

WACONIA CITY COUNCIL MEETING AGENDA



Monday, March 3, 2025
6:00 PM

VISION STATEMENT

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

MISSION STATEMENT

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

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

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

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@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** Charli Thomas & Reidun Trostad
- Waconia High School Student Council
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 City Council Minutes February 18, 2025](#)
Motion to approve the February 18, 2025, Council Minutes
 - 2) [Approve March 3, 2025 Expenditures](#)
Motion to Approve Payment of March 3, 2025 Expenditures
 - 3) [Approve Appointment of Fire Captains for the remainder of term.](#)
Adopt Resolution No. 2025-076 Approving the Appointment of Fire Captains for the remainder of the term.
 - 4) [Accept Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association](#)
Adopt Resolution No. 2025-077 Accepting Donation and Approving Pass Thru Recommendation from Waconia Fire Relief Association
 - 5) [Contractor Pay Request #1 - Industrial Park Wetland Excavation](#)

Motion to approve Pay Estimate No. 1 to S.M. Hentges & Sons for the Industrial Park Wetland Excavation

- 6) [Approve Purchase of Replacement Speed Signal and Trailer - Capital Equipment Project No. 832](#)
Adopt Resolution No. 2025-078 Authorizing Acquisition of Replacement Speed Signs and Trailer
- 7) [Approve Purchase of Metal Pless Snowplow Skidsteer Attachment](#)
Adopt Resolution No. 2025-079 Authorizing Acquisition of Metal Pless Snowplow Skidsteer Attachment
- 8) [Authorizing Approval of Sale or Disposal of Surplus Equipment](#)
Adopt Resolution No. 2025-080 Authorizing Approval of Sale or Disposal of Surplus Equipment
- 9) [Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100 & 1101](#)
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100 & 1101
- 10) [Verizon Tower #2 Lease Amendment](#)
Motion to approve First Amendment to Site Lease Agreement Verizon Site Tower #2
- 11) [Carver County CDA Community Growth Partnership Initiative Grant](#)
Adopt Resolution No. 2025-081 approving application for the Carver County CDA Community Partnership Initiative Grant related to the Transport Security project at 80 8th Street
- 12) [Minor Subdivision - Falk/Lovaasen](#)
Adopt Resolution No. 2025-082 approving a Minor Subdivision for the properties located at 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue.
- 13) [Approve the Sidewalk Cafe License and Encroachment Agreement with Waconia Brewing](#)
Adopt Resolution No 2025-083 Approving the Sidewalk Café License and Encroachment Agreement - Waconia Brewing Company.
- 14) [Approve Special Event Permit for Don't Worry Be Hoppy 5K, 10K and Kids Run.](#)
Adopt Resolution No. 2025-084 Approving a Special Event Permit for Don't Worry Be Hoppy 5K, 10K, and Kids Run
- 15) [Authorize Hire for Public Services Asset Management/GIS Technician](#)
Adopt Resolution No. 2025-285 Approving Asset Management/GIS Technician Hire

6. COUNCIL BUSINESS

- 1) [Prepare Plans & Specifications and Authorize Advertisement for Bids - Wildcat Way Reconstruction](#)
Adopt Resolution No. 2025-086 Approving the Preparation of Plans & Specifications and Authorizing Advertisement for Bids - Wildcat Way Reconstruction

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

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

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

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

City Council - March 17th at 6:00 p.m.

Park Board - March 20th at 6:30 p.m.

Special City Council - March 24th at 5:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025			
Item Name:		Approve City Council Minutes February 18, 2025			
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 the February 18, 2025, Council Minutes					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Approve City Council Minutes of February 18, 2025.					
Attachments:					
1. February 18, 2025 City Council Minutes					
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
FEBRUARY 18, 2025**

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

Council Members Present: Nick Gleason, Jeff Grengs, Jacob Coleman, Derek Siddons, and Mayor Tim Litfin

Staff Present: Shane Fineran, Jackie Schulze, Jon Haukaas, Lane Braaten, Nicole Meyer, Justin Sorensen, Nevin Waldron, City Engineer Jake Saulsbury, and City Attorney Mike Melchert

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Motion by Coleman second by Grengs to Adopt the Agenda as published.
MOTION CARRIED

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

None

5) [ADOPT CONSENT AGENDA](#)

1) Approve City Council Minutes February 3, 2025

[Cover Page](#)

[02-03-2025 City Council Minutes](#)

2) Approve February 18, 2025 Expenditures

[Cover Page](#)

3) Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred January 2025

[Cover Page](#)

4) Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred January 2025

[Cover Page](#)

5) Preventative Maintenance Service Agreement with Twin City Garage Door for Fire Station

Cover Page

Resolution No. 2025-050 Approving Agreement with Twin City Garage Door for Periodic Maintenance of Fire Station Overhead Doors

01-13-2025 Preventative Maintenance Contract with Twin City Garage Door

- 6) Authorize City Staff to Obtain Pricing for Command Vehicle Replacement

Cover Page

Resolution No. 2025-051 Authorizing Staff to Obtain Equipment Pricing for Fire Command Vehicle Replacement

- 7) Accepting Cash Donations for Operations of the Fire Department

Cover Page

Resolution No. 2025-052 Accepting Cash Donation for Operations of the Fire Department

- 8) Firefighter Right Front Seat Certification

Cover Page

Resolution No. 2025-053 Approving Firefighter as Right Front Seat Certified

Right Front Seat Manual Updated 11-21-2023

- 9) Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association

Cover Page

Resolution No. 2025-054 Accepting Donation and Pass Thru Recommendation from Waconia Fire Relief Association

- 10) Approve Purchase of Water Maintenance Division Half Ton Pickup

Cover Page

Resolution No. 2025-055 Authorizing Acquisition of Half Ton Truck Maintenance Vehicle for Water Division

02-05-2025 Burnsville Dodge Ram 1500 Quote

02-06-20256 Waconia #949 - Dodge Lighting Quote

- 11) Approve Purchase of Sewer Maintenance Division One-Ton Truck

Cover Page

Resolution No. 2025-056 Authorizing Acquisition of One-Ton Truck Maintenance Vehicle for Sewer Division

Burnsville Dodge 3500 Quote

Waconia #951 - Dodge Lighting Quote

Ram 1500 Trade-In Offer Dodge of Burnsville

- 12) Approve Purchase of Replacement Mobile Generator

Cover Page

Resolution No. 2025-057 Authorizing Acquisition Mobile Generator

Specification Sheet

Ziegler Caterpillar Diesel Generator Agreement

- 13) Replace Air Conditioning Unit at Southeast Area Lift Station

Cover Page

Resolution No. 2025-058 Approving Air Conditioning Unit at Southeast Area Lift Station

Lift Station Air Conditioning Agreement with Nordic Mechanical

- 14) Authorizing Approval of Sale or Disposal of Surplus Equipment

Cover Page

Resolution No. 2025-059 Approving Surplus Equipment and Sale

- 15) Prepare Plans & Specifications and Authorize Advertisement for Bids - 2025 Storm Pond Cleaning

Cover Page

Resolution No. 2025-060 Authorizing Preparation of Plans and Specifications and Authorizing Advertisement for Bids 2025 Storm Pond Cleaning

02-11-2025 Pond Cleaning Memo from Bolt & Menk

2025 Storm Pond Cleaning Project Location Map

- 16) Prepare Plans & Specifications and Authorize Advertisement for Bids - Bent Creek Culvert Lining Project

Cover Page

Resolution No. 2025-061 Authorizing Prepare Plans and Specifications and Authorizing Advertisement for Bids Bent Creek Culvert Lining

02-004-2025 Culvert Lining Recommendation from Bolton & Menk

- 17) Authorize Agreement with AET for Testing services on the 2025 Downtown Reconstruction Project Phase 3

Cover Page

Resolution No. 2025-062 Authorizing Agreement for Services with American Engineering and Testing

02-07-2025 American Testing Materials Quote

- 18) Carver County CDA Growth Partnership Initiative Grant

Cover Page

Resolution No. 2025-063 Approving Carver County Community Growth Partnership Grant Application

2025 Community Development Grant Application

- 19) Accepting Cash Donation for Holiday Lighting

Cover Page

Resolution No. 2025-064 Accepting Cash Donation for Holiday Lighting

- 20) Authorize Hire for Customer Support Specialist

Cover Page

Resolution No. 2025-065 Authorizing Customer Support Specialist Hire

- 21) Approve Special Event Permit for Tour de Tonka

Cover Page

Resolution No. 2025-066 Approving Special Event Permit and Noise Permit for Tour de Tonka Bicycle Event

Special Event Permit Application

Tour de Tonka 100 Mile Route

Tour de Tonka, City of Waconia Route

- 22) Approve Special Event Permit The Frunge

Cover Page

Resolution No. 2025-067 Approving Special Event Permit and Noise Permit for the Frunge Event

Special Event Permit Application The Frunge

Temporary Structure Permit Application The Frunge

- 23) On-Sale Temporary Liquor License Waconia Brewing Company

Cover Page

Resolution No. 2025-068 Approving Temporary On-Sale Liquor License Application Waconia Brewing Company

- 24) Approve Temporary On-Sale Liquor License for Waconia Lions Club

Cover Page

Resolution No. 2025-069 Approving Temporary On-Sale Liquor License Application Lions Club

- 25) Approve Temporary On-Sale Liquor Licenses for the Waconia Lions Club

Cover Page

Resolution No. 2025-070 Approving Temporary On-Sale Liquor License Application Lions Club

- 26) Approve Application to Conduct Off-Site Gambling

Cover Page

Resolution No. 2025-071 Approving Application to Conduct Off-Site Gambling
Waconia Lions Club

- 27) Approve Purchase of Replacement Skidsteer and Accessories - Capital Equipment
Project No. 27

Cover Page

Resolution No. 2025-075 Authorizing Acquisition of Replacement SkidSteer Unit
#180

Ziegler Skidsteer Loader Quote

Pomps Snow Tires Quote

Motion by Coleman second by Siddons to Adopt the Consent Agenda as Published with
removing Item 5.6, Item 5.10, Item 5.11, and Item 5.18, and adding those items to
Section 8 Items Removed from Consent Agenda
MOTION CARRIED

6) COUNCIL BUSINESS

- 1) Accepting the City of Waconia Water System Study, dated February 11, 2025

Cover Page

Resolution No. 2025-072 Accepting the 2025 Water System Study

02-11-2025 Water Study Cover Letter

02-11-2025 Water System Study Final Report

City Engineer Jake Saulsbury and staff prepared the Water System Study to assist with the planning and implementation of future water system improvements to support the ongoing growth of Waconia. The report provides an evaluation of the City's water supply sources, treatment, storage, and capacity. The study then explains the projected water supply and treatment demands as well as proposed improvements and estimated costs. The following recommendations were presented. 1) Initiate the design of a new water treatment facility. 2) Initiate the design of up to three new wells. 3) Develop a reasonable System Development Charge. 4) Complete the replacement of existing ageing equipment. 5) Continue to monitor the rate of growth and water demand. And 6) Apply for Public Facilities Authority financing.

Jake reminded the Council that Staff are only proceeding with the initial steps for the well and the water treatment facility design with no construction.

Motion by Coleman second by Grengs to Adopt Resolution No. 2025-072 Accepting the 2025 Water System Study
MOITON CARRIED

2) [Establishing Municipal State Aid Street Designation and Renaming Wildcat Way as Wildflower Way](#)

[Cover Page](#)

[Resolution No. 2025-073 Establishing a Municipal State Aid Street](#)

[01-10-2025 MSA System Revision](#)

[01-28-2025 MSA Designation Wildflower Way](#)

Jon Haukaas, Public Works Supervisor stated that every year the City completes an update of the Municipal State Aid (MSA) Streets within its jurisdiction. Staff and the City Engineer determined what routes to adjust or add based upon traffic volume, and use locally and through the community. Currently the City has 0.42 miles under the maximum allowable mileage of 11.97 miles. Staff requested to add Wildcat Way (.26 miles) to the City's MSA System. This segment begins and ends with connections of MSA streets and would result in the City having .16 miles of allowable MSA mileage remaining. Also, staff requested to rename this segment Wildflower Way to keep consistent with the naming conventions.

Kevin Stender, 1100 Pond Curve, requested the Council make the intersection island smaller in size for safety reasons and would also like to see additional parking.

Chris Ohm, 1553 Pond Curve, the Baseball Association would like to see this open and would like to keep the name Wildcat Way.

Mark Tregarthen, 1357 Pond Curve, would like to see the entrance redesigned and would very much like Wildcat Way remain.

Council Member Coleman would like to move forward with the Resolution approval; with removing the name change and direct staff for more neighborhood feedback on the street name. All Council were in agreement. The Mayor directed staff to survey the neighborhood on the name change and bring back to Council along with parking information.

Motion by Grengs second by Siddons to Adopt Revised Resolution No. 2025-073 striking the whereas statement of renaming the section of roadway to Wildflower Way.
MOTION CARRIED

3) [Approve Plans and Authorization to Bid for the 2025 Downtown Reconstruction Phase 3](#)

Cover Page

Resolution No. 2025-074 Approving Plans and Specifications & Ordering Advertisement for Bids

02-05-2025 Request Memo 2025 Downtown Reconstruction Project Phase3

Jake Saulsbury stated that the open house was well attended and staff made a few minor revisions based on that open house. The planned improvements will include Street reconstruction of 2 blocks of 1st Street, 2 blocks of 2nd Street, and 1 block of Olive Street. Reconstruction of 2 blocks of alleys north of Main Street, east of Elm Street, and west of Spruce Street. Reconstruction of 1 block of alley north of 2nd Street, east of Olive Street, and west of Elm Street.

Staff requested the approval to Order the Advertisement for Bids as well as Approving Plans and Specifications. Bids will be scheduled to be opened on March 20, 2025, with pricing to the Council at the end of March to consider awarding the contract.

The Mayor requested clarification on the drop off site by the Theatre. Staff stated that will remain a drop off as it is presently. Council Members Grengs, Coleman, Gleason and Siddons in agreement to leave the design as submitted. Mayor not in agreement.

The Mayor requested information on the one-inch drop line costs in all phases of this project. Saulsbury stated that Phase 1 a cost of \$165,000. Phase 2 a cost of \$230,000. Phase 3 has an estimated cost of \$183,000. This is done with the intent of meeting stormwater requirements in the future.

Motion by Gleason second by Coleman to Adopt Resolution No. 2025-074 Approving Plans and Specifications & Ordering Advertisement for Bids.
MOTION CARRIED.

7) ITEMS REMOVED FROM CONSENT AGENDA

Item #5.6 Authorize City Staff to Obtain Pricing for Command Vehicle Replacement

Fire Chief Justin Sorensen stated that as part of the 2025 Capital Improvement Project, the Fire Department has a command vehicle replacement budgeted for 2025. The Fire Department anticipates replacing the equipment at 10 years of age in order to update technology and ensure that the equipment is serviceable and ready to respond. This unit has been used as a command vehicle and is the most frequently used vehicle by duty officers. This vehicle is critical to the duty office staffing mode that runs the majority of the calls. In 2024, 75% of calls were duty officer only calls for service. This request is to retain pricing only.

Motion by Siddons second by Coleman to adopt Resolution No. 2025-051 Authorizing City Staff to Obtain Pricing for Command Vehicle Replacement CIP Project No. 424.

MOITON CARRIED

Item 5.10 Approve Purchase of Water Maintenance Division Half Ton Pickup

Jon Haukaas stated that on December 18, 2024, Council authorized the solicitation of pricing for equipment for a half-ton pickup to be used in the Water Division. Staff Utilized the Minnesota State Cooperative Purchase Contracting system to find the best pricing from approved vendors. Staff requested to retain Unit #49 that had originally been scheduled for replacement and trade-in on this purchase. Unit #49 is needed for the Engineering Technician to perform daily inspections. This vehicle has more value to the department to provide service to the community than the City would receive as trade-in value. As this creates a budget deficiency staff requested Council approve the additional expenditure.

Staff clarified that the vehicle currently being used by the Utility Supervisor is being traded in with the accompanying item to purchase a new truck from the Sewer Fund. This creates an immediate need, and staff requested the purchase of the Half Ton Pickup. Staff also clarified that the two agenda items (5.10 and 5.11) are combined as both are enterprise funds so any purchase comes from rates. These vehicles are for the utility department and the utility department is both water fund and sewer fund. Due to this shortage, staff are sharing vehicles which is not conducive to time management and the City is losing productivity.

The engineering technician has vehicle #49, the utility supervisor has vehicle #50. Staff are requesting a new supervisor's vehicle which would be replacing #50 but purchasing out of the water fund and agenda item 5.11 is to trade-in vehicle #50 with a one-ton utility vehicle. Basically, adding a one-ton utility vehicle and trading in a half-ton front line daily driver which fits the needs of the department.

Council Member Coleman questioned if the dollar amount vs the time wait of eight months is a good choice. It was stated that currently the public services technicians do not have a dedicated vehicle for use. To maintain efficiency in these positions it is required to have ready access to vehicles and other staff vehicles must be obtained. Staff are requesting an additional vehicle that would allow the vehicle currently used to be repurposed to put into use for the public services technician for a dedicated vehicle.

Motion by Coleman second by Siddons to direct Staff to obtain quotes and delivery timelines from local vendors for a Half-Ton Pickup Maintenance Vehicle for the Water Division.

Motion Approved

Ayes: 4 - Litfin, Coleman, Siddons, Gleason

Nays: 1 - Grengs

MOTION CARRIED

Resolution No. 2025-055 Authorizing Acquisition of Half-Ton Pickup Maintenance Vehicle for Water Division Project No. 542

Resolution FAILED due to lack of a Motion and second.

Item 5.11 Approve Purchase of Sewer Maintenance Division One-Ton Truck

John Haukaas explained that staff are requesting purchase of a one-ton truck which includes the trade-in of the half-ton supervisor's vehicle. If the Council approves the trade-in, this can be purchased directly.

Motion by Grengs second by Litfin to Adopt Resolution No. 2025-056 Authorizing Acquisition of One-Ton Truck Maintenance Vehicle for Sewer Division.
MOTION CARRIED

Item 5.18 Carver County CDA Growth Partnership Initiative Grant

This agenda item was pulled by the Mayor for questions regarding the old fire station property.

City Administrator Shane Fineran explained to the Council this item is approval to apply for grant funds. These grant funds are available to municipalities to support redevelopment and community development. The planned construction of Well #9 to be completed this year creates an opportunity for the City to decommission Wells No. 1 and 2 on this site. This is required for private development on this site.

Motion by Grengs second by Coleman to Adopt Resolution No. 2025-063 Approving Grant Application
MOTION CARRIED

8) STAFF REPORTS

No staff reports

9) BOARD REPORTS

Council Member Grengs: Nothing to report

Council Member Coleman: Nothing to report

Council Member Gleason: Nothing to report

Council Member Siddons: Nothing to report

Mayor Litfin: February 5th The Mayor is In Session with 10 attendees

February 6th met with Carver County Mayors to discuss local topics

Last week toured Waconia Sackett with the operations manager

February 11th Joint Leadership meeting with the School District and representatives from Ridgeview, Hometown Bank, and the Chamber

February 12th Carver County Park Commission Meeting

February 13th Capital Building for Transportation Meeting

10) ANNOUNCEMENTS

None

11) CLOSED SESSION

1) Closed Session

[Cover Page](#)

The Mayor stated the Council will meet in closed session pursuant to Minn Stat. 13.05, subd. 3©(3) to consider the purchase of real property in the City of Waconia identified as PID: 750240100, located at 801 Highway 284.

Motion by Coleman second by Gleason to recess to closed session
MOITON CARRIED

Motion by Siddons second by Coleman to close the City Council closed session.
MOTION CARRIED

12) ADJOURN REGULAR MEETING

Motion by Siddons second by Coleman to Adjourn the February 18, 2025, Waconia City Council Meeting at 8:00 p.m.
MOTION CARRIED

Tim Litfin, Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Approve March 3, 2025 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 3, 2025 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 3, 2025. 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 3, 2025					
Item Name:		Approve Appointment of Fire Captains for the remainder of term.					
Originating Department:		Fire					
Presented by:		Justin Sorensen					
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. 2025-076 Approving the Appointment of Fire Captains for the remainder of the term.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The fire department typically appoints officer's to a four year term on a bi-annual basis on staggered terms. Rickard Dahlo resigned from his Captain position effective January 1, 2025. Interest in the open position was gauged and sought from the membership. Two firefighters expressed interest and a willingness to fill the remainder of the term but had conflicts with filling the required duty officer schedule due to other work commitments. Staff determined to fill both parts of the role until an opportunity to repost the position with the other vacancy in November of 2025. Staff is recommending both firefighters be promoted to Captain and fill the position as discussed. Erik Olson recently returned to Waconia Fire after a few years absence to acquire his paramedic certification for is full-time career. He is a career firefighter/paramedic with Burnsville and was previously a lieutenant at Waconia. Erik will fill the administrative piece of the role by attending officer meetings and the administrative duties assigned to this position along with the scheduled duty officer shifts that he is available. Erik would be eligible for the stipend and the Captain pay rate and will be assigned as Captain 4. Tony Kuczek recently retired from Minneapolis Fire as a Battalion Chief after a 30 year career and was previously a Captain with Victoria Fire. He has been on Waconia for over two years and frequently assists with filling duty officer shifts and helps schedule trainings to share the experience that he brings from his professional career. Tony applies his skills anywhere he can to the organization and has offered to assist in this Captain role. He will fill the scheduled duty officer shifts that Erik cannot attend and assist him with any tasks that he may need to fulfill the duties of the position. Tony would be eligible for the Captain pay rate and be assigned as Captain 6. In November the two Captain positions and the Assistant Chief's terms expire,. At that time staff will evaluate the positions and interview to fill the roles for the new term.							
<u>Attachments:</u>							
1. Resolution No. 2025-076 Appointing Fire Department Officers							
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. 2025 - 076**

**RESOLUTION APPOINTING
FIRE DEPARTMENT OFFICERS**

WHEREAS, there is currently a Fire Department Captain vacancy; and

WHEREAS, the City accepted interest for these vacancies in January of 2025; and

WHEREAS, the Fire Chief, City Administrator, and Assistant City Administrator concur that those that expressed an interest in the position be appointed for the remainder of the term that is set to expire on December 31st, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby appoints the following individuals the positions within the Waconia Fire Department:

Officer Name	Term Expiration
Erik Olson (captain)	12/31/2025
Tony Kuczek (captain)	12/31/2025

Adopted by the City Council of the City of Waconia this 3rd day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Accept Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association					
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. 2025-077 Accepting Donation and Approving Pass Thru Recommendation from Waconia Fire Relief Association							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City received a donation from the Waconia Fire Department Gambling Board totaling \$1,219.77. The gambling board approved this donation as a pass thru for the following purposes: • \$1,219.77 – Concept 2 RowErg Exercise Rower and 3-5 Slam Balls for fire station fitness room With the Council’s acceptance of the donation and recommended purpose for pass thru from the gambling board, City staff will recognize the donation revenue and off-setting expenditures in the General Fund - Fire (101).							
<u>Attachments:</u> 1. Resolution No. 2025-077 Accepting Donation and Pass Thru Recommendation From Waconia Fire Relief Association							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Fire (101)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ X Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2025-077**

**ACCEPTING DONATION AND PASS THRU RECOMMENDATION FROM
WACONIA FIRE RELIEF ASSOCIATION**

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 recreational 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>	<u>Department/Fund</u>
Waconia Fire Gambling Board	Check	\$1,219.77	General Fund

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.

WHEREAS, the Waconia Fire Department Gambling Board wishes to enhance the donation by passing the funds thru for the following purpose:

- \$1,219.77 – Concept 2 RowErg Exercise Rower and 3-5 Slam Balls for fire station fitness room

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 deposited to the appropriate funds and 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 3rd day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Contractor Pay Request #1 - Industrial Park Wetland Excavation					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):		Resolution #2023-262 - Authorizing Award of Project for Sudheimer Industrial Park Storm Pond Cleaning					
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 Pay Estimate No. 1 to S.M. Hentges & Sons for the Industrial Park Wetland Excavation							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Industrial Park Wetland Excavation and recommends payment of \$81,443.50 based on the engineering request for payment. This payment represents approximately 95% of the total approved contract for the project. <u>Attachments:</u> 1. 02-26-2025 Industrial Park Wetland Payment Request #1							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Storm Water							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



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& MENK**

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 26, 2025

City of Waconia
Attn: Nicole Meyer
201 South Vine St.
Waconia, MN 55387

**RE: Industrial Park Wetland Excavation
Pay Request No. 1**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 1 for work completed through 2/4/2025 on the above referenced project. The work completed includes payment for excavation, regrading, turf stabilization, and other miscellaneous items. At this time the project is substantially complete.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$81,443.50** to S.M. Hentges & Sons at 650 Quaker Ave, Suite 200, Jordan, MN 55352. 100% of this requested payment is for work associated with the storm sewer system.

Please contact me if you have any questions regarding this payment request.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, City of Waconia
Matt Bauman, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 3, 2025
Item Name:	Approve Purchase of Replacement Speed Signal and Trailer - Capital Equipment Project No. 832
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	Adopt Resolution No. 2024-062 Authorizing Staff to Solicit Pricing 2025 Capital Project and Equipment Acquisitions.

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
--------------------------------	---------	---	-----------------	--	--------------------	--

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution No. 2025-078 Authorizing Acquisition of Replacement Speed Signs and Trailer

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

The City Council authorized the solicitation of pricing for equipment acquisition at the December 18, 2024 Council meeting. The 2025 Capital Improvement Plan identified \$15,000 for the replacement of the current speed signs.

The speed signs are utilized to collect the following data.

- Average Vehicle Count
- Total Vehicle Count
- Average Speed
- Average Number of Speed Violations
- Total number of Speed Violations

Staff solicited quotes from two vendors that sell and maintain speed signs.

All Traffic Solutions submitted a quote of \$11,021.01 for one Speed Alert 18 Radar Message speed sign with a solar panel and one trailer. Included with the quote is a 3-year warranty, 12-month cloud-based subscription, which includes traffic data, 12-month equipment management, mapping, alerts and premium care. After the first year there would be a \$4,500 fee for the cloud-based subscription per year. Total first year cost of \$15,521.01.

TrafficLogix submitted a quote of \$13,820 for three (3) Evolution 12 Solar- Full Matrix speed signs with solar panels and a single trailer. Included with the quote is a 2-year warranty, 1-year cloud-based subscription, and universal mounting brackets. After the first year there would be a \$1,500 fee for the cloud-based subscription per year. Total first year costs of \$15,320.00.

Staff is recommending that we accept the quote from TrafficLogix for three Speed signs and a trailer including the 3-year extended warranty (five years total) which would cover the 3 speed signs, solar panels and trailer. The initial cost will be \$13,820 and the \$1,500 annual subscription cost can be paid from the operating budget.

Attachments:

1. [Resolution No. 2025-078 Authorizing Acquisition of Replacement Speed Signs and Trailer](#)
2. [02-11-2025 Quote All Traffic Solutions Signatures](#)

3. Specifications Traffic Logix Safe Place Evolution
4. Manual Traffic Logix Safe Pace Cruiser

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 NO. 2025-078**

**RESOLUTION AUTHORIZING ACQUISITION OF
REPLACEMENT SPEED SIGNS AND TRAILER
CAPITAL IMPROVEMENT PROJECT NO. 832**

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

WHEREAS, the Capital Investment Plan Project # 832 identified the replacement of Speed signs and trailer; and

WHEREAS, projects approved as part of the 2025 budget were finalized and compiled for final approval by the City Council as funding is available in 2025 in the amount of \$15,000.00; and

WHEREAS, city staff have solicited quotes from 2 vendors which have this equipment listed on the Source Well Cooperative Purchasing Contracting system to guarantee best government pricing; and

WHEREAS, staff are recommending the replacement speed signs and trailer to be a TrafficLogix SafePace Evolution 12FM and SafePace Cruiser LT Trailer.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the acquisition of three Trafficlogix SafePace 12FM Signs and one SafePace Cruiser LT Trailer from TrafficLogix with the 3-year extended warranty in the amount of \$15,320.00.

Adopted by the City Council of the City of Waconia this 3rd day of March, 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

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Quote Number QUO-43885-
M7N5N1
Created Date 2/11/2025
Expiration Date 3/11/2025

QUOTATION

Contact: Kari Richardson
Phone: (952) 442-2615
Email: krichardson@waconia.org

City of Waconia

Shipping Address:

201 S Vine St
Waconia, Minnesota 55387
United States

Standard Features (Included) – Evolution Signs

- The Evolution radar feedback signs come with 1 year* of unlimited SafePace Cloud access. SafePace Cloud is renewable annually with bundling and multi-year term discounts available.
- Sign powers down when no traffic present
- Programmable Speed Violator Flashing Strobe Light
- Ambient Light Sensor and Automatic Brightness adjustment
- Banding Mount Bracket
- Bluetooth

** The 12-month trial period for SafePace Cloud begins upon shipment of the product(s) and is reserved for new Traffic Logix customers or for Traffic Logix customers who are renewing the Cloud service.*

Special Notes

- 1x LT Cruiser Trailer
- 3x EV12FM (full matrix) radar sign, Yellow faceplate, Solar power
- 2x Universal Mounting Bracket
- Quoted without SS, as shipping address has off-loading capabilities

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
1 Year Web Director Annual Cloud	WD-RFS-L1-1Y_	3.00000	\$0.00	\$0.00
Web Director "GSM/GPS Combo"	SPGSMGPS-4G_	3.00000	\$0.00	\$0.00
Universal Bracket (Full Set)	SP1BK2_	2.00000	\$209.00	\$418.00
Trailer for SP Traffic Speed Signs - LT Model - (All Radar Signs except SP800, SP700, SP600, SP400)	CRLT-1_	1.00000	\$3,749.00	\$3,749.00
Evolution 12 Solar - Full Matrix - Inc. Solar panel and battery	EV12FMEYL-SOLLA_	3.00000	\$3,149.00	\$9,447.00



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Quote Number QUO-43885-
M7N5N1
Created Date 2/11/2025
Expiration Date 3/11/2025

Totals

Subtotal:	\$13,614.00
Discount:	\$1,029.00
Freight:	\$1,235.00
Sales Tax (if applicable):	\$0.00
Grand Total:	\$13,820.00

Terms: 1% - 10 days – Net 30

Payment: MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

Tax: IF TAX EXEMPT, Please Provide Tax Exempt Certificate with Order.

Freight: Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

Changes/Returns: 30% for standard orders and 50% on custom orders.

Delivery Requirements

Please Indicate the availability of the following as this determines the freight costs:

1. Do You have a Loading Dock? - Yes/No
2. Do you have a Fork Lift and Pallet Jack to unload? - Yes/No
3. Can access be gained by a 53 foot truck for delivery? - Yes/No
4. Is the delivery address a Construction site? - Yes/No
5. Is the delivery address a Military site? - Yes/No
6. If shipping to Military site, is a U.S. Driver required? - Yes/No

Quote Acceptance Information

Signature _____

Name: TIM LITFIN, MAYOR

Date: MARCH 3, 2025

Thank you for choosing Traffic Logix. Please sign and return to:

snash@trafficlogix.com
Scarlett Nash
Account Manager

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

Page | 3

Quote Number QUO-43885-
M7N5N1
Created Date 2/11/2025
Expiration Date 3/11/2025

TRAFFIC LOGIX®

SAFEPACE® EVOLUTION12FM PRODUCT SPECIFICATIONS

Radar Sign Specifications



SafePace® Evolution12FM Product Specifications

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Document created: 1:53 PM on Monday, April 8, 2019

Document version: 1.0

Traffic Logix Corporation
3 Harriet Lane
Spring Valley, NY
USA 10977

Tel: 1 (866) 915-6449
Fax: 1 (866) 995-6449
Web: www.trafficlogix.com
Email: info@trafficlogix.com

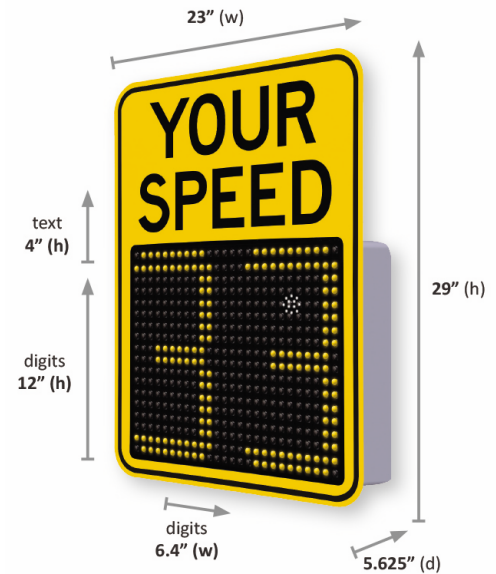
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DIMENSIONS

- » Digit Size:
 - First digit: 12"(h) x 1.125"(w)
 - Other digits: 12"(h) x 6.4"(w)
- » Sign Face Text: Letters 4"(h) spell "YOUR SPEED" fixed message, 2 lines
- » Unit alone: 17.25"(h) x 23"(w) x 5.625"(d)
- » Unit with "YOUR SPEED" sign mounted:
 - Full size sign: 29.0"(h) x 23.0"(w) x 5.625"(d)
- » Sign Weight (includes "YOUR SPEED" sign)
 - AC Powered Model: 20 lbs
 - Battery Powered Model: 20 lbs (not including batteries)
 - Solar Powered Model: 20 lbs (does not include solar panel or bracket)
- » Accessories (*optional*)
 - Lithium-ion Battery: 4 lbs
 - Lead Acid Battery: 12 lbs
 - Universal Mounting Bracket System
 - Sign Bracket: 2 lbs
 - Pole Bracket: 5 lbs

All Specifications Subject to Change Without Notice



TECHNICAL SPECIFICATIONS

- » 3-Digit Speed Display
 - Miles Per Hour (mph): 3-99 mph
 - Kilometers Per Hour (km/h): 5-160 km/h
- » High-Intensity prismatic reflective sheeting on “YOUR SPEED” signs with black colored text
- » MUTCD approved colors and format
- » Operating Temperatures F (C): -40° (-40°) to 185° (85°)
- » Conformal coating on all circuit boards

Power

- » Power input:
 - 100~240 V AC @ 150 mA
 - 12 V DC (11-14.5 V @ 1A)
 - Built in ambient light sensing and automatic brightness control
 - Wireless battery charge monitoring (via software interface)
- » Power Options
 - AC power input: 100~240 V AC
 - DC (battery) power input: 12 V DC
 - DC (battery) power options:
 - 12V, 18Ah Lead acid batteries
 - 12.8V, 15Ah Lithium-ion batteries
 - Solar power: 50W or 90W solar panel

Radar

- » Internal Radar: Doppler (FCC approved)
- » Model: DF 600
- » Radar RF out: 5 mW maximum
- » Radar f-center: 24.125 GHz or 24.200 GHz
- » Pickup distance: Up to 400 feet
- » Beam angle: 24° (vertical) x 12° (horizontal)
- » Beam polarization: Linear
- » CE Mark (Radar): Yes

Display

- » LEDs: 948
 - Digits (Yellow): 468 LEDs

- Color: Yellow (590 nm)
 - Viewing angle at 50% IV: 30°
 - Partial Flux (Brightness): 9000 – 22400 Ev,[lux]/LED
- Digits (Red): 468 LEDs
 - Color: Red(633 nm)
 - Viewing angle at 50% IV: 30°
 - Partial Flux (Brightness): 7100 – 18000 Ev,[lux]/LED
- Speed Violator Strobe: 12 LEDs
 - Color: White (2700 K – 6500 K)
 - Viewing angle at 50% IV: 150°
 - Luminous Flux: typically 33lm @ 4000 K
 - Luminous Efficacy: typically 176 lm/W @4000 K
- » Ambient light sensor and automatic brightness adjustment

Enclosure

- » Vandal resistant, lightweight polymer
- » Matte black front for reduced glare and maximum contrast
- » Light gray body to minimize heat absorption
- » Weatherproof, NEMA 4X-12, IP65 level compliant
- » Non-sealed and ventilated

All Specifications Subject to Change Without Notice

COMMUNICATIONS

- » Bluetooth (standard)
- » GSM/GPRS (optional, for use with SafePace Cloud)



PROGRAMMING

- » SafePace® Pro management software
- » SafePace® Cloud remote management
- » 24/7 365 day programming and scheduling
- » Display Settings:
 - Display On/Stealth Modes (In Stealth Mode, speed is not displayed but data is collected)
 - Display Closest/Fastest Vehicle Speed
 - Digit Flashing Speed Threshold (digits flash above specified speed threshold)
 - LEDs Flashing Speed (for digits)
 - Fast: 1.5 Hz
 - Medium: 1 Hz
 - Slow: 0.75 Hz
 - Message Flashing Speed Threshold (message flashes above specified speed threshold)
 - 4 standard messages: "SPEED LIMIT", "YOUR SPEED", "SLOW DOWN", "TOO FAST"
 - 4 Custom Message slots
 - 1 Custom Animation which can utilize up to four Custom Message slots
 - Speed activated, dual-color matrix display (speeds above a specified value are displayed in red)
 - Speed Violator Strobe (pulsing strobe flashes above specified speed)



All Specifications Subject to Change Without Notice

DATA COLLECTION, STATISTICAL ANALYSIS AND REPORTING (OPTIONAL FEATURE)

- » Traffic data collected and stored by location
- » Stealth Mode (captures baseline traffic data with speed display turned off)
- » Download through wireless connection
- » Statistical Reporting & Charts
 - Summary Reports
 - Weekly Reports
 - Period Comparison Reports
 - Full custom reports and charts
 - Reporting Parameters:
 - Average Vehicle Count
 - Total Vehicle Count
 - Average Speed
 - Average Number of Speed Violations
 - Total Number of Speed Violations
 - Other Features:
 - Minimum and Maximum Speed
 - 85th Percentile Speed
 - Counters by Speed Bins
 - 5 units (MPH or KM/H) Speed Bin Resolution
 - Reports print directly or can be exported into CSV format, MS Excel, Adobe Acrobat PDF and HTML
 - Charts may be printed directly or converted into Adobe Acrobat PDF and image formats



All Specifications Subject to Change Without Notice

WARRANTY



Two Year Warranty

Two year warranty on parts and labor
excluding damage related to
vandalism, abuse, and/or theft

Subject to the following conditions, Traffic Logix Corporation (“Traffic Logix”) warrants that the SafePace EV12FM sign (the “Product”) is free from defects in materials and workmanship.

This limited warranty begins on the invoice date of your purchase of the Product and extends:

- » For TWO (2) calendar years on the sign, and
- » For ONE (1) calendar year on the batteries.

This limited warranty extends only to the original purchaser of the Product when purchased either directly through Traffic Logix or through an authorized Traffic Logix distributor and is not assignable or transferable to any subsequent purchaser or end-user. Traffic Logix’s obligation and liability under this warranty are expressly limited to repairing or replacing, at Traffic Logix’s option, defective products. In no circumstances shall Traffic Logix’s liability, whether in contract or tort, under any warranty, in negligence, or otherwise, exceed the amount of the purchase price of the product. Traffic Logix shall not be liable for special, indirect, or consequential damages of any kind. This warranty does not cover damages resulting from normal wear and tear, incorrect installation or operation, use other than for the product’s intended purposes, vandalism, and extraordinary environmental circumstances. Traffic Logix reserves the right to charge for these damages to the product at rates normally charged for repairing such products not covered under this warranty. Damages resulting from any physical changes or alterations made to the product other than Traffic Logix will render this warranty **VOID**. Using any parts or accessories not supplied or approved by Traffic Logix, such as battery chargers, will further render the warranty **VOID**.

Traffic Logix neither assumes, nor authorizes any person to assume for it, any other liability in connection with the sale of the Product, and there are no agreements or warranties collateral to or affecting this limited warranty.

THE LIMITED WARRANTY SET FORTH IN THIS AGREEMENT IS THE EXCLUSIVE AND SOLE WARRANTY APPLICABLE TO THIS PURCHASE. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

Traffic Logix does not warrant that any of its products will meet or comply with the requirements of any applicable federal, state or local safety code, law, regulation or ordinance (“Applicable Safety Laws”). Buyer acknowledges that Traffic Logix’s products are to be used only in accordance with the attached Conditional Terms of Use and any Applicable Safety Laws. Buyer agrees that there shall be no coverage or benefits of any kind under this limited warranty if it is determined by Traffic Logix that the Product was not installed or used in accordance with the Conditional Terms of Use or Applicable Safety Laws, or if the Product has been

altered in any way by anyone other than Traffic Logix, or if the Product has been subject to any misuse or accident. In addition, Buyer assumes and agrees to indemnify Traffic Logix for all risk, liability or expense that results from any installation or use of the Product that is not in accordance with the Conditional Terms of Use or any Applicable Safety Laws.

Warranty Replacement Procedure

In order to submit a claim for the repair or replacement of the Product under this limited warranty, proceed as follows:

1. Contact Technical Support. **Do NOT** ship your defective product to Traffic Logix prior to contacting Technical Support.
2. A Technical Support Agent will evaluate the Product to determine if it is defective. You may be required to do some troubleshooting as part of this evaluation.
3. If the Product is defective, then you will need to submit your contact information, and proof of purchase (including the date of purchase), in order to obtain repair or replacement parts.
4. The Technical Support Agent will provide you with a Return Materials Authorization number and instructions on how to have the defective parts repaired or replaced.

TRAFFIC LOGIX SAFEPACE® CRUISER LT TRAILER MANUAL

Traffic Logix Speed Awareness



SafePace® Cruiser LT Trailer Manual

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This document is supplied as a guide for the SafePace Cruiser LT product. Reasonable care has been taken in preparing the information it contains. However, it is possible that this document contains omissions, technical inaccuracies, or typographical errors. Product specifications are subject to change without notice and should not be considered commitments by Traffic Logix Corporation. Traffic Logix Corporation does not accept responsibility of any kind for customers' losses due to the use of this document.

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Traffic Logix Corporation
3 Harriet Lane
Spring Valley, NY
USA 10977

Tel: 1 (866) 915-6449
Fax: 1 (866) 995-6449
Web: www.trafficlogix.com
Email: info@trafficlogix.com

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Chapter 1

INTRODUCTION

SafePace Cruiser LT Overview

The SafePace Cruiser LT trailers are lightweight, economical trailers with all the features you need for portable speed control. They are a perfect choice for municipalities, residential neighborhoods, schools, police departments, private or gated communities, corporate campuses, schools and construction sites.

An intuitive design with a variety of features, the speed trailers are easy to deploy, tow, and transport and can be used with Traffic Logix radar signs and speed cameras. They are ideal for rotating usage in high traffic neighborhoods, school zones, hazard zones, short term work zones, or for special events.

Once unpacked from the crate and assembled with a sign and/or camera, it takes less than 3 minutes to be deployed by a single operator for quick and easy setup at multiple locations. Assembling and deploying the SafePace Cruiser LT is a relatively straightforward process discussed in the following sections.

About this Guide

This installation guide is meant for anyone who needs to physically install a SafePace Cruiser LT. It covers the following topics:

- » Unpacking and assembling the trailer
- » Mounting the solar panel
- » Connecting all the components (signs, cameras, etc.)
- » Selecting a location for your SafePace Cruiser LT Trailer
- » Operating the trailer

Documentation Conventions

This document uses the following formatting conventions:

Format	Description
Bold Gray	Used in procedures to indicate menu commands, interface controls and dialog box options.
<i>Italics</i>	Used to place emphasis on certain words.
Monospace text	Used for code samples and any information that the user enters.
<i>Italicized monospace text</i>	Used to indicate text that you should replace with your own. For example: In the Save As text box, enter c:\ <i>filename.ext</i> where <i>filename.ext</i> is the name of the file you want to save.
>	Used to indicate a sequence of commands (and sub commands) to be carried out in the displayed order. For example File > Exit means to open the File menu then choose the Exit command. This applies to menus from the main menu bar, context menus that appear when you right-click on the interface, and tiles in a tiled interface.



NOTE: Notes are used as reminders or to provide information of interest that supplements or emphasizes important points of the main text.



TIP: Tips are used to suggest alternative methods, workarounds and/or shortcuts that are not essential but that you may find useful in a given situation.



CAUTION: Cautions are used to advise users of specific actions that could result in a loss of data.



WARNING: Warnings are used to advise users of specific actions that could result in personal physical injury or damage to equipment.

Additional Customer Resources

The following additional resources are available to any of our customers who may require more information or assistance:

- » *Online Customer Area* below
- » *Contacting Technical Support* below

Online Customer Area

Visit the Online Customer Area at (<https://trafficlogix.com/customer-area/>) to gain access to a range of resources including product documentation, software downloads and support videos, that will allow you to get up to speed with your Traffic Logix product.



NOTE: The Customer Area is password protected so you may need to apply for a password if you haven't already obtained one.

Software Downloads

Provides convenient access to the latest versions of our software applications and utilities.

Support Videos

Provides access to several videos that can help you get up to speed with your Traffic Logix product.

Product Documentation

Provides access to the most recent versions of our product documentation. If you are unable to access our online documentation, please contact our Technical Support Department to discuss alternatives.

Contacting Technical Support

If you have questions or comments regarding this document or SafePace Cruiser LT, please feel free to contact our technical support center by phone: 1 (866) 915-6449, or by email: support@trafficlogix.com

Chapter 2

TRAILER ASSEMBLY

Assembling The Trailer

Required Tools:

- » Open end wrenches
- » Socket set or crescent wrench



NOTE: We also recommend that you use at least two people to assemble the trailer.

Step 1: Uncrate the trailer

Uncrate the trailer. Remove any bolts that affixed the trailer, mast, and equipment for shipping.



Step 2: Install the mast arm onto the base

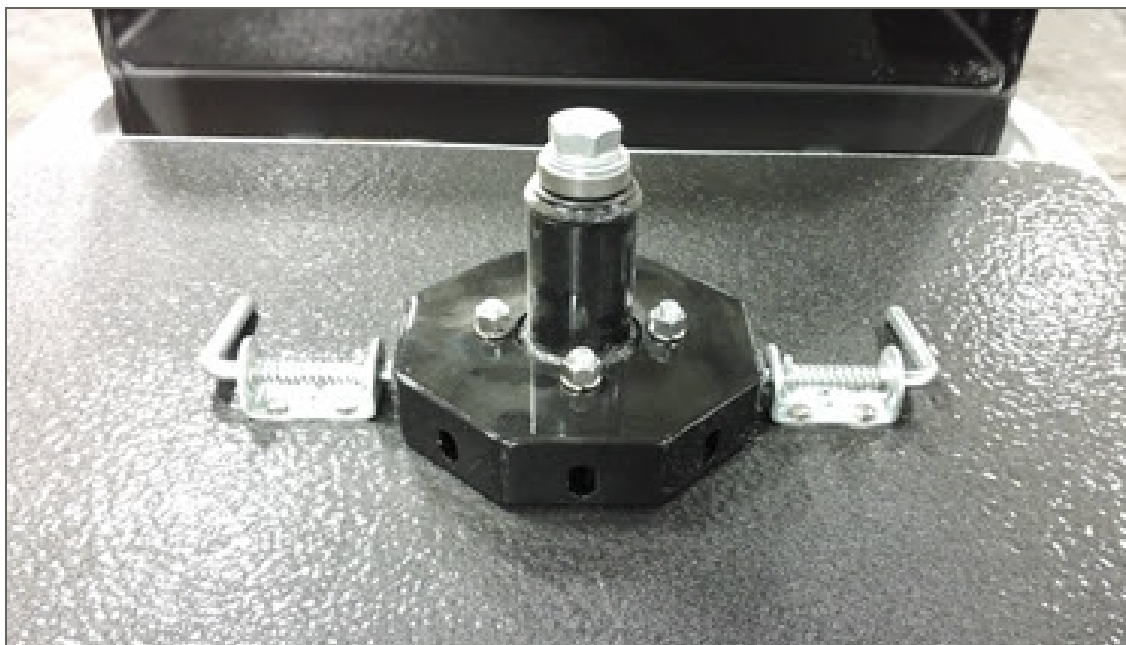
Locate the mast arm and mount it onto the base located on the trailer. Secure the mast arm onto the base with the 4 included nuts using a wrench.



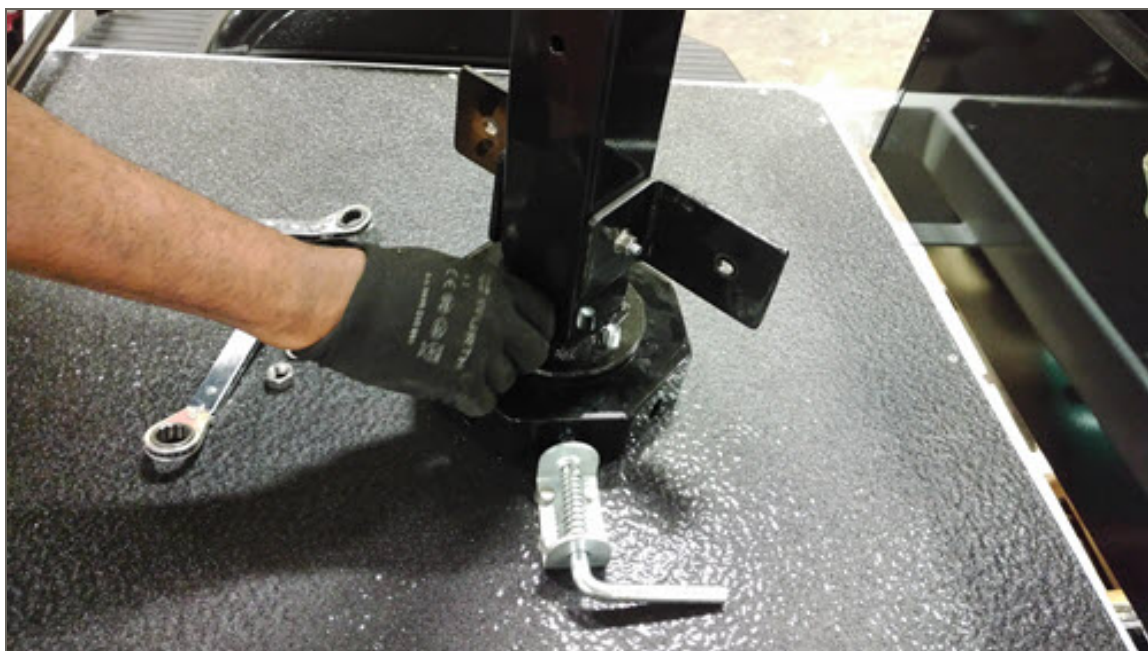
NOTE: The positioning of the mast arm on the bolts does not matter as the mast arm can rotate into various positions.



[Figure 1] Base of the mast arm



[Figure 2] Base for the mast arm



[Figure 3] Securing the mast arm to the base

Step 3: Mount the relevant device onto the mast arm

Depending on the options you purchased you would also have the following:

- » A SafePace radar speed sign
- » A SafePace traffic camera.

Follow the instructions included with the radar speed sign and/or traffic camera to mount them on the mast arm.



NOTE: Mount the radar sign so that it faces the same way as the speed limit sign.

Step 4: Mount the solar panel

Mount the solar panel and bracket to the top of the mast arm. See *Mounting the Solar Panel* on page 20 for more details.

Step 5: Connect the solar panel, sign and battery box

Use the attached connections to connect the radar sign with the solar panel and battery box. See *Connecting the Sign to the Solar Panel* on page 22 for details on how to connect the sign to the solar panel. See *Connecting the Sign to the Battery Box* on page 25 for details on how to connect the radar sign to the battery box.



NOTE: Connections are not interchangeable so they will only fit in the proper locations.

Mounting Devices on the Trailer

Depending on the options you purchased to go with your trailer, you would also have received a SafePace radar speed sign and/or traffic camera. The following sections provide instructions on how to mount these devices on to the trailer. How you mount the device(s) on your trailer depends on the type of device you have as shown in the following list:

- » **Small signs** - Use the universal mounting bracket to mount small signs such as the following:

- SP100 • SP250 • SP450
- SP550 • SP625 • SP650
- EV11 • EV12 • EV12 FM

For directions on how to mount small signs with the universal mounting bracket, see *Mounting a Small Radar Sign on the Trailer* on page 15.

- » **Large SafePace signs** - The large SafePace signs such as the following can be mounted directly to the mast arm.

- SP400 • SP500 • SP600
- SP700 • SP800

- » **Large SafePace Evolution signs** - Use the standard pole mounting bracket for EV signs to mount the Large EV signs such as the following:

- EV15 FM • EV15 SD • EV15 SL
- EV18 FM

- » **Rotating Signs** - You can mount the SP800 VMS sign with a special rotating bracket that allows you to rotate the sign between the vertical and horizontal positions on the trailer.

- » **Camera** - Uses an included mounting bracket that comes in two parts: a pole bracket and a separate mounting plate for the camera. For directions on how to mount the camera on the trailer, see *Mounting the Camera* on page 16.

Mounting a Small Radar Sign on the Trailer

For this you will need the Universal Mounting Bracket System included with your radar sign. There are two parts to the bracket:

- » **Sign Bracket** - needs to be attached to the back of the sign
- » **Pole Bracket** - needs to be attached to the mast of the trailer

This allows you to easily slide the sign onto the pole bracket then lock it in place with the included key. You can just as easily remove it from the bracket once it is unlocked.

Installing the Sign Bracket

To install the Sign Bracket:

- » Attach the Sign Bracket to the backside of the sign using the included hardware.



[Figure 4] Attaching the sign bracket.



[Figure 5] Backside of sign bracket attached.

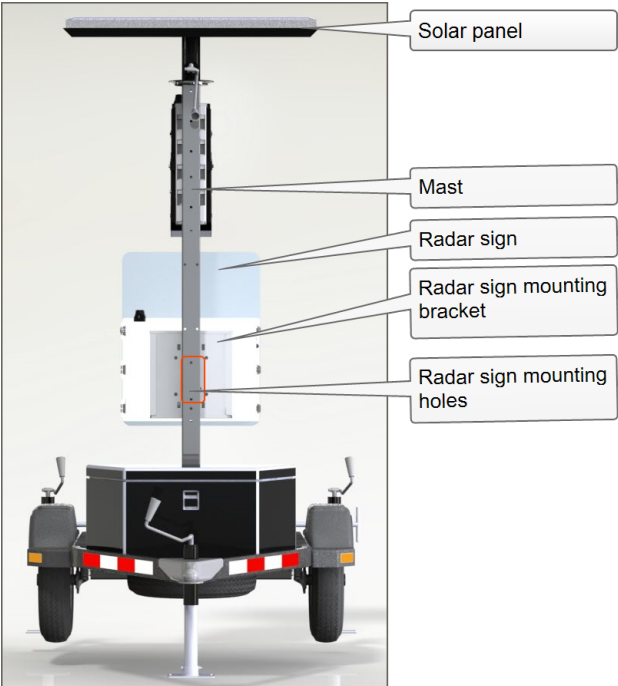
Installing the Pole Bracket

To install the Pole Bracket:

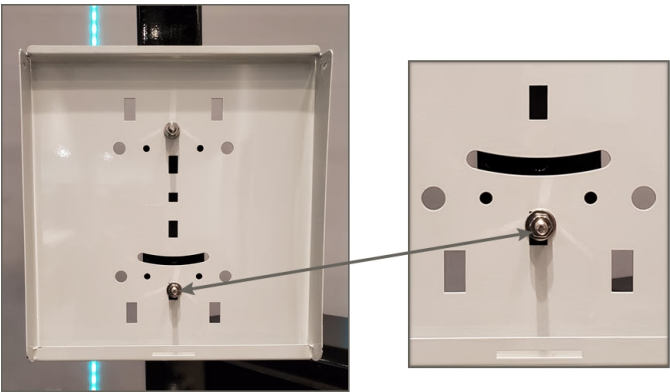
- » Use two of the supplied security bolts and nuts to secure the Pole Bracket to the lower position on the mast.



NOTE: It is very important that the head of the bolt be placed on the mast and that the nuts be placed on the inside part of the bracket.



[Figure 6] Trailer mast with radar sign



[Figure 7] Pole bracket mounted with nuts placed on the inside of the bracket

Mounting a Small Radar Sign on the Trailer

For this you will need the Universal Mounting Bracket System included with your radar sign. There are two parts to the bracket:

- » **Sign Bracket** - needs to be attached to the back of the sign
- » **Pole Bracket** - needs to be attached to the mast of the trailer

This allows you to easily slide the sign onto the pole bracket then lock it in place with the included key. You can just as easily remove it from the bracket once it is unlocked.

Installing the Sign Bracket

To install the Sign Bracket:

- » Attach the Sign Bracket to the backside of the sign using the included hardware.



[Figure 8] Attaching the sign bracket.



[Figure 9] Backside of sign bracket attached.

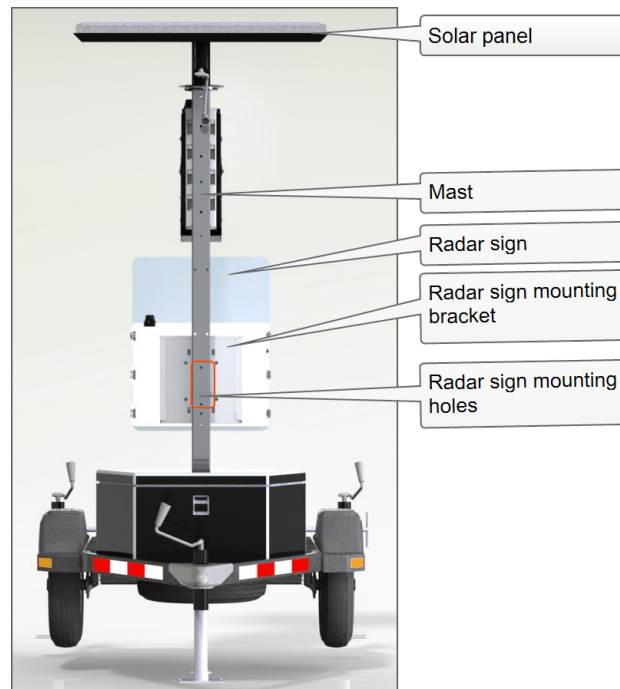
Installing the Pole Bracket

To install the Pole Bracket:

- » Use two of the supplied security bolts and nuts to secure the Pole Bracket to the lower position on the mast.



NOTE: It is very important that the head of the bolt be placed on the mast and that the nuts be placed on the inside part of the bracket.



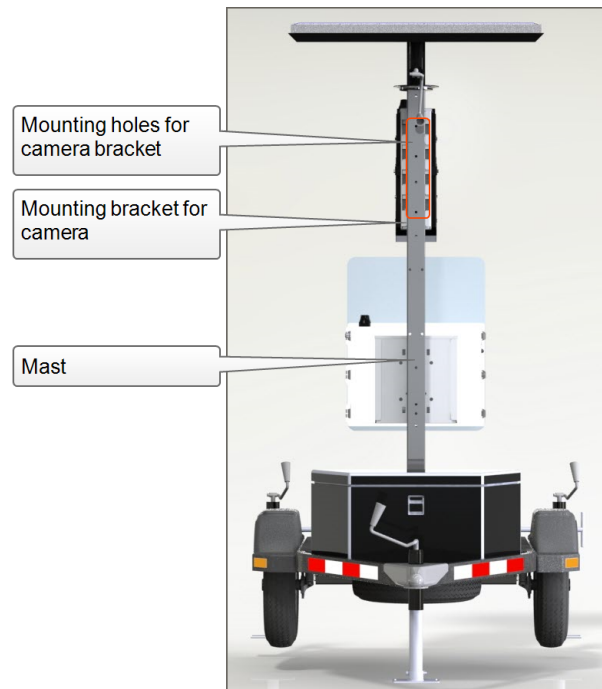
[Figure 10] Trailer mast with radar sign



[Figure 11] Pole bracket mounted with nuts placed on the inside of the bracket

Mounting the Camera

Use the included mounting bracket to mount the camera below the solar panel and above the radar sign on the mast.

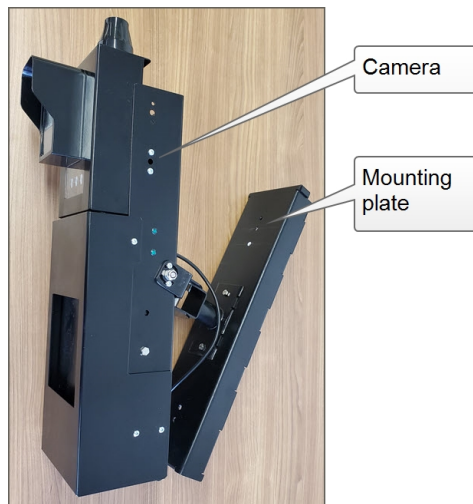


[Figure 12] Trailer mast with camera and sign

There are two parts to the bracket:

- » **Pole bracket** - Needs to be attached to the trailer mast
- » **Mounting plate** - Holds the camera. It slides onto the pole bracket and can be locked in place.

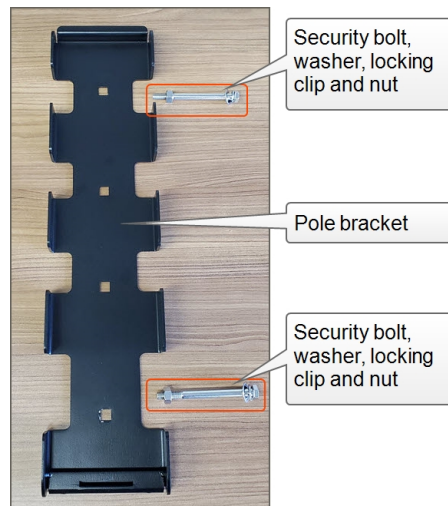
The camera is shipped with the mounting plate already attached.



[Figure 13] Guardian camera on trailer mounting plate

Installing the Pole Bracket on the Mast

You need to install the pole bracket on the mast of the trailer. It requires 2 to 4 security bolts, washers, locking clips, and nuts which should be provided with the trailer.



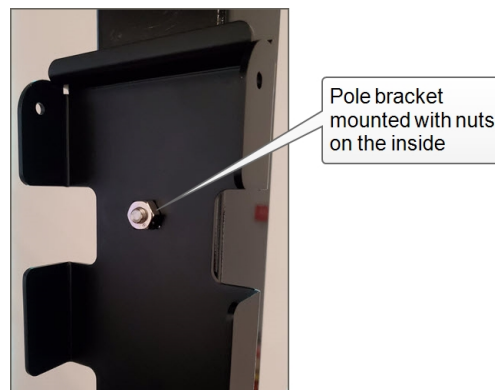
[Figure 14] Pole bracket and mounting equipment

To install the pole bracket on the mast:

- » Use the supplied mounting bolts to install the pole bracket on the mast.



NOTE: Make sure that the head of the bolt is placed on the back side of the mast, along with the locking clip and washer in that order. Place the nut on the inside of the pole bracket.



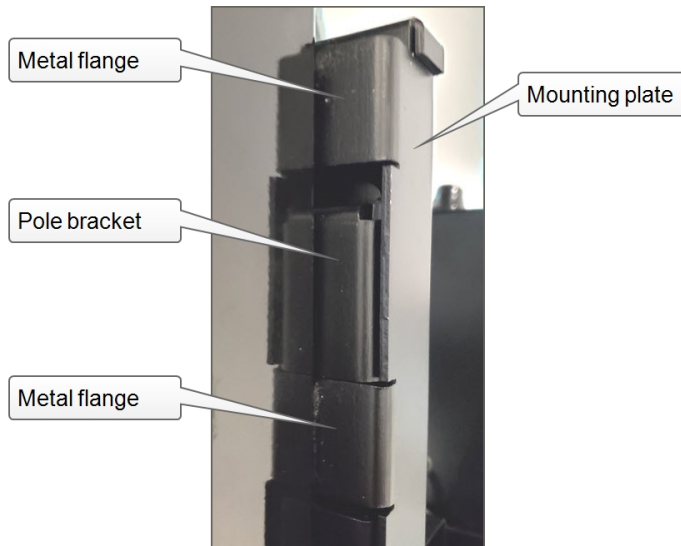
[Figure 15] Pole bracket mounted with nuts on the inside

Mounting the camera on the mast

After you have installed the pole bracket the mounting plate with the camera slides into place easily.

To mount the camera :

1. Position the mounting plate so that the metal flanges are aligned with the gaps in the pole bracket.



2. Slide the mounting plate down the bracket.
3. Use the supplied key to lock the mounting plate and camera in place.

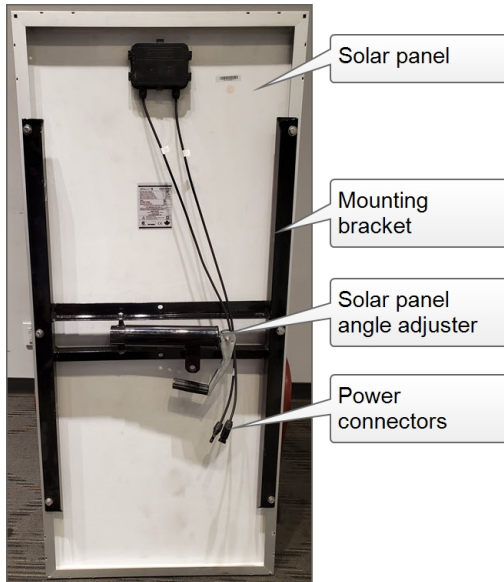


To dismount the camera and illuminator:

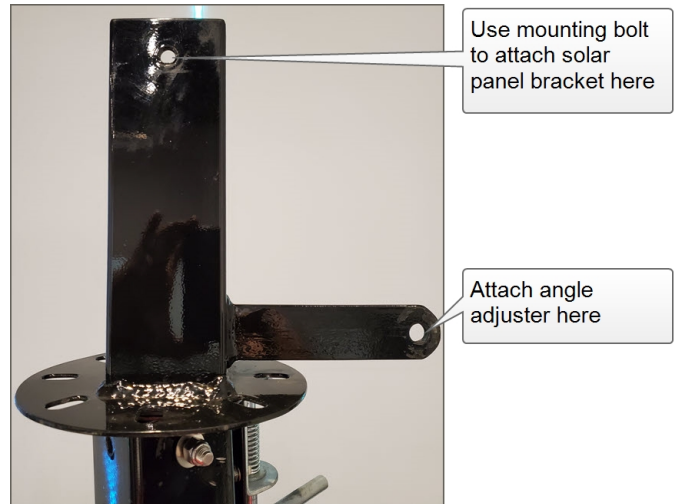
1. Unlock the bracket.
2. Slide the mounting plate up and off of the pole bracket.

Mounting the Solar Panel

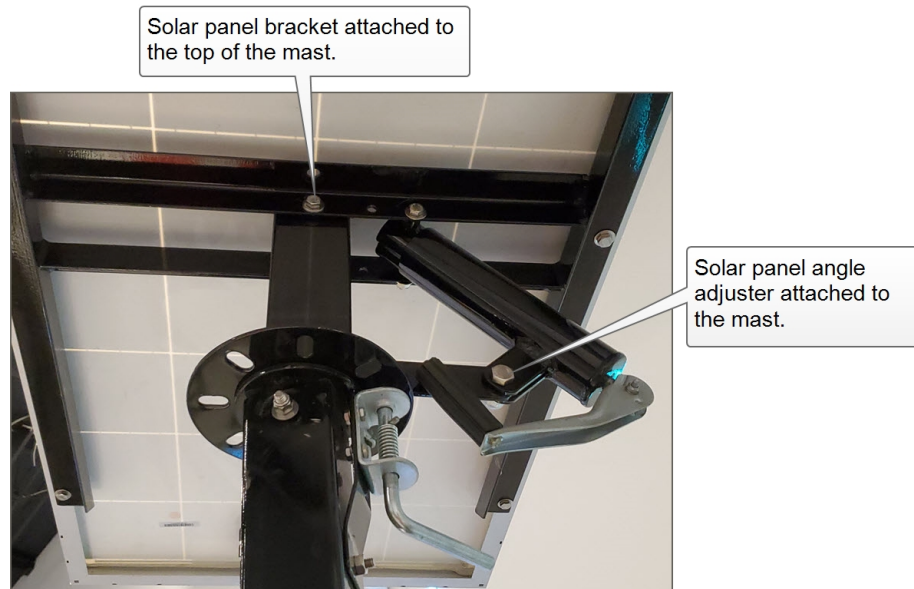
You need to mount the solar panel (with the attached bracket) at the top of the trailer's mast. Use the supplied mounting bolts. The bracket allows you to tilt the solar panel to achieve maximum exposure to the sun.



[Figure 16] Underside of the solar panel



[Figure 17] Top of the trailer's mast arm



[Figure 18] Solar panel mounted on mast

To mount the solar panel:

1. Remove the mounting bolt from the solar panel.

2. Place the solar panel on top of the mast arm so that the mounting holes align with the holes at the top of the mast arm.
3. Slide the bolt through the holes, then secure it with the washer and nut.
4. Align the holes on the angle adjuster mechanism with the holes on the support arm of the mast.
5. Slide the mounting bolt through, then secure it with the washer and nut.

Connecting the Sign to the Solar Panel

The sign and solar panel come pre-wired with matching connectors that allow for a simple installation. Typically this will be 2-wire Quick Connectors. However, some smaller solar panels may only use single-wire connectors. The following sections describe how to connect the solar panel and sign in each of these situations.

Connecting the Solar Panel with a 2-wire Quick Connector

As shown in the following images, the red (male) and black (female) connectors from the sign need to be connected to corresponding connectors on the solar panel.



[Figure 19] Solar panel wires and connectors on the back of the solar panel



[Figure 20] Wires and connectors from the sign enclosure.



WARNING: To prevent damage to the solar charger, connect the solar panel to the sign *before* connecting the sign to the battery pack on the trailer.

To wire the solar panel to the sign:

1. Insert the connectors from the sign into the corresponding connectors from the solar panel as shown below.



2. Slide the connectors together until you hear a click and you can no longer slide them apart easily. Once connected the cables should look like the following:



WARNING: Before ever doing any maintenance on a sign, it is critical that the power is first turned off. This will prevent accidental electrical shock that can be fatal and that can also damage electrical components.



WARNING: It is vitally important, whenever you close the sign, that you close and lock *all* of the latches properly to avoid water infiltration as this could damage the sign and void your warranty.

Connecting the Solar Panel with a single-wire EZ-Connector

As shown in the following images, the solar panel and the sign come pre-wired with quick connectors to allow for a simple installation.



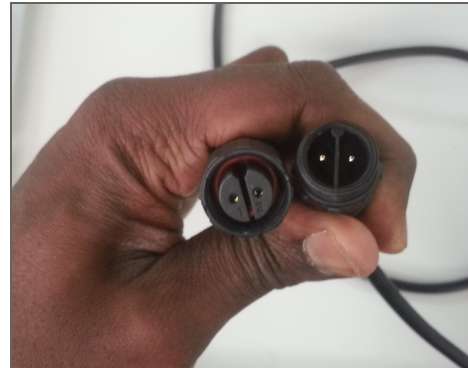
[Figure 21] Solar panel front view



[Figure 22] Solar panel rear view with connector.



[Figure 23] Sign and panel connectors



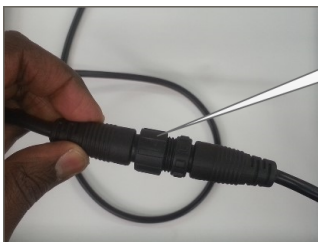
[Figure 24] Sign and panel connectors - close up



WARNING: To prevent damage to the solar charger, connect the solar panel to the sign *before* connecting the sign to the battery pack on the trailer.

To wire the solar panel to the sign:

1. Align the solar panel and the sign connectors, then insert the sign connector into the solar panel connector.



Screw on the cover
and be careful not
to over-tighten it.

2. Screw the cover on the sign connector over the joint. Be careful not to overtighten it.



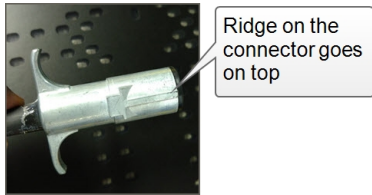
WARNING: Before ever doing any maintenance on a sign, it is critical that the power is first turned off. This will prevent accidental electrical shock that can be fatal and that can also damage electrical components.



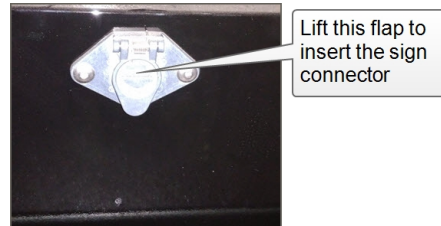
WARNING: It is vitally important, whenever you close the sign, that you close and lock *all* of the latches properly to avoid water infiltration as this could damage the sign and void your warranty.

Connecting the Sign to the Battery Box

You need to connect the sign to the battery box so that the solar panel can charge the batteries and the sign can draw power from the batteries when needed.



[Figure 25] Sign connector



[Figure 26] Battery box connector

To connect the sign to the battery box:

- » Lift the cover of the connector on the battery box, then insert the battery cable from the sign.



TIP: There is a ridge on the cable connector that needs to be at the top of the connection. As a result the cable connector can only be properly inserted one way.

Chapter 3

TRAILER OPERATIONS

This section describes some of the procedures involved in the day-to-day operation of the trailer.

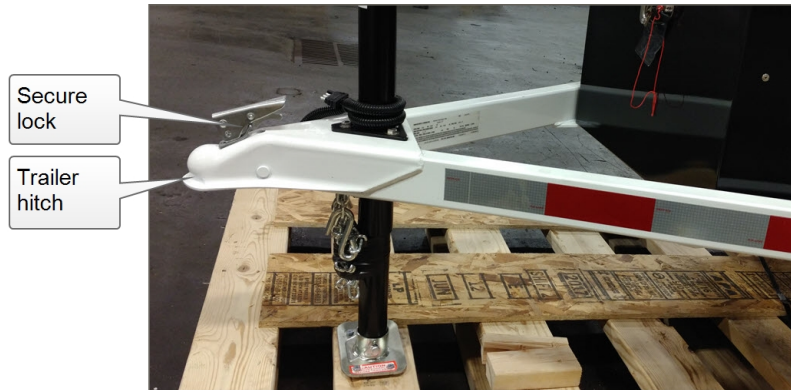
Selecting a Location for your Trailer

The site you select for the trailer may vary with the application for which it is being used. However, you should generally adhere to the following guidelines:

- » Choose a location where the line of sight from the trailer to the roadway being monitored will be uninterrupted.
- » Park the trailer directly adjacent to the lanes being targeted.
- » In the case of highways you may want to consider a location on the median.

Transporting the Trailer

For transport, the trailer hitches to most standard hitch ball mounts. It also has a lock to secure it in place while traveling.



We also recommend that you do the following when transporting the trailer:

- » Rotate the radar sign to reduce wind resistance.
- » Place the solar panel in a flat horizontal position.

Parking and Stabilizing the Trailer

The SafePace Cruiser LT should be parked near the closest lane but out of the pathway of traffic and stabilized with the three jacks provided.



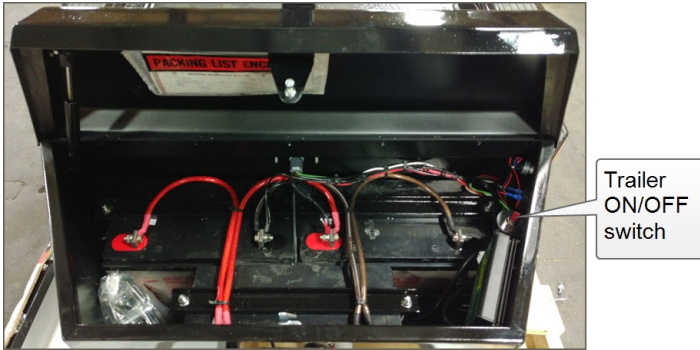
[Figure 27] Trailer with jacks deployed

Turning the Camera and/or Sign On and Off

There is no ON/OFF switch supplied with the camera and/or the radar sign. However, you can use the switch located inside the battery box to turn them both on and off.

To turn the camera and/or sign on and off:

- » Flip the trailer on/off switch located inside the battery box of the trailer.



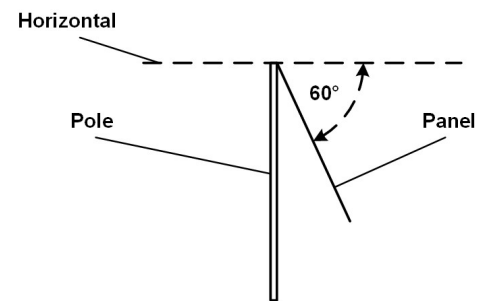
Rotating and Tilting the Solar Panel

The bracket used for the solar panel on the trailer allows you to fully adjust the angle and direction of the solar panel in order to receive the maximum amount of sunlight.

We recommend that you tilt your solar panel towards Solar South (not magnetic South), if you are in the northern hemisphere and towards Solar North (not magnetic North) if you are in the southern hemisphere. Solar North/South is the position of the sun in the sky at exactly the midpoint between sunrise and sunset, regardless of whether you are in the northern or southern hemisphere,.

Ideally, you should angle the solar panel at an angle that is 15 degrees above the latitude of the installation site. For example, if the latitude of the installation site is 45 degrees then the solar panel should be installed at an angle of 60 degrees, as shown.

You can easily obtain the latitude of the installation site from mapping software or for free by doing an internet search for "latitude *your_city*" where *your_city* is the name of the city or region where the panel is being installed.



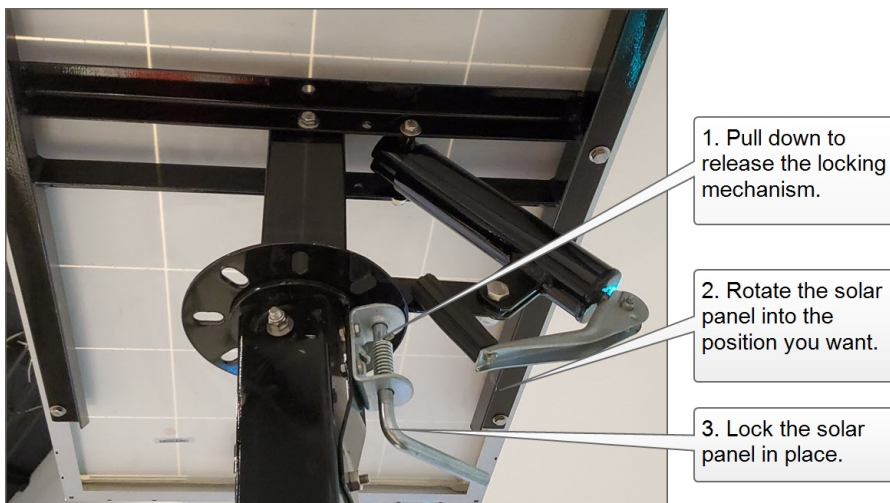
Rotating the Solar Panel

The solar panel is mounted on a rotating bracket with a spring-loaded locking mechanism. This allows you to rotate the solar panel in any direction and lock it in place.

A spring-loaded rotating and locking mechanism is provided to allow you to rotate the sign in any direction and lock it in place. This allows you to park the trailer in any position, and turn the sign face toward traffic.

To rotate the solar panel:

1. Pull down to release the locking mechanism. It is spring-loaded so you will have to hold it in the unlocked position while rotating the solar panel.

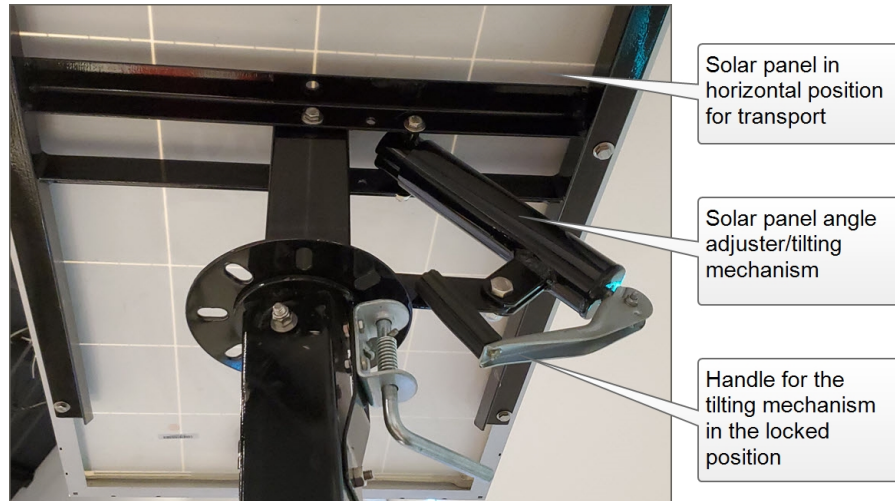


2. Rotate the solar panel to the desired position.

3. When the solar panel is in the desired position, lock it in place with the locking mechanism.

Tilting the Solar Panel

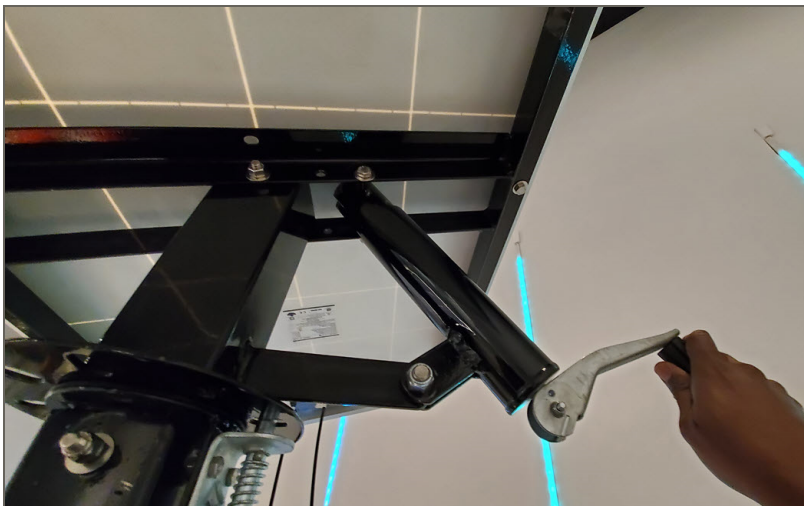
The solar panel bracket also includes a mechanism to adjust the angle(tilt) of the solar panel. This allows you to set the angle of the solar panel so that it make



[Figure 28] Solar panel tilting mechanism

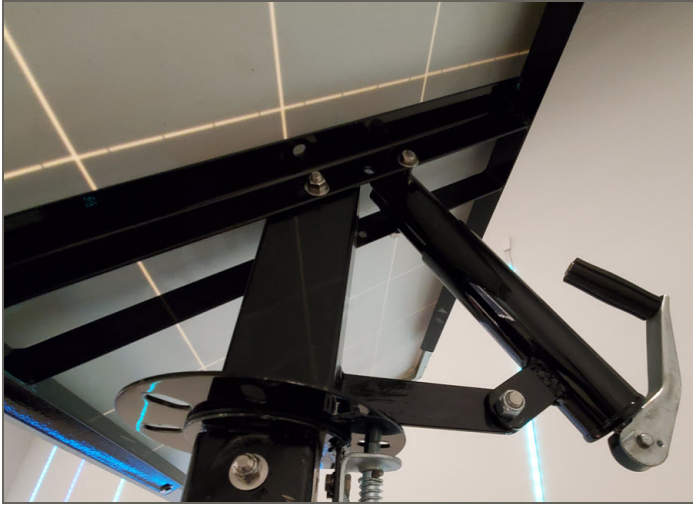
To tilt the solar panel:

1. Move the handle for the tilting mechanism to the unlocked position.



2. Turn the handle clockwise to raise the solar panel to the required angle.

3. When you are finished, return the handle to the locked position.

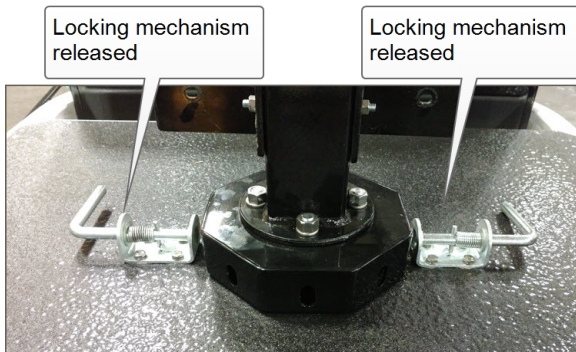


Rotating the Radar Sign

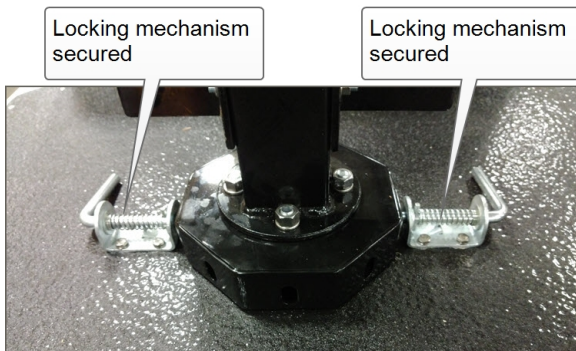
A mast arm locking mechanism is provided to allow you to rotate the sign in any direction and lock it in place. This allows you to park the trailer in any position, and turn the sign face toward traffic. It also allows you to rotate the radar sign to reduce wind resistance during transport.

To rotate the radar sign:

1. Release the locking mechanism on the bottom of the mast arm.



2. Rotate the sign to the desired position.
3. Make sure to secure the mast arm locking mechanism after positioning.



Adjusting the Speed Placards

The SafePace Cruiser LT includes a variable speed limit sign that uses placards to display the speed limit. Make sure that the speed limit placards are set to the desired speed.

To change the placards:

1. Remove the thumb screws that attach the speed placards.
2. Rotate the placards as needed to set the desired speed.
3. Replace the thumb screws and tighten them as before.



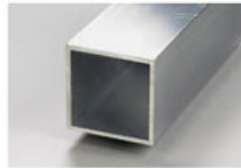
Maintenance and Options - Trailer

Rust-proofed and built to last

The SafePace Cruiser LT has an industrial enamel finish for rust-proof protection, and square tubing sign frame for extra strength. It comes with a 2-year warranty on parts and labor excluding damage related to vandalism, abuse, and/or theft. See details in the Warranty section.



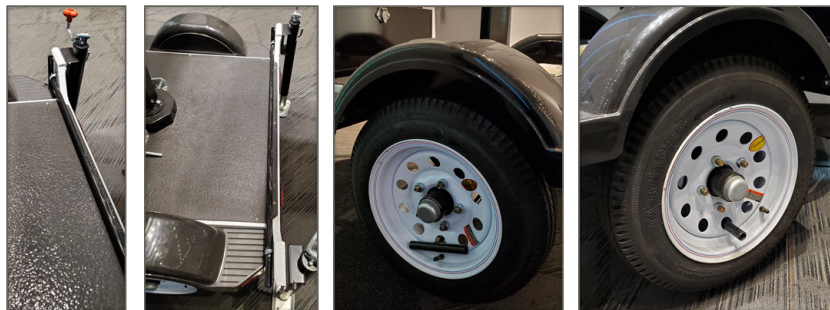
Rust proof
Enamel coated finish for rust-proof protection



Built to last
Square tubing sign frame for extra strength

Anti-theft bar (optional)

An anti-theft bar is available as an option. The bar can be inserted through the holes on the back wheels of the trailer and locked with the wheels.



[Figure 29] Anti-theft bar on the trailer and installed in the wheels

Other options available

A spare tire for added security, and/or an additional battery for extended autonomous use are also available options.



WARRANTY



Two Year Warranty

Two year warranty on parts and labor
excluding damage related to
vandalism, abuse, and/or theft

Subject to the following conditions, Traffic Logix Corporation (“Traffic Logix”) warrants that the SafePace Cruiser LT (the “Product”) is free from defects in materials and workmanship.

This limited warranty begins on the invoice date of your purchase of the Product and extends:

- » For TWO (2) calendar years on the trailer, and
- » For ONE (1) calendar year on the batteries.

This limited warranty extends only to the original purchaser of the Product when purchased either directly through Traffic Logix or through an authorized Traffic Logix distributor and is not assignable or transferable to any subsequent purchaser or end-user. Traffic Logix’s obligation and liability under this warranty are expressly limited to repairing or replacing, at Traffic Logix’s option, defective products. In no circumstances shall Traffic Logix’s liability, whether in contract or tort, under any warranty, in negligence, or otherwise, exceed the amount of the purchase price of the product. Traffic Logix shall not be liable for special, indirect, or consequential damages of any kind. This warranty does not cover damages resulting from normal wear and tear, incorrect installation or operation, use other than for the product’s intended purposes, vandalism, and extraordinary environmental circumstances. Traffic Logix reserves the right to charge for these damages to the product at rates normally charged for repairing such products not covered under this warranty. Damages resulting from any physical changes or alterations made to the product other than Traffic Logix will render this warranty **VOID**. Using any parts or accessories not supplied or approved by Traffic Logix, such as battery chargers, will further render the warranty **VOID**.

Traffic Logix neither assumes, nor authorizes any person to assume for it, any other liability in connection with the sale of the Product, and there are no agreements or warranties collateral to or affecting this limited warranty.

THE LIMITED WARRANTY SET FORTH IN THIS AGREEMENT IS THE EXCLUSIVE AND SOLE WARRANTY APPLICABLE TO THIS PURCHASE. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.

Traffic Logix does not warrant that any of its products will meet or comply with the requirements of any applicable federal, state or local safety code, law, regulation or ordinance (“Applicable Safety Laws”). Buyer acknowledges that Traffic Logix’s products are to be used only in accordance with the attached Conditional Terms of Use and any Applicable Safety Laws. Buyer agrees that there shall be no coverage or benefits of any kind under this limited warranty if it is determined by Traffic Logix that the Product was not installed or used in accordance with the Conditional Terms of Use or Applicable Safety Laws, or if the Product has been

altered in any way by anyone other than Traffic Logix, or if the Product has been subject to any misuse or accident. In addition, Buyer assumes and agrees to indemnify Traffic Logix for all risk, liability or expense that results from any installation or use of the Product that is not in accordance with the Conditional Terms of Use or any Applicable Safety Laws.

Warranty Replacement Procedure

In order to submit a claim for the repair or replacement of the Product under this limited warranty, proceed as follows:

1. Contact Technical Support. **Do NOT** ship your defective product to Traffic Logix prior to contacting Technical Support.
2. A Technical Support Agent will evaluate the Product to determine if it is defective. You may be required to do some troubleshooting as part of this evaluation.
3. If the Product is defective, then you will need to submit your contact information, and proof of purchase (including the date of purchase), in order to obtain repair or replacement parts.
4. The Technical Support Agent will provide you with a Return Materials Authorization number and instructions on how to have the defective parts repaired or replaced.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025																	
Item Name:		Approve Purchase of Metal Pless Snowplow Skidsteer Attachment																	
Originating Department:		Public Services																	
Presented by:		Jon Haukaas																	
Previous Council Action (if any):		Adopt Resolution No. 2025-072 Authorizing Acquisition of Replacement Skidsteer Unit #180, CIP No. 27																	
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. 2025-079 Authorizing Acquisition of Metal Pless Snowplow Skidsteer Attachment																			
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>																			
The Capital Investment Plan (CIP) identified the replacement of a skidsteer Unit #180 and select attachments in 2025 at an estimated cost of \$92,000 as project #27. The City Council approved the purchase of this replacement unit and all accessories with the exception of an additional box plow snowplow attachment necessary for winter operations. This previous action spent \$58,651.88 leaving a balance of \$33,348.12 in the budget. Staff reached out to multiple vendors and received quotes for various equipment meeting the specifications: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Vendor</th> <th style="width: 33%;">Equipment</th> <th style="width: 34%;">Price</th> </tr> </thead> <tbody> <tr> <td>Skid Haven</td> <td>Wing Plow</td> <td>\$14,750.00</td> </tr> <tr> <td>Midwest Machinery</td> <td>Metal Pless Box Plow</td> <td>\$14,000.00</td> </tr> <tr> <td>Storm Equipment</td> <td>Metal Pless Box Plow</td> <td>\$12,712.60</td> </tr> </tbody> </table> Staff has demoed the various units and believe the Metal Pless box plow best meets the City's needs and the lowest price. Staff is recommending approval of purchasing the Metal Pless box plow from Storm Equipment of Madison Lake, MN. Attachments: 1. Resolution No. 2025-079 Authorizing Acquisition of Metal Pless Plow for Skidsteer 2. 02-14-2025 Storm Equipment Quote								Vendor	Equipment	Price	Skid Haven	Wing Plow	\$14,750.00	Midwest Machinery	Metal Pless Box Plow	\$14,000.00	Storm Equipment	Metal Pless Box Plow	\$12,712.60
Vendor	Equipment	Price																	
Skid Haven	Wing Plow	\$14,750.00																	
Midwest Machinery	Metal Pless Box Plow	\$14,000.00																	
Storm Equipment	Metal Pless Box Plow	\$12,712.60																	
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:															
Funding Sources & Uses: Capital Equipment Cash																			
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission															
				Parks and Recreation Board															
				Safari Island Advisory Board															
				Other															

**CITY OF WACONIA
RESOLUTION NO. 2025-079**

**RESOLUTION AUTHORIZING ACQUISITION OF
METAL PLESS PLOW FOR SKIDSTEER**

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

WHEREAS, the Capital Investment Plan Project #27 identified the replacement of skid steer unit #180 with select attachments with a budget of \$92,000; and

WHEREAS, the City Council approved Resolution No. 2025-072 for an expenditure of \$58,651.88 toward the purchase of a replacement skidsteer and attachments except the snowplow on February 18, 2025; and

WHEREAS, the city staff have solicited quotes from the vendors which have this equipment listed on the Minnesota State Cooperative Purchasing Contracting system to guarantee best government pricing; and

WHEREAS, staff are recommending the acquisition of a Metal Pless snowplow skidsteer attachment in the amount of \$12,712.60 using the remaining budgeted funds.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the acquisition of a Metal Pless snowplow skidsteer attachment from Storm Equipment of Madison Lake, MN in the amount of \$12,712.60.

Adopted by the City Council of the City of Waconia this 3rd day of March, 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, City Clerk



Storm Equipment
 23371 610th Ave
 Madison Lake, MN 56063 US

Christian@stormeq.com
 www.stormeq.com

Created Date 2/14/2025
 Expiration Date 2/28/2025
 Quote Number 00001734

Prepared By Christian Engebretson
 Email christian@stormeq.com

Contact Name Tom Rauscher

Product	Product Description	Sales Price	Quantity	Subtotal	Discount (Percentage)	Total Price
PlowMaxx 0830-13	PLSS 0830-13- 8' moldboard, 30" tall moldboard, 2.5' hydraulic wings, standard edge, DVDE3, need to confirm voltage and gpm Need to Add QASS	\$13,895.00	1.00	\$13,895.00	12.00%	\$12,227.60
QASS	Skid steer quick tach	\$485.00	1.00	\$485.00		\$485.00
Hydraulic Hoses	8' 1/2" hydraulic hoses with 1/2" flat faced couplers. Stucchi under pressure release	\$475.00	1.00	\$475.00	100.00%	\$0.00
Shipping MP to MN 30-36" Plowmaxx	Shipping form Metal Pless to MN plowmaxx 30-36" tall moldboards	\$1,600.00	1.00	\$1,600.00	100.00%	\$0.00
Team Storm Warranty	With plow purchase from Storm Equipment we double the base warranty from Metal Pless to 2 years. Welcome to TEAM STORM	\$0.00	1.00	\$0.00		\$0.00

Total Price \$12,712.60
 Grand Total \$12,712.60



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Authorizing Approval of Sale or Disposal of Surplus Equipment					
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. 2025-080 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 Public Services Facility and City Hall. Staff is requesting this equipment be deemed surplus equipment and be sold or properly disposed of since the equipment cannot be used in the City's current operations. • Coleman Generator – Model 4000-454022 • Bobcat Skid Steer Spare Snow Tires (4) • SnowWolf Plow Attachment – Model QP-126 • Bobcat Snowblower with Truck Loading and Normal Chute – Model SBX240X8Y • Cannon – Image Formula Scanner DR-G1100 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 to be bid on the item. The equipment is sold to the highest bidder. Funds from the sale will be recognized in the General Fund - Streets/Administration (101) as reimbursement revenue.							
Attachments:							
1. Resolution No. 2025-080 Approving Surplus Equipment and Sale							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Streets/Administration (101)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
X Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2025-080**

RESOLUTION APPROVING SURPLUS EQUIPMENT AND SALE

WHEREAS, Public Services and Technology staff have identified equipment in storage that is no longer used because the equipment it was used for was traded or sold in previous years; and

WHEREAS, the list of surplus equipment includes the following:

- Coleman Generator – Model 4000-454022
- Bobcat Skid Steer Spare Snow Tires (4)
- SnowWolf Plow Attachment – Model QP-126
- Bobcat Snowblower with Truck Loading and Normal Chute – Model SBX240X8Y
- Cannon – Image Formula Scanner DR-G1100

WHEREAS, funds received for the equipment with saleable value will be recognized in the General Fund – Streets/Administration (101) reimbursement revenue; and

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

NOW, THEREFORE, BE IT RESOLVED 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 3rd day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100 & 1101					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
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>							
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100 & 1101							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council will hold a public hearing in the Council Chambers located at 201 South Vine Street, Waconia, Minnesota, at 6:00 p.m. on March 17, 2025 to receive public input regarding proposed revisions to the City's fee schedule (Waconia City Code, Chapter 1100 & 1101). The fee schedule includes the rates charged by the City for licenses, permits, municipal utilities, services, land use applications, penalties, and other items. You can view the proposed fee schedule at City Hall (same address as above) or on the City's website: www.waconia.org. The City invites comments in person at the hearing or written comments can be sent prior to the hearing to Nicole Meyer, Finance Director, via U.S. Mail at 201 South Vine Street, Waconia, MN 55387, or via email at nmeyer@waconia.org.							
<u>Attachments:</u>							
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			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Verizon Tower #2 Lease Amendment					
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>							
Motion to approve First Amendment to Site Lease Agreement Verizon Site Tower #2							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The city leases locations on its water tower to various cellular and telecommunications companies. Verizon has been sited on Tower #2, 441 W Third Street since 2001. The initial term of the original lease expires at the end of 2026 and Verizon is seeking extension of the lease. The terms of the extension in that the initial term will be for a period of 5 years with automatic renewal for 4 additional terms of 5 years each. The base rate will be the current rate of \$49,102.15 annually and which automatically increases 5% every year. This revenue is recognized in the General Fund and is a direct benefit to the tax payers of the community. The lease amendment has been reviewed by the City Attorney and staff recommend its approval.							
Attachments:							
1. First Amendment to Site Lease Agreement with Verizon Wireless							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

FIRST AMENDMENT TO SITE LEASE AGREEMENT

This First Amendment to Site Lease Agreement (“First Amendment”) is made, and shall be effective, as of the last date of the signatures below (“Effective Date”), between the City of Waconia (“Landlord”), and Celco Partnership d/b/a Verizon Wireless (“Tenant”). Landlord and Tenant (or their predecessors in interest) entered into that certain Site Lease Agreement dated November 6, 2001, as may have been previously amended and/or assigned, (the “Lease”), pursuant to which Tenant is leasing or licensing from Landlord a portion of that certain property located at 441 West Third Street, Waconia, Minnesota, as more particularly described in the Lease. Landlord and Tenant may be referenced in this First Amendment individually as a “Party” or collectively as the “Parties.”

In consideration of the mutual covenants and promises contained in this First Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Lease as follows:

1. Term. Notwithstanding anything contained in the Lease to the contrary, the Lease shall expire on December 31, 2026. Commencing on January 1, 2027, the Lease shall be extended for 5 years (“Initial Extension Term”). The term of the Lease shall thereafter automatically extend for 4 additional terms of 5 years each (each, an “Additional Extension Term”), unless Tenant terminates the Lease by giving Landlord notice of such termination at least 30 days prior to the expiration of the Initial Extension Term or then-current Additional Extension Term.

2. Rent. The following is added to the end of Section 2.b. of the Lease: Commencing on January 1, 2027, the annual rent shall be \$49,102.15 to be paid annually, in advance, to Landlord, or such other person as Landlord may designate in writing at least 30 days in advance of any rental payment date. Beginning on January 1, 2028, the annual rent shall increase by 5% over the annual rent then in effect and by 5% over the then current annual rent on each one-year anniversary of January 1, 2028 thereafter.

3. Notice Address. The notice address for Tenant in the Lease is hereby amended as follows:

If to Tenant: Verizon Wireless
Attn: Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921

With a copy to: Basking Ridge Mail Hub
Attn: Legal Intake
One Verizon Way
Basking Ridge, NJ 07920

4. Continued Effect. Except as amended hereby, all of the other terms and conditions of the Lease shall remain in full force and effect. In the event of a conflict between any term and provision of the Lease and this First Amendment, the terms and provisions of this First

Amendment shall control. In addition, except as otherwise stated in this First Amendment, all initially capitalized terms shall have the same respective defined meaning stated in the Lease. All captions are for reference purposes only and shall not be used in the construction or interpretation of this First Amendment.

5. Ratification and Reaffirmation. Landlord and Tenant do hereby ratify, reaffirm, adopt, contract for and agree to be, or continue to be, bound by all of the terms and conditions of the above-referenced Lease. Except as modified by this First Amendment, all of the terms and conditions of the Lease are incorporated by reference herein as if set forth at length. It is acknowledged and agreed that the execution of this First Amendment by the Parties is not intended to and shall not constitute a release of either Party from any obligation or liability which said Party has to the other pursuant to the Lease.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this First Amendment is effective and entered into as of the date last written below.

LANDLORD:

City of Waconia

By: _____

Name: TIM LITFIN

Title: MAYOR

Date: MARCH 3, 2025

TENANT:

Cellco Partnership d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Carver County CDA Community Growth Partnership Initiative Grant					
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. 2025-081 approving application for the Carver County CDA Community Partnership Initiative Grant related to the Transport Security project at 80 8th Street							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Carver County CDA allows applications for their planning/pre-development grant on a pipeline basis, at least three weeks in advance of the next regularly scheduled Board of Commissioners meeting. The program makes up to \$10,000 available to be utilized by cities to help support current or future projects related to development and/or redevelopment. The planning/pre-development grant funding is restricted to activities directly related to a current or future projects. This application through the CDA is a little bit different than the City's previous redevelopment grants in that eligible activities include items such as stormwater management plans, environmental studies/assessments, soil testing, small area plans, zoning studies, concept design, etc. It is recommended to apply for planning/pre-development grant funds to support the stormwater assessment and planning work related to the Transport Security project at 80 8th Street in the Pine Business Park. The property is served by regional stormwater ponding system which serves a number of properties in the Pine Business Park and the additional investigation which benefits the entire area required further investment related to surveying and engineering work. City staff and CDA staff continue to work together to increase the tax base and improve the quality of life in Carver County by working together to further affordable housing, community development and the redevelopment of blighted areas.							
Attachments:							
1. Resolution No. 2025-081 Approving Carver County CDA Community Growth Partnership Initiative Grant Application 2. 2025 CGPI Predevelopment Application							
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. 2025-081**

**RESOLUTION APPROVING CARVER COUNTY CDA COMMUNITY GROWTH
PARTNERSHIP INITIATIVE GRANT APPLICATION**

WHEREAS, the City of Waconia has identified a proposed project within the city that meets the Carver County Community Development Agency (CDA) Community Growth Partnership Initiative Grant Program’s purpose and criteria; and

WHEREAS, the City has approved a Site Plan for 80 8th Street for Transport Security of which the proposed project is a component; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the Community Growth Partnership Initiative predevelopment program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA’s mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Waconia approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant program.

BE IT FURTHER RESOLVED that if the application is approved by the Carver County CDA, the City Administrator is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the City Council of the City of Waconia on this 3rd day of March 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)
PRE-DEVELOPMENT APPLICATION**

I. APPLICANT INFORMATION

Applicant	Organization: Contact Name: Address: Phone Number: Email: Authorized representative for execution of contract(s): Name: Title:
Project Request	Name of Project: Amount of funding request: \$ Total environmental costs: \$ Total redevelopment costs: \$

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	
Legal Description of Site:	
Site Size (acres):	
Define boundary of plan area:	
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	☐ Publicly owned ☐ Privately owned
Post-redevelopment owners?	
Current Appraised or Assessed Value of the Plan Area properties:	



CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)
PRE-DEVELOPMENT APPLICATION

III. PRE-DEVELOPMENT PROJECT INFORMATION

Describe the type and scope of the Plan.	
Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.	
Describe the desired redevelopment project that will occur.	
Who will lead the planning efforts (i.e. City, Consultant, etc.)?	
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	
Estimated time for Plan completion?	

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
	\$	☐	☐
Total:	\$		

The CDA reserves the right to seek additional information after initial review of the application.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Minor Subdivision - Falk/Lovaasen					
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. 2025-082 approving a Minor Subdivision for the properties located at 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council, at their regular meeting on December 16th, 2024, approved the Holbrook Preliminary Plat via Resolution 2024-285. The developers have requested a minor subdivision of the property prior to the final plat application to allow Pulte Homes and M/I Homes the opportunity to close on a portion of the land prior to final plat submittal. City Code allows minor subdivisions resulting in three (3) or fewer parcels where the conditions are well defined. The attached exhibit and legal descriptions are consistent with City Code and the future final plat applications associated with the Holbrook plat. <u>MINOR SUBDIVISION RECOMMENDATION:</u> Based on a review of the submitted materials, and the information stated above, staff recommends approval of the minor subdivision for Pulte Homes of Minnesota. <u>Attachments:</u> 1. Resolution No. 2025-082 Approving Minor Subdivison for the Properties 9550, 9780, and 10080 Little Avenue 2. Location Map 3. Minor Subdivision Plan Set							
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 2025-082**

**A RESOLUTION APPROVING A MINOR SUBDIVISION
FOR THE PROPERTIES LOCATED AT
9550 LITTLE AVENUE, 9780 LITTLE AVENUE AND 10080 LITTLE AVENUE**

WHEREAS, Pulte Homes of Minnesota, LLC (the “**Applicant**”), has submitted a Minor Subdivision application to the City of Waconia (the “**City**”) pursuant to Section 1000, Subd. 11 of the Waconia City Code; and

WHEREAS, the subject parcels are located at 9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue and identified as PID#s 070300200, 070300300, and 070300100 (the “**Properties**”); and

WHEREAS, the applicant is requesting approval of a minor subdivision, which would allow for the Properties to be subdivided into three (3) conforming parcels; and

WHEREAS, the three (3) parcels resulting from the minor subdivision will be in compliance with the underlying zoning district pending the recording of the revised legal descriptions with Carver County; and

WHEREAS, City staff recommend approval of the Minor Subdivision application, subject to the following conditions:

1. The Minor Subdivision shall be recorded as approved by the City Council.

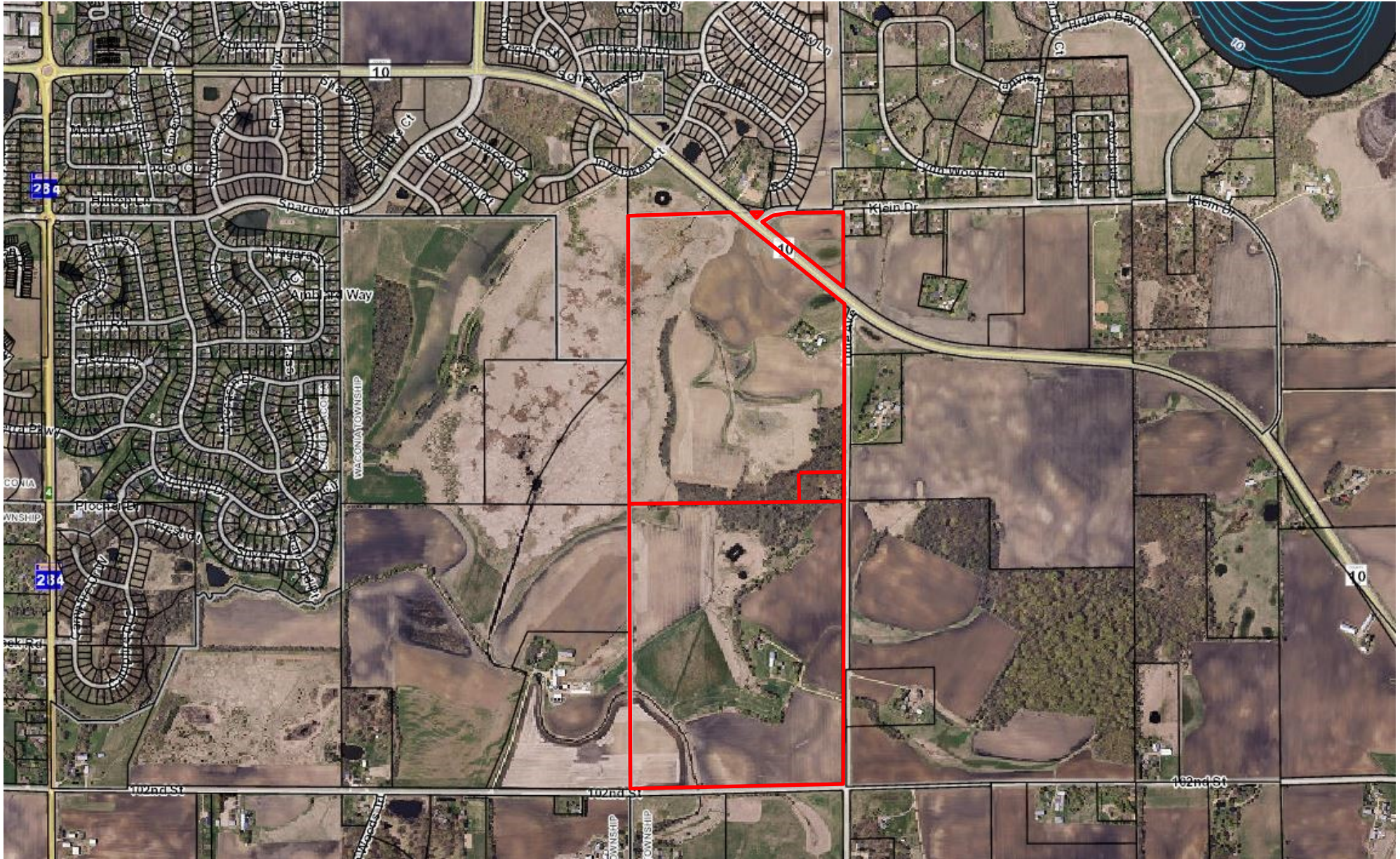
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Minor Subdivision the Properties subject to the conditions, findings and recommendations stated above.

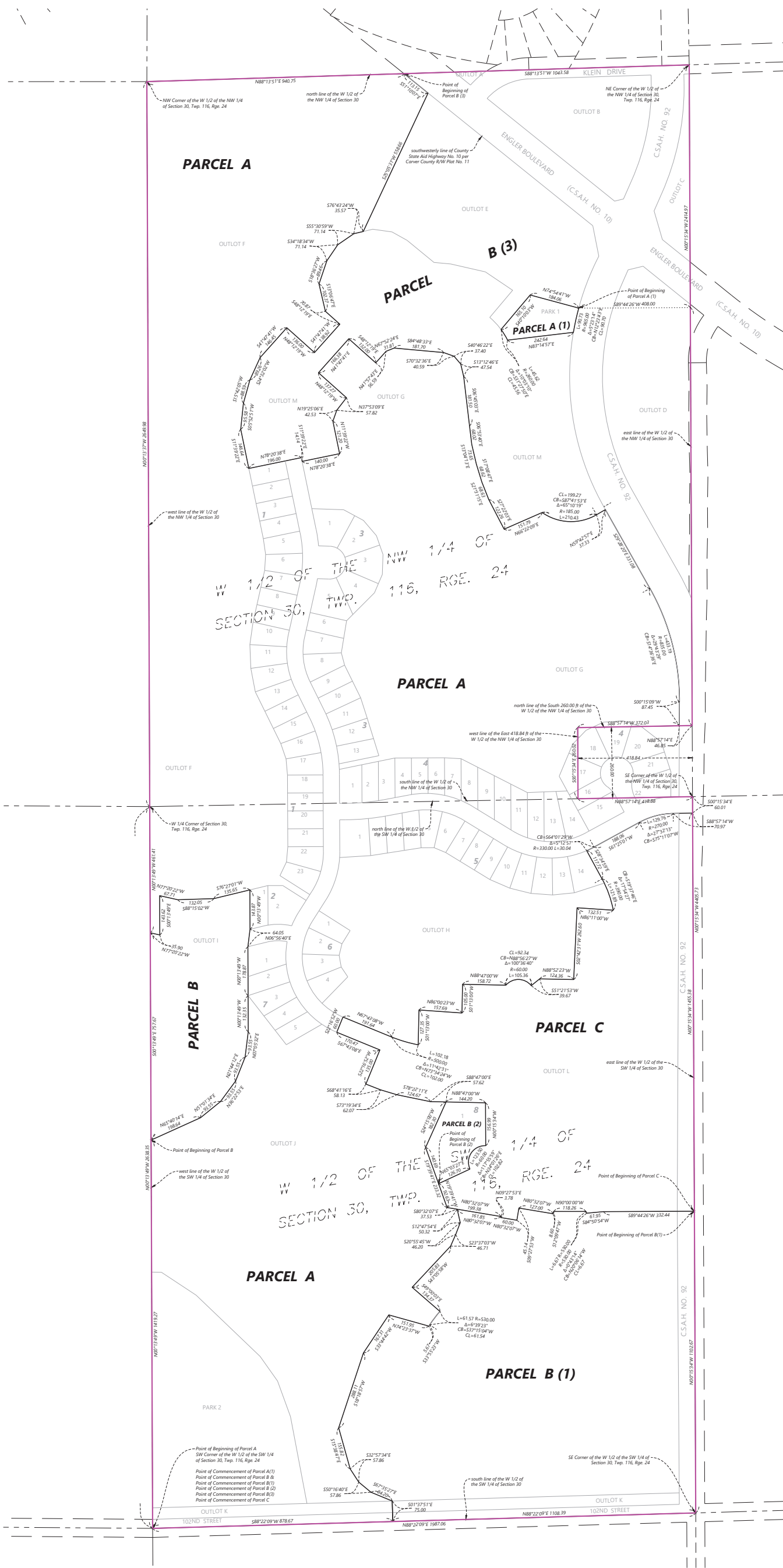
Adopted by the City Council of the City of Waconia this 3rd day of March 2025.

Tim Litfin, Mayor

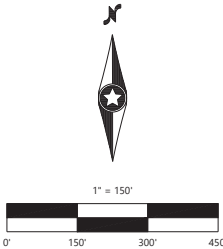
ATTEST: _____
Jackie Schulze, Assistant City Administrator

LOCATION MAP





EXISTING PROPERTY DESCRIPTION:
The West Half of the Southwest Quarter (W1/2 SW1/4), Section 30, Township 116, Range 24, Carver County, Minnesota.
AND
The West Half of the Northwest Quarter (W1/2 NW1/4), Section 30, Township 116, Range 24, EXCEPT the South 260 feet of the East 418.84 feet, Carver County, Minnesota.
Area: 238.605 acres



DESIGNED:	
CHECKED:	MW
DRAWN:	SRM
HORIZONTAL SCALE:	150'
VERTICAL SCALE:	

INITIAL ISSUE:	02/05/2025
REVISIONS:	
02/25/2025	UPDATED TO BE 3 SEPARATE PARCELS (SRM)

PREPARED FOR:
PULTE GROUP
1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MINNESOTA 55431

HOLBROOK
WACONIA, MINNESOTA

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite 8300
Fax (952) 937-5822 Minneapolis, MN 55434
Toll Free (888) 937-6150 www.westwoodpa.com
Westwood Professional Services, Inc.
LICENSED PROFESSIONAL SURVEYOR NO. 11756
TERRIS SUBMITTING FIRM REGISTRATION NO. 1004681

ADMINISTRATIVE LOT
SPLIT

PROJECT NUMBER: 0042349.01

SHEET NUMBER:
1 OF **2**
DATE: 02/05/2025



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Approve the Sidewalk Cafe License and Encroachment Agreement with 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 2025-083 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, is requesting renewal of 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 2024. 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 Resolution. <u>Attachments:</u> 1. Resolution No. 2025-083 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. 2025-083

**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 a renewal 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

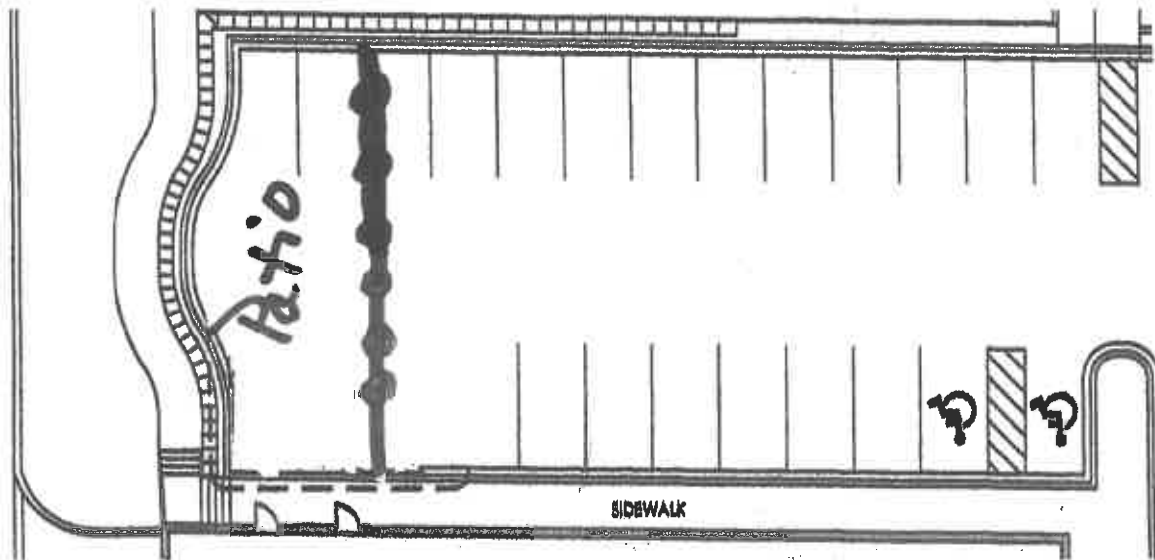
NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves a sidewalk café license and related encroachment agreement for Waconia Brewing Company with the following conditions:

1. The applicant must pay all necessary fees and deposits prior to renewal of the license.
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.

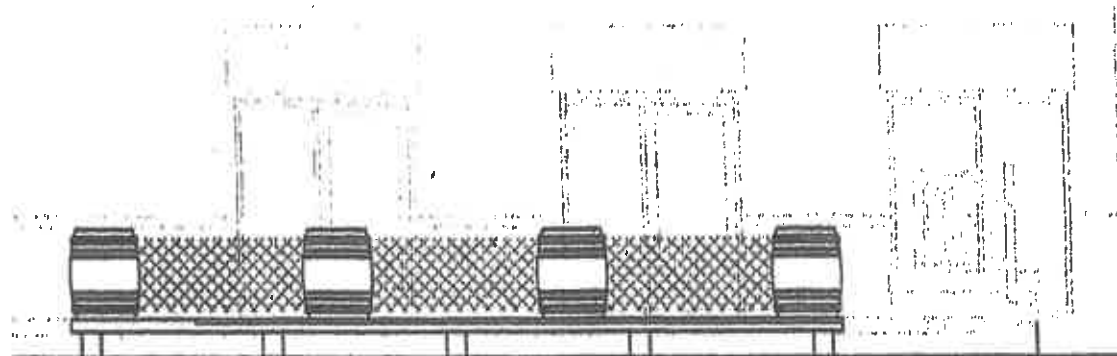
Passed and adopted by the City Council of the City of Waconia this 3rd day of March 2025.

Tim Litfin, Mayor

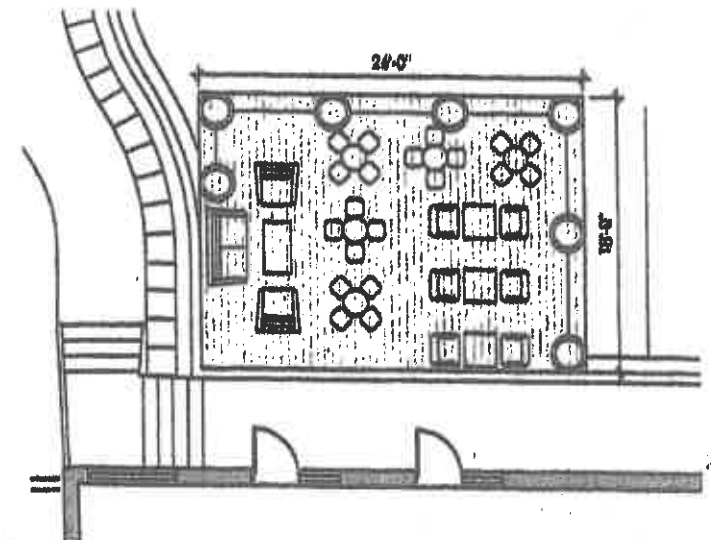
Attest: _____
Jackie Schulze, Assistant City Administrator



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 3, 2025					
Item Name:		Approve Special Event Permit for Don't Worry Be Hoppy 5K, 10K and Kids Run.					
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>							
Adopt Resolution No. 2025-084 Approving a Special Event Permit for Don't Worry Be Hoppy 5K, 10K, and Kids Run							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 11th Annual Don't Worry Be Hoppy 5K, 10K, and Family Fun Run has requested the ability to use streets and trails as part of their event. The event will take place on May 31, 2025. Race day set-up will start at 6:00 a.m. with registration at 7:30 a.m. The 10K starts at 9:30 a.m. The 5K starts at 10:00 a.m. The Family Fun Run starts at 11:00 a.m. Awards will be presented at 11:15 a.m. and will be completed by noon. Event organizers anticipate registration total of 350 participants. <u>AMPLIFIED NOISE:</u> The event will have a small sound system at the Start/Finish area. <u>ALCOHOL:</u> The Waconia Brewing Company will be responsible for alcohol on site and will obtain proper permits. <u>ROUTE SAFETY MEASURES:</u> 10K and 5K: Participants will exit Lot 1 onto 1st Street heading west to Walnut, south to Burandt Blvd, west to Kinder Drive South to Waconia Parkway South, 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 and back to Lot 1. One loop along this route will be the 5K route and two loops along the route will be the 10K route. No roadway closures are requested <u>COURSE MARKING:</u> The applicant will have directional arrows placed in the ground and will use little or not spray chalk this year. <u>START & FINISH AREA:</u> The applicant 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.							
Attachments:							
1. Resolution No. 2025-084 Approving Special Event Permit for Don't Worry Be Hoppy 5K, 10K, and Kids Run 2. Waconia Brewing Company Letter 01-29-2025 3. Special Event Permit Application 4. Location Map 5. Parking Lot Map							
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. 2025-084**

**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 Sole Motion Race Management and Waconia Brewing Company; and

WHEREAS, the Don't Worry Be Hoppy 5K, 10K, and Family Fun Run will be held on May 30-31, 2025 from 6:30 a.m. to 10:00 p.m.; and

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

WHEREAS, staff will work with Sole Motion Race Management and Waconia Brewing Company to update the Run Route to coincide with street reconstruction.

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 18th day of February 2025.

Tim Litfin Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



01/29/2025

To Whom It May Concern:

Waconia Brewing Company is asking for use of extra parking spots in our parking lot for the Annual Don't Worry Be Hoppy 5K on May 31st. We would like to have the parking lot available for packet pickup on Friday, May 30th also. WBC will partition off the area that liquor will be allowed and 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 30th (packet pick up) and May 31st (the run.)

We would also ask that our food trucks 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 beyond the race announcements.

Thank you for your time,

Dee DeLange
Waconia Brewing Company
612-590-0928

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



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 Doe		2. Last Name Klorn DeLange		
3. Primary Telephone Number 952-797-6412	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number 952-797-6412	6. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address tel 35900928		tel 3-596-0928 ddelange@waconiabrewing.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 Race Director		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit Solemotion Race Management WBO				
19. Email Address dk.solemotion@outlook.com 255 W. Main St. Waconia, MN 55387				
20. Mailing Address 508 Westwood Lane	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 Waconia Brewing Company				
26. Business Federal Tax ID Number Tax Exempt Number 46-4530089		27. Business State Tax ID Number		
28. Business Address 255 W. Main St.	29. City Waconia	30. State MN	31. Zip Code 55387	
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Don't Worry Be Happy 5K 10K + Family Fun Run				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> May 30th, 2025 @ 12pm - 10pm May 31, 2025 - 9 AM - 10pm usually done earlier.				
34. Time of Event 9:30 AM		35. Set up start time and clean up finish time 6:00 AM - 12:01 AM		

36. Location of Event—Street Address Waconia Brewing Co. 255 W. Main St.	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 The start + Finish of the three runs are in the parking lot of the Waconia Brewing Company. (Site Map Attached) WBC will use the parking lot in front of the taproom. See Attachment			
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- 400	44. Are tickets being sold? ☒ Yes ☐ No Registration Fee		
45. What is the admission charge, if any \$30:5K \$35:10K \$27: Family Run	46. Purpose of event proceeds (if applicable) Part of the Proceeds go to KAT6A (Found)		
47. Describe how attendance will be monitored and limited if necessary We keep all participants in the WBC parking lot until the time of their event 10K: 9:30 AM 5K: 10:00 AM Family Run: 11:00 AM			
48. Describe any entertainment being provided DJ with music Pre + Post Race Events			

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.

Please see Waconia Brewings Permit Information
* We will be serving out of the taproom & have a
kegerator outside. We will have 1 food truck
Friday night & 1 Saturday. We would like
to have them set up on the parking lot.

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

We will have an EMT on site, and the
Carver County Sheriff's Dept. will be notified
of our event

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: 5

What is the plan for picking these receptacles up following the event? All receptacles will be
placed in the WBC
dumpster same day

☐ No

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

Solemotion staff will monitor

52. Will you be providing toilets and wash stations?

☒ Yes

Company providing this service: Bill's

Number of toilets: 5

Number of wash stations: 5

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

Bill's will pick them up the morning
following the event

☐ No

Explain how these needs will be met for event attendees:

The toilets with wash stations will be
placed @ the event site

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.

our DJ or PAce Announcers will Play Very low Volume music & announcements @ 9:00 A.M on event Day

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

Course map Attached.

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

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

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

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

D. Information about any alcohol as part of the event

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

☒ Yes – if yes, please answer the following questions

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

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

☒ Temporary Liquor License (requires a separate application)

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

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

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

☐ Other

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

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

☒ Yes

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

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

☐ Club

☐ Religious Organization

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

State University

☒ Brewer or Microdistillery

☐ Charitable Organization

☐ Non-Profit Organization

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

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

☐ Yes

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

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

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

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

Waconia Brewing Company

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

We will have metal partitions set up to contain the area beer will be served. There will be an employee monitoring also.

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.

Just 10x10 sponsor tents.

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) Doug Krohn Dee DeLang, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

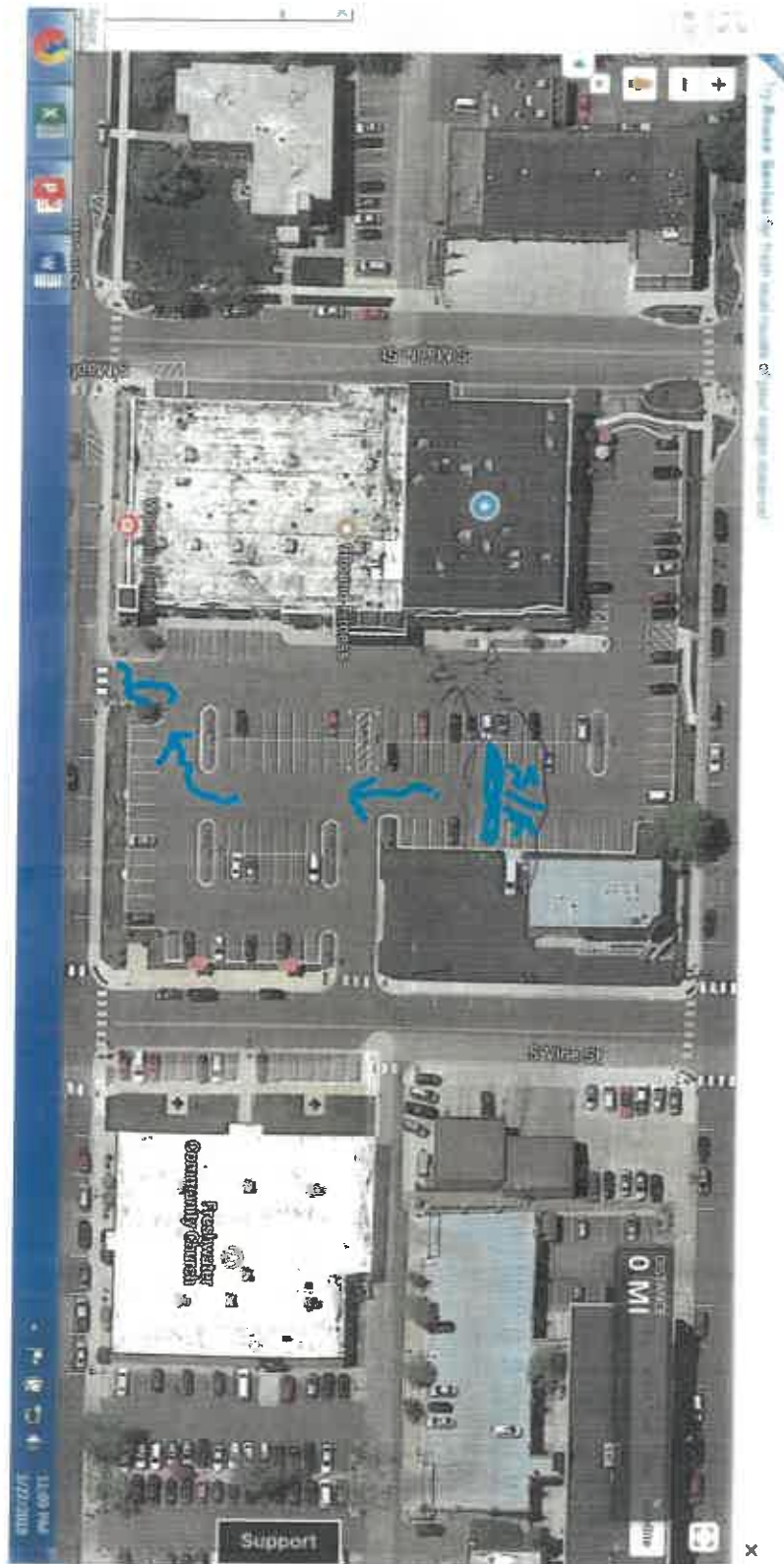
I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

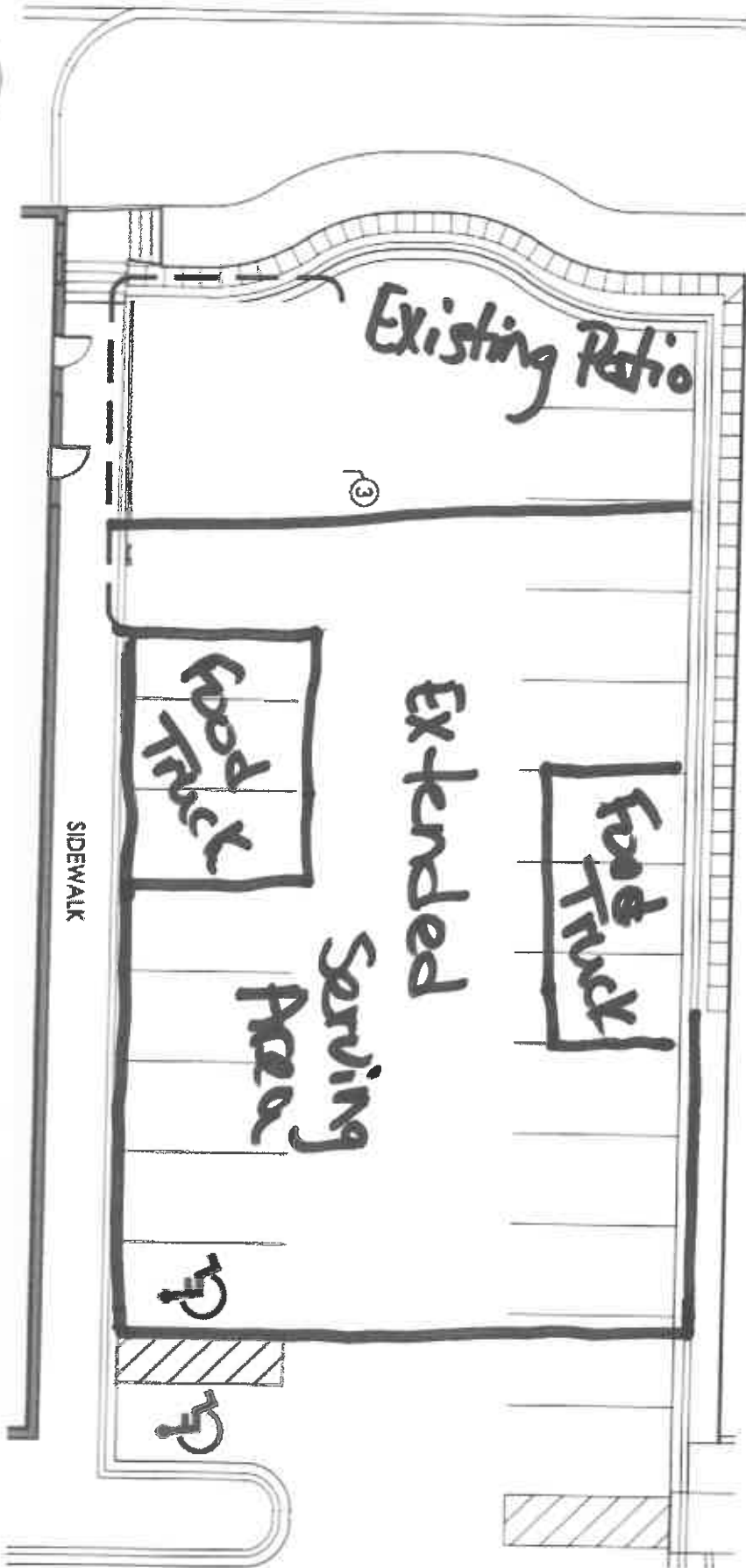
I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant

Date

Doug Krohn 01/24/2025
Dee DeLang 1/29/2025





1 SITE REFERENCE PLAN

1/16" = 1'-0"



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Authorize Hire for Public Services Asset Management/GIS Technician					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):		January 21, 2025: Accept Resignation of Public Services Technician					
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. 2025-285 Approving Asset Management/GIS Technician Hire							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In January, the City Council accepted the resignation of Public Services Technician Brendan McCarthy. The City received 15 applications for the position, and scheduled five candidates for interviews. Ultimately three were interviewed, due to two cancellations. Following two rounds of interviews, City staff recommend hiring Steven Porrez for this role. Steven is currently in the construction management field and has a strong military background with Asset Management and GIS. Steven will start at Step 1 on the Public Services Asset Management/GIS Technician (Grade 8) which is \$35.48 per hour. He will accrue PTO at the standard rate for new hires and will start with a 60 hour PTO bank, similar to recent hires with similar experiences. His start date is to be determined, based on his successful completion and City's evaluation of the pre-employment contingencies, which include: background check, driving check, physical exam, drug test.							
Attachments:							
1. Resolution No. 2025-085 Authorizing Public Services Asset Management/GIS Technician Hire							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:				Personnel Committee: Recommend			
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2025-085**

**RESOLUTION AUTHORIZING
PUBLIC SERVICES ASSET MANAGEMENT /
GIS TECHNICIAN HIRE**

WHEREAS, the City currently has a vacancy in the Public Services Asset Management/GIS Technician position; and

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

WHEREAS, staff recommend the appointment of Steven Porrez to this position;

WHEREAS, Steven will start at Step 1 on Grade 8 pay scale, accrue PTO at the standard rate, and with a bank of 60 PTO hours; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Steven Porrez with a start date in March of 2025.

Adopted by the City Council of the City of Waconia this 3rd day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		March 3, 2025					
Item Name:		Prepare Plans & Specifications and Authorize Advertisement for Bids - Wildcat Way Reconstruction					
Originating Department:		Public Services					
Presented by:		Jon Haukaas					
Previous Council Action (if any):		Adopt Resolution No. 2025-073 Establishing a Minnesota State Aid Street					
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. 2025-086 Approving the Preparation of Plans & Specifications and Authorizing Advertisement for Bids - Wildcat Way Reconstruction							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council approved the acceptance of Wildcat Way to be included in the Municipal State Aid System for the City at the February 18, 2025 Council meeting. The next step is to design the reconstruction based on feedback from that discussion, advertise for bids, and bring this back to the City Council for approval of the reconstruction bid. As directed, Staff will explore options to include additional parking along Wildcat Way as part of the design process. Staff will work with the consultant engineer to develop these plans to State Aid Standards and submit for approval by the Office of State Aid for Local Transportation. This is a required step to access funding for the project through our MSAS account. Staff recommends approval so that design can be completed by May to allow project bidding in early summer and construction later in 2025.							
<u>Attachments:</u> 2. Resolution No. 2025-086 Authorizing Prepare Plans and Specifications and Authorizing Advertisements for Bids Wildcat Way Reconstruction Project							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
MSAS							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2025-086**

**RESOLUTION AUTHORIZING PREPARE PLANS AND SPECIFICATIONS
AND AUTHORIZING ADVERTISEMENT FOR BIDS OF THE
WILDCAT WAY RECONSTRUCTION PROJECT**

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

WHEREAS, Wildcat Way is a private road originally constructed by the school district to specifications that did not meet the city standards; and

WHEREAS, in 2021 Wildcat Way needed to be closed due failure to maintain which led to the deterioration of the pavement; and

WHEREAS, this roadway is recognized as an important transportation corridor as the city continues to grow; and

WHEREAS, in 2024 the City Capital Improvement Committee agreed to funding the reconstruction of the roadway in 2025 and thereafter accepting it as a city street; and

WHEREAS, in 2025 the City Council accepted Wildcat Way as a city street and designated it as a Municipal State Aid System (MSAS) street to be reconstructed to State Aid standards; and

WHEREAS, plans and specification must be developed for the project meeting the requirements and approval by the Office of State Aid prior to construction in order to access MSAS funding for the project.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby directs staff to prepare plans and specifications for the Wildcat Way Reconstruction and authorizes advertisement for bids for the project.

Adopted by the City Council of the City of Waconia this 3rd day of March, 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Admin