

CITY OF WACONIA
March 20, 2023

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

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

Staff Present: Shane Fineran, Jackie Schulze, Craig Eldred, Lane Braaten, Nicole Meyer, Ann Meyerhoff, Justin Sorensen

2) [**PLEDGE OF ALLEGIANCE**](#)

3) [**ADOPT AGENDA**](#)

Motion by Steve Yetzer, seconded by Randy Sorensen 3) ADOPT AGENDA

MOTION carried

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

Representative Jim Nash shared with Council highlights of what is happening at the Capital right now.

Paul Ericsson, 1993 Starlight Drive, expressed that he would like to know the steps that need to be taken to obtain an off leash dog park in Waconia.

Mayor Waldron and City Administrator Fineran stated that he would have to present to the Park Board to get the process started.

5) [**ADOPT CONSENT AGENDA**](#)

5.1 [**March 6, 2023 Regular City Council Meeting Minutes**](#)

[Cover Page](#)

[Minutes 3-6-2023.pdf](#)

5.2 [**March 20, 2023 Expenditures**](#)

[Cover Page](#)

[Council List-Expenditures 03.20.2023_Regular.pdf](#)

[Council List-Expenditures 03.20.2023_Purchasing Card.pdf](#)

[Council List-Expenditures 03.20.2023_Other Electronic.pdf](#)

- 5.3 Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred February 2023
- [Cover Page](#)
- [Ice Arena Bills & Applied Payments Feb '23.pdf](#)
- 5.4 Rink Management Services Corporation Safari Island Community Center Expenditures Incurred February 2023
- [Cover Page](#)
- [Safari Island Bills & Applied Payments Feb '23.pdf](#)
- 5.5 Contractor Pay Request #6 - New Fire Station
- [Cover Page](#)
- [Waconia - Pay App #6 - February 2023.pdf](#)
- 5.6 Lodging Tax Fund Request - Waconia CVB
- [Cover Page](#)
- 5.7 Application for Exempt Permit for Lake Waconia Fireworks Festival
- [Cover Page](#)
- [2367res Lake Waconia Fireworks Festival gambling.doc](#)
- 5.8 Donation Acceptance - Cash Donations for Operations of the Fire Department
- [Cover Page](#)
- [2368res_Donations_Received_Fire_03.20.23.doc](#)
- 5.9 Special Event Permit - Don't Worry Be Hoppy 5K, 10K and Kids Run
- [Cover Page](#)
- [2369res_Special_Event_Permit_-_Dont_Worry_Be_Hoppy.doc](#)
- [Dont Worry Be Hoppy 5K 2.27.23.pdf](#)
- 5.10 Appointment of Assistant Fire Chief - Training
- [Cover Page](#)

[2370res__Assistant_Chief_Training.docx](#)

5.11 Authorize Recruitment for Finance Clerk Position

[Cover Page](#)

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

5.12 Woodland Creek 5th Addition Final Plat - DDK Construction, Inc.

[Cover Page](#)

[2371res Woodland Creek 5th Addition.doc](#)

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

[Woodland Creek 5th Addition Preliminary Plat \(1 Page\)](#)

[Woodland Creek 5th Addition Final Plat \(2 Pages\)](#)

5.13 Approve Smart Water Program Participation

[Cover Page](#)

[2372res Approval_of_Execution_Smart_Water_Rebate_Agreement_Res \(1\).doc](#)

[City partner agreement 2023 Final.docx](#)

5.14 Execute Quote for High Service Pump Repair

[Cover Page](#)

[2373Res_High_Service_Pump__2.doc](#)

[Bergerson-Caswell Quote.pdf](#)

[Thein Well.pdf](#)

5.15 Authorize Air Compressor Replacement

[Cover Page](#)

[2374_Res_Air_Compressor_WTF.doc](#)

[SD JHFoster Quote.pdf](#)

[3-13-23 City of Waconia AAAQ20088 - Installation.pdf](#)

5.16 Exchange of Corrective Deeds - Waterford 7th Addition

[Cover Page](#)

[2375res_Approving_Corrective_Deeds.docx](#)

[Waterford 7th Addition.pdf](#)

5.17 Approve Submission of Application of Congressional Funds for Trunk Highway Improvements

[Cover Page](#)

[2376res_City_CDS_Resolution.docx](#)

[Waconia Hwy 5 One Pager_01252023.pdf](#)

5.18 Ordinance 757, Amending Chapter 541 of Municipal Code

[Cover Page](#)

[757Ord_Amendment_Chaper_541_Rental_Dwellings.docx](#)

[541 Rental Dwellings Redlined](#)

Motion by Randy Sorensen, seconded by Nick Gleason 5) ADOPT CONSENT AGENDA

MOTION carried

6) COUNCIL BUSINESS

6.1 Appointment of Street Maintenance and Utility Maintenance Lead Positions and Authorize Recruitment

[Cover Page](#)

[2377res__Lead_Street_Maintenance_Worker.docx](#)

[2378res__Lead_Utility_Maintenance_Worker.docx](#)

Jackie Schulze reminded Council that at the January 17, 2023 City Council Meeting, Council adopted the job description and authorized recruitment for the Street and Utility Maintenance Lead positions. The positions were advertised both internally and externally. A mix of both were interviewed for both positions.

Following the interviews, which consisted of two panels, leadership and peer, it was recommended that Jordan Lemmerman be appointed to the Street Maintenance Lead position and Jon Wagener be appointed to the Utility Lead position.

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.

With the appointment of internal candidates comes the need to backfill the Street Maintenance and Utility Maintenance positions.

Motion by Nick Gleason, seconded by Jeff Grengs 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

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

6.2 SITE PLAN and DESIGN REVIEW - 811 Village Way

[Cover Page](#)

[2379res_Site_Plan_811_Village_Way.docx](#)

[Location Map 811 Village Way.pdf](#)

[Multi-Tenant Clinic Building Waconia_Site Plan Review Application_Narrative.pdf](#)

[Phasing Plan.pdf](#)

[Multi-Tenant_Clinic_Building_Plan_Set.pdf](#)

[Elevations.pdf](#)

[Color Renderings.pdf](#)

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

The subject property is located in the B-1, Highway Business District. The structure setbacks, building height, and hardcover surface requirements have been satisfied based on a review of the Site Plan and Exterior Elevations. The Exterior Elevations indicate the applicant is proposing to screen the rooftop equipment with an equipment screen wall, which conforms to City Code requirements.

City Ordinance requires the following parking requirements for medical, dental and veterinarian clinics: Three spaces plus at least one 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.

The applicant is preserving 6 existing trees and proposing to plant 15 additional trees which conform to City Code requirements. Staff has added a condition of approval requiring revisions to the landscape plan consistent with the minimum planting size requirements and the minimum diversification requirements for deciduous and coniferous trees.

Braaten shared elevations that includes 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.

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. The Planning Commission 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.

The Planning Commission at their regular meeting on March 2nd recommended approval of the Site Plan and Design Review application with 11 conditions.

Motion by Steve Yetzer, seconded by Nick Gleason 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.

MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

Shane Fineran touched on the Chamber Lunch that is happening this week where he will present on Economic Development. Craig Eldred will also give an update on the downtown reconstruction project.

9) BOARD REPORTS

Council Member Sorensen attended the Park Board meeting where this was much discussion on Pickle Ball.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Randy Sorensen, seconded by Nick Gleason 11) ADJOURN REGULAR MEETING at 6:36 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant