

WACONIA CITY COUNCIL MEETING AGENDA



Monday, March 20, 2023

6:00 PM

VISION STATEMENT

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

MISSION STATEMENT

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

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

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

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

1. CALL MEETING TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE
5. ADOPT CONSENT AGENDA

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

- 1) [March 6, 2023 Regular City Council Meeting Minutes](#)
Approve March 6, 2023 Regular City Council Meeting Minutes
- 2) [March 20, 2023 Expenditures](#)
Payment of March 20, 2023 Expenditures
- 3) [Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred February 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in February 2023
- 4) [Rink Management Services Corporation Safari Island Community Center Expenditures Incurred February 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center

- Incurred in February 2023
- 5) [Contractor Pay Request #6 - New Fire Station](#)
Motion to Approve Contractor Payment Request for the New Fire Station Project
 - 6) [Lodging Tax Fund Request - Waconia CVB](#)
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred January - March 2023.
 - 7) [Application for Exempt Permit for Lake Waconia Fireworks Festival](#)
Adopt Resolution No. 2023-67, Approving Application for Exempt Permit, Lake Waconia Fireworks Festival
 - 8) [Donation Acceptance - Cash Donations for Operations of the Fire Department](#)
Adopt Resolution 2023-68, Accepting Cash Donations for Operations of the Fire Department from Children's Grief Connection
 - 9) [Special Event Permit - Don't Worry Be Hoppy 5K, 10K and Kids Run](#)
Adopt Resolution 2023-69 Issuing Special Event Permit for Don't Worry Be Hoppy 5k, 10K and Kids Run, May 6, 2023
 - 10) [Appointment of Assistant Fire Chief - Training](#)
Approve Resolution 2023-70, Appointing Assistant Fire Chief - Training
 - 11) [Authorize Recruitment for Finance Clerk Position](#)
Motion to Authorize Recruitment for Finance Clerk Position
 - 12) [Woodland Creek 5th Addition Final Plat - DDK Construction, Inc.](#)
Adopt Resolution 2023-71 approving the Woodland Creek 5th Addition Final Plat application submitted by DDK Construction, Inc, which includes 29 villa lots and 3 outlots.
 - 13) [Approve Smart Water Program Participation](#)
Adopt Resolution 2023-72, Authorizing Public Services Director to Execute Carver County Smart Water Program 2023 Participation Agreement
 - 14) [Execute Quote for High Service Pump Repair](#)
Adopt Resolution 2023-73; Authorizing Execution of Bergerson-Caswell Quote for High Service Pump Repair for 2023 Capital Improvement Project 702
 - 15) [Authorize Air Compressor Replacement](#)
Adopt Resolution 2023-74; Authorizing Execution of John Henry Foster Quotes and Related Expenses for Capital Improvement Project 703
 - 16) [Exchange of Corrective Deeds - Waterford 7th Addition](#)
Adopt Resolution 2023-75 approving the exchange of corrective deeds for Waterford 7th Addition.
 - 17) [Approve Submission of Application of Congressional Funds for Trunk Highway Improvements](#)
Adopt Resolution 2023-76; Approval of Public Services Director to Submit Requests From Federal Legislator For Direct Congressional Spending to Support The Trunk Highway Five Phase II Improvements Project & Note City Administrator as Administrator of Grant
 - 18) [Ordinance 757, Amending Chapter 541 of Municipal Code](#)
Adopt Ordinance 757, Amending Chapter 541 of municipal code & summary publication

6. COUNCIL BUSINESS

- 1) [Appointment of Street Maintenance and Utility Maintenance Lead Positions and Authorize Recruitment](#)
Adopt Resolution 2023-77, appointing Street Maintenance Lead position and authorization of recruitment
Adopt Resolution 2023-78, appointing Utility Maintenance Lead position and authorization of recruitment
- 2) [SITE PLAN and DESIGN REVIEW - 811 Village Way](#)
Adopt Resolution 2023-79 approving Site Plan and Design Review for the proposed DRF Waconia Dental Building and site improvements for the property located at 811 Village Way.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

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

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Public Services Facility Study, Corner Lot Assessment Policy

UPCOMING CALENDAR OF EVENTS/MEETINGS:

City Council Meeting - April 3 at 6:00 p.m.
Planning Commission - April 6 at 6:30 p.m.
City Council Meeting - April 17 at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		March 6, 2023 Regular City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve March 6, 2023 Regular City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
<u>Attachments:</u> 1. Minutes 3-6-2023.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
March 6, 2023

1) [CALL MEETING TO ORDER AND ROLL CALL](#)

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

Staff Present: Shane Fineran, Jackie Schulze, Craig Eldred, Nicole Meyer, Ann Meyerhoff, Justin Sorensen, Sargent Stahn.

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Resolution 2023-66, Temporary Liquor License for Church of St Joseph was added to the consent agenda.

Motion by Sorensen, seconded by Gleason 3) ADOPT AGENDA
MOTION carried

4) [VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE](#)

5) [ADOPT CONSENT AGENDA](#)

5.1 February 21, 2023 Regular City Council Meeting Minutes

[Cover Page](#)

[Minutes 2-21-2023.pdf](#)

5.2 March 6, 2023 Expenditures

[Council List-Expenditures 03.06.2023.pdf](#)

5.3 Donation Acceptance - Cash Donations for Adaptive Playground Equipment

[Cover Page](#)

[2356res Donations_Received_Donations_for_Playground_03.06.23_Res.doc](#)

5.4 Establish Municipal State Aid Highways

[Cover Page](#)

[2357res MSA-establish_resolution_2023_Waconia.docx](#)

[Waconia 1 2023 MSA Designation Letter MnDOT.pdf](#)

5.5 [Approve Public Services Study Proposal](#)

[Cover Page](#)

[2358res_Proposal_of_Fee_and_Scope_for_PS_Study.doc](#)

[Waconia Public Services Building - Scope and Fee.pdf](#)

[AVCMF_Report_112119R.pdf](#)

Eldred stated that the city has worked with Oertel on a lot of projects. Efforts of this study are to review needs at Public Services, Water Treatment Facility and Old Public Works to protect the community's infrastructure assets.

Shane Fineran added that this grew out of lessons learned when looking at Fire Station. It will help define project scope and pricing when trying to develop a plan to work towards as we grow.

Council Member Yetzer indicated that he pulled the item from the Consent Agenda to give all new Council Members a chance to discuss.

Council Member Sorensen asked if this is a need right now.

Fineran responded that it would be better to have numbers before 2024 budget discussions.

Motion by Waldon to adopt Resolution 2023-58. **Failed** for lack of a second.

Motion by Yetzer, seconded by Sorensen to table Resolution 2023-58 until April 3, 2023. **MOTION carried.** Yetzer, Sorensen, Gleason voted aye. Waldron voted nay.

5.6 [Approve Amended Lateral Lining Agreement](#)

[Cover Page](#)

[2359res_Lateral_Lining_Extension_N._Lining.doc](#)

[2023-02-27 Northland Award.pdf](#)

[2020-21Northland Contract - signed.pdf](#)

Council Member Sorensen stated that he pulled this item because he would like a little more understanding of projects on Lake Street that have been left uncompleted.

Craig explained that the last agreement with Northland Lining expired on December 31, 2022. We have over the past few agreement cycles established a two-year agreement with

a third-year option with market adjustments. This cycle has a more aggressive market adjustment due to material costs. Follow-up provided noticeable concern after several homeowner's experiencing issues recently.

Council Member Yetzer questioned the increases and asked when the last time this was put out for bid.

Eldred stated that it was in 2020 and there are not a lot of people who do this work.

Motion by Sorensen, seconded by Yetzer Adopt Resolution 2023-59; Approving the Amended Lateral Lining Agreement with Northland Lining

MOTION carried

5.7 [Authorize Chassis and Equipment Pricing; Unit #39](#)

[Cover Page](#)

[2360res_Obtain_Chassis_and_Equipment_Pricing__39.doc](#)

Council Member Sorensen would like to table this item to take a physical look at the equipment and see if it really warrants needing to be replaced.

Council Member Waldron clarified that this is just to obtain pricing and to purchase. Eldred stated that nothing would be purchased without Council Approval. Still looking at a few years down the road, possibly 2025 for replacement. Pricing is needed now for lead time.

Motion by Gleason, seconded by Yetzer Adopt Resolution 2023-60; Authorizing City Staff to Obtain Chassis and Equipment Pricing for Replacement of Unit #39, 2008 Sterling Acterra Bucket Truck, CIP Project 308 for 2024 Acquisition

MOTION carried Waldron, Yetzer, Gleason voted aye. Sorensen voted nay.

5.8 [Approve Staff to Apply for CCWMO Cost Share Funds](#)

[Cover Page](#)

[2361res CCWMO_Grant_Application_Res \(1\).doc](#)

[2024 LGU Cost Share Project Funding \(002\).pdf](#)

5.9 [Authorize Submission of Local Trail Grant](#)

[Cover Page](#)

[2362res Local_Trails_Grant_-_Waconia__Resolution.docx](#)

[Trail Corridor and Profile.pdf](#)

5.10 Retirement of Firefighter Adam Weiland

[Cover Page](#)

[2363res Weiland_Resignation.docx](#)

Council Member Sorensen pulled items 6 & 7 off the consent agenda. Council Member Yetzer pulled item 5 from the consent agenda.

Motion by Sorensen, seconded by Yetzer 5) ADOPT CONSENT AGENDA

MOTION carried

6) COUNCIL BUSINESS

6.1 Approve Plans and Order Advertisement for Bid

[Cover Page](#)

[2364res_Authorizing_Ad_for_Bids.docx](#)

[General Utility Layout.pdf](#)

[Improvement Staging Plan.pdf](#)

[2023-03-01 Downtown Recon Phase 1 Project Auth Memo.pdf](#)

Craig Eldred stated that after several meetings about downtown construction staff is requesting authorization to approve the 2023 Improvement Plans and Specifications & Ordering the Advertisement for Bids. Approval of this step allows for a mid-March advertisement and bid opening in early April. Eldred shared two updated plan sheets.

In the General Plan Layout there has been a revision to the storm water reuse location. The purpose of the relocation assists in reducing numerous small utility hardships by eliminating the storm sewer traversing the alley between Main and Lake Streets. Further more it reduces the need for relocating numerous power poles and small utility services to the businesses. Lastly, the revised layout decreases the storm pipe costs by 39% from the previous layout.

The Staging Play Layout has been deviated as a result of the revised storm water reuse location. Switch of Vine Street opposed to the previous location on Olive Street. All other items are consistent with what was provided earlier.

The impacted areas to which street, sidewalk, utility and drainage improvement will occur include:

- Main Street West from Maple Street to approximately 100 feet east of Olive Street South

- Olive Street South from Main Street to First Street West.

Council Member Yetzer asked if there is a plan for how construction traffic will move around. Eldred responded that they would use the detour route same as regular traffic.

Council Member Gleason asked what the protocol on cleanliness is. Will there be sweeping daily? Eldred said that is included as part of the project.

Council Member Sorensen pointed out that reuse is on private property. What do we do to not get into long term agreements to make this work?

Eldred indicated that he wants to talk with Shane and Nicole before bringing in front of Council. We have worked with the property owner before and had no problems.

Eldred commented that the intent is to advertise in 3 weeks with bid opening on April 11th.

Motion by Yetzer, seconded by Sorensen Adopt Resolution 2023-64; Approving 2023 Improvement Plans and Specifications & Ordering Advertisement For Bids

MOTION carried

6.2 [Authorize Staff to Initiate Capital Project #731](#)

[Cover Page](#)

[2365res Holiday_Lighting_Donation_Res.doc](#)

Eldred explained that while looking to reconstruct the Downtown, staff requested a Capital Improvement Project guide to support replacement and updates of the Holiday Lighting in the Downtown. Staff proposed \$37,000.00 for this project with efforts of raising funds/donations of \$15,000.00 for the entire project.

The focus is to add more greenery and perhaps more cross-street lighting features. The plan is to work with the Chamber, Businesses, and Supporting groups of the community for these improvements. Staff has worked previously with the Chamber to gain support, and engagement of Paul Melchert who has been an ambassador of this effort.

Eldred indicated that \$22,000 is from the city. We are looking for \$15,000 for a total of \$37,000.

Council Member Gleason asked if this in the CIP because it is old and needs to be replaced? Eldred stated that it started with the downtown study to replace and add to it.

Council Member Gleason if we don't get the donations is the city responsible for the full cost?

Eldred stated that it would be Council decision.

Motion by Yetzer, seconded by Gleason Adopt Resolution 2023-65; Authorizing City Staff to Initiate Capital Project #731, Holiday Lighting to Secure Donations to Meet Project Funding Goals

MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

Sargent Stahn gave an overview of the month of February with comparison data from 2022.

9) BOARD REPORTS

Council Member Yetzer attended Elected Leaders training. Planning Commission had a discussion on chicken and bee permits as to if the permit will transfer with a sale of property. Spent the day down at the Capital with the Southwest Transit Committee.

Mayor Waldron attended Elected Leader Training. Spent time at capital with Senator Coleman in regard to Hwy 5.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Gleason, seconded by Sorensen 11) ADJOURN at 7:13 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		March 20, 2023 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Payment of March 20, 2023 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached are the claim and disbursement registers for the City of Waconia as of March 20, 2023. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred February 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in February 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in February 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Rink Management Services Corporation Safari Island Community Center Expenditures Incurred February 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in February 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in February 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Contractor Pay Request #6 - New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Contractor Payment Request for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #6 for the new fire station project. The contractors requesting payment are as follows: Wells Concrete Products Company \$26,894.50 Ben's Structural Fabrication, Inc. \$19,000.00 Ford Metro, Inc. \$8,740.00 Gag Sheet Metal, Inc. \$11,400.00 Electrical Production Services, Inc. \$13,562.26 The total amount of the contractor payments for this request is \$79,596.76. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Lodging Tax Fund Request - Waconia CVB					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred January - March 2023.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Chamber Convention & Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued through mid-March 2023. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures. Staff recommends approval of the request in the amount \$7,467.93.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Lodging Tax Fund (701)							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023			
Item Name:		Application for Exempt Permit for Lake Waconia Fireworks Festival			
Originating Department:		Administration			
Presented by:		Ann Meyerhoff			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution No. 2023-67, Approving Application for Exempt Permit, Lake Waconia Fireworks Festival					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Lake Waconia Fireworks Festival Committee has submitted an application for an Exempt Permit to conduct a raffle at the Waconia Fire Station, November 25, 2023.					
<u>Attachments:</u>					
1. 2367res Lake Waconia Fireworks Festival gambling.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2023-67**

**A RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT,
LAKE WACONIA FIREWORKS FESTIVAL**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for an Exempt Permit for the Lake Waconia Fireworks Festival; and

WHEREAS, The Lake Waconia Fireworks Festival Committee has requested this application in order to conduct a Raffle at the Waconia Fire Station, 26 South Maple Street, Waconia, Minnesota on Saturday, November 25, 2023 as stated on the application for said exemption: and

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

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

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Donation Acceptance - Cash Donations for Operations of the Fire Department					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-68, Accepting Cash Donations for Operations of the Fire Department from Children's Grief Connection							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Children's Grief Connection made a donation of \$200.00 to the fire department for their assistance with the Polar Plunge event. With the Council's acceptance of the donation, staff will recognize the donation as revenue in the fire department's 2023 budget. Attachments: 1. 2368res_Donations_Received_Fire_03.20.23.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Fire (101)							
Budget Information: ☐ Budgeted ☒ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-68**

**RESOLUTION ACCEPTING CASH DONATION FOR OPERATIONS OF THE FIRE
DEPARTMENT**

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Children's Grief Connection	Cash	\$200.00

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Special Event Permit - Don't Worry Be Hoppy 5K, 10K and Kids Run					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-69 Issuing Special Event Permit for Don't Worry Be Hoppy 5k, 10K and Kids Run, May 6, 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 9th Annual Don't Worry Be Hoppy 5K & Kids Run has requested the ability to use streets and trails as part of their event. The event will take place on May 6, 2023. Race day set-up will start at 6:30 a.m. with registration at 7:30 a.m. The 10K starts at 9:30a.m., 5K starts at 10:00 a.m. and Kids Run starts at 11:00 a.m. Awards will be presented and 11:15 a.m. and will be completed by Noon. Event organizers anticipate a registrant total of 325 participants. The event organizer has requested a route other than those noted as preferred by the City of Waconia. AMPLIFIED NOISE: They will have a small sound system at the Start/Finish area. ALCOHOL: Waconia Brewing Company will be responsible for alcohol on site and will obtain proper permits. ROUTE SAFETY MEASURES: 10K & 5K: Runners will exit Lot 1 onto 1st Street heading west to Walnut, south to Burandt Blvd, west to Kinder Dr, south to Waconia Parkway S, east to Highway 5, north to Cherry Street, north to Maple Street, east/north on 4th and 3 1/2 streets, north on Maple Street, east on 1st Street back to Lot 1. 1 loop along this route will be the 5K route and 2 loops along the route will be the 10 K route. No roadway closures are requested and it is noted that event organizers will request an off-duty contract for CCSO personnel. COURSE MARKING: They will have directional arrows placed in the ground and will use little or no spray chalk this year. START & FINISH AREA: They will block off the area just in front of the Waconia Brewing Company to ensure the safety of all participants and are requesting the use of the parking area on the north side of Waconia Square be utilized for event activities.							
<u>Attachments:</u>							
1. 2369res_Special_Event_Permit_-_Dont_Worry_Be_Hoppy.doc 2. Dont Worry Be Hoppy 5K 2.27.23.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-69**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT
DON'T WORRY BE HOPPY RACE**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets and parking lots submitted by Doug Krohn with Sole Motion Race Management; and

WHEREAS, the Don't Worry Be Hoppy 5K, 10K, and Kids Run will be held on May 6, 2023 from 6:30 a.m. to 12:00 p.m.; and

WHEREAS, municipal property to be used include portions of Lot 1, 1st Street W, Walnut Street, Burandt Boulevard, Kinder Drive, Waconia Parkway S, municipal trails, Cherry Street, and Maple Street; and

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

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

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

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

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

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

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

1. First Name Doug		2. Last Name Krohn	
3. Primary Telephone Number 952-797-6412	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address dk.solemotion@outlook.com			
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other <u>Race Director</u>	

**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 Doug		11. Last Name Krohn	
12. Primary Telephone Number 952-797-6412	13. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
16. Email Address dk.solemotion@outlook.com		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other <u>Race Director</u>	

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit

19. Email Address dk.solemotion@outlook.com			
20. Mailing Address 508 Westwood Ln	21. City Chaska	22. State MN	23. Zip Code 55318

24. Please send official notices relating to this license to:
☐ Mailing Address ☒ Email**D. License Holder Information****Provide information about who this license will be issued to**

25. Entity license will be issued to			
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number	
28. Business Address		29. City	30. State
		31. Zip Code	

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

32. Name of Event Don't Worry Be Happy 5K, 10K + Kids 4m. run	
33. Date(s) of Event complete separate applications for a series of events held at separate times May 6, 2023	
34. Time of Event Race day registration 7:30 AM 6:30 AM - 12:00 (Noon)	35. Set up start time and clean up finish time

36. Location of Event - Street Address Waconia Brewing 255 W Main	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 North end of the parking lot adjacent to the Waconia Brewing Co.			
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- 325	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any \$32.00 5K \$35.00 10K \$17. Kids	46. Purpose of event proceeds (if applicable) KAT6A Foundation (Port Proceeds)		
47. Describe how attendance will be monitored and limited if necessary we cone + rope off the area. we have held this same event for 8 years. we have always had a very manageable crowd			
48. Describe any entertainment being provided no entertainment			

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

At the run we will be handing out water and bananas to the participants

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

we hire carver county sheriff deputies to work our best intersection we discuss emergency needs if an emergency happens with the deputies.

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

51. Will you be providing additional trash receptacles?

☐ Yes

Company providing this service:

Number of receptacles:

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

☒ No

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

Solemotion brings two trash receptacles. Bags the trash and takes it with us when we leave.

52. Will you be providing toilets and wash stations?

☒ Yes

Company providing this service: on-site Portable Stations

Number of toilets: 3

Number of wash stations: 3

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

The on-site company removes them

☐ 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.

Having held this event for 8 years we are very respectful of our local neighbors privacy. We monitor the sound at all times during the event.

C. Information about any public right of way closures

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

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

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

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

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

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

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

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

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

D. Information about any alcohol as part of the event

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

☐ Yes – if yes, please answer the following questions

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

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

☐ Temporary Liquor License (requires a separate application)

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

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

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

☐ Other

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

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

☐ Yes

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

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

☐ Club

☐ Charitable Organization

☐ Religious Organization

☐ Non-Profit Organization

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

☐ Brewer or Microdistillery

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

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

☐ Yes

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

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

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

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

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

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

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

☐ Yes

☐ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☐ No

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

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

☐ Yes

☐ No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) Douglas Krohn, 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

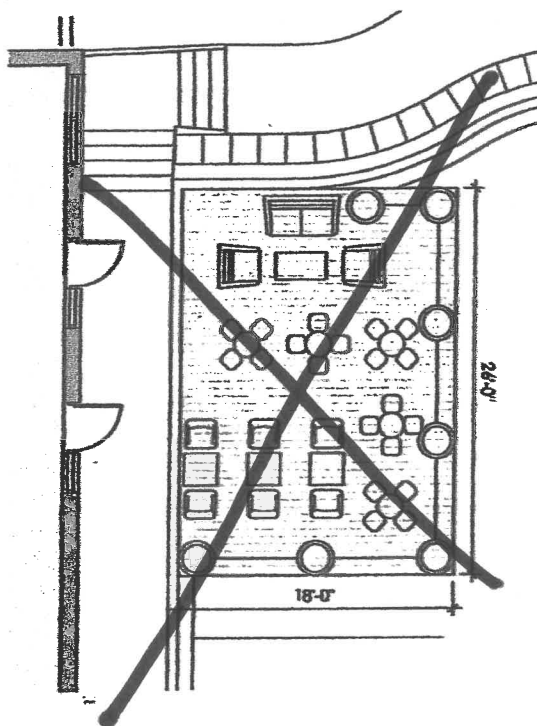
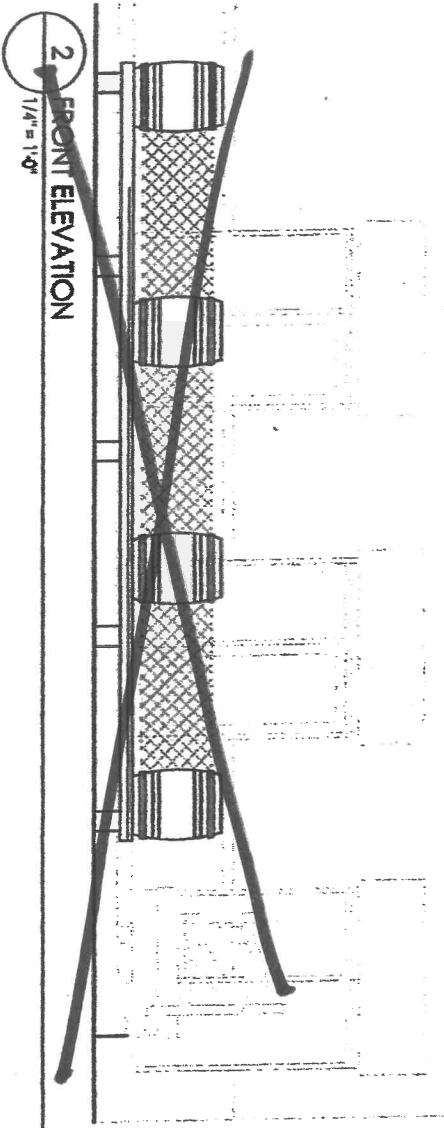
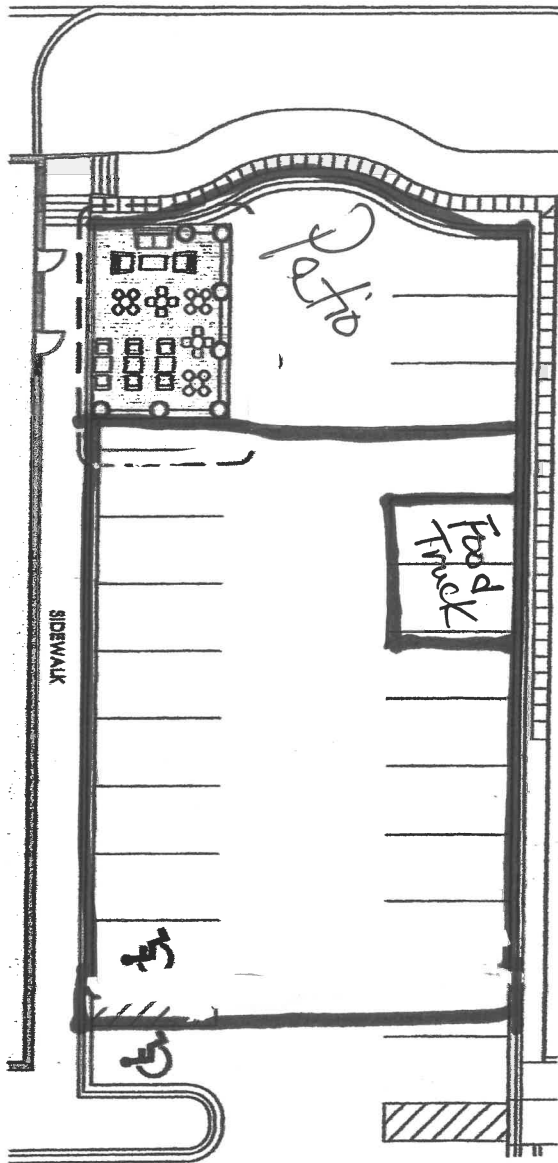
Douglas Krohn

Date

February 26, 2023

5K - 1 Loop
10K - 2 Loops





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

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

KAEDING
ARCHITECTURE
1685 OAKMONT DRIVE
WACONIA, MN 55387
952.481.9763



02/07/2023

To Whom It May Concern:

Waconia Brewing Company is asking for use of extra parking spots in our parking lot for the 9th Annual Don't Worry Be Hoppy 5K. We would like to have the parking lot available for packet pickup on Friday afternoon also. WBC will rope off the area that liquor will be allowed and also have a person stationed at the entrance to assure no one goes outside of the roped area.

On the diagram the solid line is the area we are requesting beyond our patio. I have submitted a temporary liquor license for this event, which will be on May 5th (packet pick up) and May 6th (the run.)

We would also ask that our food truck be able to set up on the parking lot on both Friday evening and Saturday to serve our runners. They would stay until 10 pm in that spot.

We will not have any outdoor entertainment as far as music.

Thank you for your time,

Dee DeLange
Waconia Brewing Company
612-590-0928

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



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Appointment of Assistant Fire Chief - Training					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve Resolution 2023-70, Appointing Assistant Fire Chief - Training							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Assistant Fire Chief - Training position has been vacant since the promotion of Justin Sorensen to the Fire Chief position. At that time, a decision was made to not immediately fill the Training Chief position due to there not being candidates who met the necessary qualifications. A temporary Training Captain position was created in order to give a candidate the time to learn the position and get the necessary qualifications to ultimately advance into the Assistant Chief Training Position, and over the course of the last 16 months, Devin Noeldner has been serving in that capacity. Over the last few months, Chief Sorensen has turned over the final duties to Captain Noeldner and determined it was good timing to accept applications for the Assistant Chief - Training position. Captain Noeldner was the only candidate interested in moving to the position, and interviewed last week. Following the interview, it is recommended that that City Council appoint Devin Noeldner to the Assistant Chief - Training position. Typically, Assistant Chief appointments are for four year terms, with one position being appointed every two years, however, with this being a mid-cycle appointment, it will be effective through December 31, 2025. The second Assistant Chief position will be up for appointment in December of this year. As a reminder, the current structure of the Fire Department is authorized for two assistant Chiefs and four captains. The promotion of Captain Noeldner to this position does not create an additional vacancy, because the training captain position was temporarily added for someone to work their way into the Assistant Chief position when ready. There is currently one captain vacancy from a resignation in 2022, but at this time, there are not any interested candidates. This appointment will be effective April 1. A formal badge pinning and swearing in will take place at the April 3 City Council meeting.							
<u>Attachments:</u>							
1. 2370res__Assistant_Chief_Training.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023 - 70**

**RESOLUTION APPOINTING
FIRE DEPARTMENT
ASSISTANT CHIEF - TRAINING**

WHEREAS, there has been a vacancy in the Fire Department Assistant Chief – Training position since November of 2021; and

WHEREAS, the City Council previously created a temporary Training Captain position to help a candidate to prepare for the Training Chief position; and

WHEREAS, an application process and interview process was completed for the Assistant Chief – Training and the Training Captain, Devin Noeldner is recommended to move to the Training Chief position as he is currently doing all the duties outlined in that position; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby appoints Devin Noeldner to the Assistant Fire Chief – Training position, effective April 1, 2023 for a term through December 31, 2025.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 20, 2023

Item Name: Authorize Recruitment for Finance Clerk Position

Originating Department: Administration

Presented by: Jackie Schulze

Previous Council Action (if any):

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

Motion to Authorize Recruitment for Finance Clerk Position

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

A stable, capable workforce is one of the City of Waconia's strategic priorities. As part of this priority, the City conducted an organizational study in 2022 to assist us in planning our human capital needs over the next six years. Through this study, the 2023 addition of a Finance Clerk was recommended and programmed in the 2023 budget for a May hire date.

The City currently has one Finance Clerk position, and these two individuals will work very closely together. This person in this position will work in several key areas:

- Back up for utility billing: The City currently handles more than 100 move in/outs per month on a regular basis. We use a software, Neptune, that can help assist our customers in finding and determining leaks and high use, however cannot check it as often as we would like due to staff time. In addition, we are adding almost 30 new accounts per month which is adding additional data entry and review after the paperwork is received from the County of new PIDs and addresses.
- Addition of internal control in receipting: Our current Finance Clerk posts all the bills and invoices and receipts all the checks each day. Although her work is reviewed by the Finance Director or Assistant Finance Director, it is more efficient to have someone in between handling the receipting and daily deposits so the control is there and in place every day of the week.
- Software changes: We are anticipating some major software conversions over the course of the next two to three years, including our utility billing, finance, and HR software. These implementations take an extremely large amount of staff time. The goal is for our current finance clerk to take the lead role in the Utility Billing conversion, while this position handles the day-to-day and month-to-month processes. In addition, there is significant data cleanup to do prior to the migration to the new software. Both clerks would be working on data clean up to ensure everything we bring over is accurate and good data.
- Developers' agreements and escrows. This is a project that the Finance Director and Assistant Finance Director currently work on, and it includes a lot of follow up with billing for the different developments (signage, engineering, etc.) along with LOC reduction letters that need to go out to banks in a timely manner. We also reconcile the escrows being held each month. The new clerk would be able to take on this task and complete it as a part of their regular monthly duties.
- This position would allow our current Finance Clerk to work to keep our utility billing and customer facing website/tools fresh and up to date. There are many forms and flyers out on the website that were created in 2007/2008 that need refreshing and to be brought up to speed with updated data that our team doesn't have the time to focus on at the moment. In addition, we anticipate being able to do more public outreach and education related to utility billing.

The formal job description is attached. We anticipate a start date of late May or early June, 2023.

Attachments:

1. [Finance Clerk Job Description - March 2023.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

 Budgeted Non Budgeted Amendment Required***ADVISORY BOARD RECOMMENDATIONS:*** Planning Commission Parks and Recreation Board Safari Island Advisory Board Other



City Hall
201 S. Vine Street
Waconia, MN 55387
Phone: (952) 442-2184
FAX: (952) 442-2135
www.waconia.org

Public Services
300 10th Street
Waconia, MN 55387
(952) 442-2615
(952) 442-4963

Fire Department
26 S Maple St
Waconia, MN 55387
(952) 442-2316
(952) 442-2198

JOB DESCRIPTION

Finance Clerk

Job Title

Finance

Department

March 2023

Date

Non-Exempt

Status

Director of Finance

Title of Immediate Supervisor

FT, 40 hours per week

FT/PT Hours per Week

Work Direction Exercised: None

PRIMARY OBJECTIVES:

Perform financial and accounting activities and functions as directed and in line with Generally Accepted Accounting Principles. Understand and prepare financial and accounting work papers and reports. Provide the highest level of customer service to the City's residents and customers in the accounts receivable process.

This position will work closely with the other Finance Clerk to add additional internal control to the City's receivables and cash receipting processes. In addition, there are major software changes programmed over the next two to three years, and the Finance Clerk will be a key player in ensuring data is ready to be converted and that daily processes and customer services continues through the software conversions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform accounts receivable processing to include utility billing, miscellaneous invoicing, revolving loan fund, program receivables, and special assessment receivables. Ensure accuracy and use available technology to its highest capacity.
- Perform specialized accounting duties and responsibilities required to execute all aspects of the utility billing operation with respect to water, sewer, storm water, and streetlight charges. Perform complicated reconciliation of utility accounts and transactions where good judgment must be used.

- Manage the utility billing system, including updates to utility billing customer account information. Initiate and enter monthly meter readings, calculate bills, verify accuracy of readings/bills, and generate monthly reports.
- Coordinate and process with other utility staff account work orders, meter change outs, and other monthly processes.
- Handle customer inquiries and complaints over the phone and at the front counter. Effectively communicate verbally and in writing with customers related to monthly billing and invoicing questions.
- Process past-due notices and initiate shut-off service on delinquent accounts in accordance with the City's policy.
- Assist in maintenance of complete and accurate records on water consumption, peak demand hours, and other data upon which operational decisions may be made. Provide information to assist in the evaluation of utility rates.
- Work with the City's vendor and USPS on the automated mailing process of the City's utility bills.
- Collect and post payments to established individual accounts. Enter daily receipts and post.
- Provide back-up support for the receptionist/cashier position; this includes additional coverage of the front counter when needed or requested.
- Provide information to keep the City's utility billing website updated with accurate and helpful information for resident's and stakeholders to view.
- Prepare a bank deposit for all City receipts on a daily basis. Ensure receipts are balanced, properly approved, and errors are corrected before posting to the general ledger.
- Post, balance, calculate, file and reconcile general ledger accounts for the City's receivables. Prepare trial balances for review and approval.
- Assist in annual budget preparation and generate progress reports for review by management.
- Assist in the City's annual audit process. Prepare work papers and schedules. Provide documentation to and work with the City's auditing consultant to ensure that an accurate and detailed annual financial statement is prepared.
- Assist the Director with annual delinquent utility account certification process.
- Generate and review computer reports at regular intervals. Assist in maintenance of complete and accurate records and be familiar with records management and retention schedules.
- Collect, organize, and maintain department data, projects and other files. File documentation, by scanning, in the City's central filing system and electronic records management system according to approved Records Retention Schedule and other approved procedures.
- Prepare monthly reconciliation of permit revenues and receivables. Coordinate posting of transactions to the general ledger.

- Reconcile developer escrow accounts and billing to developers based on approved developer's agreements.
- Prepare reconciliation of tax and special assessment receivables. Coordinate posting of transactions to the general ledger.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge and experience of spreadsheet, database (prefer SQL server) and word processing software.
- Ability to provide excellent customer care to all city customers.
- Ability to perform accurate and detailed calculations.
- Ability to perform general bookkeeping/accounting work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures.
- Ability to work under own initiative with minimal supervision. Ability to research issues and problem solve.
- Ability to operate a personal computer and other office equipment, including telephone, fax machine, binding machine, 10-key calculator, postage machine and copier.
- Ability to type with speed and accuracy.
- Ability to provide considerable attention to detail.
- Ability to maintain confidentiality.
- Ability to work cooperatively within the Finance department and with other departments as needed to complete assigned tasks.
- Ability to communicate with supervisors, staff, customers, vendors, and the general public in an effective, tactful, and courteous manner, both verbally and in writing.
- Ability to attend work punctually and regularly.
- City Hall Hours: Monday – Thursday, 7:30 am – 4:30 p.m. and Fridays 7:30 a.m. – 11:30 a.m. May require some additional hours, nights, or weekends occasionally.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED.
- Two (2) years of post-secondary education in accounting, finance, and/or business field.
- Substantial knowledge of accounting terms, principals, and practices.

- Strong customer service and public relations skills.
- Significant cash handling and receipting experience.
- Ability to think progressively and with an e-government perspective.
- Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.
- Successful completion of a criminal background check.
- Ability to read, write, speak, and comprehend the English language.
- All new hires and/or appointments require that they are subject to City employment policies outlined in the City's Employee Reference Manual. This position is considered as Non-Exempt status.

DESIRED QUALIFICATIONS:

- Bachelor's degree in accounting, finance, and/or business field.
- Knowledge/experience in a municipal finance department setting.
- Knowledge/experience with municipal accounting software programs.
- Working knowledge of electronic records management.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Must possess and maintain valid Minnesota Class D Driver's License.

PHYSICAL DEMANDS:

- The physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The employee is frequently require to sit and talk or hear, use hands to handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability is required to use large motor skills to bend, stoop, crouch, kneel, push and pull.
- Considerable ability is required to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee may be required to lift and/or move objects up to 25 pounds for tasks such as carrying supply boxes and equipment and emptying recycle bins. The employee may be required to lift and/or move up to 50 pounds for tasks such as folding tables, lifting and moving files.

- Specific vision abilities required by this position include close vision, distant vision, peripheral vision and ability to focus as it relates to such tasks as reading manuals, processing paperwork, and viewing a computer monitor.
- Some ability to work with and around irritants, fumes, and cleaning supplies.

WORK ENVIRONMENT:

- The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The employee is required to sit for extended periods at a desk or personal computer, using repetitive movements and small motor skills. The noise level is quiet to moderate.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance.

Interview Process

Application Closes:	April 9 at 11:59 p.m.
Review of Applicants:	April 10 - 17
First Round Interviews:	April 24 and 25
Final Interviews:	If needed
Tentative Council Approval:	Monday, May 1
Tentative Start Date:	Tuesday, May 30 (flexible)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023				
Item Name:		Woodland Creek 5th Addition Final Plat - DDK Construction, Inc.				
Originating Department:		Community Development				
Presented by:		Ethan Nelson				
Previous Council Action (if any):						
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution 2023-71 approving the Woodland Creek 5th Addition Final Plat application submitted by DDK Construction, Inc, which includes 29 villa lots and 3 outlots.						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
BACKGROUND/REQUEST						
Applicant: DDK Construction, Inc.						
Owner(s): DDK Construction, Inc.						
PID#: 750250300						
Zoning Districts: PUD, Planned Unit Development District and Shoreland Overlay District						
Attached are the application materials pertaining to the Woodland Creek 5th Addition Final Plat as proposed by DDK Construction, Inc. The proposed final plat is consistent with the Woodland Creek 5th Addition Preliminary Plat that was approved by the City Council via Resolution No. 2022-208. Staff notes that Preliminary Plat approval was the submission by Hartman Communities, LLC, not the amended version by DDK Construction, Inc. that was denied on January 5th, 2023. The approved Woodland Creek 5th Addition Preliminary Plat included the development of a total of thirty (30) villa parcels and the Woodland Creek 5th Addition Final Plat proposing to develop the entire parcel, consisting of twenty-nine (29) villa parcels meeting all the requirements of the Preliminary Plat. The Woodland Creek 5th Addition Final Plat consists of the following: 1. Twenty-nine (29) villa lots and three (3) outlots. 2. The proposed street and lot configuration are consistent with the approved Woodland Creek 5th Addition Preliminary Plat considered by the City Council on July 18, 2022. 3. The preliminary plat approval allowed for 55 foot wide villa lots. The final plat, which is the only phase of the Woodland Creek 5th Addition project, proposes the plat 29, 55 wide villa parcels. The parcels shall be developed consistent with the setback and impervious surface requirement stated in the preliminary plat approval. 4. The final construction plans and plat are subject to final review and approval by the Public Services Direct and City Engineer prior to any work commencing on the subject parcel.						
CONCLUSION / RECOMMENDATION						
Staff recommends approval of the Woodland Creek 5th Addition Final Plat subject to the findings and conditions in the attached resolution.						
Attachments:						
1. 2371res Woodland Creek 5th Addition.doc 2. Location Map (1 Page) 3. Woodland Creek 5th Addition Preliminary Plat (1 Page) 4. Woodland Creek 5th Addition Final Plat (2 Pages)						

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

**CITY OF WACONIA
RESOLUTION NO. 2023-71**

**RESOLUTION APPROVING THE WOODLAND CREEK 5TH ADDITION FINAL PLAT
BY DDK CONSTRUCTION, INC.**

WHEREAS, DDK Construction, Inc. (the “Applicant”) has submitted a final plat application titled Woodland Creek 5th Addition Final Plat consisting of twenty-nine (29) single-family residential villa parcels pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the property is legally described as PID# 750250300, Carver County, Minnesota; and

WHEREAS, the Woodland Creek 5th Addition Final Plat is consistent with the Woodland Creek Preliminary Plat approved by the Council on July 18, 2022, per Resolution No. 2022-208; and

WHEREAS, staff has reviewed the final plat application and recommends approval of the Woodland Creek 5th Addition residential development consisting of twenty-nine single-family villa lots subject to the following conditions:

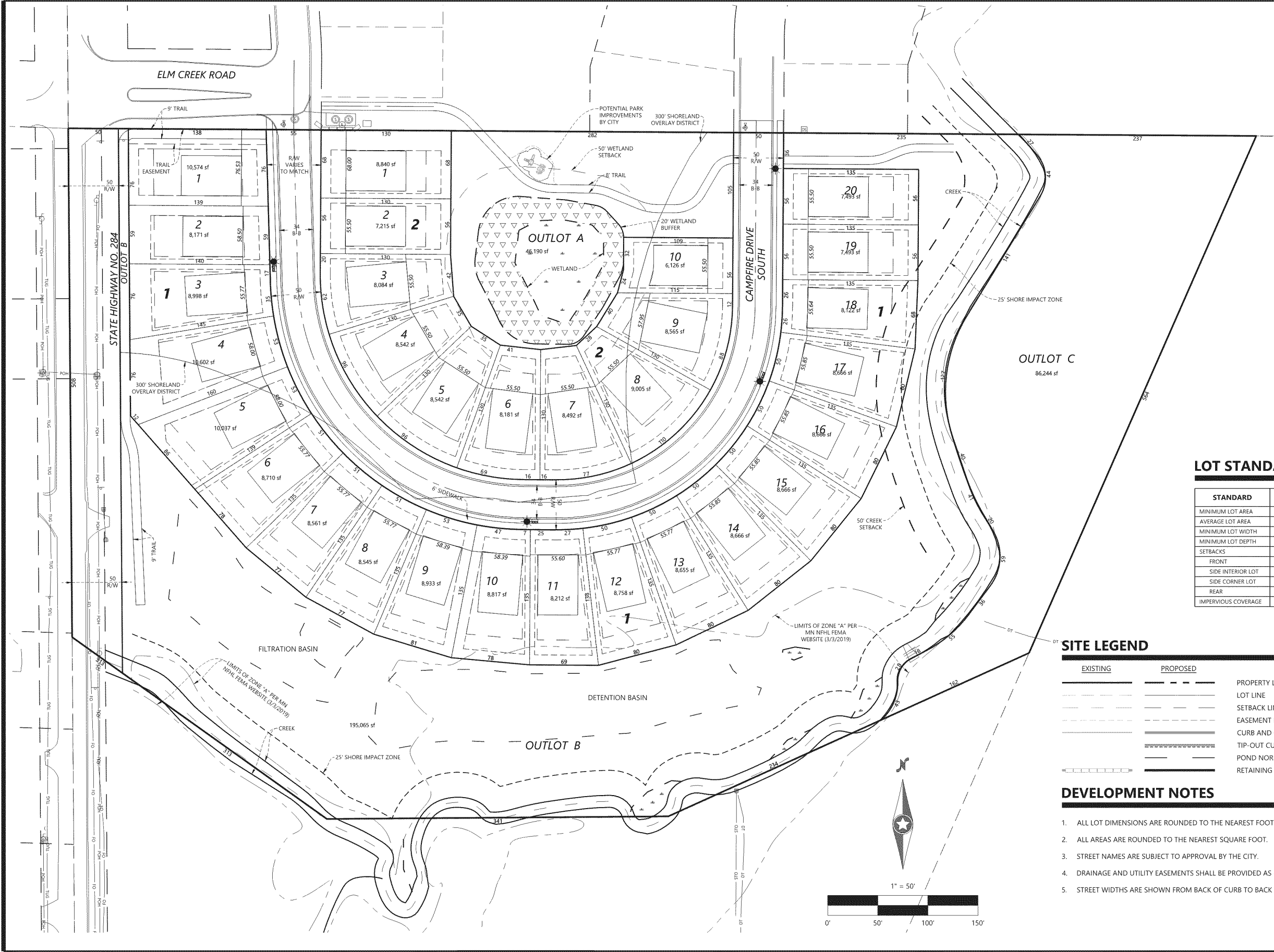
1. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
2. Compliance with the conditions of approval for the Woodland Creek 5th Addition Preliminary Plat as stated in Resolution No. 2022-208.
3. Compliance with the final plan review of the Public Services Director and City Engineer.
4. The proposed street names shall be coordinated with City Staff to ensure that names and future address numbers are consistent with City Code and adjacent properties.
5. Execution of a developer’s agreement prior to work commencing on site.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the Woodland Creek 5th Addition residential planned unit development subject to the findings noted above.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



PROPOSED PROPERTY DESCRIPTION

That part of the following described property:
That part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 116 North, Range 25 West of the 5th Principal Meridian, which lies Westerly of the following described line:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence East along the South line of said Southwest Quarter of the Southwest Quarter a distance of 700 feet to the point of beginning of the line being described; thence deflecting left 90 degrees a distance of 230 feet; thence Northeasterly to a point on North line of said Southwest Quarter of the Southwest Quarter distant 150 feet Westerly, as measured along said North line, from the Northeast corner of said Southwest Quarter of the Southwest Quarter, and said line there ending.

Lying northerly of the following described line:

Commencing at the southwest corner of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 33 minutes 49 seconds East, assumed bearing along the south line of said Southwest Quarter of the Southwest Quarter a distance of 700.00 feet; thence North 00 degrees 26 minutes 11 seconds East, a distance of 230.00 feet; thence North 23 degrees 43 minutes 01 seconds West, a distance of 616.05 feet to the point of beginning of the line to be described, thence South 65 degrees 37 minutes 45 seconds West, a distance of 395.52 feet; thence South 89 degrees 33 minutes 40 seconds West, a distance of 341.04 feet; thence North 54 degrees 28 minutes 40 seconds West, a distance of 312.54 feet to the west line of said Southwest Quarter of the Southwest Quarter and said line there terminating.

SITE DEVELOPMENT DATA

EXISTING ZONING:	AG (TOWNSHIP)
PROPOSED ZONING:	R-2 / PUD OVERLAY
GROSS SITE AREA:	15.20 AC
STATE HIGHWAY 284:	0.60 AC
EXISTING WETLAND/CREEK:	0.69 AC
FLOODPLAIN (BEYOND EXISTING WETLAND/CREEK):	1.77 AC
NET SITE AREA:	12.14 AC
DEVELOPMENT SUMMARY	
55' VILLAS:	30 HOMES
PROJECT OPEN SPACE:	7.51 AC (62%)
SEE OUTLOT TABLE BELOW	
DEVELOPED SITE AREA:	7.07 AC (Gross site, less R/W & Openspace)
PROJECT DENSITY:	
GROSS:	±1.97 UN/AC
NET:	±2.47 UN/AC (30 un / 12.14 ac Net Site Area)
ADJUSTED NET:	±4.24 UN/AC (30 un / 7.07 ac Dev. Site Area)

LOT STANDARDS

STANDARD	55' VILLAS
MINIMUM LOT AREA	6,383 SF
AVERAGE LOT AREA	8,512 SF
MINIMUM LOT WIDTH	55' @ FRT SBK
MINIMUM LOT DEPTH	115'
SETBACKS	
FRONT	25'
SIDE INTERIOR LOT	7.5' / 7.5'; 15' TOTAL
SIDE CORNER LOT	20'
REAR	25'
IMPERVIOUS COVERAGE	50% MAX

OUTLOT TABLE

OUTLOT	USE	OWNERSHIP	GROSS AREA
A	WETLAND / OPEN SPACE	CITY	1.05 AC
B	WETLAND / PONDING / OPEN SPACE	CITY	4.48 AC
C	PARK	CITY	1.98 AC

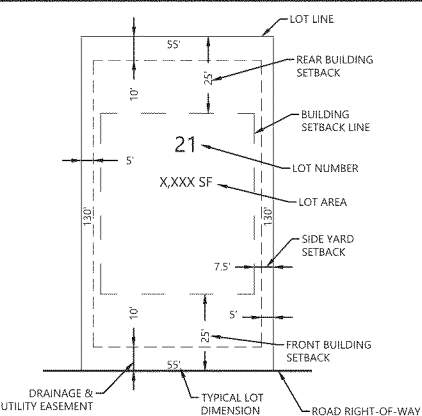
SITE LEGEND

EXISTING	PROPOSED	
---	---	PROPERTY LINE
---	---	LOT LINE
---	---	SETBACK LINE
---	---	EASEMENT LINE
---	---	CURB AND GUTTER
---	---	TIP-OUT CURB AND GUTTER
---	---	POND NORMAL WATER LEVEL
---	---	RETAINING WALL

DEVELOPMENT NOTES

- ALL LOT DIMENSIONS ARE ROUNDED TO THE NEAREST FOOT.
- ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- DRAINAGE AND UTILITY EASEMENTS SHALL BE PROVIDED AS REQUIRED.
- STREET WIDTHS ARE SHOWN FROM BACK OF CURB TO BACK OF CURB.

TYPICAL 55' VILLA DETAIL



NOT FOR CONSTRUCTION

PREPARED FOR:

HartmanCommunities LLC
1750 TOWER BOULEVARD, SUITE 201
VICTORIA, MN 55386

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

CORY L. MEYER
DATE: 05/12/22 LICENSE NO. 26971

Woodland Creek
5TH ADDITION
WACONIA, MN

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodsps.com
Westwood Professional Services, Inc.

PRELIMINARY PLAT

PROJECT NUMBER: 0034315.00

SHEET NUMBER:

3

OF

15

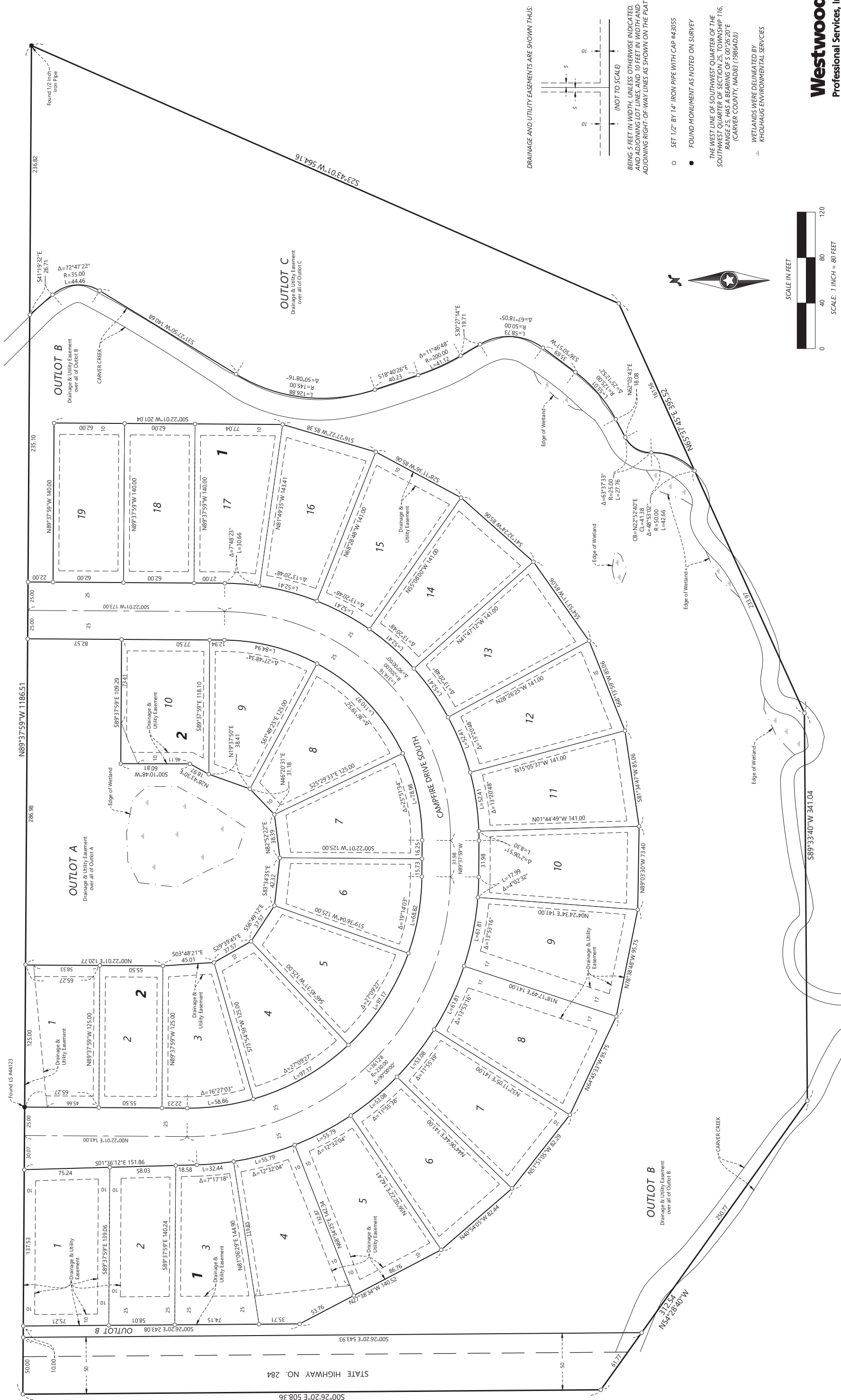
DATE: 05/12/22

48

WOODLAND CREEK 5TH ADDITION

PLAT FILE NO.

C.R. DOC. NO.



SCALE IN FEET



SCALE: 1 INCH = 80 FEET

Westwood
Professional Services, Inc.

Sheet 2 of 2 Sheets



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Approve Smart Water Program Participation					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		None					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-72, Authorizing Public Services Director to Execute Carver County Smart Water Program 2023 Participation Agreement							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Waconia has been involved in efforts to promote potable water conservation in many formats. One is the use of storm water for irrigation a second is Carver County's Smart Water Program providing rebates for advanced irrigation controller's, and lastly is education of turf management and watering practices. Since 2021 Waconia has engaged in the Smart Water Program and offered up to \$7,500.00 for rebates of \$100.00 for each controller installed. Last year the program took a larger step with \$3,975.00 dollars in rebates provided. Staff are once again requesting the ability to work with Carver County and Ranchio whom manages the program to work on further water conservation efforts. The goal would be to make another \$7,500.00 available for rebates in calendar year 2023. If this total dollar balance were utilized a second funding request may come before City Council for approval. The funds are supported within the Water Operations Budget, Contract Services Line. These types of programs support the Met Council goal of water conservation and protection of the Metro ground water conservation initiatives. Staff recommends approval of this request supporting water conservation as requested in the amount of \$7,500.00.							
Attachments:							
1. 2372res Approval_of_Execution_Smart_Water_Rebate_Agreement_Res (1).doc 2. City partner agreement 2023 Final.docx							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Water Operations; Contract Services							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-72**

**RESOLUTION AUTHORIZING APPROVAL OF PUBLIC SERVICES DIRECTOR TO
EXECUTE CARVER COUNTY SMART WATER PROGRAM 2023 PARTICIPATION
AGREEMENT**

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, Waconia was a participant and participated the same dollar value in this effort of water conservation agreement in calendar year 2021 and 2022; and

WHEREAS, Waconia will participate again with support of 75 total controllers at a \$100.00 per-unit with the balance match of \$69.99 for 8-Zone Controller and \$89.99 for 16-Zone Controller being paid by Waconia Homeowners and a City Maximum Grant support dollars of \$7,500.00 from it Water Operations Budget, Contract Services Line; and

WHEREAS, the Public Services Director is authorized to execute the agreement.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Public Services Director to execute Carver County Smart Water Program 2023 Participation Agreement.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

Carver County Smart Water Program 2023 Participation Agreement

Carver County manages a program called Carver County Smart Water program with direct distribution of Rachio, Inc., creator of Rachio smart irrigation controllers.

The program offers residential water customers of participating cities an instant rebate on the purchase of smart irrigation controllers.

About the program

The goal of the program is to decrease residential outdoor water use through better management of irrigation practices. The program enables customers to purchase smart controllers directly from Rachio on a website specifically developed for the program. The smart controller selected for the program is the Rachio 3 model, an Environmental Protect Agency WaterSense labeled controller designed to help homeowners better understand their irrigation and make saving water easy and transparent.

Controllers offered

The Rachio 3 8-zone and 16-zone controllers will both be offered at a total cost of \$169.99 and \$189.99 plus applicable sales tax on each controller. Participating cities can select the level cost share for their individual program. The controllers for participating cities are already offered at a discount of \$80.00 of normal purchase price. Cities can choose to provide an additional cost incentive to residents from the options below.

Cost share option (\$)	Cost to customer (8-zone)	Cost to customer (16-zone)
City covers all cost	\$0	\$0
City provides \$100	\$69.99 + tax	\$89.99 + tax
City provides \$75	\$94.99 + tax	\$114.99 + tax
City provides \$50	\$119.99 + tax	\$139.99 + tax
City provides \$20	\$149.99 + tax	\$169.99 + tax
City provides \$0	\$169.99 + tax	\$189.99 + tax

InSights platform

The program also provides Carver County and participating cities with a web-based online platform to provide information on the number of active Rachio controllers in each region, irrigation schedules, and weather data.

The platform displays information for all Rachio controllers active in a city's service area and provides the ability to distinguish between controllers activated independently by homeowners and controllers activated through the Carver County Smart Water program. Each city will have access to the InSight's program portal and insights rolled up on a statewide basis for tracking and program performance evaluation purposes.

Carver County has contracted with Rachio to implement the program and has a Professional Services Agreement with Rachio. It is attached here and incorporated herein as Attachment 1.

The respective roles and responsibilities of Carver County and each participating city are outlined below.

Carver County Roles and Responsibilities:

- 1) Overall Program management and coordination
- 2) Coordinate with Rachio to develop Program marketing plan and associated materials
- 3) Implement reasonable security controls to limit the unauthorized disclosure of any confidential information, including confidential or private customer information, provided to Carver County by a participating city or by Rachio.

Participating City's Roles and Responsibilities:

- 1) Agree to Program Scope of Work and contract terms (both set forth in Attachment 1)
- 2) Provide customer eligibility lists to Rachio on a monthly basis. Eligibility can be verified using account number, coupon code, and/or unique customer code
- 3) Market program to city water utility customers. Photos, optional text, etc. are provided by Rachio.
- 4) Customize report messaging to city customers (at Participating Agency's discretion)
- 5) Cooperate with Carver County in administering the program

Invoicing

Rachio will invoice cities directly each month for reimbursement for city funded controller costs as determined in the table below. Cities should use the table below to determine funding allotted to the program for this year.

Participating cities may terminate participation in the program upon 30 days written notice to Carver County. Participating cities electing to terminate their participation will be responsible for all costs related to their participation in the program up to the effective date of termination.

Program Costs:

Program item	Unit cost x quantity	Cost
A. Smart controller rebates	Agency cost share \$_____ (plus applicable taxes/controller) x _____ (total # of rebates budgeted)	\$_____
B. Insights lite	No charge	\$0
C. Dedicated customer support number and e-mail address managed by Rachio	No charge	\$0
D. Marketing assets folder (provided by Rachio)	No charge	\$0
E. Optional virtual customer training hosted by Rachio and Carver County	No charge	\$0
F. Total program costs	Total items A – G	\$_____

To memorialize this arrangement, please have the enclosed copy of this Participation Agreement executed by an individual authorized to enter into such agreements and return it to Carver County Water Management, 600 East 4th St. Chaska, MN 55318, attention Madeline Seveland, **no later than 2 weeks before the launch of the Program.**

By submitting this Participation Agreement, the participating city agrees to pay its share of the program costs, up to the maximum in line F within thirty (30) days of its receipt of an invoice from Carver County. In addition, the participating city hereby acknowledges and finds acceptable the terms and conditions of Carver County - Rachio Professional Services Agreement including all exhibits.

Participating Agency agrees to indemnify, keep and hold harmless Carver County and its directors, officers, agents and employees against any and all suits, claims or actions arising out of any of the following: Rachio's performance, any allegation that materials or services provided by Rachio infringe or violate any third party intellectual-property right, any disclosure of allegation thereof of Participating Agency's customers personally identifiable information. The person signing below represents and warrants that they are authorized by the participating city to bind the participation city to this Participation Agreement. It is understood and agreed that the County's liability shall be limited by the provisions of Minn.Stat.Chap.466 and/or other applicable law.

No person shall, on the grounds of race, color, religion, age, sex, sexual orientation disability, marital status, public assistance status, criminal record, creed or national origin in administration of this agreement.

Pursuant to Minn. Stat. §16C.05, subd. 5, the parties agree that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of each party and involve transactions relating to this Agreement. Parties agree to maintain these records for a period of six years from the date of termination of this Agreement.

IN WITNESS THEREOF the Parties have executed this Agreement by their duly authorized officers as of the latest day and year written below.

Carver County

By: _____ Date: _____

Agency: _____

By: _____ Date: _____

Title: _____

Below is the primary contact for this Program.

Madeline Seveland
Carver County Planning & Water Management
mseveland@co.carver.mn.us 952-687-7586



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Execute Quote for High Service Pump Repair					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		January 3, 2023; Authorize City Staff to Obtain Project, Mobile and Fixed Equipment Pricing for 2023 Capital Improvement Projects					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-73; Authorizing Execution of Bergerson-Caswell Quote for High Service Pump Repair for 2023 Capital Improvement Project 702							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Annually, staff review needs of pumps, wells, and all critical items surrounding production of drinking water for the community. One of the projects staff have identified is review and repair of High Service Pump #2 within the Water Treatment Facility. The unit has not been inspected or fully reviewed since its installation. Staff obtained two quotes for removal and inspection. Attached Council Members will see said pricing for these services. As noted in the suggested action; staff have recommended Bergerson-Caswell as the company of choice based upon the pricing provided at a cost of \$6,500.00. Staff have worked with Bergerson-Caswell previously on similar projects and have been happy with the results. Please note, that we expect further costs for repairs. Many are noted within the quote. Similar work was completed in 2013 on High Service Pump #1, which Pump #2 now is 10 years longer in operation. If things do appear to exceed the estimated costs of exceeding \$20,000.00 we would bring the repairs before Council. Timing of this work is critical, and staff will determine the timing of parts and material supplies for this future presentation. \$72,000.00 was provided in the Capital Plan for high service and well pump work for calendar year 2023. Staff recommend approval of this request authorizing Bergerson-Caswell to complete the necessary review and repairs.							
<u>Attachments:</u>							
1. 2373Res_High_Service_Pump__2.doc 2. Bergerson-Caswell Quote.pdf 3. Thein Well.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Water Cash							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-73**

**RESOLUTION AUTHORIZING EXECUTION OF BERGERSON-CASWELL QUOTE
FOR HIGH SERVICE PUMP REPAIR FOR 2023 CAPITAL IMPROVEMENT
PROJECT 702**

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

WHEREAS, staff obtained two quotes for review, inspection and possible repair of High Service Pump #2 in the Water Treatment Facility; and

WHEREAS, the Bergerson-Caswell quote was \$1,275.00 lower than that provided by Thein Well; and

WHEREAS, staff recommends award to Bergerson-Caswell whom the city has worked with previously on similar inspection and repair projects.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes execution of Bergerson-Caswell quote for high service pump repair for 2023 Capital Improvement Project 702.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



Bergerson - Caswell Inc.
5115 Industrial Street
Maple Plain, MN 55359
(763) 479-3121 Fax: (763) 479-2183

February 14, 2023

CITY OF WACONIA

Attn: Mr. Doug Bode
109 South Elm Street
Waconia, MN 55387-1403

Phone # (952) 442-2184

RE: HIGH SERVICE PUMP #2 @ WACONIA WATER TREATMENT PLANT MAINTENANCE INSPECTION

Dear Mr. Bode;

Bergerson-Caswell Inc. appreciates the opportunity to assist you and your well pump needs. As you requested, we are offering a project cost to remove and inspect the 100 Hp high service pump #2 at the WTP. Based on the condition of HS#1 in 2013 we had to replace the (2) pump impellers due the chemical reaction that was going on between the finished water (Chlorine) and the yellow bronze that the impellers were cast of. The new impellers were constructed of Stainless Steel which does not react with the Chlorine or the finished water. I'm not sure if HS#2 will need these impellers or not but I have provided a cost for them, just in case. We are estimating the replacement parts needed for this maintenance inspection based on what was used to recondition HS#1. I am supplying a price for the labor and equipment to remove, disassemble, clean, inspect, provide report, & reinstall the pump. Once the report has been prepared, you can view the pump and we will explain our recommended repairs. Once you have approved we will perform the repairs and services at the stated costs below, then reinstall the pump and start up & test. After my estimated project cost total there were other materials pricing that I included because they are part of this installation

PROJECT COST:

Labor & equipment to remove, inspect and reinstall Backwash pump	\$ 6,500.00
PROJECT BID AMOUNT	\$6,500.00

Materials and Services that maybe requested:

Recondition pump: 14M 2 stage pump bowl, as listed below

Set of bearings	950.00
Bowl shaft	1,050.00
Machine impeller and install wear ring 2ea @ \$750.00/ea	1,500.00
2 each 14M impellers @ \$2,000.00/each (if new impellers only ½ of wear rings) ?????	
Labor to tear-down and inspect components	600.00
Replace spider bearing inserts 4 each @ \$30.00/each	\$ 120.00
Recondition the fabricated head and packing gland	\$ 650.00
Replace head shaft	\$ 600.00
Replace 5 each SS Shaft sleeves @ 95.00/each	\$ 475.00
Shop Labor to make repairs estimate 30 hr @ \$115.00/hr	\$3,450.00
Recondition 100 HP VHS GE motor Estimated @ \$3,500.00	\$3,500.00
Fill with Mobile DTE-24 oil – Start and test	\$ 500.00
ESTIMATED TOTAL PROJECT AMOUNT	\$19,895.00

Other materials that are part of this installation

Replace 5 each 1.25" SS shaft couplings @ \$50.00/each	\$ 250.00
Replace 10"x 59.25" Threaded column sections (4 each) @ \$975.00	\$3,900.00
Replace 10" spider assemblies (4 each) @ \$270.00/each	\$1,080.00
Replace 1.25"x 5' SS line shafting 4 each @ \$325.00/each	\$1,300.00
Replace impeller lock collets, 2 each @ \$300.00	\$ 600.00

If you have any questions pertaining to the quote, require other information, or would like to get together and discuss this project, please do not hesitate to contact us at (763) 479-3121 or my cell (612) 369-3652. We epoxy coated everything as part of the installation which is included in the shop labor

Sincerely;

BERGERSON CASWELL INC.

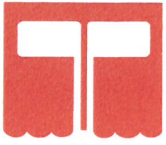
Tim Berquam Project Manager

Bergerson - Caswell Inc.

5115 Industrial Street • Maple Plain, MN 55359

Telephone: 763 - 479 - 3121 Fax: 763 - 479 - 2183 E-Mail: info@BergersonCaswell.com

Equal Opportunity Employer/Contractor



THEIN WELL

PO BOX 778 • 11355 HWY 71 NE • SPICER, MN 56288
102 DUNDAS RD • MONTICELLO, MN 55362
CLARA CITY, MN 56222 • VERMILLION, SD 57069
www.theinwell.com • E-mail: theinwell@tds.net
1-800-450-8000

WELLS ~ PUMPS
SALES ~ SERVICE

Since 1893

March 6, 2023

City of Waconia
Doug Bode
310 10th St East
Waconia MN 55387
Dbode@waconia.org

Dear Doug,

We are pleased to provide you with the following estimate to pull and inspect High Service Pump # 2 in the water plant.

- | | |
|---|-----------|
| • Mobilization, remove High Service Pump | \$3500.00 |
| • Shop time- disassemble pump, clean and inspect, reassemble pump load/ unload. | \$1175.00 |
| • Mobilization, reinstall High Service Pump | \$3100.00 |

Total Estimate +/- \$ 7,775.00

Any parts or materials needed would be additional cost.
Final invoice will reflect actual time and materials used.
Estimate valid for 30 days

Sincerely,

Aaron Butler
Thein Well Company, Inc.

Licensed, Bonded and Insured

CERTIFIED MASTER WATER WELL CONTRACTOR
Equal Opportunity Employer

MEMBER
NGWA

MEMBER
AWWA **60**



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Authorize Air Compressor Replacement					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		January 2023; Authorization to Obtain Mobile, Fixed and Project Related Pricing for Capital Projects					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-74; Authorizing Execution of John Henry Foster Quotes and Related Expenses for Capital Improvement Project 703							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Focus of this request is to replace the current air compressor in the Water Treatment Facility. Staff had difficulty acquiring a second bid for this process. Therefore, this is a sole sourced acquisition with John Henry Foster. The air compressor is a vital component to the operations of the water treatment facility as valves and actuators are under operation by air in various locations throughout the treatment facility. Secondly, the current air compressor is no longer supported for re-build due to availability of parts produced. Like most things, the service life for parts supplies no longer exists. Capital Project 703 provide \$44,000.00 for replacement of the air compressor. Attached are two separate quotes from John Henry Foster for the air compressor and installation. The remaining requested funding is for freight and electrical services necessary for delivery and reconnection for operation respectively. Total project costs are estimated to amount to \$24,238.00 with \$20,738.00 for compressor and installation, and the balance of \$3,500.00 for shipping and electrical services. Staff recommends approval of this request allowing for this project to be completed respectively prior to our busy water production months of July and August. Attachments: 1. 2374_Res_Air_Compressor_WTF.doc 2. SD JHFoster Quote.pdf 3. 3-13-23 City of Waconia AAAQ20088 - Installation.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Water Cash							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-74**

**RESOLUTION AUTHORIZING EXECUTION OF JOHN HENRY FOSTER QUOTES
AND RELATED ELECTRICAL EXPENSES FOR 2023 CAPITAL IMPROVEMENT
PROJECT 703**

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

WHEREAS, staff were required to sole source the air compressor pricing due to availability of necessary model; and

WHEREAS, John Henry Foster provided an overall cost of \$20,738.00 in equipment costs and installation; and

WHEREAS, additional costs for delivery of compressor, and electrical work outsourced locally are estimated to cost approximately \$3,500.00; and

WHEREAS, the estimated overall costs associated with replacement and work amounts to \$24,238.00.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes execution of John Henry Foster quotes and related electrical expenses for 2023 Capital Improvement Project 703.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

JHFOSTER

John Henry Foster.com

Automation • Robotics • Compressed Air • Service

3103 Mike Collins Drive 800.582.5162
Eagan, MN 55121 651.452.8452
jhfooster.com fax 651.681.9368

TO: CITY OF WACONIA

310 10TH ST E
WACONIA, MN 55387-4551
UNITED STATES

DATE: Mar 6, 2023

FOB: Origin

TERMS: Net 30 days with approved credit

ATTN: Doug Bode

RE: Here is the quote you requested.
QCY-876977

SALES QUOTE NUMBER: AAAQ20017

JOHN HENRY FOSTER IS PLEASED TO PRESENT THE FOLLOWING FOR YOUR CONSIDERATION:

Item	Qty	Description	Unit Price	Ext. Price
------	-----	-------------	------------	------------

1	1	Quincy Duplex Model FF325-5-120, QR-25 Series, heavy-duty, two-stage, positive displacement, reciprocating type compressor, 5-hp, 460/3/60, consisting of:	\$18,765.00	\$18,765.00
---	---	--	-------------	-------------

Standard Features:

Intake unloader
Individual valve pockets
Cast iron cylinders
Finned tube intercooler
Tapered roller bearings
Cast iron crankcase and flywheel
Cast iron valve seats
Steel valve discs
Aluminum connecting rods
Rifle-drilled, counterweighted one-piece crankshaft
Hydraulic unloader
Pressure-lubricated
Spin-on oil filter
Manually reversible oil pump

Operational Data:

17.4 acfm @ 175 psig per pump
Maximum operating pressure = 175 psig

*(Total package performance in accordance with CAGI-Pneurol test code PN2CPTC2)

5 hp, "voltage", open drip-proof electric motor, mounted, 1.15 service factor

Industrial grade intake air filters
Totally enclosed belt guard
120-gallon horizontal ASME coded air receiver
Safety relief valve
Tank drain
Shut off valve
Pressure gauge
Pressure switch

* All electrical components are UL approved

Installation Information:

Length - 77 inches
Width - 30 inches

JHFOSTER
John Henry Foster.com

QUOTATION

©John Henry Foster 2021

Item	Qty	Description	Unit Price	Ext. Price
		Height - 56 inches Weight - 1,280 lbs. Warranty: One (1) year parts and labor on complete compressor package		
2	1	Optional equipment for item #1: Motor Enclosure - TEFC		Included
3	1	Optional equipment for item #1: NEMA Rating - NEMA-4		Included
4	1	Optional equipment for item #1: Control Panel Type - Duplex-Single Power Supply		Included
5	1	Optional equipment for item #1: Low Oil Pressure Switch		Included
6	1	Optional equipment for item #1: High Air Temperature Switch		Included
7	1	Optional equipment for item #1: Nema 4 pressure switch set to close at 140 psi		Included
8	1	Optional equipment for item #1: Nema 4 pressure switch set to close at 70 psi		Included
			Total	\$18,765.00

Notes:

Please contact me if I can be of further assistance.

Unless otherwise noted, freight, installation, and sales tax are not included in pricing.

Please reference quote number on all correspondence or when placing order.

Thank you for this opportunity to quote. If I may be of further assistance, please feel free to contact me at your convenience.

Sincerely,
JOHN HENRY FOSTER MN, INC.

Aaron Rutz

Aaron Rutz

TERMS AND CONDITIONS CONTAINED HEREIN ARE MADE A PART OF THIS QUOTATION. FAILURE TO OBJECT CONSTITUTES AUTOMATIC ACCEPTANCE OF THESE TERMS. TYPICALLY QUOTES ARE VALID FOR 30 DAYS. HOWEVER, WITH THE CURRENT ECONOMIC SITUATION, PRICING MAY CHANGE WITHOUT NOTICE.

TERMS AND CONDITIONS OF SALE FOUND AT:

http://lp.jhfoster.com/WFQuoteTerms_LP-StandardTerms.html

Confidential and Proprietary Information -

This quotation, including the illustrations and descriptions is the confidential and proprietary property of John Henry Foster, no reproduction or transmission of this quote or any part therefore is permitted without the express written consent of John Henry Foster.

TO: CITY OF WACONIA

310 10TH ST E
WACONIA, MN 55387-4551
UNITED STATES

DATE: Mar 13, 2023

FOB:

TERMS: NET 30

ATTN: Doug Bode

SALES QUOTE NUMBER: AAAQ20088

RE: Here is the quote you requested.

JOHN HENRY FOSTER IS PLEASED TO PRESENT THE FOLLOWING FOR YOUR CONSIDERATION:

Item	Qty	Description	Unit Price	Ext. Price
1	1	John Henry Foster to install a new Duplex air compressor. Installation to include the following: *Disconnect and Remove one (1) Quincy Model QP-5, reciprocation air compressor, 5-hp *Install One (1) Quincy Duplex Model FF325-5-120, QR-25 Series, heavy-duty, two-stage, positive displacement, reciprocating type compressor, 5-hp *Reuse the existing vibration pads *Reuse the existing Condensate line (Price Includes: Labor, Mileage, Parts, and Shop Supplies) *Electrical is NOT included *Work to be done during normal business hours *City of Waconia to assist with rigging or provide the use of a forklift *Disposal of the old QP-5 is NOT included	\$1,973.00	\$1,973.00
Total				\$1,973.00

Notes:

Please contact me if I can be of further assistance.

PIPING INSTALLATION DISCLAIMER:

* PRICE DOES NOT INCLUDE PERMIT.

** ANY CHANGES MADE TO THE PIPING SYSTEM WILL ONLY BE EXECUTED UPON A WRITTEN WORK ORDER AND WILL BE BILLED ON A TIME-AND-MATERIALS CHARGE.

PIPING WILL BE SECURED EVERY 6 - 7 FEET. JOHN HENRY FOSTER MN INC. WILL SUPPLY ALL EQUIPMENT NECESSARY FOR THE INSTALLATION OF THE COMPRESSED AIR EQUIPMENT AND PIPING, EXCEPT A FORKLIFT FOR EQUIPMENT PLACEMENT. IT IS UNDERSTOOD THAT THE INSTALLATION AREA WILL BE FREE FROM ANY OBSTRUCTIONS AND THUS PERMIT 100% ACCESS TO THE BUILDING.

THERE HAS BEEN NO SPECIFIED START OR FINISH DATE FOR THE PROJECT. LABOR IS NOT UNION CONTRACTED. NO HVAC INCLUDED. QUOTED ON STANDARD TIME.

ALL PIPING COMPONENTS FURNISHED AND INSTALLED BY JOHN HENRY FOSTER MN INC. THAT IS FOUND TO BE DEFECTIVE WITHIN THE PERIOD OF ONE (1) YEAR FOLLOWING THE COMPLETION OF THE INSTALLATION SHALL BE REPAIRED OR REPLACED BY JOHN HENRY FOSTER MN INC. AT NO COST TO THE PURCHASER. ANY CHANGES MADE TO THE SYSTEM AFTER THE ARRIVAL OF JOHN HENRY FOSTER MN INC.'S INSTALLERS ON THE JOB WILL BE BILLED ON A TIME-AND-MATERIALS BASIS.

CHANGES MADE WILL ONLY BE EXECUTED UPON A WRITTEN WORK ORDER AUTHORIZATION ISSUED BY
CITY OF WACONIA TO JOHN HENRY FOSTER MN INC.

ALL WORK IS TO BE PERFORMED IN A PROFESSIONAL MANNER AND COMPLETED IN A TIMELY FASHION BARRING ANY NATURAL DISASTERS OR UNPLANNED INTERRUPTIONS IN THE INSTALLATION PROCESS. ANY WORK NOT BEING PERFORMED IN THIS MANNER OR IN AN UNSATISFACTORY WAY SHOULD BE REPORTED IMMEDIATELY TO THE PROJECT MANAGER AT JOHN HENRY FOSTER MN INC.

Unless otherwise noted, freight and sales tax are not included in pricing.

Please reference quote number on all correspondence or when placing order.

Thank you for this opportunity to quote. If I may be of further assistance, please feel free to contact me at your convenience.

Sincerely,
JOHN HENRY FOSTER MN, INC.

Brady Hassebroek

Brady Hassebroek

brady.hassebroek@jhfooster.com

651-994-7315

TERMS AND CONDITIONS CONTAINED HEREIN ARE MADE A PART OF THIS QUOTATION. FAILURE TO OBJECT CONSTITUTES AUTOMATIC ACCEPTANCE OF THESE TERMS. TYPICALLY QUOTES ARE VALID FOR 30 DAYS. HOWEVER, WITH THE CURRENT ECONOMIC SITUATION PRICING MAY CHANGE WITHOUT NOTICE.

TERMS AND CONDITIONS OF SALE FOUND AT:

http://lp.jhfooster.com/WFQuoteTerms_LP-StandardTerms.html
Confidential and Proprietary Information -

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Exchange of Corrective Deeds - Waterford 7th Addition					
Originating Department:		Community Development					
Presented by:		Lane Braaten					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2023-75 approving the exchange of corrective deeds for Waterford 7th Addition.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City of Waconia and JMH Land Development Company, LLC previously entered into a Development Agreement for Waterford 7th Addition which obligated the developer to convey Outlot C, Waterford 7th Addition to the City. Mistakenly, the developer conveyed Outlot B, Waterford 7th Addition and the developer has proposed to correct this mistake by having the City and the developer exchange quit claim deeds. City staff recommend adoption of the attached resolution accepting the exchange of corrective deeds and directing City staff to execute the deeds on behalf of the city. Attachments: 1. 2375res_Approving_Corrective_Deeds.docx 2. Waterford 7th Addition.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

CITY OF WACONIA
RESOLUTION NO. 2023-75

RESOLUTION APPROVING EXCHANGE OF CORRECTIVE DEEDS

WHEREAS, the City of Waconia (the “City”) and JMH Land Development Company, LLC (“Developer”) previously entered into a Development Agreement for Waterford 7th Addition dated April 4, 2022 (the “Development Agreement”); and

WHEREAS, Section 10.2 of the Development Agreement obligated the Developer to convey Outlot C, WATERFORD 7TH ADDITION, Carver County (“Outlot C”) to the City; and

WHEREAS, the Developer mistakenly conveyed Outlot B, WATERFORD 7TH ADDITION, Carver County (“Outlot B”) to the City instead of Outlot C; and

WHEREAS, the Developer has proposed to correct this mistake by having the City and the Developer exchange the quit claim deeds.

WHEREAS, the City Council further finds it is in the best interests of the City and its residents to accept Developer’s proposal to exchange corrective quit claim deeds; and

WHEREAS, pursuant to Minnesota Statutes §462.356, subd. 2, the City Council further finds the exchange of deeds has no relationship to the City’s comprehensive municipal plan and the City may dispense with the requirements of Minnesota Statutes §462.356, subd. 2, to the extent such requirements apply.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WACONIA, MINNESOTA:

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The exchange of quit claim deeds as described here is approved, conditioned on the Developer concurrently releasing Outlot C from the lien of any mortgage previously placed on Outlot C.
3. The Mayor and City Clerk, on behalf of the City, are authorized to execute and deliver the City’s quit claim deed and any other documents they deem necessary or desirable to correct the mistake. The execution of any document or instrument by such officers of the City shall be conclusive evidence of the approval of such document or instrument in accordance with the terms of this resolution.

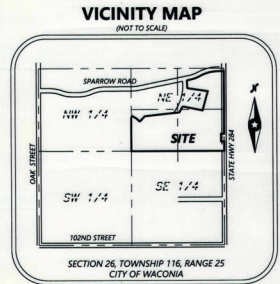
Passed and adopted by the City Council of the City of Waconia this 20th day of March, 2023.

Nicole Waldron, Mayor

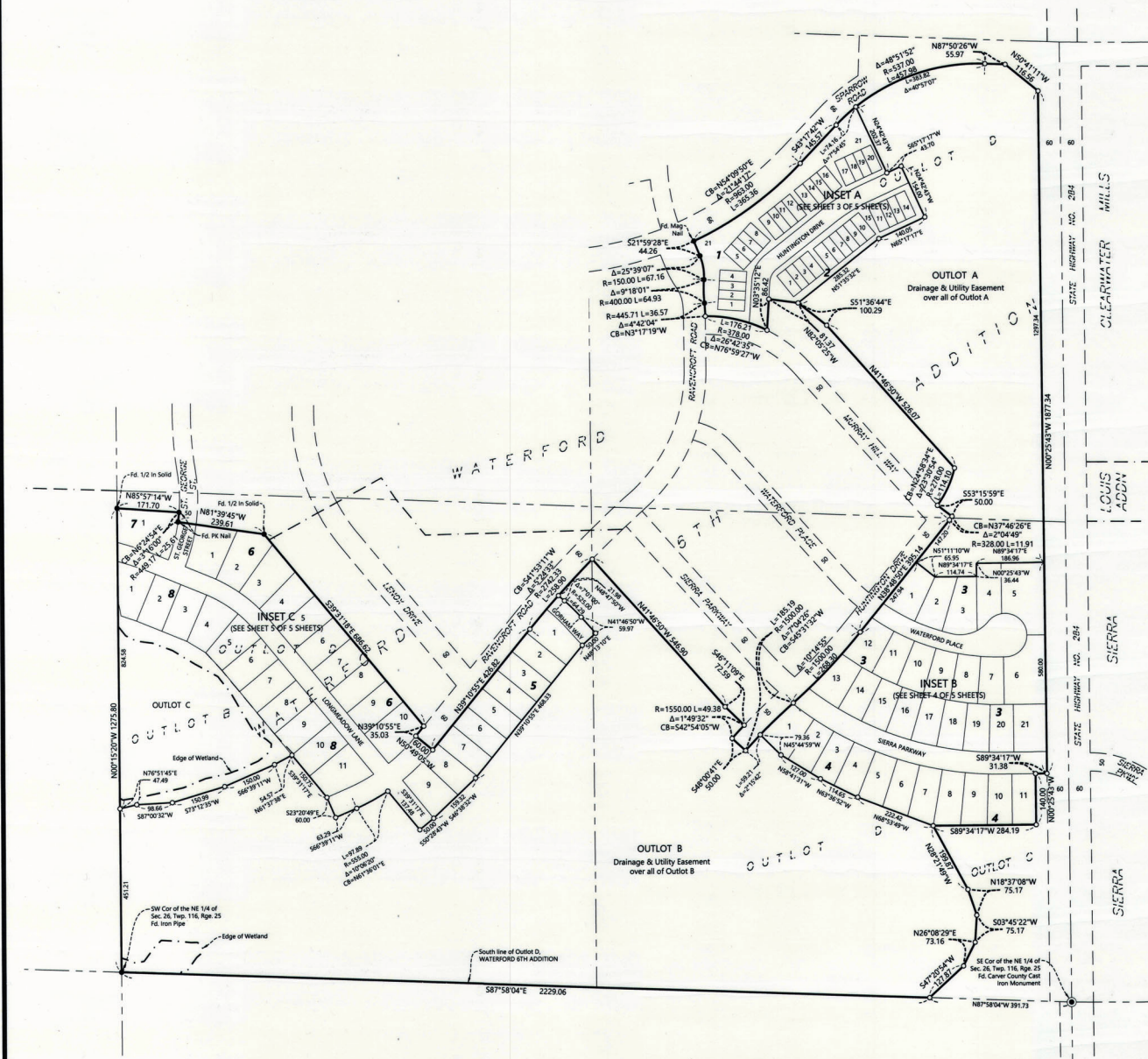
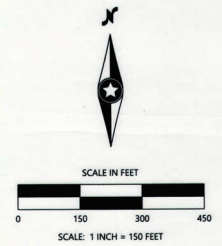
ATTEST: _____
Jacqueline Schulze, City Clerk

WATERFORD 7TH ADDITION

PLAT FILE NO. 2446
C.R. DOC. NO. A 750173



- SET 1/2" BY 14" IRON PIPE WITH CAP #53596
 - FOUND MONUMENT AS NOTED ON SURVEY
- THE SOUTH LINE OF OUTLOT D, WATERFORD 6TH ADDITION, HAS A BEARING OF S 87°58'04" E (CARVER COUNTY, NAD83(1984AD))



Westwood
Professional Services, Inc.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 20, 2023					
Item Name:	Approve Submission of Application of Congressional Funds for Trunk Highway Improvements					
Originating Department:	Public Services					
Presented by:	Craig Eldred					
Previous Council Action (if any):	February 6, 2023; Approval of Staff to work with City Engineer to Seek Right of Way Agent Quote & Additional Funding Requests for Trunk Highway Five Corridor Improvements While Noticing the City Administrator as Administrator of Grants					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution 2023-76; Approval of Public Services Director to Submit Requests From Federal Legislator For Direct Congressional Spending to Support The Trunk Highway Five Phase II Improvements Project & Note City Administrator as Administrator of Grant						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
As Council Members are aware staff are working on efforts to find funding sources to support the Trunk Highway Five Phase II Improvements. One of the discussion efforts included Federal options for submission of funding which may be guided and utilized for both Highway Five and the Frontage Road components if the funds were to be available for such. The attached resolution authorizes submission of the three necessary requests through our local Federal Representatives; Amy Klobuchar, Tina Smith, and Tom Emmer. The dollar value request was established at 3M not exceeding a monetary request, or lessening the requested need for the proposed improvement plans. The resolution states the city is capable of a match contribution, however these requests typically do not require a match. Staff recommends approval of this request to assist in meeting requirements of seeking funds and attempts to offset local improvement costs benefiting the region and local traffic alike. Attachments: 1. 2376res_City_CDS_Resolution.docx 2. Waconia Hwy 5 One Pager_01252023.pdf						
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: Aid, Bonds, Grants; 2026						
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission		
				Parks and Recreation Board		
				Safari Island Advisory Board		
				Other		

CITY OF WACONIA
RESOLUTION NO. 2023-76

**RESOLUTION AUTHORIZING APPROVAL OF THE PUBLIC SERVICES DIRECTOR TO
SUBMIT REQUESTS FROM FEDERAL LEGISLATORS FOR DIRECT CONGRESSIONAL
SPENDING TO SUPPORT THE TRUNK HIGHWAY FIVE PHASE II IMPROVEMENTS
PROJECT & NOTE CITY ADMINISTRATOR AS ADMINISTRATOR OF GRANT**

WHEREAS, one of the City’s Priorities is, “Infrastructure – managing, maintaining, and improving our current and future assets.”; and

WHEREAS, federal and state transportation funding is needed to meet the infrastructure needs of our community; and

WHEREAS, federal representatives Amy Klobuchar, Tina Smith, and Tom Emmer have requested the submission of local infrastructure projects for direct congressional spending in FY 2024; and

WHEREAS, under existing conditions Trunk Highway Five in Waconia features significant delays and one of the highest crash rates in Carver County; and

WHEREAS, the proposed project will improve mobility, reduce safety risk for all users, and stimulate the local economy; and

WHEREAS, the City is committed to meeting the 20% local match requirement for a congressionally directed spending and community project funding award; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby authorizes approval of the city engineer to submit direct congressional spending requests for the Trunk Highway Five, Phase II Improvements project & note the City Administrator as the administrator of this future grant.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



TH 5 Phase 2 Reconstruction

City of Waconia, Carver County, Minnesota

in partnership
with



The Highway 5 Phase 2 Reconstruction project will address both safety and mobility issues by adding dedicated turn lanes and eliminating conflict points along one of the highest crash rate corridors in Carver County. The proposed project is the final phase in over \$18 million in previous investments since 2012 to reconstruct and urbanize Highway 5 throughout the City of Waconia, one of the fastest growing cities in the fastest growing county in Minnesota.

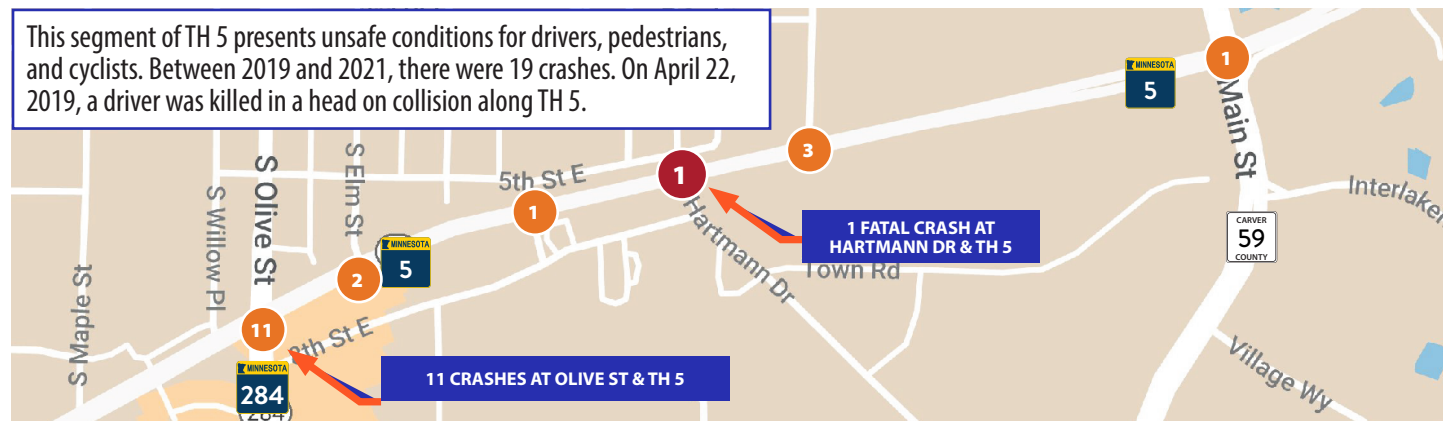
Today's Issues

- One of the highest crash rate corridors in Carver County
- Gaps in the pedestrian & bicyclist network
- Critical delays during peak travel hours along this tier 3 freight corridor
- Clear zone standards are not met, causing unsafe sightline issues

Investment Results

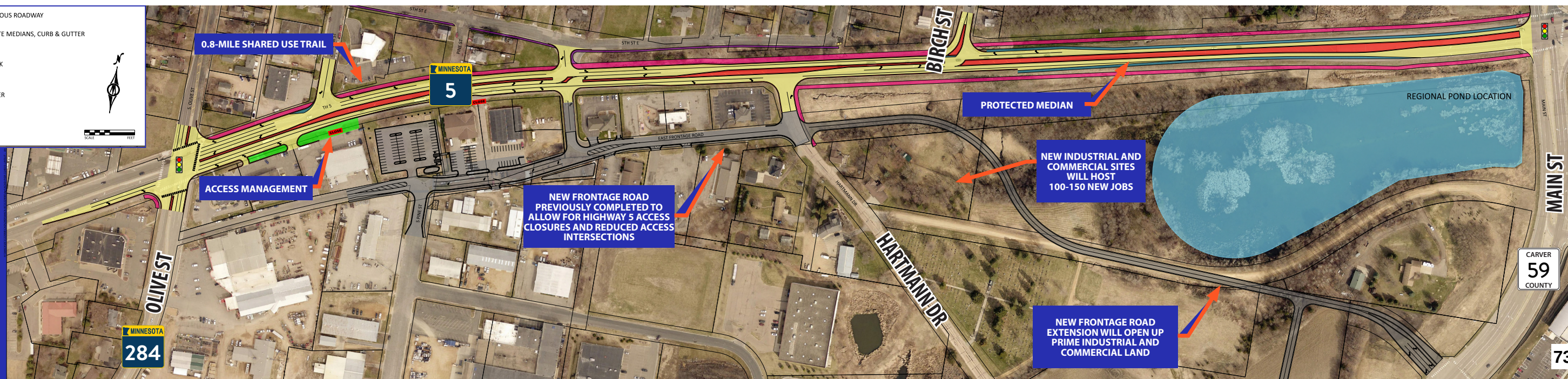
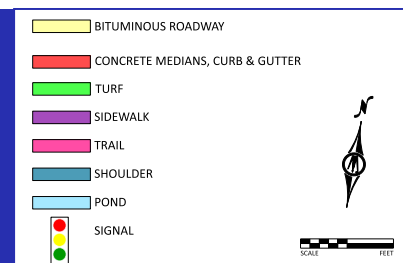
- Safer driving conditions and reduced travel times through reduced speeds and improved roadway capacity
- Improved sightlines through managed access and design
- Frontage Road extension opens prime industrial and commercial land
- Estimated economic impacts include 100-150 new jobs for \$10M in annual earned income, and a \$5M increase in income and property tax revenues
- Shared-use trail will link schools, regional health center, downtown, and Lake Waconia Regional Park

This segment of TH 5 presents unsafe conditions for drivers, pedestrians, and cyclists. Between 2019 and 2021, there were 19 crashes. On April 22, 2019, a driver was killed in a head on collision along TH 5.



Total Investment Secured **\$7M**
in Regional Solicitation Funds

Total Investment Needed **\$21M**
Inflated to 2026 dollars





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 20, 2023					
Item Name:		Ordinance 757, Amending Chapter 541 of Municipal Code					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Ordinance 757, Amending Chapter 541 of municipal code & summary publication							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff are currently in the process of moving all of our licenses and many of our permits to a business licensing software. This software will ultimately create many efficiencies, and will allow for auto-renewal and electronic payment for many of these licenses and permits. During this transition, City staff came across a discrepancy between how we are operating when it comes to rental inspections and permit expirations versus what the ordinance actually says. The attached ordinance has been drafted to amend Chapter 541 Subdivision 7 and 8 which will now state that rental licenses shall remain effective for two years from the date of inspection, instead of having all licenses expire at the end of the year every two years. In addition, renewals should be requested thirty days prior to the expiration date of a license. Initial licenses should still be submitted at a minimum of 60 days in advance. Attachments: 1. 757Ord_Amendment_Chaper_541_Rental_Dwellings.docx 2. 541 Rental Dwellings Redlined							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
ORDINANCE NO. 757**

**AN ORDINANCE AMENDING CHAPTER 541 OF CITY CODE
REGARDING RENTAL INSPECTIONS**

The City Council of the City of Waconia ordains:

FINDINGS AND PURPOSE

The City of Waconia 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 to change the expiration dates of rental licenses as well as the terms surrounding renewal of said license.

AMENDMENTS

Chapter 541, *Housing Ordinance for Rental Property*, is amended as follows:

Section 541.03, Subd. 4, is amended to read as follows:

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).

Section 541.03, Subd. 7 and 8, are amended to read as follows:

Subd. 7. Effective Period of License. All rental licenses shall remain effective for two 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.

SUMMARY

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

AN ORDINANCE AMENDING CHAPTER 541 REGARDING RENTAL INSPECTIONS changes the expiration date of rental licenses to be two years from the date of inspection and specifies that renewals should be submitted a minimum of 30 days in advance. Initial licenses for new rentals must still be submitted at least 60 days in advance.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, 201 South Vine Street, Waconia, and shall be posted by law. Any person

may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 20th day of March, 2023.

Nicole Waldron, Mayor

ATTEST:

Jackie Schulze, City Clerk

CHAPTER 541

HOUSING ORDINANCE FOR RENTAL PROPERTY

Section

- 541.01 Purpose and Scope
- 541.02 Construction and Definitions
- 541.03 Rental Housing Licenses
- 541.04 Requirements
- 541.05 Responsibilities Defined
- 541.06 Enforcement
- 541.07 Appeal
- 541.08 Criminal and Administrative Remedies

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.

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.

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 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 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:

Any public nuisance known at common law or in equity jurisprudence;

Any unsafe condition that is attractive to minors including, but not limited to, unprotected well openings or excavations, abandoned refrigerators and structurally unsound fences;

Overcrowding of a rental dwelling unit with human occupants or personal property;

Insufficient ventilation or illumination of a rental dwelling unit;

Inadequate or unsanitary sewage or plumbing facilities serving a rental dwelling unit; or

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.

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 or more.

UNSAFE means not safe.

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

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.
- 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). ~~The license fee for an initial license issued on or after July 1st of any calendar year shall be reduced by twenty percent (20%).~~
- 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 any rental dwelling until a complete application has been submitted to the City and the rental housing inspection fee has been paid in full.

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. ~~An initial rental license shall remain effective until December 31st of the calendar year following the year in which the license was issued for two years from the date of inspection, unless sooner revoked or suspended pursuant to the terms of this ordinance. Thereafter, each renewal license shall remain effective for two (2) years, unless sooner revoked or suspended pursuant to the terms of this ordinance. Any initial or renewal license issued before January 1, 2011 that expires before the end of a calendar year shall, notwithstanding anything in the license to the contrary, remain effective until December 31st of the calendar year in which the license would have otherwise expired. If a renewal license is granted for such a license, the renewal term shall start on January 1st of the next calendar year.~~

Subd. 8. Renewals. Applications for rental housing license renewals shall be submitted at least ~~sixty~~ 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.
- C. 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.
- D. After a hearing, the City Council may suspend or revoke the license if the Council finds that a violation of this ordinance has occurred.

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 Minnesota Statutes §§ 299F.50 and 51, as amended, unless an exception listed in Section 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 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.

541.05 Responsibilities Defined. 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.

541.06 Enforcement.

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

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. 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 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.

541.07 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 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 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 10 days of the hearing. Any fines or penalties imposed must be paid no later than 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 Minnesota Statute Section 606.01.

541.08 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): \$50.00 fine plus an additional charge of \$5.00 per day commencing on the day the alleged violation or violations occur. 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.

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 20, 2023					
Item Name:	Appointment of Street Maintenance and Utility Maintenance Lead Positions and Authorize Recruitment					
Originating Department:	Administration					
Presented by:	Jackie Schulze					
Previous Council Action (if any):	January 17, 2023: Adopt job descriptions and authorize recruitment for Street Maintenance and Utility Maintenance Leads					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution 2023-77, appointing Street Maintenance Lead position and authorization of recruitment Adopt Resolution 2023-78, appointing Utility Maintenance Lead position and authorization of recruitment						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
At the regularly scheduled January 17, 2023 City Council Meeting, the Council adopted the job description and authorized recruitment for the Street Maintenance Lead and Utility Maintenance Lead positions. These positions were advertised both internally and externally, and a mix of internal and external candidates were interviewed for both positions. Following the interviews, which consisted of two panels, leadership and peer, it is recommended that Jordan Lemmerman be appointed to the Street Maintenance Lead position and Jon Wagener be appointed to the Utility Lead position. Jordan and Jon are both currently employees with the City of Waconia. Jordan has been in the Street Maintenance Department since 2019 and Jon started as a full time employee in streets in 2018 and transferred to the Utilities Division the following year. Jordan is currently in the process of completing his Public Works Certificate and Jon recently completed his in the fall of 2022. Both Jordan and Jon have specific training requirements they have to meet in the position over the course of the next few years and will be monitored by both Human Resources and their direct supervisors. Jordan and Jon will start at Step 1 of their respective pay scales. With the appointment of internal candidates to the Street Maintenance and Utility Maintenance Lead, comes the need to backfill the Street Maintenance and Utility Maintenance positions, which, with approval, we will advertise externally.						
<u>Attachments:</u>						
1. 2377res__Lead_Street_Maintenance_Worker.docx 2. 2378res__Lead_Utility_Maintenance_Worker.docx						
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:				Personnel Committee: Recommend		
Budget Information:				Planning Commission		
X Budgeted				Parks and Recreation Board		
Non Budgeted				Safari Island Advisory Board		

_____Amendment Required	Other
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**CITY OF WACONIA
RESOLUTION NO. 2023 - 77**

**RESOLUTION APPOINTING
STREET MAINTENANCE LEAD &
AUTHORIZING RECRUITMENT**

WHEREAS, on January 17, 2023, the City Council authorized the recruitment for the vacant Street Maintenance Lead position; and

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

WHEREAS, staff recommend the appointment of Jordan Lemmerman to this position;

WHEREAS, Jordan will start at Step 1 on the Street Maintenance Lead pay scale; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Jordan Lemmerman for the Street Maintenance Lead position, effective March 27, 2023, and authorizes the City to recruit for the now vacant Street Maintenance Worker position.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2023 - 78**

**RESOLUTION APPOINTING
UTILITY MAINTENANCE LEAD &
AUTHORIZING RECRUITMENT**

WHEREAS, on January 17, 2023, the City Council authorized the recruitment for the vacant Utility Maintenance Lead position; and

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

WHEREAS, staff recommend the appointment of Jonathan Wagener to this position;

WHEREAS, Jonathan will start at Step 1 on the Utility Maintenance Lead pay scale; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Jonathan Wagener for the Utility Maintenance Lead position, effective March 27, 2023, and authorizes the City to recruit for the now vacant Utility Maintenance Worker position.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 20, 2023

Item Name: SITE PLAN and DESIGN REVIEW - 811 Village Way

Originating Department: Community Development

Presented by: Lane Braaten

Previous Council Action (if any):

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

Adopt Resolution 2023-79 approving Site Plan and Design Review for the proposed DRF Waconia Dental Building and site improvements for the property located at 811 Village Way.

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

BACKGROUND

Applicant: Frauenshuh, Inc.

Owner: DRF Waconia Dental Building, LLC

Address: 811 Village Way

PID# 753210030

Zoning: B-1, Highway Business District

Design District: Highway District

REQUEST

The applicant, Frauenshuh, Inc. (the "Applicant"), has submitted a Site Plan and Design Review application for the property located at 811 Village Way (the "Property") on behalf of DRF Waconia Dental Building, LLC. The applicant is proposing the construction of a 9,125 square foot clinic building.

APPLICABLE ORDINANCE PROVISIONS:

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

SITE PLAN REVIEW

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

ZONING

The subject parcel is zoned B-1, Highway Business District. The proposed business is a Permitted Use in the B-1 zoning district.

LOT REQUIREMENTS

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

for the Highway Business District are indicated in Table 1-1 below.

Table 1-1.	B-1 - Lot Requirements	Proposed/Existing
Lot Area	17,500 sq. ft. min.	62,355 sq. ft.
Lot Width	100 ft. min.	Conforming
Maximum Hardcover Surface	80% max.	71.1%
Maximum Principal Structure Height	35 ft. max.	19 ft.*
Front Yard Setback	25 ft. min.	25 ft.
Side Yard Setback - Street	20 ft. min.	Conforming
Rear Yard Setback	20 ft. min.	Conforming

*Building height measured to the top of the parapet

The structure setbacks, building height, and hardcover surface requirements stated above have been satisfied based on a review of the Site Plan- C2.0 dated February 2nd, 2023 and the Exterior Elevations - A300A dated February 2nd, 2023.

SCREENING OF EQUIPMENT

The Exterior Elevations indicate the applicant is proposing to screen the rooftop equipment with an equipment screen wall, which conforms to City Code requirements.

The Site Plan indicates a transformer pad to the northwest of the building. Based upon the comments of the Planning Commission the applicant has included additional vegetative screening in order to meet the screening requirements stated in City Code. The previous landscape plan indicated “6-PN” in close proximity, which are 6 containers of Northwind Switch Grass and the updated (attached) landscape plan indicates “10-PN”.

OFF-STREET PARKING

City Ordinance requires the following parking requirements for medical, dental and veterinarian clinics: Three (3) spaces plus at least one (1) space for each 200 square feet of gross floor area.

City Code requires 48 parking stalls based upon the proposed 9,125 structure. The applicant has proposed 52 parking stalls, which meets City off-street parking requirements.

LANDSCAPING

Section 900.07, Subd. 2.B of the City Ordinance requires one (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.

The site perimeter is 1,002 ft. and is the greater of the two, which would require 20 trees to be planted on site.

The applicant is preserving 6 existing trees and proposing to plant 15 additional trees which conforms to City Code requirements. City Code requires a minimum planting size of 2.5 inches dbh for deciduous trees and a minimum 6 ft. height for coniferous trees. Additionally, the complement of trees fulfilling the requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous.

Staff has included a condition of approval requiring revisions to the landscape plan consistent with the minimum planting size requirements and the minimum diversification requirements or deciduous and coniferous trees.

SIGNS

The elevations submitted include some proposed tenant wall signage. The wall signage appears to meet City Code; however a separate sign permit is still required and the final placement and sizing will be reviewed by City staff upon submittal of the sign permit application.

There is an existing multi-tenant monument sign on the subject parcel, which was approved as part of the sign plan

for the Interlaken Village commercial development. If the applicant would like to have a monument sign on the subject parcel they would have two options:

1. Placement of signage on the existing multitenant monument sign;
2. Construction of an individual monument sign on the parcel in conformance with City Code requirements.

The applicant/property owner would not be allowed to have both options stated above.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The lighting plan submitted meets City Ordinance requirement standards in regard to reflected glare or spill light. The applicant shall submit the specific mounting height of the lighting elements on the light poles prior to ordering/installation.

VEHICULAR ACCESS

The applicant is proposing access to the property via an access along the internal private street which currently serves Target. Staff has reviewed the proposed access and have found it to be compliant with the necessary access spacing and circulation for the area.

PEDESTRIAN ACCESS

The proposed plan indicates an internal sidewalk system and a section of sidewalk along the internal private road system shared with Target, which is in conformance with City Ordinance requirements.

TRASH

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

The applicant is proposing a trash enclosure constructed of similar materials as the principal structure which is in conformance with City Code requirements.

GRADING, DRAINAGE & UTILITIES

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utilities and found that the plans are generally in conformance with City requirements. Approval should require the plans to be revised to the satisfaction of the Public Services Director and City Engineer prior to building permit issuance, which has been included as a recommended condition of approval.

DESIGN REVIEW – HIGHWAY DISTRICT

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

Based on a review of the plan set provided by the applicant the Planning Commission finds that the majority of the design requirements stated in the Highway Design District meet City standards. Further, the Planning Commission has included one recommended condition of approval requiring bicycle parking in a convenient and visible location no farther from the principal entrance than the closest automobile parking space. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack, subject to the review of the City Engineer.

CONCLUSION / RECOMMENDATION

The Planning Commission, at their regular meeting on March 2nd, 2023, recommended approval of the Site Plan and Design Review application for 811 Village Way via a 4-0 vote.

If the City Council chooses to approve the Site Plan and Design Review request, the Planning Commission and city staff would recommend the approval upon the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and City Council.

2. All applicable permit are applied for by the applicant with all supporting documentation and issued prior to work commencing on site.
3. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
5. All future signage shall require a sign permit from the City of Waconia. The specific details regarding each sign shall be reviewed for conformance to City Ordinance requirements. Site Plan approval does not constitute approval of the signs indicated on the plan set.
6. Any future outdoor mechanical equipment shall be screened per City Ordinance requirements. This statement includes both ground mounted and roof mounted mechanical equipment.
7. Bicycle parking shall be installed in a convenient and visible location no farther from the principal entrance than the closest automobile parking space. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack, subject to the review of the City Engineer.
8. The plans shall be revised to the satisfaction of the Public Services Director and City Engineer prior to building permit issuance.
9. The applicant shall submit the specific mounting height of the lighting elements on the light pole prior to ordering/installation.
10. City Code requires a minimum planting size of 2.5 inches dbh. for deciduous trees and a minimum 6 ft. height for coniferous trees. Additionally, the complement of trees fulfilling the requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous. The landscape plan shall be revised consistent with the minimum planting size requirements and the minimum diversification requirements for deciduous and coniferous trees.
11. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

Attachments:

1. [2379res_Site_Plan_811_Village_Way.docx](#)
2. [Location Map 811 Village Way.pdf](#)
3. [Multi-Tenant Clinic Building Waconia_Site Plan Review Application_Narrative.pdf](#)
4. [Phasing Plan.pdf](#)
5. [Multi-Tenant_Clinic_Building_Plan_Set.pdf](#)
6. [Elevations.pdf](#)
7. [Color Renderings.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:
 _____ Budgeted
 _____ Non Budgeted
 _____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION 2023-79**

**RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW FOR THE PROPERTY
LOCATED AT 811 VILLAGE WAY**

WHEREAS, Frauenshuh, Inc. (the “**Applicant**”), on behalf of DRF Waconia Dental Building, LLC, has submitted a Site Plan & Design Review application for the property located at 811 Village Way (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 3, Block 1, INTERLAKEN VILLAGE and identified as PID# 753210030; and

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

WHEREAS, the Applicant is proposing the construction of an 9,125 square foot clinic building and site improvements; and

WHEREAS, the City’s Planning Commission, at their regular meeting on March 2nd, 2023, recommended approval of the Site Plan & Design Review application via a 4-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and City Council.
2. All applicable permit are applied for by the applicant with all supporting documentation and issued prior to work commencing on site.
3. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
4. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
5. All future signage shall require a sign permit from the City of Waconia. The specific details regarding each sign shall be reviewed for conformance to City Ordinance requirements. Site Plan approval does not constitute approval of the signs indicated on the plan set.
6. Any future outdoor mechanical equipment shall be screened per City Ordinance requirements. This statement includes both ground mounted and roof mounted mechanical equipment.
7. Bicycle parking shall be installed in a convenient and visible location no farther from the principal entrance than the closest automobile parking space. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack, subject to the review of the City Engineer.
8. The plans shall be revised to the satisfaction of the Public Services Director and City Engineer prior to building permit issuance.

9. The applicant shall submit the specific mounting height of the lighting elements on the light pole prior to ordering/installation.
10. City Code requires a minimum planting size of 2.5 inches dbh. for deciduous trees and a minimum 6 ft. height for coniferous trees. Additionally, the complement of trees fulfilling the requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous. The landscape plan shall be revised consistent with the minimum planting size requirements and the minimum diversification requirements for deciduous and coniferous trees.
11. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan & Design Review plan set submitted by Frauenshuh, Inc. for the property located at 811 Village Way subject to the conditions, findings and recommendations of the Planning Commission and staff stated above.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

LOCATION MAP—811 VILLAGE WAY



February 2, 2023

PROJECT INFORMATION FOR SITE PLAN & DESIGN REVIEW APPLICATION

Description of the project: DRF Waconia Dental Building LLC is the Owner of Lot 3, Block 1, Interlaken Village, Carver County, Minnesota (Abstract Property). The total area of this parcel is 62,366 sq. ft. / 1.43 acres. The parcel is in the B-1 Highway Business District zone.

DRF Waconia Dental Building LLC is proposing construction of an 8,766-sf building for a clinic, 52 stall off-street parking lot, and a refuse/recycle enclosure on the property. Construction of this building will be in phases. Phase one will be a 4,225-sf dental tenant suite, phase 2 will be a 3,110-sf future tenant 2 suite, and phase 3 will be a 1,431-sf future expansion for the dental clinic. The size, location on property, and design of the proposed building are driven by internal functional requirements of the tenant. The primary entrance and front of the building will face the proposed parking lot to the South. There will be a sidewalk along the west side leading to a staff entrance near the northwest corner of phase 1. This sidewalk will be relocated in phase 3 to wrap around the expansion. Due to the existing sloping of the site to the west, the phase 3 sidewalk location will require a small retaining wall and guard. A blend of exterior materials is proposed that includes the use of face brick, metal panels, EIFS, aluminum punched windows, and aluminum storefront entrance framing.

The proposed new site layout will provide three handicap parking stalls and forty-nine standard stalls. Off-street parking lot pole lights are proposed in the islands to adequately cover the parking lot. Landscaping and landscape screening will be provided to meet the minimum requirements of the current zoning code and the Development Guidelines.

Wall mounted signage meeting the current zoning code is proposed for the building. Architectural building lighting is proposed at the following locations: recessed down lighting at the tenant entrance canopies and decorative wall sconces along all sides of the building.

Projected number of employees

Maximum number of employees per schedule: 12; maximum staff 18-20

Operational considerations

Maximum hours fully operational:

Monday – Thursday; 7:00am – 8:00pm

Friday; 8:00am – 5:00pm

Saturday; 7:00am – 2:00pm

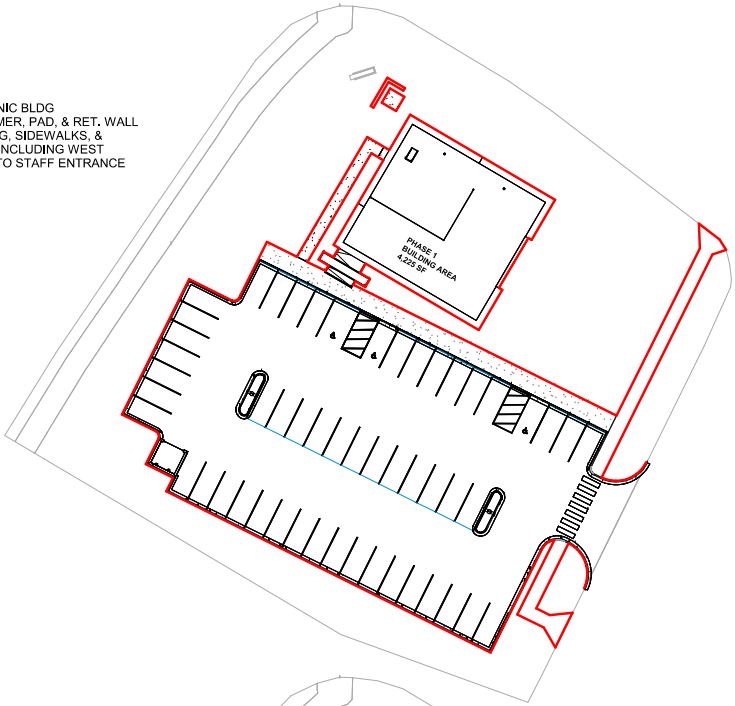
Owner contact information

- **Owner:**
DRF Waconia Dental, LLC.
Ross Hedlund
7101 W. 78th Street
Bloomington, MN 55439
952-829-3460
ross.hedlund@frauenshuh.com

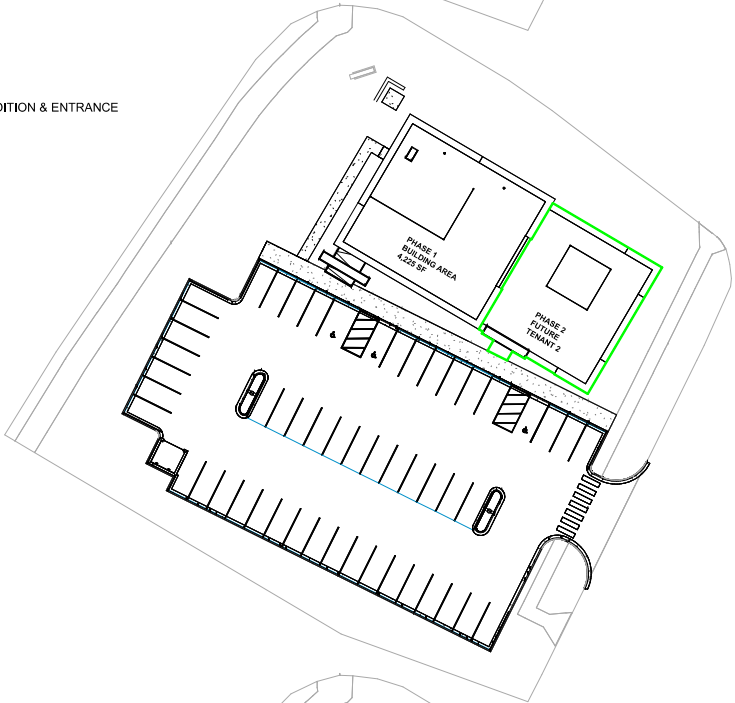
Design Team contact information

- **Architect:**
Eric Reiners, AIA
Sperides Reiners Architects
6442 City West Pkwy, Suite 300
Eden Prairie, MN 55344
952-996-9662
eric@sra-mn.com
- **Civil Engineering and Landscape:**
Dave Knaeble, Civil Engineer/Partner
Civil Site Group
5000 Glenwood Avenue
Golden Valley, MN 55422
763-234-7523
dknaeble@civilsitegroup.com
- **General Contractor:**
Jeff Heide, President
Timco Construction
2820 Vicksburg Lane N.
Plymouth, MN 55447
763-694-0250
jheide@timco-const.com

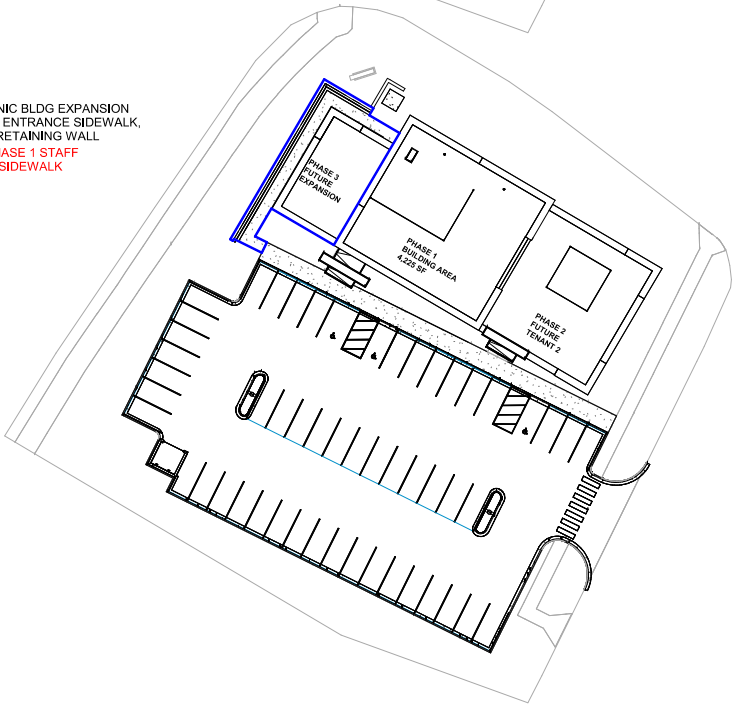
- PHASE 1:
- 4225 SF CLINIC BLDG
 - TRANSFORMER, PAD, & RET. WALL
 - ALL PARKING, SIDEWALKS, & SITEWORK INCLUDING WEST SIDEWALK TO STAFF ENTRANCE



- PHASE 2
- 3400 SF ADDITION & ENTRANCE SIDEWALK



- PHASE 3:
- 1500 SF CLINIC BLDG EXPANSION
 - NEW STAFF ENTRANCE SIDEWALK, RAILING, & RETAINING WALL
 - REMOVE PHASE 1 STAFF ENTRANCE SIDEWALK



6442 CITY WEST PARKWAY
EDEN PRAIRIE, MINNESOTA
55344
PH: 952-996-9662
WWW.SRA-MN.COM

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SPERRES REINERS
ARCHITECTS, INC

SRA
ARCHITECTURE + INTERIORS

PRELIMINARY
NOT FOR
CONSTRUCTION

ISSUE RECORD			DESCRIPTION
ISSUE #	DATE		

MULTI-TENANT CLINIC
BLDG. WACONIA

811 Village Way
Waconia, MN 55387

PHASING PLAN

PROJECT 22-044
DRAWN Author
CHECKED Checker
BY:

A004

3/14/2023 11:54:16 AM

811 VILLAGE WAY, WACONIA, MN 55387
DRF WACONIA BUILDING, LLC.
7101 W 78TH STREET, MINNEAPOLIS, MN 55439

David J. Knaeble
David J. Knaeble
DATE 03/16/23 LICENSE NO. 48776

DRAWN BY: AM, WMB REVIEWED BY: DK
PROJECT NUMBER: 22466

C2.0

PERMIT.

-
- OPERATIONAL NOTES:

SITE DATA

SITE PLAN LEGEND:

- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.
HC = ACCESSIBLE SIGN
STOP SIGN

SITE AREA CALCULATIONS		PHASE I		PHASE II		PHASE 3	
	EXISTING CONDITION	PROPOSED CONDITION		PROPOSED CONDITION		PROPOSED CONDITION	
BUILDING COVERAGE	0 SF 0.0%	4,770 SF 7.5%		7,859 SF 12.4%		9,223 SF 14.6%	
ALL PAVEMENTS	12,788 SF 20.5%	34,864 SF 55.1%		34,925 SF 55.2%		35,256 SF 55.7%	
ALL NON-PAVEMENTS	49,567 SF 79.5%	23,692 SF 37.4%		20,541 SF 32.4%		18,847 SF 29.8%	
TOTAL SITE AREA	62,355 SF 100.0%	63,236 SF 100.0%		63,326 SF 100.0%		63,326 SF 100.0%	
IMPERVIOUS SURFACE							
EXISTING CONDITION		12,788 SF 20.5%		12,788 SF 20.5%		12,788 SF 20.5%	
PROPOSED CONDITION		39,634 SF 63.6%		42,785 SF 68.6%		44,479 SF 71.3%	
DIFFERENCE (EX. VS PROP.)		26,846 SF 43.1%		29,997 SF 48.1%		31,691 SF 50.8%	

1. CONNECTION TO THE TARGET ENTRANCE ROAD SHOULD BE COORDINATED WITH THE CITY. EXTENTS OF REMOVALS AND BEGINNING OF CURB LOCATIONS SHOULD BE VERIFIED IN THE FIELD WITH THE CITY PRIOR TO ANY WORK.

Know what's below.
Call before you dig.



PRELIMINARY:
NOT FOR
CONSTRUCTION

MULTI-TENANT CLINIC BLDG.
WACONIA
811 VILLAGE WAY, WACONIA, MN 55387

DRF WACONIA BUILDING, LLC.
7101 W 70TH STREET, MINNEAPOLIS, MN 55439

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.

David J. Knaeble
DATE 03/16/23 LICENSE NO. 48776

[illegible]

DRAWN BY: AM. WMB		REVIEWED BY: DK
PROJECT NUMBER: 22466		
REVISION SUMMARY		
DATE	DESCRIPTION	
11-1-78		
1-1-79		
1-1-79		
1-1-79		
1-1-79		
1-1-79		

GRADING PLAN
FULL SITE BUILD
OUT

3.1

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GENERAL GRADING NOTES:

1. CONTRACTOR SHALL VERIFY ALL BUILDING ELEVATIONS, (FFE, LFE, GFE, PFI) PRIOR TO CONSTRUCTION BY CROSS CHECKING WITH ARCHITECTURAL, STRUCTURAL AND CIVIL ELEVATIONS FOR EQUIVALENT "100" ELEVATIONS. THIS MUST BE DONE PRIOR TO EXCAVATION AND INSTALLATION OF ANY FOOTING MATERIALS. VERIFICATION OF THIS COORDINATION SHALL BE CONFIRMED IN WRITING BY CIVIL SURVEYOR, ARCHITECTURAL, STRUCTURAL AND CONTRACTOR PRIOR TO CONSTRUCTION.
2. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
3. SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTICES.
4. THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC., IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
5. ANY ELEMENTS OF AN EARTH RETENTION SYSTEM AND RELATED EXCAVATIONS THAT FALL WITHIN THE PUBLIC RIGHT OF WAY WILL REQUIRE A RIGHT OF WAY EXCAVATION PERMIT. CONTRACTOR IS RESPONSIBLE FOR ACQUIRING THIS PERMIT PRIOR TO CONSTRUCTION IF APPLICABLE
6. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
7. GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
8. PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
9. GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
10. PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1
11. PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4" IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
13. IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
14. EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR SPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT OUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 8 INCHES. RESPADE TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 8 INCHES.
15. FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS, PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR AROUND SUCH POINTS AND EXISTING GRADES, AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
16. PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED JANDEN/AMAL TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
17. TOLERANCES
- 18.1. THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
- 18.2. THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
- 18.3. AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
- 18.4. TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
19. MAINTENANCE
- 19.1. THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
- 19.2. CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDED AND MULCHED.
- 19.3. SHALL SCAFFRY, COMPACTED, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

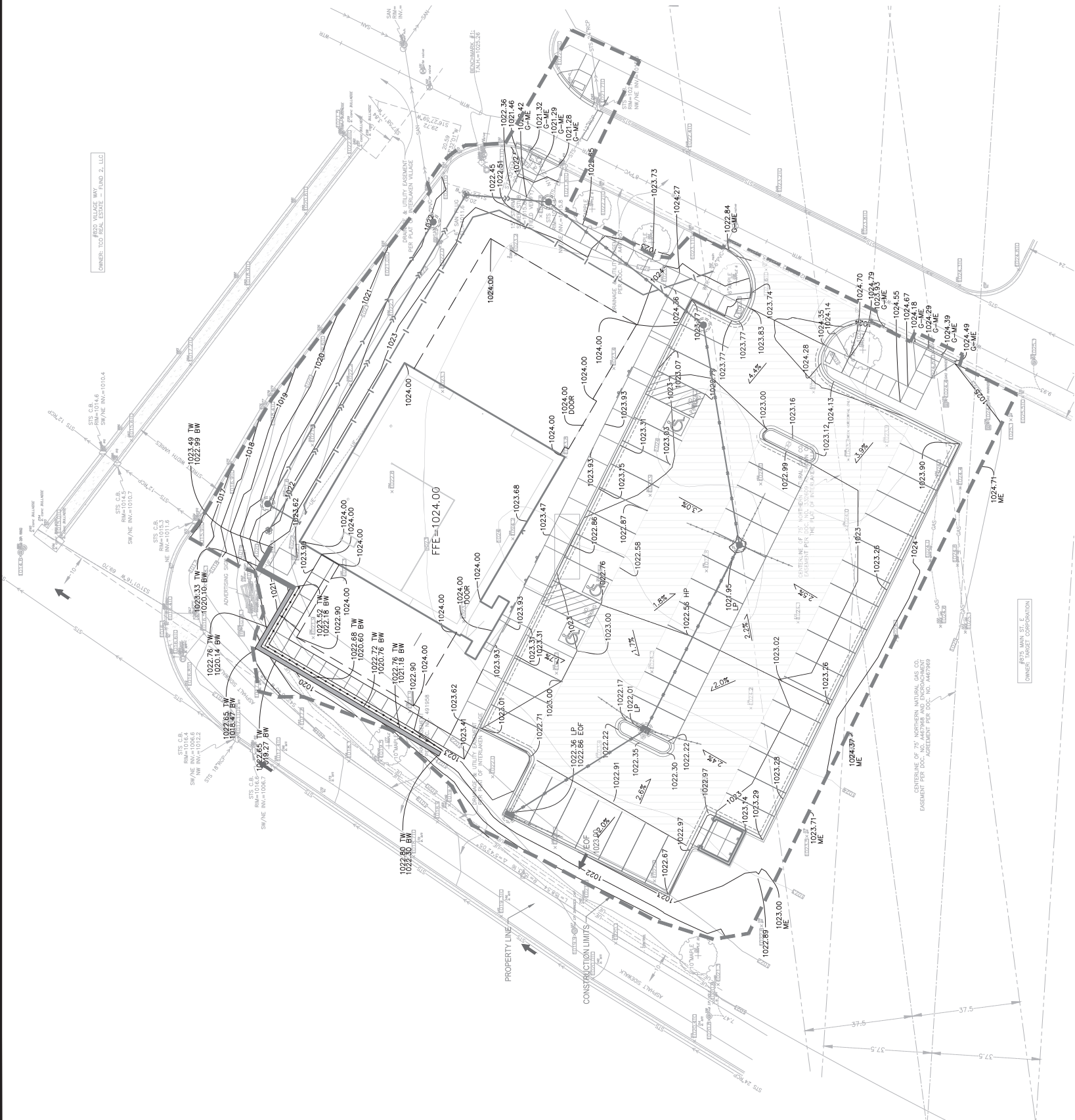
GRADING PLAN LEGEND:

EX. 1' CONTOUR ELEVATION INTERVAL
1.0' CONTOUR ELEVATION INTERVAL
SPOT GRADE ELEVATION (FLOWFLOW LINE
UNLESS OTHERWISE NOTED)
SPOT GRADE ELEVATION CUTTER
SPOT GRADE ELEVATION TOP OF CURB
SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
SPOT GRADE ELEVATION MATCH EXISTING
GRADE BREAK - HIGH POINTS
CURB AND GUTTER (T.O. = TIP OUT)
EMERGENCY OVERFLOW

1125
1137
41.26
891.00 G
891.00 TC
891.00 BS/TS
891.00 ME
(84)
1141
1141
1141
EQF=1023.00



Know what's below.
Call before you dig.



CITY OF WACONIA GRADING NOTES:

1. RESERVED FOR CITY SPECIFIC GRADING NOTES.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0 - SW1.3

LANDSCAPE NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "Gopher State One Call" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. WHERE SHOULDER & PERENNIAL BEDS SHALL BE MULCHED WITH 4" DEPTH (MINIMUM AFTER INSTALLATION AND/OR TOP DRESSING OPERATIONS) OF ROCK MULCH (SEE GROUND COVER SCHEDULE).
3. ALL TREES SHALL BE MULCHED WITH SHREDDED CEDAR MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2' FROM TREE TRUNK.
4. PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
5. UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
6. CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR TWO (2) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
7. ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 6" LAYER TOPSOIL AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
8. COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES. LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
9. ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
10. REPAIR AT NO COST TO OWNER ALL DAMAGES RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
11. SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
12. PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HUE TO HEAD OR DRIP COVER AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/TACK OF CURB.
13. CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

IRRIGATION NOTES:

1. ENTIRE SITE SHALL BE FULLY IRRIGATED. THE CONTRACTOR SHALL SUBMIT IRRIGATION SHOP DRAWINGS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
2. SEE MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS FOR IRRIGATION WATER, METER, AND POWER CONNECTIONS.
3. CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTING DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR.
4. SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT AT THE JOB SITE.
5. CONTRACTOR SHALL COORDINATE WITH LOCAL UTILITY COMPANY FOR THE PROPOSED ELECTRICAL SERVICE AND METERING FACILITIES.
6. IRRIGATION WATER LINE CONNECTION SIZE IS 1/2" AT BUILDING. VERIFY WITH MECHANICAL PLANS/COVAGE.
7. ALL MAIN LINES SHALL BE 18" BELOW FINISHED GRADE.
8. ALL LATERAL LINES SHALL BE 12" BELOW FINISHED GRADE.
9. ALL EXPOSED PVC RISERS, IF ANY, SHALL BE GRAY IN COLOR.
10. CONTRACTOR SHALL LAY ALL SLEEVES AND CONDUIT AT 2'-0" BELOW THE FINISHED GRADE OF THE TOP OF PAVEMENT. EXTEND SLEEVES TO 2'-0" BEYOND PAVEMENT.
11. CONTRACTOR SHALL MARK THE LOCATION OF ALL SLEEVES AND CONDUIT WITH THE SLEEVING MATERIAL "ELED" TO 2'-0" ABOVE FINISHED GRADE AND CAPPED.
12. FABRICATE ALL PIPE TO MANUFACTURER'S SPECIFICATIONS WITH CLEAN AND SQUARE CUT JOINTS. USE QUALITY GRADE PRIMER AND SOLVENT CEMENT FORMULATED FOR INTENDED TYPE OF CONNECTION.
13. BACKFILL ALL TRENCHES WITH SOIL FREE OF SHARP OBJECTS AND DEBRIS.
14. ALL VALVE BOXES AND COVERS SHALL BE BLACK IN COLOR.
15. GROUP VALVE BOXES TOGETHER FOR EASE WHEN SERVICE IS REQUIRED. LOCATE IN PLANT BED AREAS WHENEVER POSSIBLE.
16. IRRIGATION COLLATERAL LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE.
17. CONTROL WIRES: 14 GAUGE DIRECT BURIAL SOLID COPPER IRRIGATION WIRE. RUN UNDER MAIN LINE. USE MOISTURE-PROOF SPLICES AND SPLICE ONLY AT VALVES OR PULL BOXES. RUN SEPARATE HOT AND COMMON WIRE TO EACH VALVE AND ONE (1) SPARE WIRE AND GROUND TO FURTHEST VALVE FROM CONTROLLER LABEL OR COLOR OR CODE ALL WIRES.
18. AVOID OVERHANG ON BUILDINGS, PAVEMENT, WALLS AND ROADWAYS BY INDIVIDUALLY ADJUSTING RADIUS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
19. ADJUST PRESSURE REGULATING VALVES FOR OPTIMUM PRESSURE ON SITE.
20. USE SCREENS ON ALL HEADS.
21. A SET OF AS-BUILT DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION.
22. ALL PIPE 3" AND OVER SHALL HAVE THRUST BLOCKING AT EACH TURN.
23. ALL AUTOMATIC REMOTE CONTROL VALVES WILL HAVE 3" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTEND 3' BEYOND PERIMETER OF VALVE BOX.
24. THERE SHALL BE 3" MINIMUM SPACE BETWEEN BOTTOM OF VALVE BOX COVER AND TOP OF VALVE STRUCTURE.

LANDSCAPING REQUIREMENTS:

TR-3. HIGHWAY BUSINESS DISTRICT: One (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.	BUILDING FLOOR AREA (SF) 8985 9 TREES
SITE PERMIT (LF) 1002 20 TREES	With the idea that we are saving 6 significant trees on site, we are proposing to plant 15 new trees around the perimeter. Thus satisfying the landscape and tree preservation requirements.

MULCH SCHEDULE

AREA	MULCH TYPE	EDGING	FABRIC	REMARKS
TREE RINGS	4" DEPTH, SHREDED CEDAR	NO	NO	SEE DETAIL SHT. L1.1
PLANTING BEDS	4" DEPTH, WASHED RIVER ROCK	YES	NO	SEE GROUND COVER SCHEDULE L1.1
MAINT. STRIP AT BUILDING FOUNDATION	4" DEPTH WASHED RIVER ROCK	YES	YES	SEE DETAIL SHT. L1.1
DOG PARK MULCH	NA	NA	NA	
NATIVE SEED AREAS	NA	NA	NA	
NOTE: COORDINATE ALL MULCH AND PLANTING BED MATERIAL PRIOR TO INSTALLATION. PROVIDE SAMPLES AND SHOP DRAWINGS/PHOTOS/DATA SHEETS OF ALL MATERIALS				

LEGEND

EDGING - SHALL BE COMMERCIAL GRADE, 4" DEPTH ALUMINUM, BLACK OR DARK GREEN IN COLOR, INCLUDE ALL CONNECTORS, STAKES, & ALL APPURTENANCES PER MANUF. INSTALL PER MANUF. INSTRU./SPECS.



Know what's below.
Call before you dig.



1" = 20'.0"

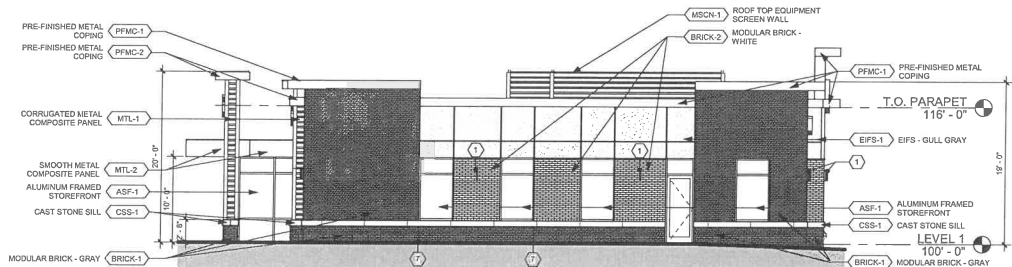
EXTERIOR ELEVATION KEYNOTES

- EXTERIOR LIGHTING - WALL-MOUNTED LED SCIENCE.
- BUILDING SIGNAGE - SIGN AREA TO MEET THE REQUIREMENTS OF CURRENT CITY ZONING CODE. VERIFY POWER AND ATTACHMENT REQUIREMENTS WITH TENANT'S SIGN DESIGNER. DRAWINGS FOR SIGN PERMIT ISSUED SEPARATELY BY OTHERS.
- RECESSED CANOPY LIGHT FIXTURES.
- COW TONGUE DOWNSPOUT NOZZLE WITH CONCRETE SPLASH BLOCK BELOW. OUTLET FOR INTERNAL ROOF DRAINS.
- PLUMBING GAS METER.
- ELECTRICAL CURRENT TRANSFORMER (CT CABINET) AND METER.
- WADSWORTH CONTROL JOINT. MATCH ADJACENT MATERIAL COLOR.
- FIRE DEPARTMENT CONNECTION. 3'-0" MIN. CLEAR, 18" MIN. TO 48" MAX. ABOVE GRADE. VERIFY LOCATION WITH FIRE MARSHAL.
- KNOX BOX. VERIFY LOCATION WITH FIRE MARSHAL.
- EIFS ASTHETIC REVEAL.

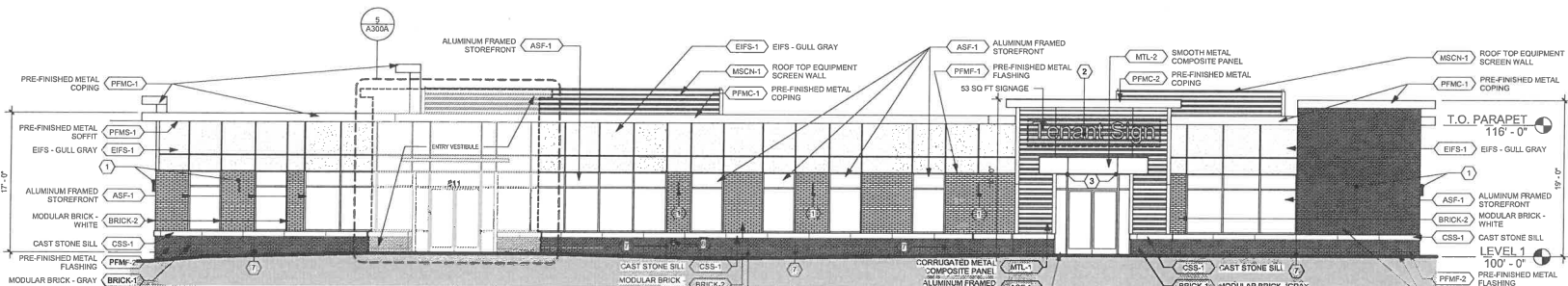
EXTERIOR ELEVATION MATERIAL PERCENTAGES

EAST TOTAL SF:		1261 SF
BRICK	707 SF	56%
EIFS	293 SF	10%
METAL PANEL	137 SF	11%
GLAZING	215 SF	17%
SOUTH TOTAL SF (WITHOUT VESTIBULE):		2671 SF
BRICK	864 SF	32%
EIFS	715 SF	27%
METAL PANEL	375 SF	14%
GLAZING	715 SF	27%
SOUTH TOTAL SF (WITH VESTIBULE):		2733 SF
BRICK	864 SF	32%
EIFS	595 SF	22%
METAL PANEL	631 SF	23%
GLAZING	643 SF	23%
WEST TOTAL SF:		1419 SF
BRICK	875 SF	62%
EIFS	201 SF	14%
METAL PANEL	147 SF	10%
GLAZING	195 SF	14%
NORTH TOTAL SF:		2651 SF
BRICK	1768 SF	67%
EIFS	639 SF	24%
METAL PANEL	151 SF	6%
GLAZING	393 SF	15%
FACADE TOTAL SF (WITHOUT VESTIBULE):		8292 SF
BRICK	4212 SF	51%
EIFS	1658 SF	20%
METAL PANEL	821 SF	10%
GLAZING	511 SF	6%
FACADE TOTAL SF (WITH VESTIBULE):		8284 SF
BRICK	4212 SF	51%
EIFS	1536 SF	19%
METAL PANEL	1076 SF	13%
GLAZING	1458 SF	17%

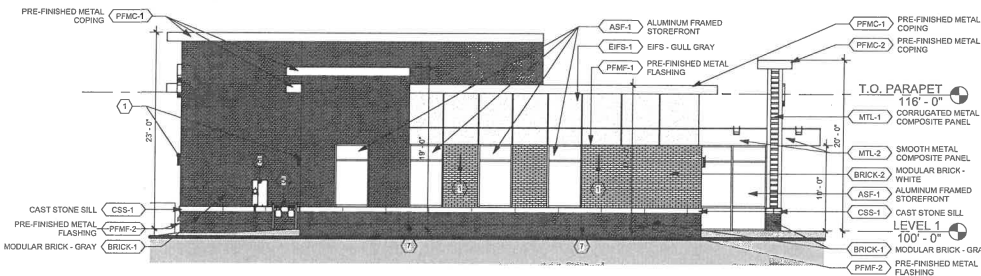
EXTERIOR MATERIAL SCHEDULE									
MATERIAL ID	SPEC SECTION	MATERIAL DESCRIPTION	MANUFACTURER	TYPE	FINISH	COLOR	SIZE	NOTES	
ASF-1	084313	ALUMINUM FRAMED STOREFRONT	TBD		MFGR	CLEAR ANNOXIZED		W/ THERMAL BREAK	
BRICK-1	042061	MODULAR BRICK - WHITE	HEBRON BRICK			SLATE GRAY	MODULAR	GROUT: TBD	
BRICK-2	042061	MODULAR BRICK - WHITE	SUMMIT BRICK			25% ALABAMA	MODULAR	GROUT: WHITE	
CSS-1	047200	CAST STONE SILL	STONEWORKS ARCHITECTURAL			YELLOW		LIGHT SAND (LAST 1.00)	
EFS-1	072400	EIFS - GULL GRAY	DRYVIT			ALMOND (#2110)			
MBRW-1	323200	MODULAR BLOCK RETAINING WALL			OUTSULATION SYSTEM	SANDEPBLE	#131 GULL GRAY	W/ MOISTURE DRAINAGE	
MGR-1	052500	METAL GUARDRAIL - PAINTED	TBD					TBD - TO MATCH BUILDING STYLE	
MSCN-1	074213.01	ROOF TOP EQUIPMENT SCREEN WALL	TBD						
MTL-1	074213.01	CORRUGATED METAL COMPOSITE PANEL	CENTRA			SMOOTH	PLATINUM	OUTSIDE CORNER TRIM	
MTL-2	074213.02	SMOOTH METAL COMPOSITE PANEL	CENTRA			SMOOTH	PLATINUM		
PFMC-1	075323	PRE-FINISHED METAL COPING	TBD				UNA-CLAD, BONE WHITE		
PFMC-2	075323	PRE-FINISHED METAL COPING	TBD				UNA-CLAD, SILVER METALLIC		
PFMF-1	076200	PRE-FINISHED METAL FLASHING	TBD				UNA-CLAD, BONE WHITE	FLASHING @ GRAY BRICK	
PFMF-2	076200	PRE-FINISHED METAL FLASHING	TBD				UNA-CLAD, MATTE BLACK	FLASHING @ GRAY BRICK	
PFMS-1	074213.02	PRE-FINISHED METAL SOFFIT	TBD				UNA-CLAD, BONE WHITE		
PFMS-2	074213.02	PRE-FINISHED METAL SOFFIT	TBD				UNA-CLAD, SILVER METALLIC		



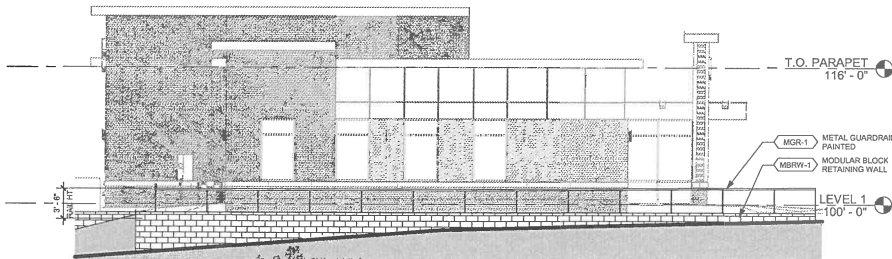
1 EAST ELEVATION
SCALE: 1/8" = 1'-0"



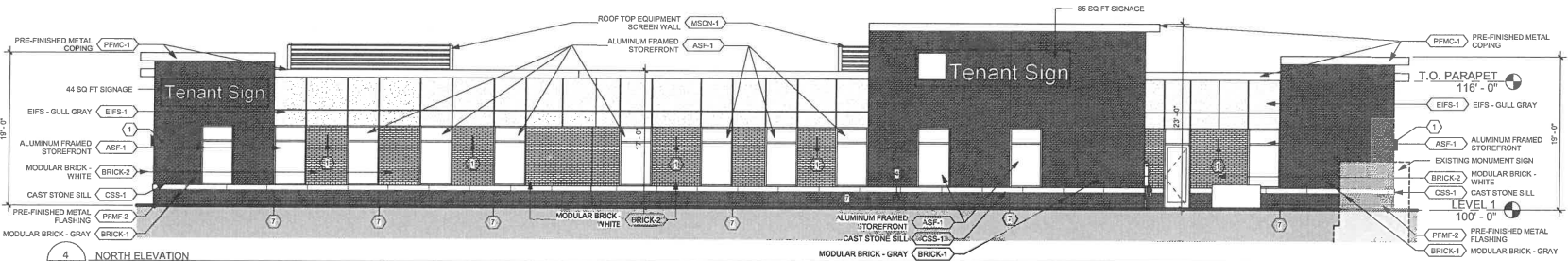
2 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



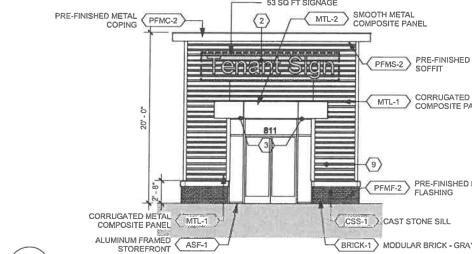
3 WEST ELEVATION
SCALE: 1/8" = 1'-0"



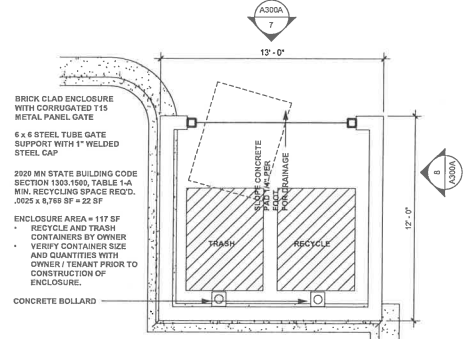
9 WEST ELEVATION - RETAINING WALL & RAILING
SCALE: 1/8" = 1'-0"



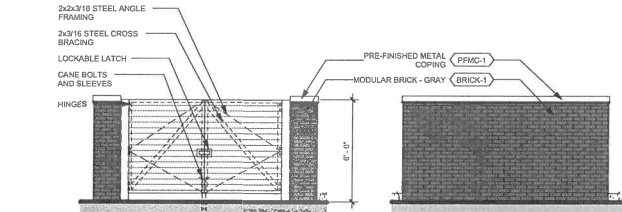
4 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



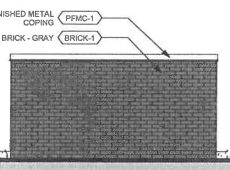
5 SOUTH ELEVATION - ENTRY VESTIBULE
SCALE: 1/8" = 1'-0"



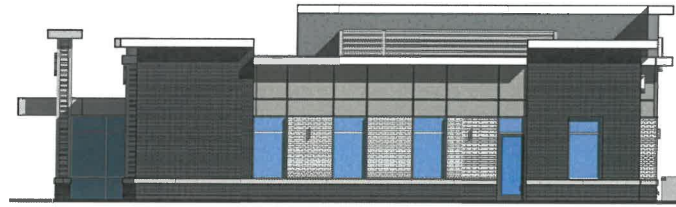
6 TRASH / RECYCLE ENCLOSURE PLAN
SCALE: 1/4" = 1'-0"



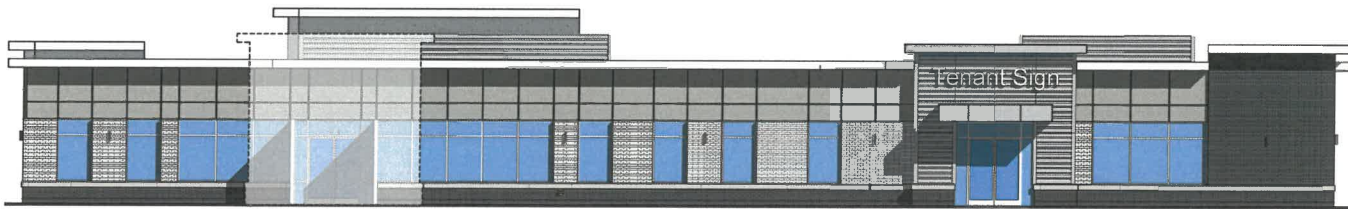
7 TRASH ENCLOSURE GATE
SCALE: 1/4" = 1'-0"



8 TRASH ENCLOSURE ELEVATION
SCALE: 1/4" = 1'-0"



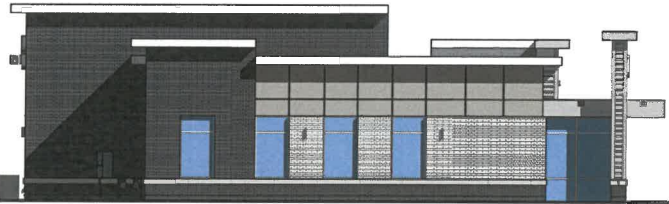
1 EAST ELEVATION - COLOR
A301A SCALE: 1/8" = 1'-0"



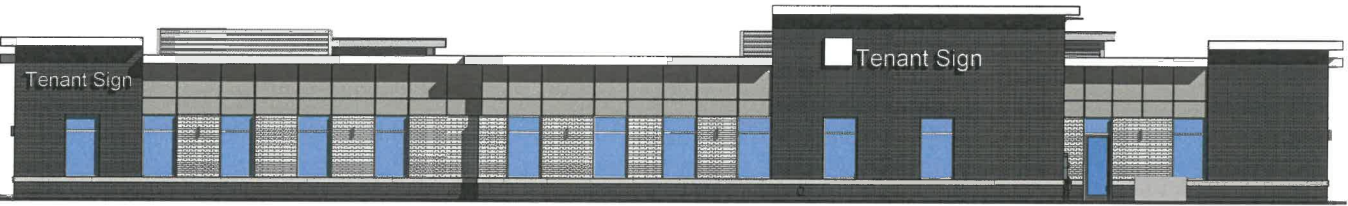
2 SOUTH ELEVATION - COLOR
A301A SCALE: 1/8" = 1'-0"



5 SOUTH ELEVATION - ENTRY VESTIBULE - COLOR
A301A SCALE: 1/8" = 1'-0"

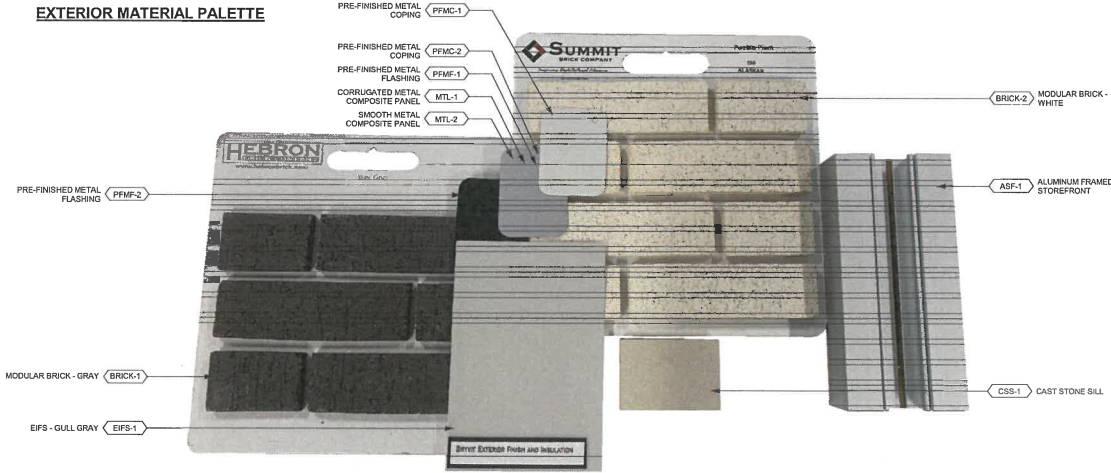


3 WEST ELEVATION - COLOR
A301A SCALE: 1/8" = 1'-0"



4 NORTH ELEVATION - COLOR
A301A SCALE: 1/8" = 1'-0"

EXTERIOR MATERIAL PALETTE



ISSUE #	DATE	DESCRIPTION

MULTI-TENANT CLINIC BLDG.
WACONIA
811 Village Way
Waconia, MN 55387

COLOR ELEVATIONS

PROJECT NO: 22-044
DRAWN BY: KK
CHECKED BY: ER

A301A

SEE DRAWING A300A FOR EXTERIOR MATERIAL SCHEDULE AND APPLICATION OF THE MATERIALS



SOUTHWEST PERSPECTIVE



NORTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE



SOUTHEAST PERSPECTIVE

PRELIMINARY
NOT FOR
CONSTRUCTION

ISSUE RECORD

ISSUE #	DATE	DESCRIPTION

MULTI-TENANT CLINIC BLDG.
WACONIA
811 Village Way
Waconia, MN 55387

EXTERIOR
RENDERINGS - CITY
SUBMITTAL

PROJECT NO. 99-044
DRAWN BY: Author
CHECKED BY: Checker

A002

9/2/2023 11:37:57 AM

6448 CITY WEST PARKWAY
SUITE 300
EDEN PRAIRIE, MINNESOTA 55344
PH: 952-995-5655
WWW.SRA-MN.COM

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