

CITY OF WACONIA
MAY 20, 2024

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

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m.

The following Council Members were present: Nicole Waldron, Randy Sorensen, Steve Yetzer, Jeff Grengs and Nick Gleason.

The following staff were present: Shane Fineran, Jackie Schulze, Nicole Meyer, Justin Sorensen, and City Attorney Mike Melchert.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Sorensen second by Grengs to adopt the agenda as published.
MOTION CARRIED

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

Jodi Edstrom & Paul Ericsson – State of the Library

Jodi Edstrom, Carcer County Library Director gave a short recap of 2023. Highlighting Community Learning which included expanded programs from bilingual storytimes to health literacy workshops. Community Gathering, which included neighborhood events. Community Partnership, which included Collaborations with schools and Community Grants used for services and collections.

Paul Ericsson gave a 2024 State of the Library Presentation. Reviewing the achievements, continued growth, collections, updated technology, programs for all ages and partnerships. The presentation ended with a summary of what will be next in 2024.

Council thanked both Jodi and Paul for all the hard work.

5) **ADOPT CONSENT AGENDA**

5.1 Approve the April 15, 2024 City Council Minutes

[Cover Page](#)

[April 15, 2024 Council Minutes.docx](#)

5.2 Approve May 20, 2024 Expenditures

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[Council List - Expenditures 05-20-2024](#)

[Council List - Expenditures 05-20-2024 - Purchasing Card](#)

[Council List - Expenditures 05-20-2024](#)

5.3 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred April 2024

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[Safari Island - Bills Applied Payments 04-2024](#)

5.4 Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred April 2024

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[Waconia Ice Bills Applied Payments 04-2024](#)

5.5 Approve Kraus-Anderson Contractor Pay Request for the New Fire Station

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[Fire Station Payment Request from Kraus Anderson 04-20-2024](#)

5.6 Approve Kraus-Anderson Construction Pay Request #20 for the New Fire Station

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[Fire Station Application for Payment #20 from Kraus-Anderson](#)

5.7 Accepting Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru to the National Fire Safety Council

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[Resolution No. 2024-109 Accepting Cash Donations for Fire Safety and Prevention Efforts and Approving Pass Thru National Fire Safety Council](#)

5.8 Special Event Permit - Lake Waconia Band Festival

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[Resolution No. 2024-110 Approving Use of Streets, Parade Permit, and Food Trucks for the Lake Waconia Band Festival](#)

[Band Festival Special Event Permit Applications](#)

5.9 Comprehensive Plan Amendment for 530 Hartmann Drive

[Cover Page](#)

[Resolution No. 2024-111 Approving Comprehensive Plan Amendment and Authorizing Submittal to the Metropolitan Council](#)

[Location Map 530 Hartmann Drive](#)

[Land Use Map With Area Identified](#)

5.10 Resignation of Firefighter

[Cover Page](#)

[Resolution No. 2024-112 Accepting Resignation of Firefighter Ryan Thayer](#)

5.11 Approving Capital Project for Carpet & Flooring Replacement - Waconia Ice Arena

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[Resolution No. 2024-113 Approving Capital Project for Carpet and Flooring Replacement at the Waconia Ice Arena](#)

[Waconia Ice Arena Flooring Bid Comparison](#)

5.12 Approving Capital Project for Carpet & Flooring Replacement - Safari Island Community Center

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[Resolution No. 2024-114 Approving Capital Project for Main Level Carpet and Flooring Replacement Safari Island Community Center](#)

[Resolution No. 2024-115 Approving Capital Project for Locker Room Flooring Replacement Safari Island Community Center](#)

[Safari Island Flooring Bid Comparison](#)

- 5.13 Approving Bids & Quotes for Replacement of Ice Resurfacing Equipment - Waconia Ice Arena - CIP Project #455

[Cover Page](#)

[Resolution No. 2024-116 Approving Bids and Quotes for Replacement of Ice Resurfacing Equipment Waconia Ice Arena](#)

[Zamboni Photo](#)

[Zamboni Quote Comparison](#)

- 5.14 Approve Temporary On-Sale Liquor Licenses for the Waconia American Lions Club

[Cover Page](#)

[Resolution No. 2024-119 Adopting a Temporary On Sale Liquor License for the Waconia Lion Club](#)

Motion by Gleason second by Sorensen to Adopt the Consent Agenda as Published.
MOTION CARRIED

6) COUNCIL BUSINESS

- 6.1 Phase 3 & 4 Downtown Reconstruction Preliminary Design Items

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[Resolution No. 2024-117 Ordering Preparation of Feasibility Study and Assessment Benefit Evaluation for Downtown Reconstruction Phase 3 Project](#)

[Phase 3 & 4 Downtown Reconstruction Areas](#)

[Preliminary Design Items & Quotes Memo](#)

City Engineer Jake Saulsbury updated the Council on the downtown reconstruction projects.

Phase One is mostly complete and prepping for final paving on the western two blocks of Main Street.

Phase Two is ongoing at this time with the mains installed and moving on to storm sewer. The plan is to pave on Friday, weather permitting.

Phase Three and Four slated for 2025 and 2026. The areas stretch along 1st Street from Maple to Spruce, with portions of Olive Street South, Elm Street South, Pine Street South, and 2nd Street East. Further design components and project limits will be defined through this next requested action.

Staff is requesting four approvals. 1) The geotechnical work—Phase 3 and 4, 2) Property inspections—Phase 3 and 4, 3) Feasibility Study Phase 3 only, and 4) Assessment Evaluation Phase 3 only.

Quotes for geotechnical services including soil borings and property inspections pre-and-post construction in both phase areas were solicited from both Haugo Geotechnical Services and American Engineering and Testing. The low quote for soil boring work was submitted by Haugo Geotechnical Services in the Amount of \$10,400 and the low quote for property inspections in both phase areas was submitted by American Engineering and Testing in the amount of \$124,775. The next phase of development of this project development is to authorize the completion of a feasibility study and assessment benefit evaluation targeting the Phase 3 project area.

Motion by Yetzer second by Grengs to Adopt Resolution No. 2024-117 Ordering Preparation of Feasibility Study and Assessment Benefit Evaluation for the Phase 3 Downtown Reconstruction Project.

MOTION CARRIED

6.2 [Accepting Audited Annual Comprehensive Financial Report as of December 31, 2023](#)

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[Resolution No. 2024-118 Accepting Audited Annual Comprehensive Financial Report as of December 31, 2023](#)

[Waconia, City of - 2023 Legal Compliance Report](#)

[Waconia, City of - 2023 Legal Compliance Report - Secured.pdf](#)

[Waconia, City of - 2023 Internal Control Report - Secured.pdf](#)

[Waconia, City of - 2023 Governance Letter - Secured.pdf](#)

[Financial Statements_2023_Statements 1-8.pdf](#)

Finance Director, Nicole Meyer provided the Council with final reports and audit results for 2023. The reports provided by Redpath and Company included Internal Control, Minnesota Legal Compliance, and Communication with Those Charged with Governance. The reports show that the City did not have any internal control of compliance finds in 2023.

Andy Herring representing Redpath and Company is in attendance to review the reports and audit for 2023. There are four reports that are issued as part of the audit. 1) Opinion on the Fair Presentation of the Financial Statements indicating an unmodified audit opinion, 2) Report on Internal Controls over Financial Reporting indicating no findings and no finds in prior year, 3) Minnesota Legal Compliance Report indicating no findings and no findings in prior year, and 4) Communication with Those Charged with Governance indicating standard communications from auditor to government body.

Motion by Grengs second by Sorensen to Adopt Resolution 2024-118 Accepting Audited Annual Comprehensive Financial Report as of December 31, 2023.

MOTION CARRIED

[6.3 Amend Section 900.06, Subd. 1. Supplementary Use Regulations related to Accessory Structures](#)

[Cover Page](#)

[Ordinance for Accessory Structures.docx](#)

[Waconia City Code Sections.pdf](#)

Community Development Director Lane Braaten stated that the City Council requested the Planning Commission review and consider possible regulations exempting small residential sheds from permitting and setback and hardcover regulations within the City Limits. Staff provided the draft language to the Planning Commission at their regular meeting on May 2nd, 2024 for consideration and discussion.

At the May 2, 2024, Planning Commission Meeting, the board recommended denial of the proposed ordinance amendment by a 3-2 vote.

Staff have not received any public comments pertaining to the proposed ordinance amendment.

Motion by Sorensen second by Gleason to NOT ADOPT the proposed amendment to Section 900.06, subd 1, which would allow a permit, setback, and hardcover exemption for small shed structures not exceeding 35 square feet.

MOTION CARRIED TO NOT ADOPT

[7\) ITEMS REMOVED FROM CONSENT AGENDA](#)

NONE

[8\) STAFF REPORTS](#)

Reminder from Fineran to commemorate Memorial Day this weekend.

9) BOARD REPORTS

Grengs: Nothing to report.

Gleason: Attended the Park Board Meeting and reviewed Sudheimer Park which is a 25-acre open space park area. Numerous concepts were reviewed for the vision of the park

Yetzer: Nothing to report.

Sorensen: Nothing to report.

Waldron: Nothing to report.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Yetzer second by Grengs to adjourn the May 20, 2024, Council Meeting at 7:00 p.m.

MOTION CARRIED

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant