Thank you for your time.

Respectfully,

Bria and Greg James



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: August 17, 2026	
Item Name: 9.4. Warrant Analysis for All-Way Stop at 2nd and Olive Streets	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-196 Ordering a Warrant Analysis for All-Way Stop Condition at the intersection of Olive Street and 2nd Street	
EXPLANATION OF AGENDA ITEM: On August 3, 2026, the Council received a request to evaluate the intersection of Olive Street and 2nd Street for a potential change to an All-Way Stop Condition. This evaluation takes into account traffic volumes on each of the approach legs, sight lines, and historical data of crashes at the intersection per the Minnesota Manual of Uniform Traffic Control Devices (Mn MUTCD), Section 2B.7 Multi-way Stop Applications. This work is recommended to be performed under normal operations. Currently, the downtown area still has significant traffic impacts from construction. Specifically on 2nd Street one block to the east. Speeds on Olive St average 23mph and an average daily volume of 3700 vehicles per day. While speeds on 2nd Street average 14mph and an average daily volume of 645 vehicles per day. While the analysis can be performed immediately, the data may not be representative of normal operations. Staff recommend conducting the analysis in December (or later), once the city street projects are complete. This timing is expected to provide a more accurate representation of traffic through the intersection. The City's consultant engineering firm has provided an estimate not to exceed \$4500 to complete the analysis. The attached Resolution authorizes this work if the Council wishes to proceed with the analysis and potential change.	
ATTACHMENTS: 1. Resolution No. 2026-196 Analysis for All-Way Stop at 2nd and Olive Streets	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: x _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
RESOLUTION NO. 2026-196**

**RESOLUTION ORDERING A WARRANT ANALYSIS FOR ALL WAY STOP
CONDITION AT THE INTERSECTION OF OLIVE STREET AND SECOND STREET**

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

WHEREAS, the city received a petition from the residents of the Crossroads Apartment complex to review the intersection control at Elm and 2nd Streets; and

WHEREAS, currently Olive Street flows freely through the intersection and the stop condition is on 2nd Street; and

WHEREAS, a warrant analysis of the intersection will need to be performed to determine technical support for stop condition change; and

WHEREAS, the city’s engineering consultant Bolton & Menk has the technical expertise to perform the analysis.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes a warrant analysis for all way stop condition at the intersection of 2nd Street and Olive St.

Adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	August 17, 2026
Item Name:	9.5. Amend City Code Section 200.09: Mayor and City Council Salaries
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	None
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Ordinance 796, Amending Mayor and City Council Salaries	
EXPLANATION OF AGENDA ITEM: City Council and Mayoral Compensation Minnesota Statute § 415.11, Subd. 1, authorizes City Councils to establish the salaries of the Mayor and City Council members by ordinance at amounts the Council determines to be reasonable. The last adjustment to Waconia City Council and Mayoral compensation was made in 2018. Each year, City staff conducts a compensation analysis comparing Waconia's City Council and Mayoral salaries with those of comparable peer communities. The Personnel Committee reviews this information each summer. Since 2019, the Personnel Committee has recommended maintaining the existing compensation levels. In 2025, the Personnel Committee recommended changes to the City Council, however the City Council did not vote in favor of the changes. Following its review of the 2026 analysis, the Personnel Committee again recommends an adjustment to City Council and Mayoral compensation. The 2026 analysis indicates that Waconia's City Council and Mayoral compensation is significantly below the average of comparable peer communities. The current average Mayoral salary among peer cities is approximately \$10,185 annually, while the average City Council salary is approximately \$8,177 annually. In comparison, Waconia currently provides an annual salary of \$7,200 for the Mayor and \$6,000 for each City Council member. Based on the peer-city analysis and projected wage alignments for 2027, staff recommends increasing annual compensation to \$10,500 for the Mayor and \$8,400 for each City Council member, effective January 1, 2027. These amounts would bring Waconia's compensation more closely in line with comparable communities while recognizing that Council compensation has remained unchanged since 2018. Minnesota Statute § 415.11, Subd. 2, provides that an ordinance establishing or changing the compensation of elected municipal officers cannot take effect until after the next municipal election. Therefore, if the proposed ordinance is adopted, the new compensation would take effect January 1, 2027, following the November 2026 municipal election.	

Annual Compensation Adjustment

Staff also reviewed compensation practices and ordinances in peer communities. A common practice is to provide an annual adjustment to elected official compensation based on the same wage adjustment percentage approved for City employees as part of the corresponding annual budget process.

Staff recommends including a similar provision in the ordinance. This would allow City Council and Mayoral compensation to be adjusted periodically in alignment with City employee wage adjustments, helping compensation remain current over time and reducing the need for larger, infrequent adjustments.

Any annual adjustment would be based on the wage adjustment percentage approved for City employees during the applicable budget year.

Meeting Stipend

Staff also reviewed practices related to compensation for additional meetings attended by elected officials on behalf of the City. Staff recommends establishing a \$50 per-meeting stipend for City Council members who attend meetings outside of regularly scheduled City Council meetings.

Eligible meetings would include meetings of City-appointed commissions and committees, as well as special City Council meetings. The stipend would be limited to \$150 per City Council member per calendar month. This stipend would recognize the additional time commitment associated with meetings beyond the Council's regular meeting schedule while maintaining a reasonable and predictable limit on additional compensation.

Recommendation

Staff recommends that the City Council adopt Ordinance 796, Amending City Code Chapter 200.09:

1. Increase annual compensation to \$10,500 for the Mayor and \$8,400 for each City Council member, effective January 1, 2027;
2. Establishes an annual compensation adjustment tied to the wage adjustment percentage approved for City employees during the corresponding budget year beginning in 2028; and
3. Establishes a \$50 per-meeting stipend, capped at \$150 per City Council member per calendar month, for eligible meetings attended on behalf of the City outside regularly scheduled City Council meetings.

ATTACHMENTS:

1. Ordinance 796 Amend Chapter 200.09 Related to Council Salaries

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

**CITY OF WACONIA
ORDINANCE NO. 796**

**AN ORDINANCE AMENDING SECTION 200.09 OF THE WACONIA CITY CODE
RELATED TO SALARIES OF MAYOR AND CITY COUNCIL MEMBERS**

The City Council of the City of Waconia Ordains, as follows:

Section 1: Section 200.09, Subd. 1 of the Waconia City Code is hereby amended to read as follows:

Subd. 1. *Salaries.* The salary for the office of mayor shall be ten thousand five hundred dollars (\$10,500) per year. The salary for the office of City Council Member shall be eight thousand four hundred dollars (\$8,400) per year.

Subd. 3. *Additional Meetings.* Council Members will receive an additional \$50 for each meeting, other than regularly scheduled council meetings, that they attend on behalf of the City, but not more than \$150 per calendar month. Meetings must be for City appointed commissions, committees, or special meetings of the City Council.

Subd. 4. *Salary Review.* Beginning in 2028, the salaries in subdivision 1 must be adjusted with an effective date of January 1 of each year. The salaries must equal the amount from the prior year, increased by the percentage increase of the cost-of-living adjustment City employees receive for the corresponding budget for that calendar year.

Section 2: Effective Date: This Ordinance amendment shall be published according to law and become effective January 1, 2027, following the next municipal election.

Passed and adopted by the City Council of the City of Waconia this 17th day of August 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator