

CITY OF WACONIA
February 6, 2023

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

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

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Craig Eldred, Nicole Meyer, Ethan Nelson, Ann Meyerhoff, Justin Sorensen, Jake Saulsbury.

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Motion by Sorensen, seconded by Grengs 3) ADOPT AGENDA

MOTION carried

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

Sargent Stahn introduced the deputy's that will be servicing Waconia this year.

5) [ADOPT CONSENT AGENDA](#)

5.1 January 17, 2023 City Council Meeting Minutes

[Cover Page](#)

[Minutes 1-17-2023.pdf](#)

5.2 January 25, 2023 City Council Meeting Minutes

[Cover Page](#)

[Minutes 1-25-2023.pdf](#)

5.3 February 6, 2023 Expenditures

[Cover Page](#)

[Council List-Expenditures 02.06.2023.pdf](#)

5.4 Cigarette License for Waconia Tobacco & Vape Inc

[Cover Page](#)

[2323res Cigarette License for Waconia Tobacco & Vape Center.docx](#)

5.5 Application to Conduct Off-Site Gambling - Waconia Lions

[Cover Page](#)

[2324res Waconia Lions gambling.doc](#)

5.6 Approve Temporary Liquor License for Waconia Lions Club

[Cover Page](#)

[2325res Temp On Sale Waconia Lions.doc](#)

5.7 Acceptance of Grant Proceeds for 2022 Solid Waste Grant from Carver County Environmental Services

[Cover Page](#)

[2326res Acceptance_of_Grant_Funds_-_Compost_Grant.doc](#)

5.8 Acceptance of Grant Proceeds for Minnesota Historical Society Large Grant - City Square Park Civil War Memorial

[Cover Page](#)

[2327res Acceptance_of_Grant_Funds_-_Civil_War_Memorial.doc](#)

5.9 City Hall - HVAC Controls Upgrade

[Cover Page](#)

[2328res_HVAC_Controls_Upgrade.doc](#)

[City of Waconia - City Hall Controls Proposal](#)

5.10 Authorize Trade and Acquisition of Backhoe Loader and Attachments

[Cover Page](#)

[2329res Backhoe Loader Resolution_2_6_23.doc](#)

[440ITH2 Quote 11.16.2022.pdf](#)

[Waconia Investment Proposal \(Quote\)_638100817367742966.pdf](#)

5.11 Woodland Creek 5th Addition Preliminary Plat and PUD Amendment

[Cover Page](#)

[2330res_Denial_Woodland_Creek_5th_Addn_Amendment.docx](#)

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

5.12 Delegation of Business Administrator - Electronic Funds Transfers

[Cover Page](#)

[2331res_-_EFT_Designation \(1\).doc](#)

Motion by Grengs, seconded by Gleason 5) ADOPT CONSENT AGENDA
MOTION carried

6) COUNCIL BUSINESS

6.1 Award Safari Island Pool Filter Project

[Cover Page](#)

[2332res_Accepting_Pool_Filter_Bid__1_.doc](#)

[Bid Tabulation Pool Filter.pdf](#)

[Contract for Pool Filter Replacement](#)

Shane Fineran reminded Council that via resolution 2022-295 the city Council authorized the public sealed bid for the Safari Island Pool Filter replacement project identified as capital projects 708 and 709 in 2023, which is to replace the original lap and recreational pool filters. The existing systems are at the end of their life and failure would requires the pools to be closed indefinitely. The combined project cost for the filter replacement was budgeted at \$572,000. Per the shared use agreement, the school district contributes 50% of the cost for the lap pool filter replacement which was estimated at \$172,000. This item was removed for consideration by the City Council on December 19th to give the school district some more time to review the bids, scope, and ancillary work necessary to complete the project.

Bids were opened on December 12th and the City received three sealed bids. The low bid was submitted by Horizon Commercial Pool Supply with the recreational pool filter portion of the project cost at \$181,700 and the lap pool portion of the project is \$292,800. Per the shared use agreement with the school district, 50% of the pool filter costs are borne by ISD#110 which would total \$146,400 and 100% of the recreational pool filter cost is borne by the city. Staff recommends acceptance of the low bid submitted by Horizon Commercial Pool supply of \$474,500. Lead time for materials is approximately 32 weeks.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-32, Awarding Pool Filter Project

MOTION carried

6.2 Site Plan and Design Review - Laketown Storage - submitted by RAM General Contracting, Inc.

Cover Page

2333res Laketown Storage Site Plan.docx

Location Map (1 Page).pdf

Proposed Site Plan (7 Pages).pdf

Staff Review Comments (3 Pages)

Ethan Nelson presented the location of Site Plan and Design review for Laketown Storage, 87 8th Street. This is one of the last undeveloped parcels in that industrial park. The project is to be used as warehouse and office use. The other three buildings are self-storage.

Hardcover and setback requirements have been met along with not having outside trash enclosures or mechanical equipment.

Site plan does meet the tree planting requirements and appears to meet the lighting requirements by having only downward facing lighting.

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utilities based upon the Site Plan dated October 24, 2022 and have reviewed the revised plans submitted January 9, 2023. Any approvals made by the City Council should include a condition requiring the applicant to work with the City Engineer and Public Services Director to their satisfaction of City standards.

The plans do not show any exterior trash handling equipment. City Code requires any future trash equipment to be fully enclosed by a trash enclosure, constructed with material that matches existing/proposed structures, or stored within the principal structure.

The Planning Commission, at their regular meeting on November 3, 2022, reviewed the pertinent information and recommended approval of the proposed Site Plan & Design Review application via a 5-0 vote with 9 conditions.

Council Member Grengs asked about water run off to holding pond, is it adequate? Jake Saulsbury responded that it was built for this site.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-33, approving the Site Plan & Design Review application for the Laketown Storage proposal for the property located at 87 8th Street

MOTION carried

6.3 Review of Parking Restriction Signs

Cover Page

2334res Parking_Regulation_Signage_Res_2_6_23.doc

Manual on Uniform Traffic Code; Sections 2B.pdf

Current No Parking Symol Locations.pdf

Craig Eldred stated that City Council and City Administrator received an email correspondence on January 25, 2023 from Mr. Donny March regarding No Parking Signs located in the Interlaken Woods Development. The request was to remove all No Parking Signs within the Development.

Eldred shared an image detailing the locations of the six No Parking Sign locations in Interlaken Woods. It has been a standard for newer developments where streets are narrow, or below the width of 34 feet where we have placed No Parking Symbols, or No Parking This Side of Street signs to allow adequate access to side street Fire Hydrant locations to secure access for Fire Protection. Another focus of this Development was to maintain vehicle stacking space to access Sparrow Road.

The accessibility of fire hydrants in emergency situations for residential fires is a priority. If parking were allowed on both sides of a narrow 29 foot surface the vehicle parking would consume 20 feet of the 29 foot street width. This limits the drive lane to 9 feet.

Parking on one side may add in a portion of the remaining pavement surface to the opposite drive lane leaving approximately 19 feet. The width of a Fire Engine unit loses 8.2 feet leaving 10.8 feet for working space to fight a structural fire.

A question of parking restriction in Cul-de-sac's was raised. We have in fact-initiated parking restriction signs in most cul-de-sacs. The focus for cul-de-sac restricted parking signs is predicated on snow storage and access to storm water treatment structures.

Placement of street signage as part of development plans has been inconsistent, and earlier developments signage was non-existent. This particular development provided for stop and street sign locations. The developer's are charged for any signage installed and placed by the City. This particular development included wetland buffer signage, parking restriction signs with the plan noted stop and street signs.

Council Member Grengs stated that he drove through the development and thinks it is a little confusing. He asked if we could do no parking on one side of the street or not parking from here to corner. Eldred responded that we could put in no parking from here to corner.

Council Member Gleason recommended no parking on just one side of the street.

Chief Sorensen stated that for fire purposes they would need one side of the street with signs and would like to see more put throughout the whole development.

6.4 Winter Parking Towing Charge

[Cover Page](#)

[2335res_Format_Towing_Feb_6th.doc](#)

Eldred summarized the City's winter parking regulations that prohibits parking on city streets and parking lots between the hours of 2:00 a.m. and 6:00 a.m. in the downtown core. Violations of this ordinance are subject to ticketing and/or towing. The following individuals were prepared to come before City Council in hopes of elimination of fees associated with winter parking regulations.

1. Mr. Jason Gaasvig, is seeking reduction of the towing and impound charge of \$368.00. Said vehicle was removed from Oak Street on January 27, 2023 at 2:10 a.m.
2. Ms. Indra Willed is seeking reduction of the towing and impound charge of \$368.00. Said vehicle was removed from First Street and Olive Street on January 27, 2023 at 2:30 a.m.

Mr. Gaasvig approached the council about towing charge. He is staying at 301 S Oak Street with a friend and just moved here from Minnetonka. He was unaware of the rules. It is a quiet street and there were no signs. Asking for leniency on fee.

Council Member Sorensen said that if we are going to consider reducing fines and it seems to go to the administration fees we need to have a discussion on how much we are charging for that fee either lowering or eliminating. Not in favor of eliminating. People need to be responsible for their vehicles.

Mayor Waldron agrees with Council Member Sorensen on responsibility of the owner to know the rules and regulations. There must be a limit to reductions.

Shane Fineran indicated that you can be ticketed and not towed. Only when there is snow removal happening does the city typically tow. Administrative fees are for finance and public services to collect fees.

Council Member Gleason agrees that we shouldn't eliminate any of the fees. It takes time, effort and staffing.

Motion by Sorensen, seconded by Gleason Adopt Resolution 2023-35, Authorizing Staff to Complete Collection or Alterations to Winter Parking Violations of Towing and Storage Fees

MOTION carried

6.5 Special Events Policy

[Cover Page](#)

[2336res_Special_Event_Policy.doc](#)

[Special Event Policy](#)

Shane Fineran shared that last fall the city Council met in work session and discussed the need and concept language for Special Events that sought to use the City of Waconia as an event site and or utilize public infrastructure such as parks, trails, and streets as areas to host their special event. Waconia is a popular location for all types of events on public property and this includes bike, run and walk events. A number of these events attract large amounts of participants and have a significant impact on residents, businesses and the general public. City staff also get numerous requests to provide various levels of support or participation in such events which creates a strain on resources or conflict with core functions.

The policy presented seeks to categorize various events based on city participation and then various tiers based on size, event equipment, and impact on public infrastructure or travel. The policy makes clear the event sponsor responsibility around traffic control, sanitation, security and public notification. Also included in the policy is designated routes of various lengths in and through the community that seek to reduce the impact on residents and businesses and utilize grade separated facilities that reduce conflict with vehicular traffic.

Staff will finalize the application form upon approval and make available on the City website. A special event application fee of \$100 has been adopted by City Council as part of the 2023 fee schedule.

Council Member Sorensen stated that he likes that the sponsor is responsible for cleanup.

Motion by Grengs, seconded by Gleason Adopt Resolution 2023-36, Adopting the Special Event Policy

MOTION carried

6.6 [Seek Right of Way Agent & Funding Requests for Trunk Highway Five Corridor Improvements](#)

[Cover Page](#)

[2337res Rights_of_Way_and_Additional_Funding_Request_Resolution.doc](#)

Craig Eldred reminded Council that the City was recently awarded 7.0 M. dollars from the 2022 Regional Solicitation Process for TH 5 Phase 2 Reconstruction for calendar year 2026. This was confirmed with an award letter dated January 25, 2023. Staff and Engineer's discussed further funding opportunities and coordination of a Right of Way Agent for both permanent and temporary easements for the programmed improvements. While this project is slated in 2026 now is the time to secure a Right of Way Agent for the project due to the scope of the programmed improvements.

Additional funding opportunities exist and will become eligible soon, which may assist in off setting improvement costs of the corridor, and support efforts to complete adjacent work related to the corridor. Such improvements may include the frontage road extension. After looking at current utility impacts it is necessary to complete the TH 5 corridor improvements. Some of the potential funding opportunities include; Local Road Improvement Program, LRIP not useable for the TH 5 corridor. Transportation Economic Development, TED, Transportation Economic Development Infrastructure, TEDI, and Congressional Earmarks as a potential Federal approach. Some or, most of these application period open and close quickly.

Staff recommends combining the items of the Right of Way Agent and ability to seek additional funding to off-set city costs for the improvements. All options for funding need to be exhausted before receiving tax dollar funding from Carver County Programs.

Motion by Grengs, seconded by Sorensen Adopt Resolution 2023-37; Authorizing Staff to Work With City Engineer to Seek Right of Way Agent Quote & Additional Funding Requests For Trunk Highway Five Corridor Improvements While Noticing The City Administrator as Administrator of Grants

MOTION carried

[6.7 Authorize Staff to Work With City Engineer to Seek Right of Way Agent](#)

[Cover Page](#)

[2338res Seek_Rigth_of_Way_Agent_Res_2_6_23.doc](#)

[Carver County.pdf](#)

Craig Eldred stated that the purpose of this request for action is to allow staff to work with the City Engineer to seek a Right of Way Agent for the CSAH 10 & Waconia Parkway North Turbo Roundabout Project slated for 2024 City Capital Project 129-C.

In the Calendar year 2020 the City partnered with Carver County to study the corridor improvements of Waconia Parkway South and CASH 10 and Waconia Parkway North for access management and improvements to the intersection of CSAH 10 and Waconia

Parkway North. From that study it was the City Council's choice to seek a roundabout design. From that recommendation process the design of a Turbo Roundabout was chosen as the layout.

In conjunction with this effort a Highway Safety Improvement Program, HSIP Funding Application was submitted by Carver County. On February 11th, 2021 Carver County was notified as of award of 1.7 M dollars for the roadway intersection improvements. The award was noticed as an "Advance Improvement Project." At that time a draft design was completed as a requirement of the intersection improvements. As a result of this effort the City has knowledge of the right of way needs and are requesting that staff and the City Engineer are allowed to seek right of way agent costs. The City will be the lead agency in the effort of managing the intersection improvement project. The reason the City did not submit the HSIP application was due to a non-completed ADA Transition Plan.

Eldred expressed that Council consider this to be priority to provide the improvements by 2024 and have programmed to combine rights of way services with the Trunk Highway Five Improvement work as a package. This provides the best cost alternative for the City and County while looking at costs for both projects.

Motion by Sorensen, seconded by Grengs Adopt Resolution 2023-38; Authorizing Staff to Work with City Engineer to Seek Right of Way Agent for CSAH 10 & Waconia Parkway North Turbo Roundabout Project; CIP Project 129-C

MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

9) BOARD REPORTS

Council Member Sorensen informed Council that there is another coffee shop coming to town

Council Member Gleason attended the School Board Meeting.

Council Member Grengs attended the annual meeting for the Chamber of Commerce.

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Gleason, seconded by Grengs 11) ADJOURN REGULAR MEETING at 7:11 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant