

WACONIA CITY COUNCIL MEETING AGENDA



**Monday, March 4, 2024
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) [Approve February 5, 2024 Council Minutes.](#)
Motion to approve minutes from the February 5, 2024 Council Meeting
- 2) [Approve March 4, 2024 Expenditures](#)
Motion to Approve Payment of March 4, 2024 Expenditures
- 3) [Adopt Resolution No. 2024-055 Accepting Cash Donation for Holiday Lighting](#)
Adopt Resolution No. 2024-055 Accepting Cash Donation for Holiday Lighting
- 4) [Adopt Resolution No. 2024-056 Authorizing Hiring of Probationary Firefighter](#)
Adopt Resolution No. 2024-056 Authorizing Hiring of Probationary Firefighter
- 5) [Adopt Resolution No. 2024 057 Approving Capital Project for Lower Viewing Room Door Installation - Waconia Ice Arena](#)

Adopt Resolution No. 2024-057 Approving Capital Project for Lower Viewing Room Door Installation - Waconia Ice Arena

- 6) [Adopt Resolution No. 2024-059 Approving Downtown Reconstruction Phase 2 Street Lighting Equipment Low Bid](#)

Adopt Resolution No. 024-059 Approving Downtown Reconstruction Phase 2 Street Lighting Equipment Low Bid

- 7) [Adopt Resolution No. 2024-060 Authorizing Approval of Sale or Disposal of Surplus Equipment](#)

Adopt Resolution No. 2024-060 Authorizing Approval of Sale or Disposal of Surplus Equipment

- 8) [Adopt Resolution No. 2024-061 Approving the Sidewalk Café License and Encroachment Agreement - Waconia Brewing](#)

Adopt Resolution No 2024-061 Approving the Sidewalk Café License and Encroachment Agreement - Waconia Brewing Company.

- 9) [Minnesota State Fire Marshall's Division washer/extractor grant.](#)

Adopt Resolution 2024-064, Approving submission of grant application.

6. COUNCIL BUSINESS

- 1) [Zoning Administrator Appeal - Shed Permit - 300 Olive Street South](#)

Motion to deny the appeal as the proposed determination by staff that the structure requires the submittal, review and approval of a shed permit is correct.

- 2) [Adopt Resolution No. 2024-062 Authorizing Award of Construction Contract for 2024 Infrastructure Improvements to Valley Paving](#)

Adopt Resolution No. 2024-062 Authorizing Award of Construction Contract for 2024 Infrastructure Improvements to Valley Paving

- 3) [Adopt Resolution No. 2024-063 Authorizing Approval of Survey and Geotechnical Review of 2025 and 2026 Reconstruction Project Area - Phase 3 & Phase 4 Downtown Reconstruction Preliminary Work](#)

Adopt Resolution No. 2024-063 Authorizing Approval of Survey and Geotechnical Review of 2025 and 2026 Reconstruction Project Areas.

- 4) [Adopt Resolution No. 2024-058 Authorizing City Staff to Execute Purchase Agreement for Fleet Pickups](#)

Adopt Resolution No. 2024-058 Authorizing City Staff to Execute Purchase Agreement for Fleet Pickups.

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 Candidate Review, 2024 Music & Move in the Park

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Presidential Nomination Primary - March 5, 2024 (polls open from 7:00 am - 8:00 pm)

Planning Commission - March 7th at 6:30 p.m.

City Council - March 18th at 6:00 p.m.

Park Board - March 21st at 6:30 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Approve February 5, 2024 Council Minutes.					
Originating Department:		Administration					
Presented by:		Sue Schwalbe					
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 minutes from the February 5, 2024 Council Meeting							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Minutes from the February 5, 2024 Council Meeting are included.							
<u>Attachments:</u>							
1. February 5, 2024 Council Minutes							
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
FEBRUARY 20, 2024**

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

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

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

No changes to the agenda.

MOTION by Yetzer second by Grengs to adopt the agenda as published.

MOTION CARRIED

4) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

5) [ADOPT CONSENT AGENDA](#)

5.1 Approve February 5, 2024 City Council Minutes

[Cover Page](#)

[February 5, 2024 Council Minutes](#)

5.2 Approve February 20, 2024 Expenditures

[Cover Page](#)

[Council List Expenditures 02-20-2024](#)

[Council List Expenditures - Regular 02-20-2024](#)

[Council List Expenditures - Purchasing Card. 02-20-2024](#)

5.3 Approve Rink Management Services Corporation Waconia Ice Arena
Expenditures Incurred January 2024

[Cover Page](#)

[Waconia Ice Arena Bills Applied Payments Jan 2024](#)

- 5.4 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred January 2024

[Cover Page](#)

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

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

[Cover Page](#)

[Fire Station Invoice #9 from Kraus Anderson](#)

- 5.6 Approve Kraus-Anderson Construction Pay Request #17 for the New Fire Station

[Cover Page](#)

[Kraus-Anderson Construction Pay Request #17 Fire Station](#)

- 5.7 Approve Contractor Pay Request #12-Final - Waconia Parkway South Improvements

[Cover Page](#)

[2024-02-06 WPS Payment #12 Final](#)

- 5.8 City Homes on 10th LLC Storm Water Reuse Agreement

[Cover Page](#)

[Agreement for Storm Water Drainage and Reuse with City Homes on 10th LLC](#)

- 5.9 Adopt Resolution No. 2024-051 Technology Services Department Structure and Recruitment

[Cover Page](#)

[Resolution No. 2024-051](#)

[Technology Services Manager Revised 2024](#)

[Technology Services Technician Revised 2024](#)

[Technology Services DDA Memo](#)

5.10 Adopt Resolution No. 2024-052 Hiring of Probationary Firefighters

[Cover Page](#)

[Resolution No. 2024-052 Authorizing Hiring of Probationary Firefighters](#)

5.11 Adopt Resolution No. 2024-053 Approving a Special Event Permit - The Frunge

[Cover Page](#)

[Resolution No. 2024-053 Approve Special Event and Noise Permit for The Frunge Event](#)

[Special Event Permit Application from Healing Hearts Connection](#)

[Frunge Site Plan](#)

Motion by Sorensen, second by Grengs to adopt the Consent Agenda.

MOTION CARRIED

6) COUNCIL BUSINESS

6.1 New Officer Oath & Badge Pinning

[Cover Page](#)

Fire Chief Justin Sorensen gave a brief introduction of the biannual election of officers which are on a four-year term beginning January 1, 2024, and ending January 1, 2028. Mike Dressel as Assistant Chief of Operations and Drew Gulden as Captain.

Fire Chief Justin Sorensen gave a brief introduction of the two new Fire Captains. Aaron Jurek and Matt McDougall were both promoted to the position of Captain.

Capital Jurek has over 20 years experience with various leadership positions. Captain Jurek will specialize in fire inspections and will be the Captain of Squad 3.

Captain McDougall has just over four years experience and was an instructor with the fire academy. He will be working with the assistant chief of training as a training captain.

Mayor Waldron conducted the official oath and swearing in of the new Captains. Both were presented with badges to formally recognize them as new Captains on the Waconia Fire Department.

6.2 Adopt Resolution No. 2024-054 Approving a Variance - 32 Vine Street North - Andrew Vasek

Cover Page

Resolution No. 2024-054 Approving Variance at 32 Vine Street North

Application & Narrative (6 Pages)

Public Hearing Notice - 32 Vine Street North (1 Page)

Historic Elevations (2 Pages)

Site Photos (6 Pages)

Existing & Proposed Elevations (5 Pages)

Existing & Proposed Site Plan (3 Pages)

Public Hearing Comment 01-24-2024

Community Development Director Lane Braaten presented the Council with a variance application from Andrew Vasek requesting approval of a variance to construction a porch addition that would be located on the front portion of a principal structure at 32 Vine Street North. The modifications would result in encroachments into the 10-foot side yard setback required in the R-4 Mixed Residential District. The applicant is requesting the variance as it is necessary to restore the building closer to its historic condition. The Planning Commission held a public hearing and recommended approval with a 4-0 vote.

Council Member Sorensen asked if there is any outside funding sources for this project as it is a historical building. Braaten stated not at this time and it would be up to the property owner to secure outside funding.

Council Member Yetzer asked the applicant/property owner if there are other projects for this property. Mr. Vasek stated that he purchased this property nine months ago and that is it a labor of love to restore this property--not a money source.

Motion by Yetzer second by Grengs to Adopt Resolution No. 2024-054 Approving a Variance – 32 Vine Street North – Andrew Vasek.

MOTION CARRIED

7) ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda

8) STAFF REPORTS

Community Development Director Braaten provided the Council with a staff report recapping 2023. The 2023 land use and summary and development report are on the website. He reviewed the number of permits, total construction values, number of 3-permits, e-permit construction values, new home units/units constructed per year, new home/townhomes units by development, and a housing unit summary.

Mayor Waldron thanked Lane and his team for putting together such a detailed report.

9) BOARD REPORTS

Council Member Sorensen: no reports

Council Member Yetzer: Attended the SW Corridor meeting:

- The 212 project is on schedule and fully funded. Work to start in July and is a two year project.
- 82 street project will be starting this year.
- Highway 5 is scheduled to start in 2025. This project does not have total funding
- A stop light will be installed at Minnewashta Parkway.
- A round about will be installed at the Dairy Queen and County Road 11
- A signal light a Bavaria and Rolling Acres Road

Council Member Gleason

Council Member Grengs

Mayor Waldron

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Approve March 4, 2024 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>							
Motion to Approve Payment of March 4, 2024 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements register for the City of Waconia as of March 4, 2024. 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 4, 2024					
Item Name:		Adopt Resolution No. 2024-055 Accepting Cash Donation for Holiday Lighting					
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 No. 2024-055 Accepting Cash Donation for Holiday Lighting							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City received the following donations for holiday lighting enhancements for the downtown area: • Waconia Lion's Club - \$5,000 With the Council's acceptance of the donation, staff will recognize the donation as revenue in the street light utility fund 2024 budget. Offsetting expenditures for the enhanced lighting will be recognized in the contract services line item of the budget. Attachments: 1. Resolution No. 2024-055 Accepting Cash Donation for Holiday Lights							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Street Light Utility Fund (668)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-055**

RESOLUTION ACCEPTING CASH DONATION FOR HOLIDAY LIGHTING

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>
Waconia Lion's Club	Cash	\$5,000

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 in the street light utility fund for enhancement of the City's holiday lights.

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 4th day of March 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Adopt Resolution No. 2024-056 Authorizing Hiring of Probationary Firefighter					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-056 Authorizing Hiring of Probationary Firefighter							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Fire Department conducts an annual hiring process for probationary firefighters, but leave the process open for those with previous firefighting experience. Park Maintenance Supervisor Mike Mawdsley, who is currently a firefighter with Chaska, has applied to join the Waconia Fire Department. After meeting with Mike, staff feel he would be a strong addition to the Waconia Department. Mike would be available for daytime response, as needed, and he is also looking forward to volunteering for duty crew shifts. While Mike does technically live outside the City's response area, the City's policy allows him to become a Waconia firefighter because he works in town. Firefighters who come to the Waconia department with previous experience serve a four month probationary period, which will be the expectation for Mike as well.							
<u>Attachments:</u>							
1. Resolution No. 2024-056 Authorizing Hiring of Probationary Firefighter Mawdsley							
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. 2024-056**

**RESOLUTION AUTHORIZING THE
HIRING OF PROBATIONARY FIREFIGHTER**

WHEREAS, there are multiple vacant firefighter positions within the Waconia Fire Department; and

WHEREAS, firefighters who have previous or current firefighter experience are eligible to be hired at any time; and

WHEREAS, Park Maintenance Supervisor Mike Mawdsley is interested in serving as a Waconia Firefighter in addition to his current role; and

WHEREAS, City staff recommend the appointment of Mr. Mawdsley to a firefighter position with a four month probationary period, standard for existing firefighters; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council of Waconia hereby approves the hiring of Mike Mawdsley as a probationary firefighter, effective March 4, 2024.

Adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Adopt Resolution No. 2024 057 Approving Capital Project for Lower Viewing Room Door Installation - Waconia Ice Arena					
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 No. 2024-057 Approving Capital Project for Lower Viewing Room Door Installation - Waconia Ice Arena							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
As part of the 2024 Waconia Ice Arena contract services operating budget, the City budgeted for installation of a lower viewing room door. The total budgeted for the project based on quotes received during the budgeting process was \$20,000. The new door will assist in keeping cold air in the arena space and reducing the amount of condensation in the facility in warmer weather months. Staff obtained two quotes for the project. The vendors and information for each quote are listed below: • Minnetonka Glass & Mirror - \$13,584 • Town & Country Glass - \$13,800 Based on the quote received, staff is recommending using Minnetonka Glass & Mirror for this project as it provided the lowest quote for the project. With approval of the project by the City Council, staff will begin scheduling the project timeline with the vendor. <u>Attachments:</u> 1. Resolution No. 2024-057 Approving Capital Project for Lower Viewing Room Door Installation - Waconia Ice Arena 2. 02-12-2024 Minnetonka Glass Mirror Quote							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Arena Operating Fund (678)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-057**

**RESOLUTION APPROVING CAPITAL PROJECT FOR LOWER VIEWING ROOM
DOOR INSTALLATION AT THE WACONIA ICE ARENA**

WHEREAS, the approved 2024 capital improvement plan includes installation of a lower viewing room door at the Waconia Ice Arena; and

WHEREAS, the new door will assist in keeping cold air in the arena space and reduce condensation in the facility during warm weather months; and

WHEREAS, quotes were solicited for the project by staff; and

WHEREAS, two quotes were provided by vendors as listed and attached:

- Minnetonka Glass & Mirror - \$13,584
- Town & Country Glass - \$13,800

WHEREAS, the lowest quote was provided by Minnetonka Glass & Mirror with total project cost of \$13,584; and

WHEREAS, staff is recommending approval of the project with Minnetonka Glass & Mirror; and

WHEREAS, once approved City staff will work with the vendor to schedule work when traffic is lighter at the facility.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Waconia Ice Arena for installation of a lower viewing room door with installation by Minnetonka Glass & Mirror.

Adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

Attn: Dan



Minnetonka Glass and Mirror
3644 County Road 101
Deephaven, MN 55391
Telephone 952-470-5372
Fax 952-401-0713

Glass and/or Glazing Proposal

Date: 2.12.24

Project: Interior Door System

Location: Waconia Ice Arena

We propose to furnish materials and/or labor as follows

Per attached elevations
Installed \$13,584.00

This proposal offer is valid for 30 days from the above date. If the proposal offer is not accepted within the specified period, this offer becomes null and void unless extended in writing by the parties.

Accepted by: CITY OF WACONIA

Date: MARCH 4, 2024

Minnetonka Glass and Mirror

Date:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 4, 2024
Item Name:	Adopt Resolution No. 2024-059 Approving Downtown Reconstruction Phase 2 Street Lighting Equipment Low Bid
Originating Department:	Public Services
Presented by:	Shane Fineran
Previous Council Action (if any):	Approved Resolution No. 2024-048, Authorizing Bid for Street Lighting Equipment

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

Adopt Resolution No. 024-059 Approving Downtown Reconstruction Phase 2 Street Lighting Equipment Low Bid

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

The City opened sealed bids after publicly bidding the acquisition of street lighting components, to include freight, for the 2024 Downtown Phase 2 project. This includes the acquisition of street lighting equipment to include Cyclone lighting product shepherds hook style LED lighting found throughout the downtown. The poles will feature banner brackets, flag holders, and GFCI outlets. Lighting to be installed at intersections will feature the custom Waconia logo inlay.

Bids were opened on February 22, 2024 with four responding suppliers, all who are certified vendors of the Cyclone lighting manufacturer.

Contrator	Bid Tabulation
Border States	\$182,960.00
JH Larson	\$187,735.00
Viking Electric	\$190,655.00
Graybar Electric	\$200,683.88

The low bid was submitted by Border States in the amount of \$182,960. It is recommended that the bid be approved and the lighting equipment be ordered. Lead time for manufacturing and shipment is 18 weeks. Ordering now will ensure that the lighting equipment is in our possession near the end of construction which will allow for installation in a timely manner. The wiring and installation of electrical items is being bid with the main project components.

Attachments:

1. [Resolution No. 2024-059 Approving Bids for Street Lighting Equipment](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:
PIR Fund>GO Bonds

ADVISORY BOARD RECOMMENDATIONS:

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

**CITY OF WACONIA
RESOLUTION NO. 2024-059**

RESOLUTION APPROVING BIDS FOR STREET LIGHTING EQUIPMENT

WHEREAS, the 2024 Downtown Reconstruction Project Phase 2 features the replacement and installation of street lighting equipment; and

WHEREAS, via Resolution 2024-048 the City Council authorized the public advertisement and bid of the lighting equipment; and

WHEREAS, bids were received from four qualified suppliers of the required equipment and opened on February 22nd, 2024; and

WHEREAS, Border States submitted the low bid in the amount of \$182,960.00 or lighting equipment.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the low bid and authorizes the City Administrator to execute any documents to execute the order.

Adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Adopt Resolution No. 2024-060 Authorizing Approval of Sale or Disposal of Surplus Equipment					
Originating Department:		Public Services					
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 No. 2024-060 Authorizing Approval of Sale or Disposal of Surplus Equipment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff have reviewed inventory and items in storage at the Public Services. Staff is requesting this equipment be deemed surplus equipment and be sold or properly disposed of. • Various cutting edges from equipment no longer in the fleet. The City utilizes Jeff Martin Auctioneers, Inc. for the sale of these types of items along with general postings at City Hall. The equipment is listed at the lowest price the City will accept and people can bid on the item. The equipment is then sold to the highest bidder. Funds from the sale will be recognized in the correlating departments operating fund as reimbursement revenue.							
Attachments:							
1. Resolution No. 2024-060 Authorizing Approval of Sale or Disposal of Surplus Equipment							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Streets and Parks							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-060**

**RESOLUTION AUTHORIZING APPROVAL OF SALE OR DISPOSAL OF SURPLUS
EQUIPMENT**

WHEREAS, Public Services staff cleared from storage equipment and materials no longer in use for operations; and

WHEREAS, the list of surplus equipment includes the following:

Various Plow Cutting Edges for Non-Fleet Equipment

WHEREAS, funds received for the equipment with saleable value will be recognized in the Streets and Parks funds as reimbursement revenue; and

WHEREAS, equipment that cannot be sold will be properly disposed of by City staff.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby declares the equipment listed as surplus equipment and authorizes its sale or disposal as determined by City staff.

Adopted by the City Council of the City of Waconia this 5th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Adopt Resolution No. 2024-061 Approving the Sidewalk Café License and Encroachment Agreement - Waconia Brewing					
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 No 2024-061 Approving the Sidewalk Café License and Encroachment Agreement - Waconia Brewing Company.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Brewing Company, consistent with City Ordinance 570, has submitted an application for a Sidewalk Café License. Specifically, the applicant is requesting the use of four (4) parking spaces in front of their location at 255 Main Street West to be used as an outdoor patio space. The applicant has indicated that the outdoor patio space will be constructed and installed exactly as it was in 2023. City Ordinance states that no license for a sidewalk café shall be issued or renewed until “<i>The Council has found that the sidewalk café will not unduly restrict the safe usage of the public sidewalk or municipal parking lot, as applicable, after taking into consideration the location of the proposed sidewalk café, pedestrian traffic and vehicular traffic.</i>” City staff is recommending approval of the proposed Sidewalk Café License and Encroachment Agreement subject to the conditions stated in the attached draft resolution.							
<u>Attachments:</u>							
1. Resolution No. 2024-061 Approving Sidewalk Cafe License and Encroachment Agreement for Waconia Brewing Company 2. Outdoor Patio Plan for Waconia Brewing Company							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
RESOLUTION NO. 2024-061

**RESOLUTION APPROVING SIDEWALK CAFÉ LICENSE AND ENCROACHMENT
AGREEMENT FOR WACONIA BREWING COMPANY**

WHEREAS, consistent with City Ordinance 570, the City of Waconia (the “City”) has received an application for a sidewalk café license submitted by Waconia Brewing Company (the “Applicant”) for the property located at 255 Main Street West; and

WHEREAS, the City Council has found that the sidewalk café will not unduly restrict the safe usage of the adjacent municipal parking lot based on the proposed location of the sidewalk café, pedestrian traffic and vehicular traffic; and

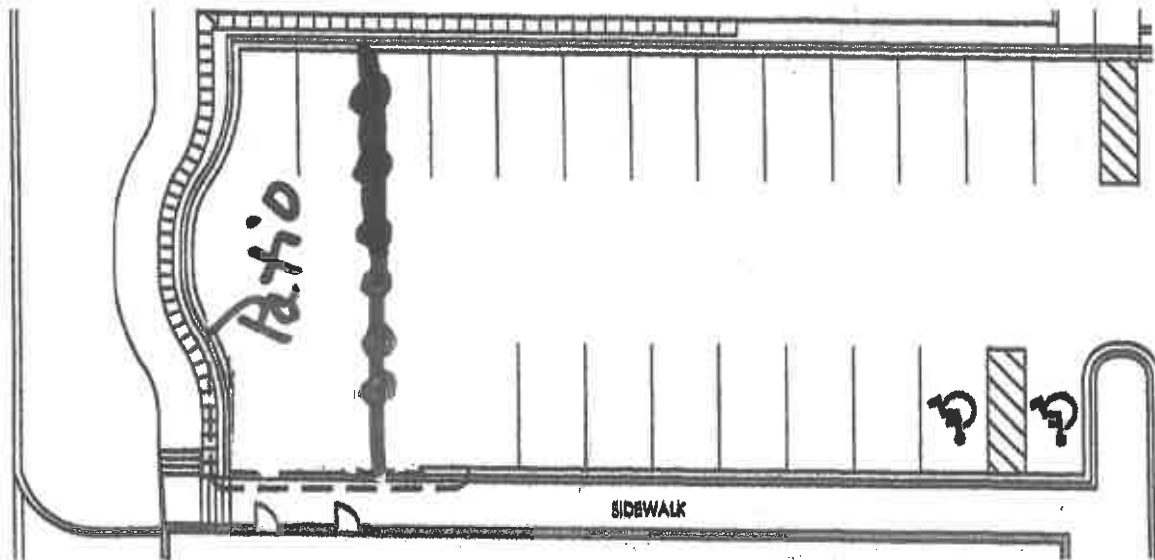
NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves a sidewalk café license and related encroachment agreement for Waconia Brewing Company with the following conditions:

1. The applicant must pay all necessary fees and deposits prior to installation of the outdoor patio space.
2. The applicant must execute the related encroachment agreement.
3. The applicant must provide evidence of commercial general liability insurance in the amounts specified in the ordinance.
4. The applicant must provide evidence of worker’s compensation insurance.

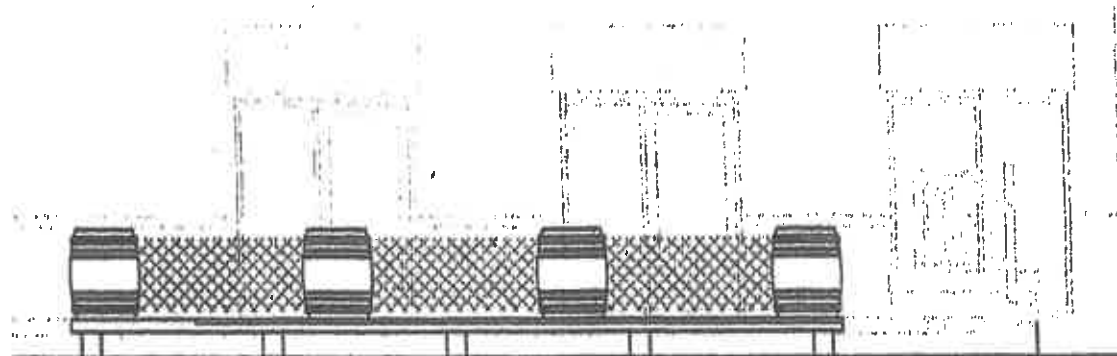
Passed and adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

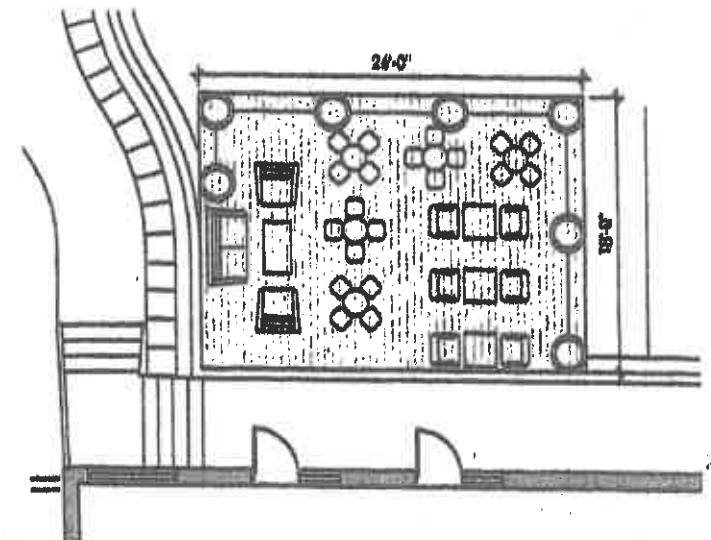
Attest: _____
Jackie Schulze, City Clerk



1 SITE REFERENCE PLAN
1/16" = 1'-0"



2 FRONT ELEVATION
1/4" = 1'-0"



3 ENLARGED PLAN
1/8" = 1'-0"

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

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

KAEDING
ARCHITECTURE
1886 OAKPOINTE DRIVE
WACONIA, MN 55387
952.481.9763



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Minnesota State Fire Marshall's Division washer/extractor grant.					
Originating Department:		Fire					
Presented by:		Justin Sorensen					
Previous Council Action (if any):		Resolution 2023-104					
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 2024-064, Approving submission of grant application.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Minnesota State Fire Marshall's Division has a grant program that provides funding for fire departments to purchase washer/extractors and dryers through a matching grant program based on population. Staff applied for the grant in April of this year and were notified in June that we were successful in receiving a grant of \$10,000 toward the purchase of a gear washer/extractor. The city is responsible for a local match toward this equipment in the amount of \$4,247.50. The total invoiced expense for this particular unit was \$15,995, so the match has been met and staff have prepared the documentation to submit for the final reimbursement. This grant will then offset costs in the fire station construction budget. <u>Attachments:</u> 1. Fire_Marshal_Grant (1).doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-064**

**RESOLUTION AUTHORIZING FIRE CHIEF TO RECEIVE GRANT FUNDS FROM THE
MINNESOTA STATE FIRE MARSALL'S DIVISION**

WHEREAS, the fire department has expenses planned for the decontamination areas of the new fire station; and

WHEREAS, the Minnesota State Fire Marshall's Division has a grant program for washers/extractor's and dryers available to all Minnesota fire departments; and

WHEREAS, the awarded funds will offset budgeted dollars that have been identified in the soft costs of construction for the new fire station; and

WHEREAS, the fire department was successful in its application for the grant.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes receipt of the Minnesota State Fire Marshal's Division grant funds.

Adopted by the City Council of the City of Waconia on this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 4, 2024

Item Name: Zoning Administrator Appeal - Shed Permit - 300 Olive Street South

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.)*

Motion to deny the appeal as the proposed determination by staff that the structure requires the submittal, review and approval of a shed permit is correct.

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

The City Council shall act as the Board of Appeals and Adjustments per the Waconia City Code and the Board shall have the power and duty of hearing and deciding appeals in the following cases:

1. Appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the ordinance.
2. Requests for variances from the literal provisions of the Ordinance in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration.

REQUEST:

The City has received a Notice of Appeal from Tamara and Jeffrey Born (the “Applicants”) requesting the City Council/Board of Appeals review the applicable information regarding their proposed structure and determine if the City Zoning Administrator’s interpretation requiring a shed permit is correct.

BACKGROUND/TIMELINE/STAFF REVIEW

1. City staff was made aware of the possible placement of the shed structure on the subject property when Mrs. Born stopped in at City Hall to get a fence permit for her property on Tuesday, February 27th, 2024.
2. City staff indicated that the proposed structure, which she initially called a garden shed, would require a shed permit, and would be required to meet all required setbacks for the underlying R-2, Single-Family Residential zoning district.
3. Additionally, the property owner was made aware that based on current aerial imagery the subject property may be in excess of the hardcover allowance of 35%, so placement of the structure may in fact require the submittal of a variance application.
4. Lane Braaten, Community Development Director, spoke with Mrs. Born on the phone and discussed options which included the variance process (which would include the applicant submitting a survey of the property) and the appeal of the Zoning Administrator’s Decision. Mrs. Born chose the appeal process, which is why this request is now before the City Council.
5. Staff maintains that the proposed structure is in fact a shed and would require a shed permit through the City.
6. City Code defines a structure as “anything built or constructed, an edifice or building of any kind, or any piece of work composed of parts joined together in some definite manner, except parking lots and driveways.” By this definition the shed is in fact a structure.
7. City Code differentiates between what is considered an “accessory structure” and what is considered a “utility structure” or shed. Utility structures are much smaller in overall footprint area and shall not exceed 144 square feet. An accessory structure, typically a garage or larger shed, is limited in square footage based on hardcover, setbacks, overall lot area and the requirement to provide a driveway access.

8. The proposed shed/utility structure is less than 144 square feet, so it is not required to get a building permit. The structure does, however, require a shed permit. A shed permit is a flat fee of \$46.00 as the City Building Official conducts a final inspection to determine that the project installed is consistent with the permit and that the structure is located at the correct setbacks. A building permit, which would not be required for this project, would be considerably more as the structure would be reviewed based on the building code and would be based on project cost and would also include plan review fees.
9. The R-2, Single-Family Residential District allows utility buildings/sheds as a use permitted with special restrictions. City Code states *“Utility buildings are allowable, but structures constructed of metal are prohibited. Setbacks within the respective zoning districts shall be met.”* The applicable setbacks and lot requirements for Mr. & Mrs. Born’s property is as follows for an accessory structure on a lot greater than 55 feet in width:
 - a. Rear Yard Setback = 10 feet minimum
 - b. Interior Side Yard Setback = 10 ft. minimum
 - c. Maximum Hardcover Surface = 35%

* Please note that this is not intended to be an all-inclusive list of regulations, rather just the applicable setbacks to the proposed shed structure.

RECOMMENDATION

Staff recommends denying the appeal as the proposed structure is in fact a shed and requires a shed permit through the City to ensure compliance with the underlying zoning district regulations.

Attachments:

1. [Location Map](#)
2. [Administrative Appeal Applicant Submittal Information](#)

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





CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135
www.waconia.org

Administrative Appeal
APPLICANT INFORMATION

1. Owner's Name: Tamara & Jeffrey Born
2. Address of Property: 300 S. Olive St
3. Legal Description: Parcel Id: 755030011
4. Applicant's Name: Tamara & Jeffrey Born
5. Mailing Address: 300 S. Olive St
6. Daytime Phone(s): 612-741-1640
7. Email Address: tinroofranch@embarrmail.com

***The City will distribute copies & appropriate information to applicant via email**

OFFICE USE ONLY

Date Received: _____

Fee: \$ n/a
Receipt #: _____

**** Additional consulting review fees may apply, such as civil engineering and legal counsel.**

INFORMATIONAL ITEMS

1. WRITTEN appeal must be filed within thirty (30) days after decision.
2. The Zoning Administrator shall transmit to the Board of Appeals all papers constituting the record upon which the action appealed from was taken.
3. The Board of Appeals shall set a hearing, which shall be no later than sixty (60) days from the date of filing, and shall hear such persons that wish to be heard, either in person or by agent or attorney.
4. Decision of the Board shall be the final municipal administrative remedy.

Applicant's Signature: _____

Date: 2/28/24

Printed Name: _____

Tamara Born Jeffrey Born

Jeffrey & Tamara Born

February 28, 2024

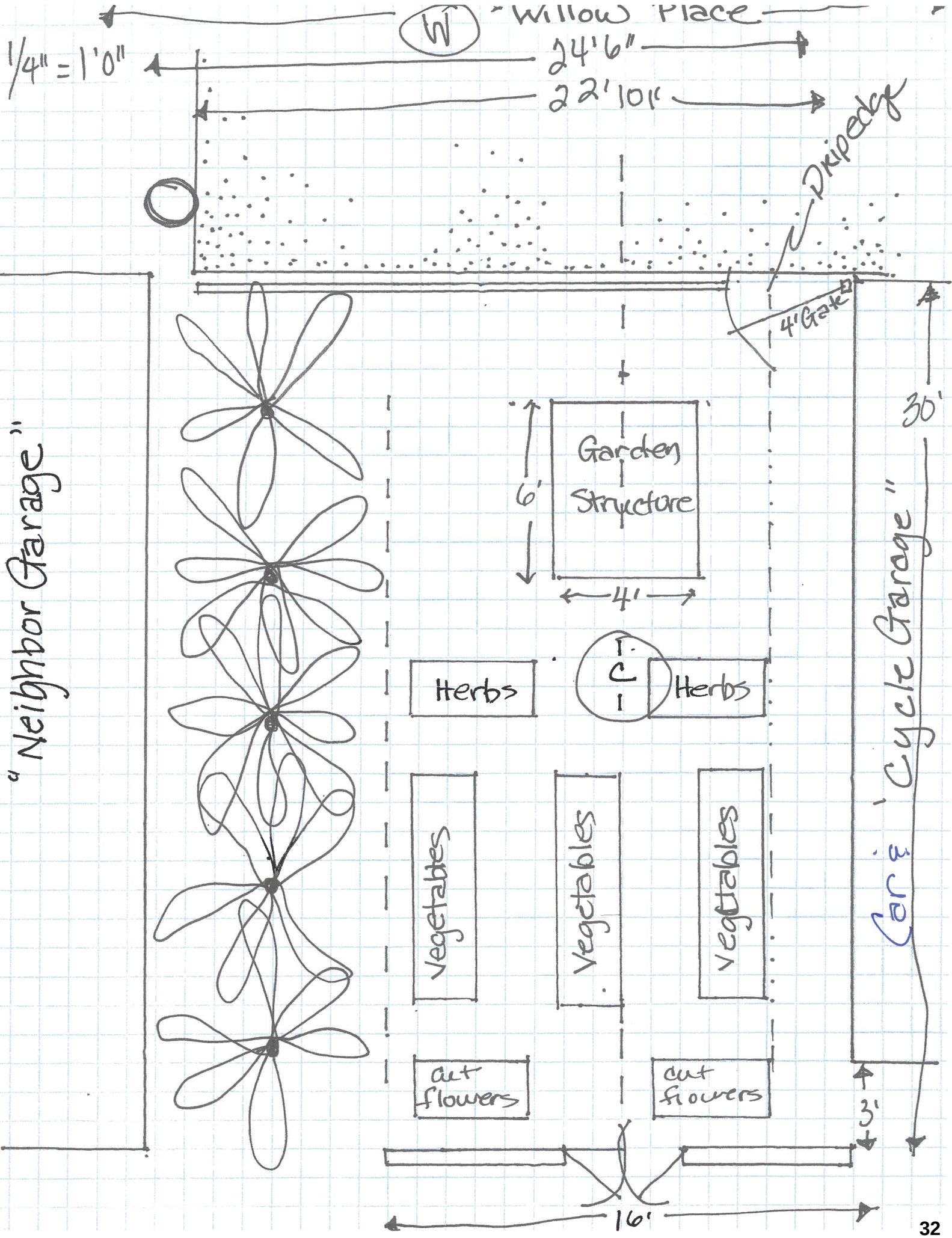
Dear Waconia City Council,

We want to place on our property a structure that I can use to store small garden tools next to my raised garden beds. The garden enclosure would be 5'w x 6'd (which would be only 30 sq ft.) and apx. 9 1/2' h it would be placed apx. 4' from the rear of our west property line that runs along Willow Place. The structure is a custom build unit and would be similar to the enclosed picture. I feel that this should fall outside the outlined requirements for a building permit which requires set backs or limits on hardscape for a shed or accessory building due to the fact it is considered personal property. It will be placed on skids which allows for moving of the garden enclosure, air and water flow under the structure without footings or a cement pad, therefore it is a portable enclosure. It would not have electric or water. It is considered personal property, it can move if or when we move. It is not considered part of the dwelling or dwelling extension on my homeowners insurance policy. When I insure this garden enclosure it is part of my personal property just like tv, gas grill or a easy chair. I do not object to some sort of permit fee but it should not be under the same scrutiny of an application for the building of a garage or other permanent structures. I hope that you will consider my request and allow me to install the garden enclosure that would enhance the usage of my garden and make a beautiful enhancement of my yard.

Sincerely yours,

Tamara and Jeffrey Born

300 S Olive Street









Willow Place

▲
South



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024															
Item Name:		Adopt Resolution No. 2024-062 Authorizing Award of Construction Contract for 2024 Infrastructure Improvements to Valley Paving															
Originating Department:		Public Services															
Presented by:		Shane Fineran															
Previous Council Action (if any):																	
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐											
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>																	
Adopt Resolution No. 2024-062 Authorizing Award of Construction Contract for 2024 Infrastructure Improvements to Valley Paving																	
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>																	
Bids were received and opened on February 27th for the 2024 Infrastructure Improvements. These areas of asphalt mill & overlay include Courtland East & West and Burandt Boulevard between Kinder Drive and Farmline Road. These areas were selected for priority due to pavement conditions and will result in the completion of asphalt rehabilitation in these areas or segments commenced in 2023. Other areas that were considered for improvements this year included streets within the Sugarbush neighborhood and William Lakeshore Drive. However, these segments were removed due to budget constraints. Four bids were received: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Contractor</th> <th style="width: 50%;">Total Bid</th> </tr> </thead> <tbody> <tr> <td>Valley Paving</td> <td>\$226,335.65</td> </tr> <tr> <td>Oman Brothers Paving</td> <td>\$243,144.57</td> </tr> <tr> <td>Asphalt Surface Technologies</td> <td>\$244,519.38</td> </tr> <tr> <td>GMH Asphalt Corporation</td> <td>\$261,128.50</td> </tr> </tbody> </table> It is recommended that the low bid from Valley Paving be accepted and a construction contract be executed. Attachments: 1. Resolution No. 2024-062 Authorizing Award of Construction Contract for 2024 Infrastructure Improvements to Valley Paving 2. 02-24-2024 Infrastructure Improvements from Bolton & Menk 3. Project Area Plan Sheets								Contractor	Total Bid	Valley Paving	\$226,335.65	Oman Brothers Paving	\$243,144.57	Asphalt Surface Technologies	\$244,519.38	GMH Asphalt Corporation	\$261,128.50
Contractor	Total Bid																
Valley Paving	\$226,335.65																
Oman Brothers Paving	\$243,144.57																
Asphalt Surface Technologies	\$244,519.38																
GMH Asphalt Corporation	\$261,128.50																
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:													
Funding Sources & Uses:																	
General Fund>Contract Services																	
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission													
				Parks and Recreation Board													
				Safari Island Advisory Board													
				Other													

**CITY OF WACONIA
RESOLUTION NO. 2024-062**

**RESOLUTION AUTHORIZING AWARD OF CONSTRUCTION CONTRACT FOR
2024 INFRASTRUCTURE IMPROVEMENTS TO VALLEY PAVING**

WHEREAS, the City Council authorized the public bid of 2024 Infrastructure Improvements; and

WHEREAS, bids were received virtually on February 27th, 2024, at 10:00 a.m.; and

WHEREAS, below are the bids received; and

Contractor	Total Bid
Valley Paving, Inc.	\$226,335.65
Oman Brothers Paving, Inc.	\$243,144.57
Asphalt Surface Technologies	\$244,519.38
GMH Asphalt Corporation	\$261,128.50

WHEREAS, Staff and City Engineer recommend award of 2024 Infrastructure Improvement Project to Valley Paving, Inc. whom have successfully completed projects of this scale and scope.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes award of Construction Contract for 2024 Infrastructure Improvement Project to Valley Paving, Inc. in the amount of \$226,335.65.

Adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

February 27, 2024

City of Waconia
Attn: Shane Fineran
201 South Vine Street
Waconia, MN 55387

Re: 2024 Infrastructure Improvements

Honorable Mayor and City Council Members:

Bids were received for the above referenced project on February 27, 2024. Four bids were received and are tabulated below. The low bid was submitted by Valley Paving from Shakopee, MN.

CONTRACTOR	TOTAL BID
Valley Paving, Inc.	\$226,335.65
Oman Brothers Paving, Inc.	\$243,144.57
Asphalt Surface Technologies	\$244,519.38
GMH Asphalt Corporation	\$261,128.50

Evaluation of the bids indicates the bidding process was competitive. The low bid submitted was 16% below the engineer's estimated amount of \$270,000.00 and 13% below the high bid of \$261,128.50.

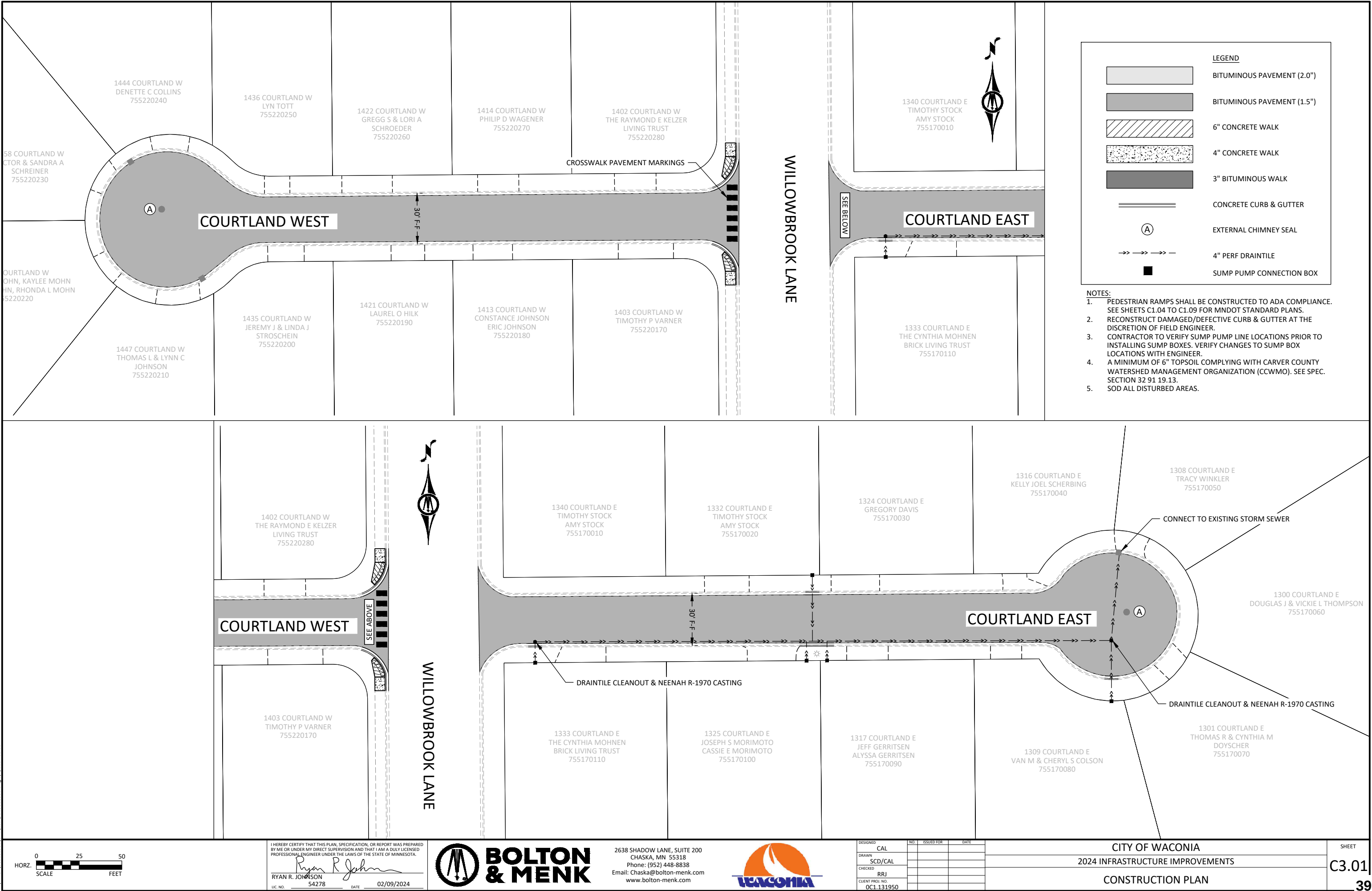
Valley Paving has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of \$226,335.65 to Valley Paving, Inc. I am open to discuss this information with you and answer any questions you or the City Council may have.

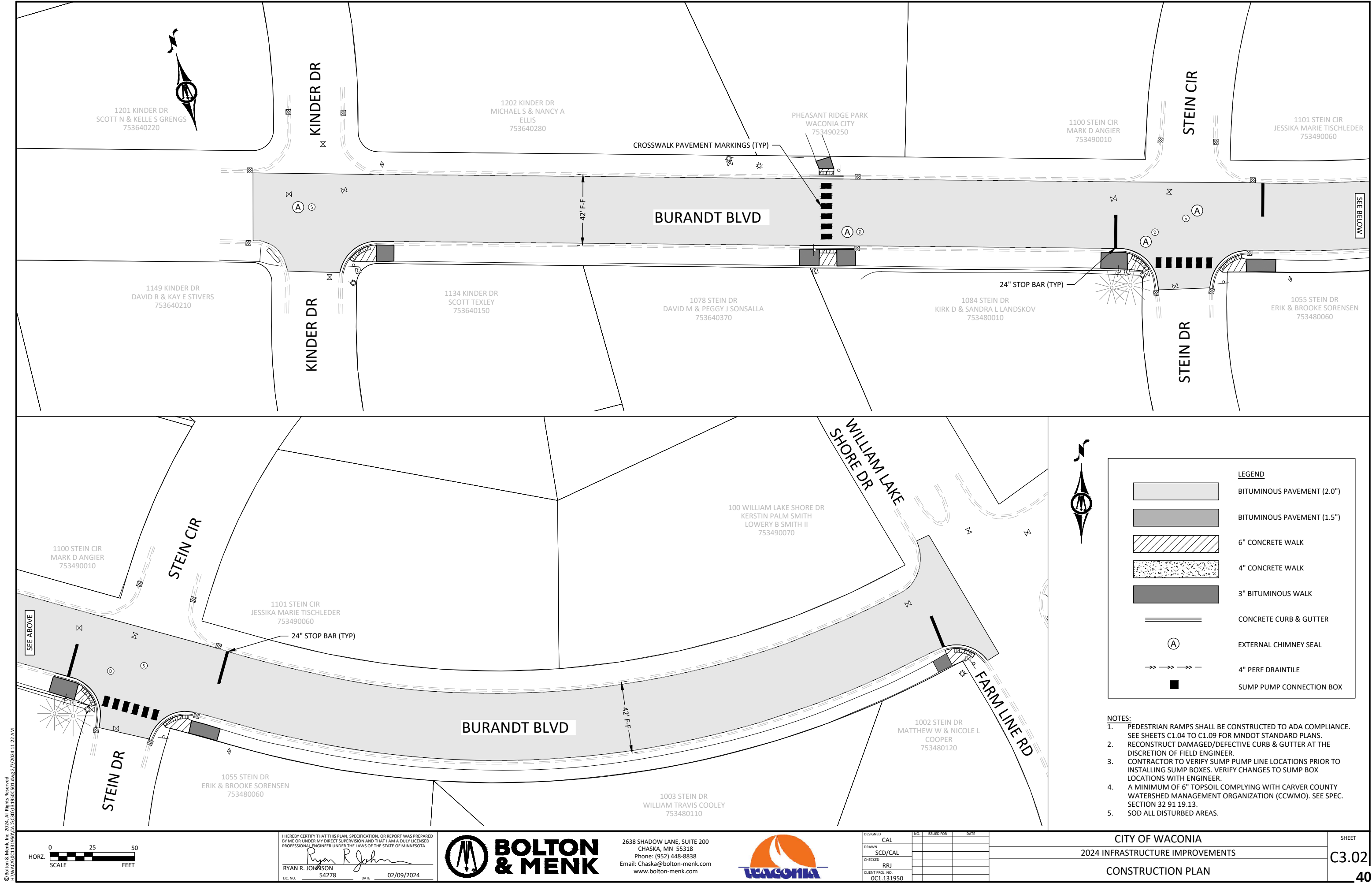
Respectfully Submitted,
BOLTON & MENK, INC.

Jake Saulsbury, P.E.

cc: Nicole Meyer, Finance Director
Ryan Johnson, Bolton & Menk

© Bolton & Menk, Inc. 2024. All Rights Reserved.
WACONIA, MN 55381
PROJECT: 2024-01-131950
DATE: 2/7/2024 11:22 AM





© Bolton & Menk, Inc. 2024. All Rights Reserved.
WACONIA, MN 55380
2/7/2024 11:22 AM

0 25 50
HORIZ. SCALE FEET

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.
Ryan R. Johnson
RYAN R. JOHNSON
LIC. NO. 54278 DATE 02/09/2024



2638 SHADOW LANE, SUITE 200
CHASKA, MN 55318
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
CAL			
DRAWN			
SCD/CAL			
CHECKED			
RRJ			
CLIENT PROJ. NO.			
OC1.131950			

CITY OF WACONIA
2024 INFRASTRUCTURE IMPROVEMENTS
CONSTRUCTION PLAN

SHEET
C3.02
40



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 4, 2024

Item Name: Adopt Resolution No. 2024-063 Authorizing Approval of Survey and Geotechnical Review of 2025 and 2026 Reconstruction Project Area - Phase 3 & Phase 4 Downtown Reconstruction Preliminary Work

Originating Department: Public Services

Presented by: Shane Fineran

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 No. 2024-063 Authorizing Approval of Survey and Geotechnical Review of 2025 and 2026 Reconstruction Project Areas.

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

In preparation of future phases of street & utility re-construction in the downtown core, staff is seeking authorization of preliminary work to support these efforts to include pre-condition survey of buildings, topographical survey and geotechnical work. Similar efforts were made in preparation of the 2023 and 2024 phases. This information is utilized to begin and refine eventual scope and begin preliminary design. The areas noted are preliminary at this point and subject to change based on information gathered during the preliminary work phase, budget constraints, and constructability. The areas that would be focused on with this work would include:

Proposed Phase 3 in 2025

-1st Street from Maple St to Olive St

-Olive St from 1st St to 2nd St"

-2nd St from City Hall/Olive to Elm St

Proposed Phase 4 in 2026

-1st St from Olive to Spruce St

-Elm St from 1st St to 2nd St

-2nd St from Elm to Pine St

The information gathered will be instrumental in defining the limits of the eventual projects as well as preparations for the 2025 construction season. The estimate for topographic survey completed by Bolton & Menk is \$55,000, the geo-technical/soil borings work estimate is \$15,000, and the property condition survey and construction vibration monitoring estimate is \$180,000. These costs would be apportioned to each phase of the project and would be included in overall project costs. A number of pre and post construction surveys have been completed as part of the Phase 1 and Phase 2 projects on properties in the proposed areas and that data will be reviewed for its value as it relates to the Phase 3 and Phase 4 project, which would reduce the costs associated with this effort. Staff would solicit quotes from qualified firms for the geotechnical and property condition survey work and present for eventual City Council approval.

Attachments:

1. [Resolution No. 2024-063 Authorizing Survey and Geotechnical Review of 2025 and 2026 Reconstruction Project Areas](#)
2. [2024-02-27 Downtown Prelim Items.pdf](#)
3. [2025 and 2026 Proposed Reconstruction Areas](#)

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

**CITY OF WACONIA
RESOLUTION NO. 2024-XX**

**RESOLUTION AUTHORIZING APPROVAL OF SURVEY AND GEOTECHNICAL REVIEW
OF 2025 AND 2026 RECONSTRUCTION PROJECT AREAS**

WHEREAS, the City has identified the reconstruction of streets and utilities in various portions of the community in the Capital Investment Plan; and

WHEREAS, emphasis of the advanced survey and geotechnical work is to prepare and inform the City Council, Downtown Business area, and adjacent parcel owners of the proposed improvement plans; and

WHEREAS, the data will support staff's ability to review the financial impacts and volume of work necessary to provide for quality reconstruction of public infrastructure for the general public and business community; and

WHEREAS, Staff are authorized to obtain quotes and select a Geotechnical Engineering Firm for the proposed improvement project areas.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of survey and geotechnical review of 2025 and 2025 Reconstruction Project Areas.

Adopted by the City Council of the City of Waconia this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Shulze, City Clerk



February 27, 2024

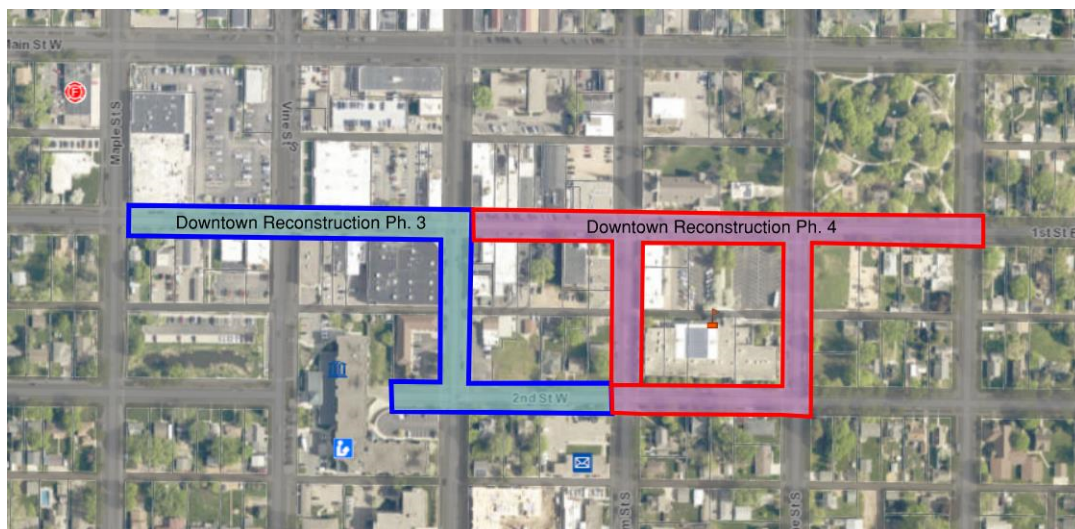
City of Waconia
Attn: Shane Fineran
201 Vine Street South
Waconia, MN 55387

RE: Downtown Reconstruction Project – Preliminary Design Items

Dear Mr. Fineran,

The reconstruction of the City's downtown area began with Main Street and adjacent blocks to the south. The work on the items needed prior to the Feasibility Study and the design for this area began in 2021, with construction then commencing in 2023. These preliminary design items included a geotechnical evaluation, a pre-condition survey of all old buildings and buildings adjacent to the right-of-way, and a topographical survey. A similar approach is now recommended to reconstruct the remaining downtown area over two projects as described and as shown below.

- Proposed Phase 3 Project (4½ Blocks):
 - First Street from Maple Street to Olive Street
 - Olive Street from First Street to Second Street
 - Second Street from City Hall to Elm Street
- Proposed Phase 4 Project (6 Blocks):
 - First Street from Olive Street to Spruce Street
 - Elm Street from First Street to Second Street
 - Pine Street from First Street to Second Street
 - Second Street from Elm Street to Pine Street



Completing these recommended items for both proposed project areas at one time will allow for an economy of scale on the pricing and some added efficiency in completing the work. It will also allow for some flexibility in the project scoping, and ultimately the final design, in the event something of significance is found with the geotechnical evaluation and/or the pre-condition surveys.

Next Steps & Schedule:

The following tentative schedule outlines the significant project steps assuming that construction is desired to commence in 2025 and again in 2026.

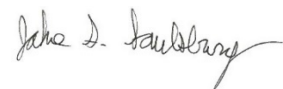
- Summer 2024 Determine project layout & proceed to Feasibility Study for Phase 3
- Fall 2024 Complete Ph. 3 Feasibility Study & call for the Improvement Hearing
- Winter 2024-25 Order improvements & proceed to final design for Phase 3
- Spring 2025 Bid and award Phase 3 project
- Summer 2025 Start Phase 3 construction & initiate Feasibility Study for Phase 4
- Fall 2025 Complete Ph. 4 Feasibility Study & call for the Improvement Hearing
- Winter 2025-26 Order improvements & proceed to final design for Phase 4
- Spring 2026 Bid and award Phase 4 project
- Summer 2026 Start Phase 4 construction & finalize Phase 3 construction
- Summer 2027 Finalize Phase 4 construction

In addition to this tentative schedule shown, the City Council may also elect to conduct Open Houses to assist with the project layout phase and/or during the final design phases.

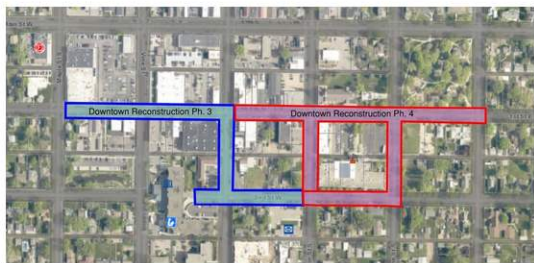
I am available to discuss this letter and these recommendations at your convenience.

Sincerely,

Bolton & Menk, Inc.



Jake Saulsbury, P.E.





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 4, 2024					
Item Name:		Adopt Resolution No. 2024-058 Authorizing City Staff to Execute Purchase Agreement for Fleet Pickups					
Originating Department:		Public Services					
Presented by:		Shane Fineran					
Previous Council Action (if any):		Approved Resolution No. 2023-260, Approving Solicitation of Pricing					
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 No. 2024-058 Authorizing City Staff to Execute Purchase Agreement for Fleet Pickups.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council authorized the solicitation of pricing for two 1/2 ton pick-up replacements for existing vehicles in the fleet. The vehicles to be replaced are a 2011 Dodge 1500 and 2014 Ford F150. These vehicles were identified for in the approved Capital Investment Plan for 2024. The amount allocated in the Capital Investment Plan for these vehicles is \$88,000. Staff solicited pricing utilizing State Cooperative Purchasing contract pricing from Midway Ford of Roseville and locally from Fury Ford of Waconia. Vehicles specified are Ford 150 crew cab, 6.5' box with 5.0L engine and feature running boards, spray in bed liner, rear defrost, amber warning strobes, and back-up alarm as factory options in addition to standard equipment.							
Vendor			Pricing				
Fury Ford of Waconia			\$45,938.00 plus TTL per vehicle				
Midway Ford of Roseville			\$44,937.32 plus TTL per vehicle				
In addition, once acquired staff will acquire and install back rack, tool box, warning/directional lights, and graphics at an estimated cost of \$3,700 to \$4,500 per vehicle. Between the budgeted amount and revenues generated from the sale of existing assets, sufficient funds will exist to support these acquisitions. Although, the pricing obtained from Fury Ford is higher, it is the recommendation of staff that the difference in price of \$1,000 is acceptable and benefits a local business as well as maintains a positive working relationship with service and parts sourcing with the dealer.							
<u>Attachments:</u>							
1. Resolution No. 2024-058 Authorizing City Staff to Execute Purchase Agreement for Fleet Pickups 2. Midway Ford Quote.pdf 3. Fury Ford F150 Quote.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Fund>Capital Equipment Cash							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

CITY OF WACONIA
RESOLUTION NO. 2024-058
RESOLUTION AUTHORIZING CITY STAFF TO EXECUTE PURCHASE
AGREEMENT FOR FLEET PICK UPS

WHEREAS, replacement of two ½ ton pick-ups were identified in the 2024 Capital Investment Plan; and

WHEREAS, pricing was solicited for Ford Truck product utilizing the State Cooperative Purchasing Venture and from a local dealer; and

WHEREAS, staff have received and reviewed quotes and wish to proceed with the purchase of two 2024 Ford F150 XL pick-ups from Midway Ford of Roseville; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that City staff are authorized to execute quotes and purchase agreement for the replacement of the fleet vehicles as identified as CIP projects #264 & #539.

Adopted and approved by the City Council of the City of Waconia on this 4th day of March 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

The logo for Midway Ford Commercial. It features the word "MIDWAY" in large, bold, yellow capital letters at the top. Below it is the classic Ford oval logo with the word "Ford" in script. At the bottom, the word "COMMERCIAL" is written in large, bold, orange capital letters. The entire logo is set against a dark blue background with a silver, metallic, riveted texture.

Fax # 651-604-2936

Standard

40/20/40 Vinyl Seat
Dual Front Air Bags
4-Wheel ABS Brakes
Tilt Wheel
Cruise Control

Options	Code	Price	Select	Exterior Colors	Code	Select
Running Boards	18B	\$228	X	Blue Jeans Metallic	N1	
Spray in bed liner	96W	\$542	X	Agate Black	G1	
Rear Defrost/privacy Glass	924	\$91	X	Carbonized Gray Metallic	J7	
Amber Strobes	94S	\$592	X	Iconic Silver Metallic	JS	
Back-up Alarm	85H	\$200	X	Oxford White	YZ	
				Vermillion Red(\$660.00)	E4	
				Extended Service Contracts	Cost	Select
				7 year/75,000 mile	\$2,570	
				PremiumCare Warranty		
				(Bumper to Bumper)		
Option Total		\$1,653				
				You must have a active FIN code to participate in this purchase contract : FIN code # _____		
Base Price			Totals	Purchase Order required prior to order placement		
			\$43,264.32			
Options Price Totals			\$1,653.00	PO #		
Extended Warranty				CITY OF WACONIA		
Transit Impr Excise Tax			\$20.00	Name of Organization		
Tax Exempt Lic						
6.5% Sales Tax				201 SOUTH VINE STREET		
Document fee				Address		
Sub total per vehicle			\$44,937.32	WACONIA MN 55387		
Number of Vehicles			1	City, State, Zip		
Grand Total for all units			\$44,937.32			
Acceptance Signature				Contact Person/ Phone #		
MARCH 4, 2024						
Print Name and Title		Date		Contact's e-mail address and fax #		



Preview Order R102 - W1L - 4x4 XL SuperCrew: Order Summary Time of Preview: 02/23/2024 12:30:39 Receipt: 2/9/2024

Dealership Name: Fury Ford Waconia

Sales Code : F58648

Dealer Rep.	Brian Zovic	Type	Fleet	Vehicle Line	F-150	Order Code	R102
Customer Name	city	Priority Code	D3	Model Year	2024	Price Level	430

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XL - 157	\$49205	FRONT LICENSE PLATE BRACKET	\$0
157 INCH WHEELBASE	\$0	BLACK PLATFORM RUNNING BOARDS	\$250
TOTAL BASE VEHICLE	\$49205	ENGINE BLOCK HEATER	\$190
OXFORD WHITE	\$0	50 STATE EMISSIONS	\$0
CLOTH 40/20/40 FRONT SEAT	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
MEDIUM DARK SLATE	\$0	BACKUP ALARM SYSTEM ✓	\$220
EQUIPMENT GROUP 101A	\$0	PRIVACY GLASS W/REAR DEFROSTER	\$100
.XL SERIES	\$0	LED WARNING BEACONS-AMBER*ACCY	\$650
.17" SILVER STEEL WHEELS	\$0	BEDLINER-TOUGHBED SPRAYIN*ACCY ✓	\$595
5.0L V8 ENGINE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
ELEC TEN-SPEED AUTO TRANS	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.265/70R 17 BSW ALL-TERRAIN	\$0	FUEL CHARGE	\$0
3.31 RATIO REGULAR AXLE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
7200# GVWR PACKAGE	\$0	PRICED DORA	\$0
JOB #2 ORDER	\$0	ADVERTISING ASSESSMENT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	DESTINATION & DELIVERY	\$1995

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

Sale price for City of Waconia =
47194⁰⁰

MSRP
\$53205
NA
\$53205

ORDERING FIN: QV386 END USER FIN: QV386

plus any taxes, license or fees

Based on price level 430.

the price could change if
Ford Motor Co. changes the pricing.

Customer Name:

Customer Email:

Customer Address:

Customer Phone:

Customer Signature

Date

REGULAR CAB / SUPERCAB / SUPERCREW® – XL SERIES

STANDARD EQUIPMENT

MECHANICAL

- 2.7L V6 EcoBoost® with Auto Start-Stop Technology (standard on 141" and 145")
- 5.0L V8 with Auto Start-Stop Technology (standard on 122" and 157")
- 4x4 Electronic-Shift-On-the-Fly (ESOF) with Neutral Towing Capability
- Auto Hold
- Axle, Front – Independent Front Suspension (IFS)
- Brakes – 4-Wheel Disc with ABS
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Trail – 4x2 only
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Deep Snow/Sand, Mud/Rut – 4x4 only
- Electronic Ten-Speed Automatic Transmission
- Fail-Safe Cooling
- Jack
- Electric Parking Brake
- SelectShift® Automatic Transmission with Progressive Range Select
- Shock Absorbers, Gas – Heavy-Duty, Front
- Shock Absorbers, Gas – Heavy-Duty, Outboard Mounted, Rear
- Springs, Front – Coil
- Springs, Rear – Leaf, Two-Stage Variable Rate
- Stabilizer Bar, Front
- Steering – Power, Rack-and-Pinion

EXTERIOR

- Bed Storage Boxes (NA w/ 8' Box)
- Bumper and Fascia, Front – Black
- Bumper, Rear – Black
- Cargo Lamp – integrated with Center High-mounted Stop Lamp (CHMSL)
- Daytime Running Lamps (DRL) (On/Off Cluster Controllable)
- Easy Fuel® Capless Fuel-Filler
- Exhaust – Single Rear
- F-150 Fender Badge
- Fuel Tank
 - Standard Range 23 Gallon (Regular Cab 6.5' Box)
 - Extended Range 36 Gallon (Regular Cab (NA w/ 6.5' Box), SuperCab and SuperCrew®)
- Fully Boxed Steel Frame
- Grille – Black Coast to Coast
- Handles, Black – Door and Tailgate with Black Bezel
- Hooks – Pickup Box Tie-Down, four (4)
- Hooks – Front Tow 4x4, two (2)
- Mirrors, Sideview – Manual-folding, Power Glass with Heat and Black Skull Caps
- Power Tailgate Lock
- Spare Tire Carrier – Rear Under Frame
- Spare Tire
- Stone Cuffs, Front & Rear
- Tailgate Lift Assist
- Tailgate – removable with key lock
- Tires
 - 245/70R 17 BSW all-season tires (A/S) 4x2
 - 265/70R 17 BSW all-terrain tires (A/T) 4x4
- Trailer Sway Control
- Trailer Towing – 4-pin wiring, ball mounting provisions in rear bumper
- Wheels – 17" silver steel
- Wipers – Intermittent speed

INTERIOR/COMFORT

- 12" Productivity Screen in Instrument Cluster
- Air Conditioning Registers – Black Vanes with Chrome Knob
- Auxiliary Audio Input Jack
- Black Vinyl Floor Covering
- Compass Display in Instrument Cluster
- Cruise Control

INTERIOR/COMFORT (continued)

- Dome Light
- Door trim – Soft armrest, grab handle and front map pockets
- Fade-to-Off Interior Lighting
- Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer
- Grab Handles
 - Front – A-Pillar, Driver and Passenger Side
 - Rear – B-Pillar (SuperCrew®)
- Horn – Dual-Note
- Illuminated Entry
- Manual Air Conditioning, Single Zone
- Outside Temperature Display
- Powerpoint 12V
- Power Door-Locks with Flip Key and Integrated Key Transmitter Keyless-Entry (incl. Autolock)
- Power Windows (Front/Rear) – One-touch Up/Down Driver and Passenger Front Windows (Rear Power Windows not available on Regular Cab)
- Rear-window with Fixed Glass and Solar Tint
- Rearview Mirror, Day/Night
- Scuff Plates – MIC, Front
- Seat, Front
 - Cloth 40/20/40
 - 2-Way manual driver/passenger
 - Armrest
- Seat, Rear
 - Cloth
 - USB charging ports – two (2)
 - 60/40 flip-up split seat (SuperCab)
 - 60/40 flip-up split seat with elongated cushion (SuperCrew®)
- Steering Wheel, Black Urethane – Manual Tilt/Telescoping and Manual Locking
- Visor, Driver Side; Visor with Mirror, Passenger-Side

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger Front Airbags
 - Driver and Passenger Seat-Mounted Side Airbags
 - Safety Canopy® Side-Curtain Airbags (1st and 2nd row coverage)
- Curve Control
- LED Reflector Headlamps – Black Bezels
- Perimeter Alarm
- Rainlamp Wiper Activated Headlamps
- Seat Belts, Active Restraint System (ARS). Three-point Manual Lap/Shoulder Belts with Height Adjusters, Pretensioners & Energy Mgmt Retractors on Outside Front Positions. Includes Autolock Features for Child Seats
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)
- Stolen Vehicle Services (1-year Plan Included)

REGULAR CAB / SUPERCAB / SUPERCREW® – XL SERIES

STANDARD EQUIPMENT

ADVANCED DRIVER ASSISTANCE SYSTEMS

• Ford Co-Pilot360™ 2.0

- Pre-Collision Assist with Automatic Emergency Braking (AEB)
 - Pedestrian Detection
 - Forward Collision Warning
 - Dynamic Brake Support
- BLIS® with Cross-Traffic Alert
- Lane-Keeping System
 - Lane-Keeping Alert
 - Lane-Keeping Aid
 - Driver Alert
- Rear View Camera
- Auto High Beams
- Reverse Sensing System
- Reverse Brake Assist
- Post-Collision Braking

- Autolamp – Auto On/Off Headlamps

FUNCTIONAL

- AM/FM Stereo (speakers; four (4) with Regular Cab, six (6) with SuperCab and SuperCrew®)
- Class IV Trailer Hitch (incl. Smart Trailer Tow Connector, 7/4 pin-connector; Class IV trailer hitch receiver)
- FordPass™ Connect (5G)
 - 5G LTE Wi-Fi hotspot connects up to 10 devices¹
 - Schedule specific times to remotely start vehicle²
 - Locate parked vehicle²
 - Check vehicle status²

Note: Ford Telematics is available for fleet customers, providing access to real-time OEM-grade data (including GPS tracking, vehicle health, driver behavior and other unique information) in a web based application. Learn more about our telematics products at <https://www.fordpro.com/en-us/intelligence/> or email telematics@fordpro.com, or by calling 833-327-FORD (833-327-3763)
- Hill Start Assist
- SYNC® 4 with Enhanced Voice Recognition (Incl. SiriusXM® with 360L)
 - 12" LCD Capacitive Touchscreen with Swipe Capability
 - Wireless Phone Connection
 - Cloud Connected
 - AppLink® w/App Catalog
 - 911 Assist®
 - Apple CarPlay® and Android Auto™ Compatibility
 - Digital Owner's Manual
 - Conversational Voice Command Recognition
 - Connected Navigation³ (incl. 1-year trial)

¹ Wi-Fi hotspot includes wireless data trial that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to www.att.com/ford

² FordPass™ Connect (optional on select vehicles), the Ford Pass™ App., and Complimentary Connected Services are required for remote features (see FordPass™ Terms for details). Connected Service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services excludes Wi-Fi hotspot.

³ Navigation services require SYNC®4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details). Eligible vehicles receive a complimentary 1-year trial of navigation services that begins on the new vehicle warranty start date. Customers must unlock the navigation service trial by activating the eligible vehicle with a FordPass member account. If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation.

Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features.

FUNCTIONAL (continued)

- USB charging ports – two (2)
- USB data charging ports – two (2)

FordPass App, compatible with select smartphone platforms, is available via a download. Message and data rates may apply.