

WACONIA CITY COUNCIL MEETING AGENDA



Monday, February 5, 2024
6:00 PM

VISION STATEMENT

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

MISSION STATEMENT

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

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

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

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

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPT AGENDA**
4. **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE** Introduction of Carver County Deputies - Sgt. Tyler Stahn
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 December 4, 2023 and December 18, 2023 Council Minutes](#)
Motion to approve minutes from the December 4, 2023 and December 18, 2023 Council Minutes
- 2) [Approve January 2, 2024 and January 16, 2024 Council Minutes](#)
Motion to approve minutes from January 2, 2024 and January 16, 2024 Council Meeting
- 3) [Approve February 5, 2024 Expenditures](#)
Approve Payment of February 5, 2024 Expenditures
- 4) [Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred December 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in

December 2023

- 5) [Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred December 2023](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in December 2023
- 6) [Adopt Resolution No. 2024-036 Updating Designation of Official Depositories](#)
Adopt Resolution No. 2024-036 Updating Designation of Official Depositories
- 7) [Adopt Resolution No. 2024-037 Approving Temporary On-Sale Liquor License for the Church of St Joseph](#)
Adopt Resolution No. 2024-037 Approving Temporary On-Sale Liquor License for the Church of St Joseph
- 8) [Adopt Resolution No. 2024-038 Approving Application for Exempt Permit for Church of St. Joseph](#)
Adopt Resolution No. 2024-038 Approving Application for Exempt Permit for Church of St. Joseph
- 9) [Adopt Resolution No. 2024-039 Approve Temporary On-Sale Liquor License for Waconia Lions Club](#)
Adopt Resolution No. 2024-039 Approve Temporary On-Sale Liquor License for Waconia Lions Club
- 10) [Adopt Resolution No. 2024-040 Approving Special Event Permit for Tour de Tonka](#)
Adopt Resolution No. 2024-040 Approving Special Event Permit for Tour de Tonka
- 11) [Approve Kraus-Anderson Construction Pay Request #16 for the New Fire Station](#)
Motion to Approve Kraus-Anderson Construction Pay Request #16 for the New Fire Station Project
- 12) [Adopt Resolution No. 2024-041 Authorize City Staff to Execute Purchase Agreement with Fury Ford Waconia and up fitting quotes for the 2024 Ford Explorer Command Vehicle replacement.](#)
Adopt Resolution No. 2024-041 Authorizing City Staff to Execute Purchase Agreement with Fury Ford Waconia and up fitting quotes for the 2024 Ford Explorer Command Vehicle replacement, CIP Project #338
- 13) [Authorize Staff to Obtain Pricing for Fire Engine](#)
Motion to Authorize Staff to Obtain Pricing for Fire Engine
- 14) [Approve First Amendment to the Baseball Park Use Agreement](#)
Motion to Approve First Amendment to the Baseball Park Use Agreement
- 15) [Adopt Resolution No. 2024-042 Extending Firefighter Leave of Absence](#)
Adopt Resolution No. 2024-042 Extending Firefighter Leave of Absence for Ryan Thayer
- 16) [Approve the Public Services Technician Job Description and Authorize Recruitment](#)
Motion to approve the Pubic Services Technician Job Description and Authorize Recruitment
- 17) [Adopt Resolution No. 2024-043 Accepting Legacy Heights Development Improvements](#)
Adopt Resolution No. 2024-043 Accepting Legacy Heights Development Improvements
- 18) [Adopt Resolution No. 2024-044 Accepting Grant Proceeds for Waterford Inclusive Playground Project - MN DNR](#)
Adopt Resolution No. 2024-044 Accepting Grant Proceeds for Waterford Inclusive Playground Project - MN DNR
- 19) [Adopt Resolution No. 2024-045 Approving Document Destruction Contract with Marco](#)
Adopt Resolution No. 2024-045 Approving Document Destruction Contract with Marco
- 20) [Adopt Resolution No. 2024-046 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2023](#)
Adopt Resolution No. 2024-046 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2023
- 21) [Adopt Resolution No. 2024-050 Approve Quotes for a High Service Pump & VFD Replacement](#)
Adopt Resolution #2024-050 Approve Quotes for Capital Project #772

6. COUNCIL BUSINESS

- 1) [Adopt Resolution No. 2024-047 Authorize Bid for the 2024 Downtown Reconstruction Phase II and Adopt Resolution No. 2024-048 Authorize Bid for Lighting Equipment](#)
Adopt Resolution No. 2024-047 Authorize Bid for the 2024 Downtown Reconstruction Phase II and Adopt Resolution No. 2024-048 Authorize Bid for Lighting Equipment
- 2) [Adopt Resolution No. 2024-049 Approving Waconia Works Loan for Waconia 1 Collision & Auto](#)
Adopt Resolution No. 2024-049 Approving Waconia Works Loan for Waconia 1 Collision & Auto

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

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

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Proposed Alcohol Ordinance Amendments

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Planning Commission - February 8th at 6:30 p.m.

Park Commission - February 18th at 6:30 p.m.

City Council - February 20th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve December 4, 2023 and December 18, 2023 Council Minutes					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve minutes from the December 4, 2023 and December 18, 2023 Council Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Minutes from December 4, 2023 and December 18, 2023 are included.							
<u>Attachments:</u> 1. December 4, 2023 Council Minutes 2. December 18, 2023 Council Minutes							
FINANCIAL IMPLICATIONS: Funding Sources & Uses:				ADVISORY BOARD RECOMMENDATIONS:			
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
December 4, 2023

1) **CALL MEETING TO ORDER AND ROLL CALL**

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

Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

Staff Present: Jackie Schulze, Lane Braaten, Justin Sorensen, Jake Saulsbury, Nicole Meyer, Mike Melchert, Tyler Stahn.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

4) **PUBLIC HEARING**

PUBLIC HEARING: 2024 Fee Schedule Ordinance Amendment

Cover Page

Fee Schedule Publication Information

Fineran presented the revision to the City of Waconia Fee Schedule, Chapter 1100. Changes to the fee schedule require a Public Hearing and approval by the City Council. Updating the fee schedule can be done at any time.

Motion by Sorensen, seconded by Grengs to open the public hearing. **MOTION CARRIED.**

Motion by Grengs, seconded by Gleason to close the public hearing. **MOTION CARRIED.**

Fineran mentioned there were no public comments submitted.

Motion by Sorensen, second by Grengs to approve the 2024 Fee Schedule Ordinance Amendment. **MOTION CARRIED.**

5) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Nothing listed.

6) **ADOPT CONSENT AGENDA**

1. Minutes from November 20, 2023 City Council Meeting

[Cover Page](#)

[Minutes 11.20.23.docx](#)

2. December 4, 2023 Expenditures

[Cover Page](#)

[Council List Expenditures 12-04-2023](#)

3. Contractor Pay Request #1 - 2023 Alley Improvement Project

[Cover Page](#)

[Pay Request #1 - 2023 Alley Improvement Project](#)

4. Contractor Pay Request #1 - 2023 Infrastructure Improvement Project

[Cover Page](#)

[Pay Request #1 - 2023 Infrastructure Improvement Project](#)

5. Contractor Pay Request #2 - 2023 Infrastructure Improvement Project

[Cover Page](#)

[Pay Request #2 - 2023 Infrastructure Improvement Project](#)

6. Final Pay Request #8 - Waterford Park - Water Reuse Station Project

[Cover Page](#)

[Final Pay Request #8 - Waterford Park - Water Reuse Station Project](#)

7. Joint Assessment Contract with Carver County

[Cover Page](#)

[Resolution_No._2023.251_Joint_Assessment_Agreement_with_Carver_County.docx](#)

[2023 24 CITY OF WACONIA Service Agreement.pdf](#)

8. Declaration of Restrictive Covenant - Waterford Park - Minnesota Department of Natural Resources Grant Requirement

Cover Page

Resolution No. 2023-252 Approving Declaration of Restrictive Covenant

Declaration of Restrictive Covenant

9. Authorize Application for Metropolitan Council Municipal Inflow and Infiltration Grant

Cover Page

Resolution No. 2023-253 Grant Application with Metropolitan Council Municipal Inflow and Infiltration

10. Authorize Application for Metropolitan Council Private Property Inflow and Infiltration Grant

Cover Page

Resolution No. 2023-254 Grant Application with Metropolitan Council for Inflow and Infiltration Private Property

11. Inflow & Infiltration Reduction Program Construction Vendor

Cover Page

Resolution No. 2023-255 Authorizing Award of Inflow and Infiltration to Northland Lining

Inflow and Infiltration Lining Pricing from Northland Lining

12. Contract with USA Security

Cover Page

Resolution No. 2023-256 Open Path Contract with USA Security

Hosted Services Agreement Addendum with USA Security

No items removed from the consent agenda.

MOTION by Yetzer, second by Sorensen to Adopt the Consent Agenda. **MOTION CARRIED.**

7) COUNCIL BUSINESS

1. 2024 Budget & Levy Presentation

Meyer presented the 2024 Budget & Levy. The presentation consists of the City's budget process, taxable market value information, levy information, property tax explanations and the general funds. Thanks to Nicole for all the hard work and for a complete presentation.

The full presentation is on the City's website .

[Cover Page](#)

[2024 Budget Presentation](#)

[2. Public Services Director Recruitment Firm](#)

[Cover Page](#)

[Resolution No. 2023-257 Public Service Director Executive Search Recruitment](#)

[Public Services Director Search Proposal - DDA HR](#)

Fineran presented the recruitment of a Public Service Director. At the last work session, the City Council asked staff to make a recommendation for the final direction regarding recruitment. The discussion focused on utilizing the services of an executive search firm to help lead the search for this position. Recommendations from the City are to hire David Drown & Associates to perform the search for the Public Services Director.

Yetzer mentioned the council has not seen any formal written proposals. Fineran stated the proposal was a part of the work session packet. Yetzer's point was that the public should have seen both proposals.

Motion by Yetzer, seconded by Gleason to Adopt Resolution No. 2023-257 authorizing the recruitment of David Drown & Associates for hiring of Public Services Director.

MOTION CARRIED.

[3. Main Street 15 Minute Parking Alteration](#)

[Cover Page](#)

[23-258_Time Parking Main St.doc](#)

Discussion for the consideration of two 15-minute parking alterations. A time window of 15 minutes on Main Street between Olive and Vine Street. This would be for typical hours of operation, between 8:00 am and 5:00 pm. Staff and Council have heard some comments and questions from businesses for the removal of time restrictive spaces. The resolution is regarding the time of the two parking spaces not the number of stalls.

Yetzer wondered if the entire downtown area should be looked at for the 15-minute parking to be more consistent in the downtown area.

Grengs inquired about days of the week the parking signs would apply.

Motion by Yetzer, seconded by Sorensen to approve resolution 23-258 with the additional wording of Monday-Saturday. **MOTION PASSES WITH A 3-2 VOTE.**

8) ITEMS REMOVED FROM CONSENT AGENDA

9) STAFF REPORTS

Sergeant Stahn talked about crime activity.
December activities include lunches at the schools and shop with a cop.
Sorensen asked about changes in personal the first of the year which will happen January 5th. Thank you for your service.

Fineran mentioned the tree trimming and tree maintenance. The poles for the lights in the downtown area arrived and will be installed.

10) BOARD REPORTS

Sorensen-Park Board Meeting December 21, 2023. Several good comments on the lights in City Square Park.

Yetzer- Nothing to report.

Gleason- December School Board meeting.

Grengs-Nothing to report.

Waldron-Nothing to report.

11) ANNOUNCEMENTS

12) ADJOURN REGULAR MEETING

Motion by Sorensen, seconded by Gleason to Adjourn at 7:05pm. **MOTION CARRIED.**

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Brenda Stein, Office Assistant

CITY OF WACONIA
December 18, 2023

1) **CALL MEETING TO ORDER AND ROLL CALL**

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

Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

Staff present: Jackie Schulze, Lane Braaten, Justin Sorensen, Jake Saulsbury, Nicole Meyer, Mike Melchert, Tyler Stahn, and Brenda Stein.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Nothing added.

Motion by Grengs, seconded by Yetzer to approve. **MOTION CARRIED.**

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Mindy McQuillen, 7611 Frontier Trail, Chanhassen, MN. McQuillen gave a detailed explanation of the process regarding how ballots are processed in Carver County. Asking for changes in the process and for our support.

5) **ADOPT CONSENT AGENDA**

5.1 Approve December 18, 2023 Expenditures

[Cover Page](#)

[Council List Expenditures 12-18-2023 Regular](#)

[Council List-Expenditures 12-18-2023 Purchasing Card](#)

[Council List-Expenditures 12-18-2023 Other](#)

5.2 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred November 2023

[Cover Page](#)

[Safari Island - Bills Applied Payments 11-23-2023](#)

- 5.3 Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred November 2023
- [Cover Page](#)
- [Waconia Ice Bills Applied Payments 11-23-2023](#)
- 5.4 Approve Lodging Tax Fund Request - Waconia CVB
- [Cover Page](#)
- 5.5 Approve Contractor Pay Request #15 - New Fire Station
- [Cover Page](#)
- [Waconia Fire Station Payment Application #15](#)
- 5.6 Approve Kraus Anderson Contractor Pay Request - New Fire Station
- [Cover Page](#)
- [Pay Request for the Waconia Fire Station from Kraus Anderson](#)
- 5.7 Approve Revival Sauna Park Rental
- [Cover Page](#)
- [Lake Waconia Sauna Experience](#)
- [Photos of Typical Sauna Unit](#)
- [Rental Agreement for Portable Sauna Location with Revival Sauna Experience](#)
- 5.8 Approve Ordinance No. 770, Repealing Chapter 507 of Waconia City Code
- [Cover Page](#)
- [Ordinance No. 770 Amusement Machines](#)
- [Chapter 507 Amusement Machines \(Current Version for Reference\)](#)
- 5.9 Adopt Resolution No. 2023-259 Authorizing Approval of Sale or Disposal of Surplus Equipment
- [Cover Page](#)
- [Resolution No. 2023-259 Authorizing Sale or Disposal of Surplus Equipment](#)

- 5.10 Adopt Resolution No. 2023-260 Authorization to Solicit Pricing for Vehicle Replacements

[Cover Page](#)

[Resolution No. 2023-260 Vehicle Replacement Pricing](#)

- 5.11 Adopt Resolution No. 2023-261 Authorizing Approval of Solid Waste Reduction and Recycling Grant Agreement with Carver County

[Cover Page](#)

[Resolution No. 2023-261 Grant Agreement Carver County Compost](#)

[City Solid Waste Reduction and Recycling Grant Agreement](#)

- 5.12 Adopt Resolution No. 2023-262 Awarding Sudheimer Industrial Park Pond Cleaning Project

[Cover Page](#)

[Resolution No. 2023-262 Awarding Project for Sudheimer Industrial Park Storm Pond Cleaning](#)

[Sudheimer Industrial Park Pond Image](#)

[Sudheimer Industrial Park Storm Pond Cleaning Quotes](#)

- 5.13 Adopt Resolution No. 2023-263 approving Planning Commission Appointments

[Cover Page](#)

[Resolution No. 2023-263 Approving Planning Commission Appointments](#)

- 5.14 Adopt Resolution No. 2023-264 Approving the Appointment of Fire Department Officers

[Cover Page](#)

[Resolution No. 2023-264 Appointing Fire Department Officers](#)

- 5.15 Adopt Resolution No. 2023-265 Approving Liquor License Applications Renewals from February 1, 2024 through January 31, 2025

[Cover Page](#)

[Resolution No. 2023-265 Approving Liquor License Applications](#)

[2024 List of Liquor Licenses Applicants](#)

- 5.16 Adopt Resolution No. 2023-266 Approving Agreement with Senior Community Services

[Cover Page](#)

[Resolution No. 2023-266 Approving Agreement with Senior Community Services](#)

[2024 Agreement for Senior Services](#)

- 5.17 Adopt Resolution No. 2023-267 Approving Contract for Police Services for 2024 Calendar Year.

[Cover Page](#)

[Resolution No. 2023-267 Approving Contract for Police Services for 2024 Calendar Year](#)

[2024 Police Services Contract with Carver County Sheriff](#)

[Waconia School District #110 Resolution of SRO Agreement](#)

- 5.18 Adopt Resolution No. 2023-268 approving use of Ice Arena Municipal Lot for Hockey Fights Cancer Event

[Cover Page](#)

[Resolution No. 2023-268 Approving Use of Ice Arena Parking Lot for Blue Line Club Benefit](#)

[Ice Arena Food Truck Location Map](#)

- 5.19 Adopt Resolution No. 2023-269 Approving Updated Employee Reference Manual

[Cover Page](#)

[Resolution No. 2023-269 Approving Updated Employee Reference Manual](#)

[2024 City of Waconia Employee Reference Manual](#)

Motion by Sorensen, seconded by Grengs to adopt the consent agenda. **MOTION CARRIED**

6) COUNCIL BUSINESS

6.1 Adopt Resolution No. 2023-275 Lions Field Lighting Upgrade

Fineran presented the Lions Field Lighting upgrade. This is a partnership with the City and the Waconia Baseball Association. Staff recommends approval of Resolution 2023-275, and notify Musco that we've approved the quote that was submitted for the lighting upgrade. Installation of the lighting is proposed in February/early March. City Attorney is working on the lease agreement we have with the WBA. Fineran explained the payment pay back plan.

Yetzer inquired about the \$12,000 not being mentioned in the resolution. Fineran stated they approved the quote but will be included in the final paperwork. Sorensen mentioned that taxes and bonds are not included, wondering who's paying for that. We are tax exempt and we're not bonding the project.

Chris, Musco Lighting gave an overview of the project.

Yetzer inquired about the other bid.

Motion by Grengs, seconded by Yetzer to adopt Lighting upgrade to Lions Field.
MOTION CARRIED.

[Cover Page](#)

[Resolution No. 2023-275 Accepting the Quote from Musco Lighting for Lions Field Lighting Upgrade](#)

[Sourcewell Quote - Waconia Baseball Retrofit TK 12-2023](#)

6.2 Adopt Resolution No. 2023-270 Approving Final Tax Levy Collectible in 2024

Meyer presented the Final Tax Levy Collectible in 2024 explaining the Annual Budget Process, Market Value information, Preliminary vs. Proposed Final Levy, and Tax Changes. Some of the budget highlights mentioned are employee retention and recruitment, pavement management and maintenance, law enforcement and economic development. Meyer touched on 2024 infrastructure projects reminding the council that there are different funding sources for all these projects.

The Resolutions for consideration are Approval of Final Tax Levy Collectable in 2024 and Adopting 2024 Budget for Enterprise, Special Revenue, Capital Project, and Debt Service Funds.

The full budget is on the City's website.

Motion by Grengs, seconded by Gleason to adopt the resolution to approve Final Tax Levy collectible in 2024. **MOTION CARRIED**

[Cover Page](#)

[Resolution No. 2023-270 Approving the Final Tax Levy Collectible in 2024](#)

[Financial Model 11-28-2023](#)

[6.3 Adopt Resolution No. 2023-271 Adopting the 2024 Final Budget](#)

Motion by Grengs, seconded by Gleason to adopt the resolution to approve Final Budget for 2024. **MOTION CARRIED**

[Cover Page](#)

[Resolution No. 2023-271 Adopting 2024 Budget](#)

[Summary Budget Exhibit A](#)

[6.4 Adopt Resolution No. 2023-272 Approving Conditional Use Permit Amendment - 9460 County Road 10 East](#)

Braaten present the Amendment to the Conditional Use Permit at 9460 County Road 10 East and property location. The property is zoned R-3, Medium Density Residential. Our ordinance was changed years ago to allow the garden center use and conditional use in the R-3 zoning district. Interlaken 8th addition is the surrounding properties. Lovett stated that her business model has changed to more of a planter business than a retail business. She is looking for a 10-year extension to hook up to City Water and Sewer and paving the driveway/parking lot. The Planning Commission did approve with a 2-year recommendation of approval. Other conditions are parking/driveway improvements and city utility connections. Braaten recommended a spring or early summer deadline date vs February 16, 2026. June 1, 2026, is a recommendation stated in the resolution which staff revision.

Gleason asked if the paved driveway would be included in the June 1, 2023, deadline which it would if Council approves.

Yetzer inquired about Lovett's business and the changes from retail to her planter business.

Brianna Lovette, 9460 County Road East, Waconia, MN

For the first two years Lovette ran the business as a garden center. The garden center retail is temporally closed, and she is just managing her planter business. Lovette is trying to determine what works the best and is asking for time to make these decisions.

Discussions include:

- Lovette is trying to decide what avenue of her business suits Waconia community and the neighboring properties.
- Trying to compose a plan for a smaller retail garden center and continue her planter business. Cleaning up the property is taking time which is the reason for the extension.
- Yetzer asked about the number of employees. Depending on the season between 3-8 employees.
- Questions regarding other uses for this property.
- Yetzer wondered if her goal is retail or wholesale for this property.
- Discussion and comments regarding retail vs wholesale with this business. With a garden center the truck deliveries are 3 times a week, planter business is around 3 to 5 trucks a season.
- CUP is specific to the property.
- The City Attorney stated whatever you allow at this time is what is allowed in the future.
- Lovette is presently providing a small amount of retail.
- The CUP does not specifically refer to retail sales and states it is permitted use as a garden center.
- If the deadline comes and some of the items are not completed that may be grounds for revocation.

Motion by Waldron, seconded by Grengs to adopt the resolution to approve Conditional Use Permit Amendment for 9460 County Road 10 East for extension with an expiration date of June 1, 2026, to include the paving/improvement of the gravel areas and the connection to City Services. **MOTION CARRIED with a 3-2 vote in favor.**

[Cover Page](#)

[Resolution No. 2023-272 Approving Amendment to the Conditional Use Permit for Garden Center Use](#)

[Location Map 9460 County Road 10 East.pdf](#)

[CUP Amendment Application Lovett.pdf](#)

[Applicant Narrative](#)

[Public Hearing Notice](#)

Certificate of Survey 9460 County Road 10 East

ALTA Survey

Resolution No 2021-050 Conditional Use Permit

6.5 Adopt Resolution No. 2023-273 Approve Fire Contract for Waconia Township

Meyer explained the Fire Contracts had expired December 31, 2022. The term of the contract will be from January 1, 2023, to December 31, 2028, 5-year term. Meyer explained the update of the map to both contracts and updated the fees. Feedback was received from Laketown township which included the length of the contract and the other being the change from \$20,000 to \$50,000.

Fire Chief Sorensen stated there was no reason for not having a significant breakdown between Laketown township and Waconia Township on the map. Melchert explained wording within the contract.

Motion by Sorensen, seconded by Yetzer to adopt the resolution to approve Fire Contract for Waconia Township. **MOTION CARRIED**

Cover Page

Resolution No. 2023-273 Approving Contract for Fire Service with Waconia Township

Contract for Fire and Rescue Services for Waconia Township

6.6 Adopt Resolution No. 2023-274 Approving the Fire Contract for Laketown Township

Motion by Sorensen, seconded by Yetzer to adopt the resolution to approve Fire Contract for Laketown Township. **MOTION CARRIED**

Cover Page

Resolution No. 2023-274 Approving Fire and Rescue Services for Laketown Township

Contract for Fire and Rescue Services for Laketown Township

7) ITEMS REMOVED FROM CONSENT AGENDA

No items removed from Consent Agenda

8) STAFF REPORTS

Fineran had nothing to report.

9) BOARD REPORTS

Sorensen had nothing to report.

Yetzer had nothing additional to report.

Gleason added the “Hockey Fights Cancer” event at the Ice Arena on January 1st, 2024. The benefit will go to a local family whose son is battling cancer.

Grengs had nothing to report.

Waldron had nothing to report.

10) ANNOUNCEMENTS

Fineran mentioned the holiday hours.

11) ADJOURN REGULAR MEETING

Social event after the meeting at Lola’s Lake house. The public is welcome.

Motion by Sorensen, seconded by Grengs to adjourn at **MOTION CARRIED**

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Brenda Stein, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve January 2, 2024 and January 16, 2024 Council Minutes					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve minutes from January 2, 2024 and January 16, 2024 Council Meeting							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Minutes from January 2, 2024 and January 16, 2024 are included.							
<u>Attachments:</u>							
1. January 2, 2024 Council Minutes 2. January 16, 2024 Council Minutes							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
JANUARY 2, 2024

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

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

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

No changes to the agenda.

Motion by Sorensen, seconded by Gleason to adopt the agenda. **MOTION CARRIED.**

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

Nothing listed for Visitor's Presentation.

5) [ADOPT CONSENT AGENDA](#)

5.1 [Approve January 2, 2024 Expenditures](#)

[Cover Page](#)

[Council List Expenditures 01-02-2024](#)

5.2 [Adopt Resolution No. 2024-001 Appointing Acting Mayor](#)

[Cover Page](#)

[Resolution No. 2024-001 Appointing Acting Mayor](#)

5.3 [Adopt Resolution No. 2024-002 Appointing Council Representatives to Advisory Boards](#)

[Cover Page](#)

[Resolution No. 2024-002 Appointing Council Representatives to Advisory Boards](#)

5.4 [Adopt Resolution No. 2024-003 Appointing Council Liaison Appointments](#)

[Cover Page](#)

[Resolution No. 2024-003 Appointing Council Liaison Appointments](#)

- 5.5 Adopt Resolution No. 2024-004 Approving Council Committee Appointments
[Cover Page](#)
[Resolution No. 2024-004 Approving Council Committee Appointments](#)
- 5.6 Adopt Resolution No. 2024-005 Appointing Bond Counsel
[Cover Page](#)
[Resolution No. 2024-005 Appointing Bond Counsel](#)
- 5.7 Adopt Resolution No. 2024-006 Appointment of City Attorney
[Cover Page](#)
[Resolution No. 2024-006 Appointing City Attorney](#)
[MHS Engagement Letter](#)
- 5.8 Adopt Resolution No. 2024-007 Designating Official Newspaper
[Cover Page](#)
[Resolution No. 2024-007 Designating Official Newspaper](#)
- 5.9 Adopt Resolution No. 2024-008 Appointment of Consulting Engineer
[Cover Page](#)
[Resolution No. 2024-008 Appointing Consulting Engineer of Bolton & Menk, Incorporated](#)
[Bolton & Menk Engagement Letter 2024](#)
- 5.10 Adopt Resolution No. 2024-009 Appointment of City Insurance Agent
[Cover Page](#)
[2024-09 Insurance Agent Res.](#)
- 5.11 Adopt Resolution No. 2024-010 Appointment of Fiscal Advisor
[Cover Page](#)
[Resolution No. 2024-010 Appointment of Fiscal Advisors](#)

- 5.12 Adopt Resolution No. 2024-011 Designating Official Depositories
- [Cover Page](#)
- [Resolution No. 2024-011 Designating Official Depositories](#)
- 5.13 Adopt Resolution No. 2024-012 Approving Park Board Appointments
- [Cover Page](#)
- [Resolution No. 2024-012 Approving Park Board Appointments](#)
- 5.14 Adopt Resolution No. 2024-013 Approving Temporary On-Sale Liquor License for the Church of St Joseph
- [Cover Page](#)
- [Resolution No. 2024-013 Temporary On-Sale Liquor License Church of St. Joseph](#)
- 5.15 Adopt Resolution No. 24-014 Approving Application for Exempt Permit for Church of St. Joseph
- [Cover Page](#)
- [Resolution No. 2024-014 Application for Exempt Permit Church of St. Joseph](#)
- 5.16 Adopt Resolution No. 2024-015 Approving Orchard Park Right of Way and Storm Sewer Joint Powers Agreement
- [Cover Page](#)
- [Resolution No. 2024-015 Approving Joint Powers Agreement on CSAH 10](#)
- [Joint Powers Agreement for Construction on CSAH 10 with Carver County](#)
- [Orchard Park Right of Way Location Map](#)
- 5.17 Adopt Resolution No. 2024-016 Approving Security System Upgrades - CIP Projects #757 and #758
- [Cover Page](#)
- [Resolution No. 2024-016 Approving CIP Project #757 and #758](#)
- [Agreement for Brook Peterson Park with USA Security](#)

[Agreement for Ice Arena with USA Security](#)

- 5.18 Adopt Resolution No. 2024-017 Approving Investment Portfolio Diversification Due to Unspent Bond Proceeds - Fiscal Year End 2023

[Cover Page](#)

[Resolution No. 2017-017 Investment Portfolio Diversification due to Unspent Bond Proceeds Fiscal Year End 2024](#)

- 5.19 Adopt Resolution No. 2024-018 Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association

[Cover Page](#)

[Resolution No. 2024-018 Accepting Donation and Pass Thru Recommendation](#)

- 5.20 Adopt Resolution No. 2024-019 Accepting Grant Proceeds for Inflow & Infiltration - Metropolitan Council

[Cover Page](#)

[Resolution No. 2024-019 Accepting Grant Proceeds from Metropolitan Council for Inflow and Infiltration Projects 2021-2022](#)

- 5.21 Adopt Resolution No. 2024-020 Accepting Cash Donations for Operations of the Fire Department

[Cover Page](#)

[Resolution No. 2024-020 Accepting Cash Donation for Operations Fire Department](#)

- 5.22 Approve 2023 Infrastructure Improvement Project Pay Request #3 with GMH Asphalt, Inc.

[Cover Page](#)

[Pay Request #3 for 2023 Infrastructure Improvements Project with Bolton & Menk](#)

- 5.23 Approve Waconia Downtown Reconstruction - Phase 1 Pay Request #7 with GMH Asphalt

[Cover Page](#)

[Waconia Downtown Reconstruction - Phase 1 Pay Request #7 from Bolton & Menk](#)

- 5.24 Adopt Resolution No. 2024-024 Approving Waconia Works Loan for 25 1st Street West

[Cover Page](#)

[Resolution No. 2024-024 Approving Waconia Works Loan for 125 1st Street West](#)

Council Member Yetzer requested agenda item 5.10 be removed from the consent agenda and to request Bolton and Menk to separate the bid price with any change orders so that the Council is aware of changes to the contract. Jay Saulsbury indicated that will be added to the pay requests moving forward.

Motion by Yetzer seconded by Sorenson to adopt the consent agenda with the removal of agenda item 5.10 from the Consent Agenda. **MOTION CARRIED**

6) COUNCIL BUSINESS

- 6.1 Adopt Resolution No. 2024-021 Sidewalk Snow Removal - Stonegate Home Owners Association

[Cover Page](#)

[Resolution No. 2024-021 Amending the 2024/2025 Winter Maintenance Policy](#)

[Stonegate HOA Sidewalk Removal Location Map](#)

Staff gave an overview of the agenda item and the City's current policy of snow removal. The Council adopted the updated Winter Maintenance Policy at the November 6, 2023, Council meeting and the adjacent property owners were notified by mail of the changes. The Stonegate neighborhood will be significantly impacted by this change and is requesting the Council postpone these changes until the 2024/2025 winter season as the Homeowners Association has already approved their budget for grounds maintenance.

Yetzer asked if there have been any other comments or complaints regarding this policy. Shane stated there have been approximately five neighborhoods that have questioned the policy.

Tom Adamini, 614 Highland Court, Representing Stonegate HOA. Seeking a one-year reprieve stating it is late in the year and the association has already passed their budget. The HOA believes the residents should be responsible for the plowing--the issue is the timing.

Terry Marholz, 656 Copper Court. This is a good policy, but it is the timing of the policy.

Yetzer asked the HOA what the additional cost would be for the sidewalk snow removal.

Andre Anauo, 668 Copper Court. The HOA does not have an executed agreement with its current vender; however, the vendor stated approximately \$500 per month. Appreciates the City maintaining this area for years and is requesting a one-year reprieve.

City Council members discussed if the changes should be made at this time or in the next 2024/2025 snow season. Grengs stated if the Council makes a change for one area, the change should be made for the entire City. Waldron is concerned on pulling back the budget as it has been approved.

Motion by Sorenson second by Gleason to deny the Approval of Resolution No. 2024-021. **MOTION OF DENIAL CARRIED.**

6.2 [Adopt Resolution No. 2024-022 Accepting Cash Donations for City Square Park War Memorial Monument Restoration](#)

[Cover Page](#)

[Resolution No. 2024-022 Accepting Cash Donations for City Square Park War Memorial Restoration](#)

The City received a donation from the American Legion for the City Square Park War Memorial Monument Restoration Project. Council Member Sorensen has traditionally abstained from voting as he is an active member of the organization.

No discussion.

Motion by Yetzer, second by Grengs to Adopt Resolution No. 2024-022 Accepting Cash Donations for City Square Park War Memorial Monument Restoration. **MOTION CARRIED** with Council Member Sorensen abstained.

6.3 [Adopt Resolution No. 2024-023 Approving a Special Event Permit - Polar Plunge](#)

[Cover Page](#)

[Resolution No. 2024-023 Approving Special Event and Temporary Noise Permit Special Olympics Polar Plunge](#)

[Special Event Permit Application Polar Plunge](#)

[Polar Plunge Area Location Map](#)

[Polar Plunge Site Plan](#)

Staff gave a review of this agenda item detailing the set-up and street closure on Oak Street North. The applicant has submitted all necessary forms. Applicant will need to

provide a traffic control plan for resident access and for a 10' wide emergency access. The second condition will be that any snow removal above and beyond normal staff efforts will be invoiced to the event organizer. Chief Sorenson has reviewed the application and is satisfied with a 10' access.

Yetzer questioned if there will be any shuttle service at this event. Staff indicated the applicant is not proposing any shuttles.

Council agreed this is a great event for the City and all are supportive.

Motion by Gleason second by Grengs to adopt Resolution No. 2024-023 approving special event and temporary noise permit for the Special Olympics Polar Plunge.
MOTION CARRIED.

7) ITEMS REMOVED FROM CONSENT AGENDA

Agenda Item 5.10 Adopt Resolution No. 2024-009 Appointment of City Insurance Agent.

City Clerk Schulze gave a brief history of the City's insurance appointment process.

Yetzer requested staff to provide an RFP before the next budget cycle focusing on local agents.

Motion by Grengs second by Gleason to adopt Resolution No. 2024-009 appointment of city insurance agent. **MOTION CARRIED** 4-1 with Yetzer voting nay.

8) STAFF REPORTS

No staff reports

9) BOARD REPORTS

Sorensen – Nothing to report

Yetzer – Nothing to report

Gleason – Nothing to report

Grengs – Nothing to report

Waldron – Nothing to report

10) ANNOUNCEMENTS

Schulze announced the City is still recruiting election judges. Absentee voting for the Presidential Nomination Primary begins January 19, 2024, at City Hall for Waconia residents with the Presidential Nomination election on March 5, 2024.

Fineran announced on January 16, 2024, the State Senate Bonding Tour will be held to fund the frontage road on Highway 5.

11) **ADJOURN REGULAR MEETING**

Motion by Gleason second by Sorensen to adjourn the meeting at 7:00 p.m.

MOTION CARRIED

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe Office Assistant

**CITY OF WACONIA
JANUARY 16, 2024**

1) **CALL MEETING TO ORDER AND ROLL CALL**

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

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

No changes to the agenda.

Motion by Grengs second by Sorensen to adopt the agenda. **MOTION CARRIED**

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Mayor Waldron presented certificates to the following residents in recognition to their years of service as members of the Planning Commission:

Tina Zellman for three years of service from 2021 to 2023
Jim Sarcletti for three years of service from 2012 to 2023
Dan Leshner for seven years of service from 2017 to 2023

5) **ADOPT CONSENT AGENDA**

5.1 Approve January 16, 2024 Expenditures

[Cover Page](#)

[Council List Expenditures 01-16-2024 Purchasing Card](#)

[Council List Expenditures 01-16-2024 EFT Other](#)

[Council List Expenditures 01-16-2024 Regular](#)

5.2 Adopt Resolution No. 2024-025 Approving Delegation of Business Administrator
- Electronic Funds Transfers

[Cover Page](#)

[Resolution No. 24-025 Approving Designated Business Administrator for EFT](#)

- 5.3 Adopt Resolution No. 2024-026 Approving Tobacco License Applications
- [Cover Page](#)
- [Resolution No. 2024-026 Approving Tobacco License Applications](#)
- [2024 Tobacco License Application List](#)
- 5.4 Adopt Resolution No. 2024-027 Approving Waste and Recycle Hauler Licenses
- [Cover Page](#)
- [2024 Waste and Recycle Haulers Renewal License List](#)
- [Resolution No. 2024-027 Approving Waste and Recycle Hauler Licenses](#)
- 5.5 Adopt Resolution No. 2024-028 Approving an Application to Conduct Off-Site Gambling - Waconia Lions
- [Cover Page](#)
- [Resolution No. 2024-028 Approving an Application to Conduct Off-Site Gambling Waconia Lions](#)
- 5.6 Adopt Resolution No. 2024-029 Appointment of Election Judges
- [Cover Page](#)
- [Resolution No. 2024-029 Election Judge Appointments](#)
- 5.7 Adopt Resolution No. 2024-030 Authorizing Solicitation of Pricing for Capital Project #772 High Service Pump & VFD Replacement
- [Cover Page](#)
- [Resolution No. 2024-030 HSP and VFD Pricing Authorization](#)
- 5.8 Adopt Resolution No. 2024-031 Accepting Cash Donations for Operations of the Fire Department
- [Cover Page](#)
- [Resolution No. 2024-031 Accepting Cash Donations for Operations of the Fire Department](#)
- 5.9 Adopt Resolution No. 2024-032 Hiring of Probationary Firefighter

[Cover Page](#)

[Resolution No. 2024-032 Appointment of Probationary Firefighter 1](#)

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

[Cover Page](#)

[Fire Station Invoice #8 from Kraus Anderson](#)

- 5.11 Approve GMH Asphalt Pay Request #6-Final - East Frontage Road Parking Lot

[Cover Page](#)

[GMH Asphalt Pay Request #6-Final East Frontage Road Parking Lot](#)

Motion by Yetzer second by Gleason to adopt the consent agenda as published. **MOTION CARRIED.**

6) COUNCIL BUSINESS

- 6.1 Adopt Resolution No. 2024-033 Approving Public Services Director Recruitment Profile

[Cover Page](#)

[Resolution No. 2024-033 Approving Public Services Director Recruitment Profile](#)

[Public Services Director Position Profile](#)

[Public Services Director Job Description](#)

The City has contracted with David Drown and Associates for the recruitment of the Public Services Director with the City of Waconia. Bart Fischer of David Drown and Associates met with all Council members and specific staff to discuss and complete the job profile. Upon Council approval, the job will be posted. The next step will be recruitment with a goal of a candidate list to the Council for review by March 4, 2024. Interviews will be scheduled for April 3 and 4th depending on the number of candidates.

Motion by Sorensen second by Yetzer to adopt Resolution No. 2024-033 approving the Public Services Director recruitment profile. **MOTION CARRIED.**

- 6.2 Adopt Resolution No. 2024-034 Denying Variance (After-the-Fact) - 150 Stacy Circle

[Cover Page](#)

[Resolution 2024-034 Denying After the Fact Variance at 150 Stacy Circle](#)

[Location Map for 150 Stacy Circle](#)

[Certificate of Survey Campbell](#)

[Amended Letter of intent for variance with notation](#)

[Revised Site Plan Stormwater Plan](#)

[City Engineer Comments Revisions](#)

[Public Hearing Comments](#)

Staff reported receiving a variance application for 150 Stacy Circle requesting approval of an after-the-fact variance to exceed the 25% hardcover allowed in the Shoreland Overlay District. The Planning Commission reviewed the latest proposal that was submitted by the applicants and determined that this variance does not meet the variance criteria in the State Statue and recommended denial in a 5-0 vote on January 4, 2024.

Property owners were in attendance to address the Council. Will and Gretchen Campbell, 150 Stacy Circle have lived in this residence for 23 years and Will works local. This Variance is an attempt to alleviate vehicle parking in the yard for additional vehicles. The applicants stated they were not aware of the 25% hardcover issue and have been meeting with contractors to determine the best options available to lower the hardcover.

The Mayor has concerns with after-the-fact variances. Including that if one is approved, the Council will be requested to approve all after-the-fact variances, and this would set precedence.

Motion by Grengs second by Sorensen to adopt Resolution No. 2024-034 denying variance (after-the-fact) for 150 Stacy Circle. **MOTION CARRIED.**

[6.3 Adopt Resolution No. 2024-035 Authorize Public Bid for the 2024 Infrastructure Maintenance Projects](#)

[Cover Page](#)

[Resolution No. 2024-035 Authorizing Public Bid for 2024 Asphalt Maintenance Projects](#)

[2024 Asphalt Infrastructure Maintenance Memo](#)

[Asphalt Maintenance Project Area Map](#)

City Engineer Jake Saulsbury presented on mill and overlay work for Sugarbush, Willowbrook, and west end of Burandt Blvd. Council Member Yetzer asked about the condition of the streets and Mr. Saulsbury responded that with certain segments of road they do have more planned such as to reconstruct certain areas of street, not all of those areas have been identified, but there is an allowance to account for them. Council Member Yetzer also inquired as to the funding sources for these projects. City Administrator Shane Fineran stated that Burandt Blvd. and William Lakeshore Drive are MSA (state aid eligible) roads while the streets in the Sugarbush neighborhood are general fund dollars. Throughout the budget process, significant investments were made for asphalt maintenance, and this is the initial phase of maintenance using these funds. Mr. Fineran stated we have about \$315,000 allocated for state funding which would cover the Burandt Blvd. project area, as state aid dollars need to be used on state aid streets.

Council Member Grengs stated that the area has been in rough shape for awhile so he is looking forward to seeing that get completed. Mayor Waldron was happy to see state aid dollars applied to the project.

Motion from Gleason second from Yetzer to adopt Resolution No. 2024-035 authorizing public bid for the 2024 asphalt maintenance projects. **MOTION CARRIED.**

7) ITEMS REMOVED FROM CONSENT AGENDA

No items removed from the consent agenda

8) STAFF REPORTS

Tyler Stahn of the Carver County Sheriff's Office reported:

- Just over 6,700 calls for service in 2023 - 12.4% increase from 2022
- Reduction in over 3.6% for all criminal activity from 2022
- Group A Crimes (more serious in nature) had a reduction in almost 20% from 2022
- Significant decrease in drug related offenses and thefts, however DWIs are up from 2022
 - o 31 DWIs in 2022 and 40 DWIs in 2023
- 8% increase in non-criminal calls for service
 - o social service intake reports: 81 to 127
 - o medical calls: 873 to 1025
 - o disturbances: 259 to 313
- Slight decline in mental health calls - but last two years has seen the most the City has ever had (average 72 a year prior to 2022), now over 100 in 2022 and 2023

9) BOARD REPORTS

Council Member Sorensen – Nothing to report

Council Member Yetzer

Waconia Chamber of Commerce Meeting Updates:

- o Polar Plunge – February 10, 2024 at Lola's Lakehouse
- o Soulful Smoothies has been sold
- o Community Expo – Career Fair April 5th and Expo April 6th
- o Chamber Annual Meeting – Thursday, January 25, 2024

Council Member Gleason – Nothing to report

Council Member Grengs – Planning commission meeting moved to February 8, 2024

Mayor Waldron – nothing to report

10) ANNOUNCEMENTS

No announcements

11) ADJOURN REGULAR MEETING

Motion by Sorensen second by Gleason to adjourn the Council meeting at 7:00 p.m.

MOTION CARRIED

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve February 5, 2024 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve Payment of February 5, 2024 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements register for the City of Waconia as of February 5, 2024. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred December 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in December 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in December 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred December 2023					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in December 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in December 2023. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-036 Updating Designation of Official Depositories					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):		Resolution 2024-011 - Resolution Designating Official Depositories - Dated: January 2, 2024					
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-036 Updating Designation of Official Depositories							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
After approval of the resolution in January for designation of the City's official depositories, City staff were approached by a local bank that asked to be included on the listing. The City had previously held accounts at the bank and closed the account due to low cash flows to support numerous bank accounts. In review of account options with the local bank, it was decided the bank should be added back to the official depository list to ensure the ability of staff to open an account there in the future if it makes sense. City staff are always looking to maximize yield and distribute cash amongst banks and brokers as is outlined in the City's Financial Policy and Guidelines.							
<u>Attachments:</u> 1. Resolution No. 2024-036 Updating Designation of Official Depositories							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA

RESOLUTION NO. 2024-036

RESOLUTION UPDATING DESIGNATION OF OFFICIAL DEPOSITORIES

WHEREAS, The City must annually consider institutions as Official Depositories for City of Waconia funds for 2024:

Old National of Waconia
Security Bank of Waconia
Wells Fargo
MidCountry Bank
Moreton Capital Markets, LLC
Hometown Bank

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the updated designation of official depositories for 2024 as recommended.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-037 Approving Temporary On-Sale Liquor License for the Church of St Joseph					
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. 2024-037 Approving Temporary On-Sale Liquor License for the Church of St Joseph							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City received an application for a temporary on-sale liquor license from Church of St. Joseph for an event to be held on March 15, 2024. Sale and consumption of alcoholic beverage will be limited to the Education Center Commons and Gymnasium at 41 East First Street Staff recommends approval of this request.							
<u>Attachments:</u>							
1. Resolution No. 2024-037 Approving Temporary On-Sale Liquor License for the Church of St. Joseph							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-037**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Church of St Joseph at 41 1st Street for an event to held on March 15, 2024.

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the Education Center Commons and Gymnasium.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Church of St Joseph on March 15, 2024, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

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

Nicole Waldron, Acting Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 5, 2024					
Item Name:	Adopt Resolution No. 2024-038 Approving Application for Exempt Permit for Church of St. Joseph					
Originating Department:	Administration					
Presented by:	Sue Schwalbe					
Previous Council Action (if any):	The Church of St. Joseph has submitted an application for an Exempt Permit to conduct Bingo at St. Joseph Education Center, 41 East First Street, March 15, 2024.					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution No. 2024-038 Approving Application for Exempt Permit for Church of St. Joseph						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
<u>Attachments:</u> 1. Resolution No. 2024-038 Approving Application for Exempt Permit for Church of St. Joseph						
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:						
Budget Information:			Planning Commission			
_____ Budgeted			Parks and Recreation Board			
_____ Non Budgeted			Safari Island Advisory Board			
_____ Amendment Required			Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-038**

**A RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT,
CHURCH OF ST. JOSEPH**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for an Exempt Permit from the Church of St. Joseph; and

WHEREAS, The Church of St. Joseph has requested this application in order to conduct Bingo at St. Joseph's Education Center, 41 East First Street, Waconia, Minnesota on Friday, March 15, 2024, as stated on the application for said exemption: and

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

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

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

Nicole Waldron, Acting Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-039 Approve Temporary On-Sale Liquor License for Waconia Lions Club					
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. 2024-039 Approve Temporary On-Sale Liquor License for Waconia Lions Club							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Office of City Administrator received an application for a temporary on-sale liquor license from Waconia Lions Club for a Wild Game Feed event to be held on April 27, 2024. Sale and consumption of alcoholic beverages will be limited to the Waconia Fair Grounds Beer Building located at 501 West 3rd Street in Waconia . Staff recommends approval of this request. Attachments: 1. Resolution No. 2024-039 Approve Temporary On-Sale Liquor License for Waconia Lions Club							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-039**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for an event to held on April 27, 2024 at the Waconia Fair Grounds Beer Building located at 501 West 3rd Steet, Waconia, MN, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the beer garden and grand stand of the Carver County Fairgrounds.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Waconia Lions Club April 27, 2024, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 5, 2024					
Item Name:	Adopt Resolution No. 2024-040 Approving Special Event Permit for Tour de Tonka					
Originating Department:	Administration					
Presented by:	Shane Fineran					
Previous Council Action (if any):						
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Adopt Resolution No. 2024-040 Approving Special Event Permit for Tour de Tonka						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Zach Mink, on behalf of Minnetonka Community Education has submitted a special event permit application for the Tour De Tonka bicycle race on August 3, 2024 from 7:30 a.m. to 4:00 p.m. This is a recurring event held in the community. The applicants have utilized the preferred through town route as advised by the city's Special Event Policy. Organizers anticipate approximately 750 riders to utilize portions of Waconia Parkway South and CSAH 10 through the community and no streets are proposed to be closed. The Waconia Ice Arena has also been reserved and paid for to be utilized as a rest stop along the routes, so a portion of Oak Avenue will also be utilized. Staff have reviewed the permit application and recommend approval of the permit. Attachments: 1. Resolution No. 2024-040 Approving Special Event Permit for Tour de Tonka 2. 2024 Special Event Permit Application						
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: None						
Budget Information:			Planning Commission			
_____ Budgeted			Parks and Recreation Board			
_____ Non Budgeted			Safari Island Advisory Board			
_____ Amendment Required			Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-040**

**RESOLUTION APPROVING SPECIAL EVENT PERMIT AND NOISE PERMIT FOR
TOUR DE TONKA BYCYCLE EVENT**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets submitted by Zach Mink with Minnetonka Community Education; and

WHEREAS, the Tour de Tonka bicycle event will be held on August 3rd, 2024 from 7:30 a.m. to 4:00 p.m.; and

WHEREAS, municipal property to be used include portions of Waconia Parkway S, Oak Avenue; and

WHEREAS, amplified sound will be utilized outdoors during the event; and

WHEREAS, portions of CSAH 10 are also proposed to be used and permission shall be coordinated and granted by Carver County; and

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

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

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

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

Amplified Sound to be used – COMPLETE SECTION 3 (B)

Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)

Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL’S OFFICE IF REQUIRED

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

Fireworks Display as part of the event

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name		2. Last Name		
3. Primary Telephone Number	4. Type of Phone: Cell Business Home Other	5. Alternate Phone Number	6. Type of Phone: Cell Business Home Other	
7. Email Address				
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		
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				
19. Email Address				
20. Mailing Address		21. City	22. State	23. Zip Code
24. Please send official notices relating to this license to: Mailing Address Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number		
28. Business Address		29. City	30. State	31. Zip Code
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i>				
34. Time of Event		35. Set up start time and clean up finish time		

36. Location of Event –Street Address	37. City	38. State	39. Zip Code
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
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-	44. Are tickets being sold? Yes No		
45. What is the admission charge, if any	46. Purpose of event proceeds (if applicable)		
47. Describe how attendance will be monitored and limited if necessary			
48. Describe any entertainment being provided			

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.

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

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

51. Will you be providing additional trash receptacles?

Yes

Company providing this service:

Number of receptacles:

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

No

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

52. Will you be providing toilets and wash stations?

Yes

Company providing this service:

Number of toilets:

Number of wash stations:

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

No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound
53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT: Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary. Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM There will be NO amplified sound at this event.
54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.
C. Information about any public right of way closures
55. Are you requesting any kind of public right of way closure as part of this event? Yes, for a very limited duration less than 15 minutes Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required No – if no, please skip the remainder of this section and jump to subsection D When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged. In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents
56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure
57. Are you proposing a street closure that will impact residential properties? Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure No 58. Are you proposing a street closure that will impact commercial properties? Yes No If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

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

Yes – if yes, please answer the following questions

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

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

Temporary Liquor License (requires a separate application)

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

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

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

Other

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

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

Yes

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

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

Club

Charitable Organization

Religious Organization

Non-Profit Organization

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

State University

Brewer or Microdistillery

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

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

Yes

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

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

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

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

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

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

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

Yes

No

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

67. Fireworks Display as Part of the event?

Yes

No

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

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

Yes

No

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

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) _____, 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 _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve Kraus-Anderson Construction Pay Request #16 for the New Fire Station					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Kraus-Anderson Construction Pay Request #16 for the New Fire Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Kraus-Anderson Construction Co. has reviewed the contractor pay request #16 for the new fire station project. The contractors requesting payment are as follows: Ebert Construction \$284,877.50 Ben's Structural Fabrication, Inc. \$143,127.00 Kendell Doors & Hardware, Inc. \$12,630.20 Ford Metro, Inc. \$38,451.25 RTL Construction, Inc. \$7,784.64 Superset Tile & Stone, LLC \$35,340.00 Gag Sheet Metal, Inc. \$92,224.43 Sentra-Sota Sheet Metal, Inc. \$34,200.00 Electrical Production Services, Inc. \$216,586.47 The total amount of the contractor payments for this request is \$865,221.49. Retainage remains due for each contractor until the project is complete and upon review of liquidated damages. <u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 5, 2024
Item Name:	Adopt Resolution No. 2024-041 Authorize City Staff to Execute Purchase Agreement with Fury Ford Waconia and up fitting quotes for the 2024 Ford Explorer Command Vehicle replacement.
Originating Department:	Fire
Presented by:	Justin Sorensen
Previous Council Action (if any):	Resolution 2023-260 Authorization to Solicit Pricing for Vehicle Replacements

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

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

Adopt Resolution No. 2024-041 Authorizing City Staff to Execute Purchase Agreement with Fury Ford Waconia and up fitting quotes for the 2024 Ford Explorer Command Vehicle replacement, CIP Project #338

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

As part of the 2024 CIP, the Fire Department has a Command Vehicle replacement (Project #338) budgeted at \$83,000. In 2024, the current 2014 Chevy Tahoe will be 10 years old. As identified in the Fire Department Capital Replacement Schedule, we anticipate replacing this piece of equipment at 10 years of age in order to update technology and assure that the equipment is serviceable and always ready to respond. This particular unit was the first new command vehicle purchased by the city to replace a used unit that was the first command vehicle that the department put into service. This unit is primarily used by the officers as a duty officer vehicle and is an important piece of equipment in the ability to staff and operate the duty officer program. Due to the high use of this equipment, cycling it out every 10 years should afford the City a higher resale or trade-in value and allow the department to upgrade to any technology that was not available when the current piece of equipment was purchased. Also, this unit is starting to see more frequent repair needs due to its age and high amount of use.

For staff to keep this project on schedule and receive this vehicle in 2024, orders need to be submitted ASAP. The ordering window for 2024 vehicles of this type is closing soon. Pricing was received on both a Ford Expedition and a Ford Explorer from state bid and through Fury Ford of Waconia. After some research and pricing of the vehicles, it was determined to pursue a Ford Explorer for this vehicle. The application for this vehicle will be primarily for the use of the Fire Chief but also in the Duty Officer role in the Chief's absence. Staff feels that the Explorer will fit in this role and with future command vehicle purchases will evaluate the proper vehicle for the intended role as those come up for replacement. The Explorer being a smaller vehicle should afford cost savings in both the initial purchase cost and the operational cost of the vehicle. Pricing from state bid was \$39,718.88 and \$40,376.00 from Fury Ford of Waconia. Staff recommends that we pursue the purchase of the vehicle from Fury Ford of Waconia for ease of delivery and service due to the minimal cost difference.

Included in this resolution is a quote from Emergency Automotive Technologies for up fitting the vehicle with emergency warning equipment, a quote from Motorola Solutions for the purchase of a new mobile radio for permanent installation, a \$2,500 budget for graphics on the vehicle, and a \$2,500 budget for a rear storage cabinet. Total project amount to be \$66,382.73. Once this vehicle is received and put into service, the old command vehicle will be sold to the highest bidder and the funds returned to the capital equipment fund.

Attachments:

1. [Resolution No. 2024-041 Authorize City Staff to Execute Purchase Agreement with Fury Ford Waconia](#)
2. [Motorola Radio Equipment Quote](#)
3. [Emergency Automotive Technologies Quote](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Capital Equipment Fund

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. 2024-041

**RESOLUTION AUTHORIZING CITY STAFF TO EXECUTE PURCHASE
AGREEMENT FOR FIRE COMMAND VEHICLE REPLACEMENT**

WHEREAS, replacement of the Fire Department's Command Vehicle is currently programmed for replacement in the 2024 CIP for \$83,000; and

WHEREAS, Fire Department Leadership agrees to ensure that their fleet of equipment is on an appropriate replacement schedule to assure technological compliance and serviceability of its equipment; and

WHEREAS, staff have received and reviewed quotes and wish to proceed with the purchase of a 2024 Ford Explorer from Fury Ford Waconia; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that City staff are authorized to execute quotes and purchase agreement for the replacement of the Command Vehicle currently identified in the CIP as project #338.

Adopted and approved by the City Council of the City of Waconia on this 5th day of February 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



WACONIA FIRE DEPT

APX-6500 Mobile radios 1-26-24

01/26/2024

01/26/2024

WACONIA FIRE DEPT
26 S MAPLE ST
WACONIA, MN 55387

RE: Motorola Quote for APX-6500 Mobile radios 1-26-24
Dear Justin Sorensen,

Motorola Solutions is pleased to present WACONIA FIRE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

Motorola Solutions Manufacturer's Representative

Billing Address:
WACONIA FIRE DEPT
26 S MAPLE ST
WACONIA, MN 55387
US

Shipping Address:
WACONIA FIRE DEPT
26 S MAPLE ST
WACONIA, MN 55387
US

Quote Date:01/26/2024
Expiration Date:03/26/2024
Quote Created By:
Sid Sanocki
Sales
sid.sanocki@ancom.org
651-714-8359

End Customer:
WACONIA FIRE DEPT
Justin Sorensen
JSorensen@waconia.org
612-327-8284

Contract: MnDOT 209493
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series ENHANCEDAPX6500						
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	1	\$3,383.12	30.77%	\$2,342.16	\$2,342.16
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	1	\$879.00	28.0%	\$632.88	\$632.88
1b	G67DQ	ADD: REMOTE MOUNT O2 APXM	1	\$327.00	28.0%	\$235.44	\$235.44
1c	G51AU	ENH: SMARTZONE OPERATION APX6500	1	\$1,320.00	28.0%	\$950.40	\$950.40
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$288.00	0.0%	\$288.00	\$288.00
1e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	1	\$0.00	0.0%	\$0.00	\$0.00
1f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$66.00	28.0%	\$47.52	\$47.52
1g	GA00804AA	ADD: APX O2 CH (GREY)	1	\$541.00	28.0%	\$389.52	\$389.52
1h	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	0.0%	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
1i	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	28.0%	\$408.24	\$408.24
1j	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	28.0%	\$56.88	\$56.88
1k	W969BG	ADD: MULTIKEY OPERATION	1	\$363.00	28.0%	\$261.36	\$261.36
1l	G174AD	ADD: ANT 3DB LOW- PROFILE 762-870	1	\$47.00	28.0%	\$33.84	\$33.84
1m	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	28.0%	\$237.60	\$237.60
1n	QA09113AB	ADD: BASELINE RELEASE SW	1	\$0.00	0.0%	\$0.00	\$0.00
Grand Total						\$5,883.84(USD)	

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist	
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)	
PO Number/ Contract Number	
PO Date	
Vendor = Motorola Solutions, Inc.	
Payment (Billing) Terms/ State Contract Number	
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name	
Bill-To Address	
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)	
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)	
PO Amount must be equal to or greater than Order Total	
Non-Editable Format (Word/ Excel templates cannot be accepted)	
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept	
Ship To Contact Name & Phone #	
Tax Exemption Status	
Signatures (As required)	



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
1	POLICY	PARTS AND LABOR WILL BE INVOICED SEPARATELY. YOUR PARTS WILL BE INVOICED COMPLETE ONCE THEY ARE RECEIVED. YOUR PARTS WILL BE MARKED WITH YOUR NAME AND ORDER NUMBER, AND WILL BE HELD IN OUR WAREHOUSE. YOU MAY, AT YOUR DISCRETION, REQUEST THAT THE PARTS BE DELIVERED TO YOU OR YOU MAY PICK THEM UP. (DELIVERY CHARGES MAY APPLY). LABOR, STRIP, SHOP SUPPLIES, ETC., WILL BE INVOICED FOLLOWING THE COMPLETION OF THE VEHICLE.	0.00	0.00
1	EATI WARRANTY	VEHICLE BUILD INCLUDES EATI LIFETIME WARRANTY WHICH COVERS OUR INSTALLATION AND WORKSMANSHIP FOR THE LIFETIME OF THE VEHICLE UNDER NORMAL USE - ALL NEW PRODUCTS CARRY THEIR RESPECTIVE MANUFACTURERS' WARRANTIES	0.00	0.00
1	CONTACT	JUSTIN SORENSEN 952-442-2316 JSORENSEN@WACONIA.ORG	0.00	0.00
1	VEHICLE	2024 FORD EXPLORER XLT	0.00	0.00
1	C399	WHELEN CENCOM CORE AMPLIFIER CONTROL MODULE - SPECIFY CONTROL HEAD AND CANPORT INSTALL KITS SEPARATELY	802.14	802.14
1	CCTL7	WHELEN CENCOM CORE CONTROL HEAD - 21 PUSHBUTTONS, 4 POSITION SLIDE SWITCH AND MICROPHONE WITH EXTENSION CABLE	268.54	268.54

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
1	C399K7	WHELEN CENCOM CORE CANPORT INSTALL KIT FOR 2021+ FORD F-150, 2022+ FORD F-150 LIGHTNING, 2022+ FORD PIU, 2021+ FORD MUSTANG MACH-E	35.96	35.96
1	CEM16	WHELEN CENCOM CORE 16 OUT 4 IN WECAN-X EXPANSION MODULE - ONLY FOR USE WITH CENCOM CORE SYSTEM	165.88	165.88
1	SA315P	WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY	233.74	233.74
1	SAK66D	WHELEN SAK66D - SA315 DRIVER SIDE MOUNTING BRACKET FOR 2020+ FORD EXPLORER AND FORD POLICE INTERCEPTOR UTILITY	29.58	29.58
1	BW50UFX	WHELEN WECAN X DUO INNER EDGE XLP 12-LT FOR 2020+ FORD UTILITY. **FULL LENGTH WINDSHIELD, LOW PROFILE** **WHITE OVERRIDE FOR FRONT SCENE**	1,281.22	1,281.22
12	BWDD	WHELEN EXTRA LOW PROFILE 6-LED DUO LAMPS, RED/WHITE, DRIVER AND PASSENGER SIDE, NO CHARGE WHEN ORDERED WITH XLP DUO INNER EDGE	0.00	0.00
1	BS50Z	WHELEN INNER-EDGE RST WECAN-X VEHICLE SPECIFIC 10-LAMP HOUSING AND MOUNT KIT FOR 2020+ FORD UTILITY **REAR HATCH WINDOW** **AMBER OVERRIDE FOR ARROW**	867.10	867.10
10	ISDK	WHELEN DUO+ SERIES LINEAR LED FLASHER - RED/AMBER.	35.38	353.80

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
2	TCRWX5	WHELEN WECANX TRACER 5-LAMP HOUSING.	667.00	1,334.00
2	TCRB50	WHELEN TRACER MOUNTING KIT FOR 2020 FORD INTERCEPTOR SUV.	29.00	58.00
2	TCRWXP	WHELEN WCX TRACER PRIMARY DUO LIGHTHEAD RED/WHITE.	33.06	66.12
8	TCRWXSD	WHELEN WCX TRACER SECONDARY DUO RED/WHITE	33.06	264.48
6	I2D	WHELEN ION DUO LINEAR SUPER LED LIGHTHEAD - UNIVERSAL MOUNT - DUAL COLOR RED/WHITE - RED PRIMARY - WHITE OVERRIDE **TWO FOR DRIVER SIDE GRILL**WHITE OVERRIDE FOR FRONT SCENE** **ONE ON REAR LIC PLATE BRACKET, DRIVER SIDE**WHITE FOR REVERSE OVERRIDE**	116.58	699.48
1	IONBKT1	WHELEN ION LICENSE PLATE BRACKET - HORIZONTAL MOUNT	30.80	30.80
2	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED **UNDER DRIVER AND PASSENGER MIRROR**	193.14	386.28
2	PSD02FCR	WHELEN STRIP LITE+ DUO FLASH - RED/WHITE **DRIVER AND PASSENGER REAR CARGO 3/4 WINDOW**	123.54	247.08
2	PSBKT90	90 DEGREE MOUNTING BRACKET FOR 1 STRIP LIGHT COMPARTMENT LIGHT.	17.98	35.96

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
4	TLMIR	WHELEN MINI ION T-SERIES - RED **2 FOR BOTTOM OF HATCH DOOR, WARNING FOR WHEN OPEN** ** 1 DRIVER AND 1 PASSENGER, FRONT BUMPER COVER, SIDE FACING**	89.32	357.28
1	ETHFSS-SP-ISO	SOUNDOFF SOLID STATE SELECT-A-PATTERN HEADLIGHT FLASHER - ISOLATED - POSITIVE OUTPUT	56.10	56.10
1	ETFBSSN-P	SOUNDOFF SOLID STATE TAIL LIGHT FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS	52.02	52.02
1	20.1850.C	SHO-ME MICROTHIN EXTERIOR STROBE - CLEAR - WITH 15 FT CABLE - ORDER 90.6108 FLASHBACK SHIELD SEPARATELY	214.698	214.70
1	401-1228-PREHI	TOMAR HIGH PRIORITY OPTICOM COMPATIBLE STROBE EMITTER POWER SUPPLY WITH STD AMP CONNECTOR, EPOXY SEALED UNIT 401-1228-PREHI	337.50	337.50
1	C-VS-2200-EXPL	HAVIS VEHICLE SPECIFIC 22" FLAT CONSOLE FOR 2020-2024 FORD EXPLORER	461.30	461.30
1	C-EB25-XTL-1P	HAVIS CONSOLE BRACKET FOR MOTOROLA XTL-1500, 2500, 5000 05 REMOTE HEAD RADIO	0.00	0.00
1	C-EB40-CCS-1P	HAVIS C-EB40-CCS-1P 4' (1 PC) EQUIP. MTG. BRACKET FOR WHELEN CEN-COM/CANTROL CONTROL HEADS	0.00	0.00
1	C-EB45-APX-1P	HAVIS CONSOLE EQUIPMENT BRACKET FOR APX6500 PORTABLE RADIO CHARGERS	34.80	34.80

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
1	CUP2-1001	HAVIS INTERNAL CONSOLE MOUNT DUAL CUP HOLDER - SELF ADJUSTS TO FIT CUPS UP TO 3.5' IN DIAMETER	46.90	46.90
1	C-LP2-BL3	HAVIS 2' CONSOLE FILLER PLATE WITH 2 LIGHTER PLUG OUTLETS AND 3 BLANKS FOR RECTANGULAR ACCESSORIES	39.90	39.90
1	11019	DUAL USB PANEL-MOUNT POWER/CHARGING JACK - DOES NOT FEEDTHROUGH DATA - FOR CHARGING DEVICES ONLY - FITS CARLING CONTURA ROCKER SWITCH CUTOUT	30.00	30.00
2	14.057	SHO-ME SINGLE ACCESSORY OUTLET	9.36	18.72
2	MK-2	LUND - MIC HOLDER FOR LUND CONSOLE.	15.255	30.51
2	MAGNETIC MIC CLIP	MAGNETIC MIC CLIP	39.95	79.90
1	UT-2001	HAVIS UNIVERSAL RUGGED CRADLE FOR APPROXIMATELY 9' - 11' COMPUTER DEVICES.	214.90	214.90
1	PKG-PSM-1006-T	HAVIS STANDARD TABLET PEDESTAL MOUNT PKG FOR 2020-2024 FORD PIU AND EXPLORER	479.225	479.23
1	091-18WP-120	KUSSMAUL NON-WATERPROOF - 15 AMP 120 VOLT NEMA 5-15P AUTO EJECT 12 VOLT SOLENOID - SPECIFY COVER COLOR **BLACK COVER**	255.15	255.15
1	SEC1215UL	SAMLEX AMERICA 15 AMP 1-3 BANK ONBOARD BATTERY CHARGER	219.00	219.00
1	SHORE POWER	SHOREPOWER SYSTEM CONSISTING OF - 2 GANG OUTLET, POWER STRIP	0.00	0.00
1	CERAMIC CABIN HEATER	CERAMIC CABIN HEATER	125.00	125.00

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



2755 Geneva Avenue North
Oakdale MN 55128
651-765-2657
orders@eatimn.com

Quote

Date	Quote #
1/26/2024	DL012624-13

Name / Address
WACONIA FIRE DEPT. 26 SOUTH MAPLE ST WACONIA, MN 55387

Ship To
EATI JORDAN FOR WACONIA FIRE 303 WEST 90TH STREET JORDAN, MN 55352

P.O. No.	Account #	Terms	Rep	Quote Valid Until	FOB
		Net 30	DLL	2/25/2024	ORIGIN

Qty	Item	Description	Price	Total
1	PK0316EPL202ND	SETINA 12-VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2020+ FORD EXPLORER.	464.25	464.25
1	EQUIPMENT COMPARTMENT	ADJUSTABLE EQUIPMENT COMPARTMENT	295.00	295.00
1	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	350.00	350.00
1	POWER DISTRIBUTION 2307B	BLUE SEA 150A BUSBAR - FOUR 1/4' STUDS WITH COVER.	17.51	17.51
1	5032	BLUE SEA 12 CIRCUIT SPLIT BUS FUSE BLOCK WITH NEGATIVE BUS AND COVER	50.99	50.99
1	5046	BLUE SEA ST BLADE COMPACT FUSE BLOCK - NO GROUND DISTRO - 8 CIRCUTS - 100A MAX PER BLOCK, 30A MAX PER CIRCUIT - WITH COVER	32.07	32.07
		POWER DISTRIBUTION - WIRE HARNESS, BREAKER, FUSE BLOCKS, BUSBAR..		100.57
1	LABOR-JORDAN	LABOR CHARGE FOR SERVICES PERFORMED:	3,700.00	3,700.00
1	SHIPPING AND HANDLING	SHIPPING AND HANDLING CHARGES FOR ABOVE TO BE ADDED AT TIME OF SHIPPING, FOB ORIGIN	0.00	0.00

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.

Total	\$15,122.89
--------------	--------------------



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Authorize Staff to Obtain Pricing for Fire Engine					
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>							
Motion to Authorize Staff to Obtain Pricing for Fire Engine							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
As part of the 2026 Capital Improvement Project (CIP), the Fire Department has scheduled the replacement of Rescue Truck 11 (Project #422) budgeted at \$900,000. Rescue 11 is a 2001 Peterbilt custom fire heavy rescue with 13,600 miles and 2280 hours. It is used in a support role to carry equipment to scenes and is typically the fourth unit out on structure fires when staffing allows or second out to vehicle accidents. With the addition of the 2018 Engine to the fleet, Rescue 11 has had sporadic use as the 2018 engine is able to duplicate the abilities of the Rescue 11. The Rescue 11 replacement was initially scheduled for 2021 but was pushed out five years in order to replace the tanker which was an immediate need. Rescues are on a 25-year replacement schedule as part of the Fire Department Capital Equipment Replacement Schedule. Fire department staff have been monitoring the use of Rescue 11 over the last few years and recommends replacement of the Rescue 11 with an Engine type of apparatus. An Engine would allow the department more redundancy relating to response as it assures two engine type apparatus available to respond to larger incidents within our response area. Fire Department staff have researched the replacement of the 2006 Engine and the 2008 Tower, budgeted at \$1,000,000 and \$1,920,000 in 2031 and 2033 respectively. The recommendation for these two trucks is currently to refurbish due to the high cost and the anticipated condition at the time of scheduled replacement. By current estimates, this would save the City 50% of the budgeted costs for the future replacement of these units. In order to allow the refurbishments, the City would need to have another engine in the fleet to allow the extended period of time those units would be out of service. The replacement of the Rescue 11 with an Engine would fulfill this role. This new engine is anticipated to be the primary engine to respond first out to all calls for service and would be staffed by duty crews when on duty. The current primary engine, the 2018 Spartan, will be moved to a second out role and would be modified to carry any equipment deemed necessary to have on a truck that would come off of the rescue that is being proposed to be replaced. This would move the 2018 Engine to a Rescue/Engine role, which due to its size is more than capable to do. There was planned compartment space to grow into when this truck was built for this purpose. The Fire Department apparatus committee has been working on specifications and current timelines for delivery of this new engine and delivery is anticipated 2 years from the date of order. In order to accept delivery of this apparatus in 2026, this replacement would need to be ordered in the early part of 2026. There may be a financial incentive to placing this order in early 2026 due to diesel engine availability. Diesel engines for these types of trucks are in constant state of development due to emissions standards and to be able to receive the engine we currently have in two of our trucks before they are discontinued and potentially save almost \$50,000, we would need to order in early 2026. Staff is requesting the Council permission to obtain pricing for an engine to replace it's rescue which will be 25 years old in 2026 and is in the CIP for 2026. Once pricing is obtained, staff will bring the project to council for							

final approval.

Attachments:

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Equipment Bonds

ADVISORY BOARD RECOMMENDATIONS:

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:		February 5, 2024					
Item Name:		Approve First Amendment to the Baseball Park Use Agreement					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):		Adopted Resolution #2023-275, Approving Musco Lighting Project for Lions Field					
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 the Baseball Park Use Agreement							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Earlier this year the City Council authorized the execution of order with Musco Lighting and the parameters for an amendment to the Baseball Park Use Agreement for the upgrade of lighting at Lions Field. Under the parameters, the Waconia Baseball Association (WBA) would be responsible for re-payment of costs associated with the lighting upgrade project at the field. The terms of the acquisition have been finalized with Musco and the first Amendment to the Baseball Park Use Agreement has been drafted and executed by the WBA. Under the terms of the agreement, the WBA will repay over the course of 10 years the lighting project contract costs of \$264,447, which includes the lighting system costs of \$263,000 and performance bond costs of \$1,447. Additionally there is a project contingency amount of \$10,553 if necessary. The funds will accrue interest of 2.5% annually. The agreement was drafted by the City Attorney and executed by the Waconia Baseball Association and ISD 110.							
<u>Attachments:</u>							
1. First Amendment to Baseball Park Use Agreement							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Economic Development Fund							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

FIRST AMENDMENT TO BASEBALL PARK USE AGREEMENT

THIS FIRST AMENDMENT TO BASEBALL PARK USE AGREEMENT (“**First Amendment**” or “**Amendment**”) is dated February 5, 2024 and is between the City of Waconia, a Minnesota municipal corporation (the “**City**”), Independent School District 110, an independent school district existing under the laws of the State of Minnesota (“**ISD 110**”), and the Waconia Baseball Association, a Minnesota nonprofit corporation (the “**WBA**”).

RECITALS

- A. The City, ISD 110, and the WBA are parties to a Baseball Park Use Agreement dated October 20, 2016 (the “**Original Use Agreement**”), which governs the use of the Baseball Park and Grandstand Improvements described in the Use Agreement.
- B. The WBA has requested the City to replace existing lighting at the Baseball Park with the LED lighting described in attached Exhibit A (the “**LED Lighting Project**”), which will be installed by Musco Lighting and its subcontractors.
- C. In consideration of the City undertaking the LED Lighting Project, the WBA has agreed to make additional, periodic use payments to the City as described in this First Amendment.
- D. The City, ISD 110, and the WBA acknowledge that ISD 110 primarily uses the Baseball Park and Grandstand during daylight hours and that, consequently, ISD 110’s payment obligations under the Use Agreement remain unchanged.
- E. The City, ISD 110, and the WBA further acknowledge that the Grandstand Improvements were constructed with tax-exempt bond financing and that the LED Lighting Project will need to comply with any applicable requirements found in the following documents relating to such financing (the “**Financing Documents**”):
 - Ground Lease Agreement between the City, as lessor, and First Resource Bank, Lino Lakes (“**Lender**”), as lessee, dated October 20, 2016, which was recorded on October 25, 2016, as Document A635806 (“**Ground Lease**”) with the Office of the County Recorder, Carver County, Minnesota (“**County Recorder**”); and
 - Lease-Purchase Agreement between Lender, as lessor, and the City, as lessee, dated October 20, 2016 (“**Master Lease**”);
- F. The City has reviewed the Financing Documents and has determined it can move forward with the LED Lighting Project whereas: i) Section 7.2 of the Master Lease requires the City to make all necessary repairs and replacements and does not require notification to the Lender prior to making a replacement; ii) Section 8.4 of the Master Lease allows the City to install additional equipment without notification to the Lender; iii) Section 8.5 of the Master Lease allows the City to make repairs, replacements, substitutions, and modifications without notification to the Lender; and iv) Section 11.2(f) allows the City to enter into use agreements in connection with recreational use of the Baseball Park. Section 8.5 of the Master Lease further allows the City to dispose of replaced property in a manner and upon such terms as the City determines.

- G. The City has further reviewed the Declaration of Easement and Covenants dated October 20, 2016, which was recorded on October 25, 2016, as Document No. A 635805 with the County Recorder (the “**Easement Declaration**”) and has determined that Section 2.2 allows the City to make the LED Lighting Project improvements within applicable easement areas.
- H. This First Amendment memorializes the understanding of the parties to this Amendment regarding the LED Lighting Project, the WBA’s additional payment obligations, and related matters.

TERMS

The City, ISD 110, and the WBA agree as follows:

1. **Definitions.** All capitalized terms not otherwise defined in this First Amendment shall have the meanings given to them in the Original Use Agreement. All references to “**Use Agreement**” in the Original Use Agreement and this First Amendment shall be deemed to refer to the Original Use Agreement, as modified by this First Amendment.

2. **Installation of LED Lighting.** The City will enter into a contract with Musco Lighting to install the LED Lighting Project at the Baseball Park and ask Musco Lighting to complete the project in time for the 2024 baseball season. The City, however, shall not be liable for any delay, regardless of the cause. The City and the WBA estimate the LED Lighting Project will cost \$275,000.00, which equals a contract amount of \$264,447.00 plus a contingency of \$10,553.00. The City, however, shall determine the final cost based on the amount paid to Musco Lighting for the LED Lighting Project, plus sales tax and bonding costs (collectively, the “**Project Cost**”). The City shall determine the Project Cost in a reasonable manner and the City’s determination shall be binding on the WBA, excepting manifest error. The City shall not execute any change orders regarding the LED Lighting Project unless the WBA has approved the change order in writing.

3. **WBA Use Payments.**

3.1. **Payments.** In consideration of the City undertaking the LED Lighting Project, the WBA shall pay the City the Project Cost, plus interest at the rate of 2.5% per annum, in annual installment payments over a period of 10 years as set forth in attached Exhibit B (the “**WBA Payments**”), which lists a stated Project Cost of \$275,000. The WBA shall make each required installment payment on or before the due date listed in attached Exhibit B. The WBA shall timely deliver all ISD 110 Installment Payments to the City at the City’s address, as determined pursuant to Section 25 of the Original Use Agreement. The WBA’s obligation to make the WBA Payments is an independent covenant that is not subject to abatement, deduction, counterclaim, reduction, setoff or defense of any kind whatsoever. The WBA acknowledges such payment obligation is subject to the requirements and fees set forth in Section 26.9 of the Original Use Agreement.

3.2. **Payment Schedule Recalculation.** If the City determines that the actual Project Cost is more or less than \$275,000.00, then the WBA Payment Schedule attached as Exhibit B shall be recalculated to list the actual Project Cost as the “Beginning Balance” and the payment schedule shall be re-amortized (using the same interest rate and number of payments). If recalculation is required, the City shall prepare a revised draft of the WBA Payment Schedule

that reflects the recalculation and replace Exhibit A with the updated schedule. The City shall then deliver a copy of this First Amendment with the updated Exhibit A payment schedule to the WBA and ISD 110 at their addresses as determined pursuant to Section 15 of the Original Use Agreement. If recalculation is required, the First Amendment with the updated Exhibit A payment schedule shall be deemed the final, binding Amendment between the City, ISD 110, and the WBA unless the WBA provides the City with written notice pursuant to Section 25 of the Original Use Agreement, no later than 30 days after it receives the updated copy of the First Amendment, stating that the WBA, in good faith, has determined the City made a manifest error when it determined the Project Cost. If the WBA timely provides such notice, the City and the WBA shall each have all rights and remedies available to them at law or in equity regarding the Project Cost. In such case, the WBA shall continue to timely make all payments required by the recalculated payment schedule prepared by the City until such time as the City and the WBA agree to the contrary or a court of competent jurisdiction issues an order determining a different Project Cost. If the Project Cost is adjusted after the WBA has made any payments, the final payment due shall be equitably adjusted to reflect the adjustment.

4. **Ratification.** Except as amended herein, the City, ISD 110, and the WBA ratify the terms and conditions of the Use Agreement, which remains in full force and effect. The City and the WBA acknowledge the provisions found in Section 17 of the Original Use Agreement control any default by the WBA of its obligations under this First Amendment. Further, if the City elects to terminate the Use Agreement as to the WBA, all remaining amounts due pursuant to this First Amendment shall become immediately due and payable and shall be collectable pursuant to Section 17.2.3 of the Original Use Agreement.

5. **Miscellaneous.**

5.1. **Agreement.** All preliminary negotiations regarding the LED Lighting Project are merged into and incorporated in this First Amendment. The Original Use Agreement and this First Amendment can only be modified or amended by another written agreement signed by all of the parties to the Use Agreement, except as provided in Section 3.2 of this First Amendment.

5.2. **Construction of Agreement.** The parties to this First Amendment have participated jointly in the negotiation and drafting of this First Amendment and no presumption or burden of proof shall arise favoring or disfavoring any party. The word “including” shall mean including without limitation. Where the context so requires, words used in the singular shall include the plural and vice versa, and words of one gender shall include all other genders. The parties intend each representation, warranty, and covenant contained in this First Amendment to have independent significance. The captions used in this First Amendment are for convenience only and do not constitute terms of the First Amendment. Each provision of this First Amendment is intended to be severable. If any provision is found to be illegal, invalid, or unenforceable by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of this First Amendment.

5.3. **Law.** This First Amendment is governed by and shall be construed according to Minnesota law, exclusive of choice of law rules.

5.4. **No Agency, Partnership or Joint Venture.** This First Amendment does not create any partnership, joint venture, association, or principal and agent relationship between the parties to this First Amendment.

5.5. **Successors and Assigns.** This First Amendment shall bind and inure to the benefit of the respective successors and assigns of the parties to this First Amendment.

5.6. **No Third-Party Beneficiaries.** There are no intended third-party beneficiaries to this First Amendment.

5.7. **No Waiver.** No waiver shall be implied from any failure to take action regarding a default. Any waiver shall be in writing and shall only apply to the default specifically described in such writing. No waiver by any party of performance by any other party shall be considered a continuing waiver nor shall it preclude a party from exercising its rights in the event of a subsequent default. No acceptance by the City of a partial payment tendered by either party shall be deemed to be a waiver of the balance of the amount due even if the tender states that acceptance will constitute payment in full. No deposit by the WBA of any partial payments due hereunder into a lockbox or other bank account for the account of the City shall be deemed to be acceptance of payment by the City nor shall it be deemed to be a waiver by the City of any claims the City may have against the WBA.

5.8. **Time.** All references in this First Amendment to “days” shall mean calendar days unless expressly referred to as “business days.” If the day for performance of any obligation under this First Amendment is a Saturday, Sunday or legal holiday, then the time for performance of that obligation shall be extended to the first following day that is not a Saturday, Sunday or legal holiday. Time is of the essence.

5.9. **Exhibits and Recitals.** The exhibits attached to this First Amendment and the provisions contained in such exhibits are incorporated by reference as terms of the First Amendment. Further, the provisions contained in the introductory paragraph and any recitals of this First Amendment are also incorporated as terms of the First Amendment.

5.10. **Name Correction.** The WBA’s name in the Original Use Agreement is amended to delete the “Inc.” designation whereas the WBA’s legal name is the “Waconia Baseball Association.”

5.11. **Recording.** This First Amendment shall not be recorded by any party unless the City has consented, in writing, to the recording of this First Amendment.

5.12. **Counterparts and Facsimile Signatures.** This First Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original, and together which shall constitute one and the same document. Signatures transmitted by fax, email or other electronic means shall be deemed binding, delivered and enforceable.

IN WITNESS THEREOF, the parties have entered into this First Amendment effective as of the date first above written.

[Signature pages follow.]

SIGNATURE PAGE TO FIRST AMENDMENT TO BASEBALL PARK USE AGREEMENT

CITY OF WACONIA, MINNESOTA

Signature: _____

Print Name: Nicole Waldron

Its: Mayor

Signature: _____

Print Name: Jacqueline Schulze

Its: Clerk

SIGNATURE PAGE TO FIRST AMENDMENT TO BASEBALL PARK USE AGREEMENT

INDEPENDENT SCHOOL DISTRICT #110

Signature: 

Print Name: Brian Gersich

Its: Superintendent

Signature: _____

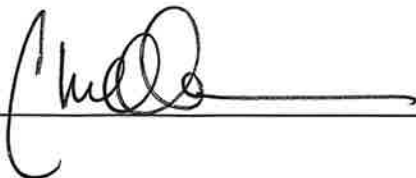
Print Name: _____

Its: Clerk

SIGNATURE PAGE TO BASEBALL PARK USE AGREEMENT

WACONIA BASEBALL ASSOCIATION, INC.

Signature:

A handwritten signature in black ink, appearing to read "Chris Ohm", written over a horizontal line.

Print Name:

CHRIS OHM

Its:

President

Exhibit A

Description of LED Lighting Project

Quote

December 2023

Project: Waconia Baseball Retrofit
Waconia, MN
Ref: 196647

Sourcewell

Master Project: 199030, Contract Number: 041123-MSL, Expiration: 06/16/2027
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell purchase – contract number: 041123-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Baseball Field – (325'/365'/325')	\$ 263,000
Bonding	\$ 1,447
Project Total	\$ 264,447

Sales tax not included.

Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

Light-Structure System™ retrofit with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 50 footcandles on the infield and 30 footcandles on the outfield and uniformity of 2:1 infield/2.5:1 outfield
- BallTracker® technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight

System Description

- 8 Total Light Control™ TLC-RGBW factory-aimed and assembled luminaires
- 6 Total Light Control™ TLC-RGB-U pole color accent factory-aimed and assembled luminaires
- 24 Total Light Control™ TLC-LED-1200 factory-aimed and assembled luminaires
- 12 Total Light Control™ TLC-LED-1500 factory-aimed and assembled luminaires
- 8 Total Light Control™ TLC-BT-575 BallTracker® factory-aimed and assembled luminaires
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Auxiliary mounting brackets with crossarm attachment
- Mounting hardware for poletop luminaire assemblies and electrical components enclosures
- Disconnects
- UL listed assemblies

Show-Light® Special Effects with Control-Link® Control and Monitoring System

- Control and monitoring cabinet
- 1 communication cabinets
- 1 touchscreen(s) for onsite control of theatrical effects
- 6 pre-programmed theatrical lighting effects applied to facility lighting design
- 4 minutes of light show programming set to customer supplied and licensed music
- Remote on/off control
- Onsite dimming (high/med/low/blackout)
- Monitoring with 24/7 customer support



2022, 2023 Musco Sports Lighting, LLC

- 1 -

M-4809-enUS-2

Quote

- Custom color lighting control

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees

Payment Terms

Musco's Credit Department will provide payment terms.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Musco Contracts
Fax: 800-374-6402
Email: musco.contracts@musco.com

All purchase orders should note the following:

Sourcewell purchase – contract number: 041123-MSL

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Voltage and phase system requirements to be confirmed upon purchase.
- Structural code and wind speed = 2018, 110 mi/h, Exposure C, Importance Factor 1.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Scott Peitz
Senior Sales Representative
Musco Sports Lighting, LLC



2022, 2023 Musco Sports Lighting, LLC

- 2 -

M-4809-enUS-2

Exhibit B
WBA Payment Schedule

PAYMENT DUE DATE	PAYMENT AMOUNT	BEGINNING BALANCE	PRINCIPAL	INTEREST	ENDING BALANCE
9/1/2024	\$31,421.16	\$275,000.00	\$24,546.16	\$6,875.00	\$250,453.84
9/1/2025	\$31,421.16	\$250,453.84	\$25,159.81	\$6,261.35	\$225,294.03
9/1/2026	\$31,421.16	\$225,294.03	\$25,788.81	\$5,632.35	\$199,505.22
9/1/2027	\$31,421.16	\$199,505.22	\$26,433.53	\$4,987.63	\$173,071.69
9/1/2028	\$31,421.16	\$173,071.69	\$27,094.37	\$4,326.79	\$145,977.32
9/1/2029	\$31,421.16	\$145,977.32	\$27,771.73	\$3,649.43	\$118,205.59
9/1/2030	\$31,421.16	\$118,205.59	\$28,466.02	\$2,955.14	\$89,739.57
9/1/2031	\$31,421.16	\$89,739.57	\$29,177.67	\$2,243.49	\$60,561.90
9/1/2032	\$31,421.16	\$60,561.90	\$29,907.11	\$1,514.05	\$30,654.79
9/1/2033	\$31,421.16	\$30,654.79	\$29,888.42	\$766.37	\$0.00

[https://mhsllaw-my.sharepoint.com/personal/mmelchert_mhslaw_com/documents/desktop/first amendment to baseball park use agreement \(draft 12-20-2023\).docx](https://mhsllaw-my.sharepoint.com/personal/mmelchert_mhslaw_com/documents/desktop/first%20amendment%20to%20baseball%20park%20use%20agreement%20(draft%2012-20-2023).docx)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-042 Extending Firefighter Leave of Absence					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):		November 20, 2024 - Resolution 2023-247: Approving Leave of Absence					
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-042 Extending Firefighter Leave of Absence for Ryan Thayer							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Firefighter Ryan Thayer has requested an extension to his leave of absence for three months due to a personal/family matter. Mr. Thayer's previous leave was from November 1, 2023 - January 31, 2024. He does intend to come back to the department following his leave. Prior to any return to work, he will need to pass any necessary return to work requirements and ensure his fire training is up to date. Chief Sorensen will check in with Mr. Thayer throughout his leave, as well. Chief Sorensen has reviewed the request for leave and is supportive of approval, in addition to the City's Personnel Committee. The leave will be effective retroactive from February 1, 2024 through April 30, 2024, unless he elects to return sooner. The Fire Department Handbook allows the Council to approve leave requests for firefighters for up to 12 months. Attachments: 1. Resolution No. 2024-042 Extending Firefighter Leave of Absence							
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 2024-042**

**RESOLUTION EXTENDING
FIREFIGHTER LEAVE OF ABSENCE**

WHEREAS, the Fire Department Reference Manual gives the City Council the authority to approve Leave of Absences up to 12 months; and

WHEREAS, Firefighter Ryan Thayer has been on an approved leave of absence since November 1, 2023; and

WHEREAS, Firefighter Thayer has requested a three-month extension of his leave; and

WHEREAS, Firefighter Thayer must successfully pass all return to work requirements prior to the end of the leave of absence; and

WHEREAS, Firefighter Thayer should check in with Chief Sorensen throughout his leave; and

WHEREAS, the Fire Chief and the City's Personnel Committee have reviewed the request and recommends this leave of absence extension; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves the leave of absence request to Firefighter Ryan Thayer, effective through April 30, 2024.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Approve the Public Services Technician Job Description and Authorize Recruitment					
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 the Pubic Services Technician Job Description and Authorize Recruitment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
One of the Public Services Technician roles has been vacant since February of 2023. These roles provides technical support to the department performing technical field work, inspections of public and private infrastructure, GIS database management, and OpenGov/Cartegraph information systems management. With the desire to further develop, enhance, and deploy the resources and tools available to the organization contained in GIS and OpenGov Cartegraph the need for this vacant role to be filled is necessary. This is a role that is budgeted for in 2024. Existing staff filling one of the roles will focus heavily on the deployment and development of the OpenGov/Cartegraph systems, working with departments to develop and deploy work flow tools, data gathering, analysis and reporting. The systems contain a significant amount of data and the next steps that the organization should take to fully realize the benefit and power of the tool requires more staff attention. The first area of focus for development will include fleet management, park maintenance workflows, storm water inspection workflows, and annual maintenance planning and workflows across all divisions within the department. With the busier summer months approaching, and the demand for field work increases, this work would not be possible to be advanced without additional staffing help. The vacant technician position will focus more heavily on the technical field work of the role, conducting inspections and data verification in the field, performing infrastructure locates and inspections, and we would evaluate candidates on their skills and abilities in the field and public infrastructure sectors. We would target a late spring start date to allow for training and orientation of the individual to fill the position prior to the summer months. The Personnel Committee reviewed the request and supports the recruitment.							
<u>Attachments:</u>							
1. Public Services Technician Job Description							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund, Enterprise Funds				Personnel Committee			
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

Job Title: Public Services Technician

Department: Public Services

Status: Full-time regular position, Non-Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Public Services Director

Supervisory Duties: This position has no supervisory duties.

Position Details: The Public Services Technician performs technical support involving responsibility for primarily technical fieldwork, combined with some office and computer work. Assignments are consistent with Public Services review, locating, processing and inspections of assets visual and buried. Position coordinates closely with Public Services Director, Supervisors and Consulting Engineers on technical accuracy of Public Services infrastructure assets.

Technical Duties:

- Perform all on-site locates including requests and on-site requirements.
- Perform routine asset condition inspections including pavement, stormwater BMP, sign retroreflectivity, tree, and underground pipe televising.
- Create and maintain data for all on-site private and commercial inspections relevant to water, sewer, storm connection lateral installation, utility testing, topsoil, landscaping, and final grade. Communicate deficiencies to Public Services Director.
- Create and maintain data on small site & boulevard erosion control, NPDES compliance inspections and MS4 permit inspections to ensure compliance with the Storm Water Pollution Prevention Program (SWPPP) City Permit. Report deficiencies to Developer or Contractor and inform Public Services Director.
- Remove snow from streets, alleys, sidewalks, trails, intersections, catch basins, municipal parking lots and around city buildings; apply gravel and/or salt to streets and walkways.
- Meet with outside representatives and residents on permit and encroachment complaint issues and other matters related to easements and right of way issues.
- Work cooperatively with internal staff, outside departments, contractors, and public as needed to complete assigned tasks.
- Create and maintain GPS data collection in compliance with established policies for inspection of Public Service assets visual and buried and effectively inspect as necessary, maintain and modify all data in asset management software system. Maintain the accuracy and integrity of inspection records, the asset management database, the GIS database, and the digital as-built database.
- Assist with maintaining digital and hard copy record drawing information for all Public Service Infrastructure and its utilization within asset management software system.
- Assist in development and implementation of Public Service Infrastructure Maintenance Manuals and Standard Procedures. Develop new procedures/applications/workflows to improve the efficiency of daily operations.
- Create and manage data for inspection processes of right-of-way utility permit applications.
- Create accurate, professional-looking maps for all City departments for use



- internally, in the field, or in public presentations.
- Create automatically generated reports using various software applications/programming languages to assist in project, financial, and administrative planning.

Customer Service and Ancillary Duties:

- Respond to requests from the public for information, complaints, etc.
- Assist other City departments with operations and duties as required.
- Participates in meetings, training, education, conferences, etc.
- Perform other duties and assume responsibilities as apparent or assigned.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Knowledge of standard engineering construction principles, and land survey nomenclature methods for street, parks, water, wastewater, street lighting and storm water utilities.
- Ability to work independently to complete projects in a timely manner and possess strong time-management and organizational skills.
- Ability to gather precise in-field data asset points, work from oral and written instructions, and to write clearly and concisely.
- Proficient knowledge and use of personal computer using a variety of software applications utilized to maintain information data and records, including but not limited to Microsoft Office and ArcGIS software suite, Trimble GPS equipment and software, fuel system integration software, speed radar sign software, and Cartograph asset management software.
- Basic knowledge and field experience of computer database use and its functionality.
- Ability to communicate effectively, tactfully, professionally, and in a courteous manner in-person with other City employees and the general public.
- Ability to write simple correspondence with the ability to effectively present information to supervisor, subordinates, government agencies, contractors, and the general public.
- Ability to read and interpret technical manuals, conduct minor calculations and understand the most efficient and effective way to achieve the desired end product.
- Ability to operate and maintain department vehicles and equipment including pickups, skid loader, front end loader, and dump trucks as necessary.
- Ability to recognize and use proper safety equipment when performing or witnessing Public Service maintenance duties.
- Knowledge of Confined Space Entry procedures.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources and to interpret guidelines, policies and procedures.
- Normal working hours: Monday – Friday, 6:30 a.m. – 3:00 p.m. Ability to work extended hours, weekends, holidays, be on-call and respond to calls during non-working hours as required.
- Ability to attend work punctually and regularly.

Education: High School Diploma or equivalent and two-year technical degree in Civil Engineering or related field.

Requirements:

- Two or more years relevant work experience.
- Must successfully pass and comply with DOT drug and alcohol testing regulations.
- Successful completion of a criminal background check.

Desired Qualifications:

- Bachelor's Degree in related field.
- Field experience and technical knowledge of municipal water, sewer, and storm water utilities and their operations.
- Underground Utilities Construction Inspector Certification
- Knowledge/experience in Excel, Windows, Word, Power Point and Publisher.
- Knowledge/experience using Arc GIS software.
- Knowledge of native tree species and ability to identify them in the field.

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Must possess and maintain valid Minnesota Class B Driver's License (CDL) with tanker and air brake endorsement., or the ability to obtain one with six (6) months of hire.
- Erosion Control Construction Installer Certification
- Stormwater BMP Inspection and Maintenance Certification

Physical and Mental Requirements: The employee frequently is required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Must be able to walk and climb on all terrains and various stages of a construction site. Must be able to drive, bend, stoop, crouch, kneel, push and pull, and perform near activity. Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity. Ability to work outside year-round, during inclement weather, and under adverse field conditions. Ability to frequently lift and/or move objects weighing 50 pounds. Ability to hear, talk, see, touch, smell and taste. Specific vision abilities required by this position include close vision, distance vision, depth perception, peripheral vision and ability to focus as it relates to such tasks as reading manuals, processing paperwork, overseeing public activities, viewing a computer monitor. Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Work is performed primarily in vehicles, outdoor and office settings; the employee regularly sits for extended periods at a personal computer using repetitive movements and small motor skills and is exposed to moderate noise levels in the office environment. The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and exposure to loud noises from operating equipment. The employee is occasionally exposed to inclement weather conditions.

Position Competencies**Technology**

- Considerable knowledge of modern office equipment, practices and procedures including a computer and other basic office equipment.
- software skills, including excellent typing skills, and the ability to use Microsoft Office products including but not limited to Outlook, Word, Excel, and PowerPoint.

Safety

- Maintains a safe work environment by complying with County safety policies and procedures and attends necessary trainings.
- Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Organizes the personal workspace to minimize the likelihood of an accident or other unsafe situation.
- Maintains emergency supplies and/or personal protective gear.
- Reports safety concerns or incidents and near misses to appropriate parties.

Equipment Operation

- Uses tools, machines, and/or vehicles to complete the assigned work.
- Accurately sets up and calibrates tools and machines. Routinely inspects equipment and adheres to the proper maintenance schedule.
- Follows safety and other regulations when handling and operating equipment. Uses equipment for its intended purpose only, protecting it from damage and misuse.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Waconia in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

NON-DISCRIMINATION POLICY: The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance. (These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-043 Accepting Legacy Heights Development Improvements					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-043 Accepting Legacy Heights Development Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City entered into a development agreement with Woodridge Homes, LLC for the development known as Legacy Heights. Municipal improvements such as utilities and landscaping were completed around April 1, 2022. The developer was to issue a warranty bond for the improvements, providing warranty for a period of two years. The developer has failed to complete this step and the City continues to hold a letter of credit as security toward the improvements, which expires in June of this year. Additionally, the City performed work related to landscaping to bring the site into compliance with the development agreement as well as performed other warranty work related to signage for which the developer has failed to pay the outstanding invoices. Prior to the expiration of the letters of credit, the City shall issue a demand letter for the outstanding bills and draw upon the letters of credit prior to expiration in the amount of \$6,349.91 in the event of non-payment.							
<u>Attachments:</u>							
1. Resolution No. 2024-043 Accepting Legacy Heights Development Improvements							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
RESOLUTION NO. 2024-043

RESOLUTION ACCEPTING LEGACY HEIGHTS IMPROVEMENTS

WHEREAS, the City of Waconia, Minnesota (the “City”) and Woodridge Homes, LLC (the “Developer”) previously entered into a Development Agreement for the Legacy Heights development dated June 3, 2019, which was recorded with the Office of the Carver County Registrar of Titles on July 30, 2019, as Document No. T210470 (the “Legacy Heights Development Agreement”); and

WHEREAS, Section 7 of the Legacy Heights Development Agreement requires the Developer to install certain Developer Installed Municipal Improvements and Landscaping Improvements (as defined and described in the Legacy Heights Development Agreement); and

WHEREAS, Section 7.15 of the Legacy Heights Development Agreement contemplates the City accepting the Developer Installed Municipal Improvements upon their final completion; and

WHEREAS, Section 8.1 of the Legacy Heights Development Agreement requires the Developer to provide a two-year warranty bond for the Developer Installed Municipal Improvements upon their acceptance by the City; and

WHEREAS, Section 8.3 of the Legacy Heights Development Agreement further requires the Developer to guarantee all Landscaping Improvements for a period of two years from their installation; and

WHEREAS, Section 14.2.2.2 of the Legacy Heights Development Agreement requires the Developer to provide a two-year warranty bond for the Landscaping Improvements if the Developer desires to have the letter of credit securing the Landscaping Improvements released; and

WHEREAS, City staff have determined the Developer Installed Municipal Improvements and Landscaping Improvements were completed on approximately April 1, 2022; and

WHEREAS, the City Council has not yet passed a resolution accepting the Developer Installed Municipal Improvements; and

WHEREAS, the Developer has not yet provided warranty bonds for the Developer Installed Municipal Improvements or the Landscaping Improvements; and

WHEREAS, the the City has incurred expenses in the aggregate amount of \$6,349.91 (the “City’s Reimbursable Expenses”), which the Developer is obligated to pay the City pursuant to the Legacy Heights Development Agreement; and

WHEREAS, the City Council finds it is appropriate to accept the Developer Installed Municipal Improvements effective April 1, 2022, and to provide City Staff with authority to collect the City’s Reimbursable Expenses;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waconia, Minnesota, that:

1. The above recitals, including the findings contained therein, are incorporated as resolutions of the City Council.
2. The Developer Installed Municipal Improvements described in the Legacy Heights Development Agreement are hereby accepted effective April 1, 2022.
3. Because no warranty bonds have been provided for either the Developer Installed Municipal Improvements or the Landscaping Improvements described in the Legacy Heights Development Agreement, the City shall retain the letters of credit provided by the Developer for a period of two years from April 1, 2022, at which point either the City Administrator or the City Finance Director may release them.
3. The City Administrator is hereby authorized to take such action as he deems appropriate to collect the City's Reimbursable Expenses and to address any additional matters requiring attention under the Legacy Heights Development Agreement, whether arising before or after the date of this resolution.

Passed and adopted by the City Council of the City of Waconia this 5th day of February, 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

M/ _____

S/ _____

Gleason	_____
Grengs	_____
Sorenson	_____
Waldron	_____
Yetzer	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-044 Accepting Grant Proceeds for Waterford Inclusive Playground Project - MN DNR					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):		Resolution 2021-83 - Resolution Authorizing Staff to Apply for Grant Funds - Dated: March 30, 2021					
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-044 Accepting Grant Proceeds for Waterford Inclusive Playground Project - MN DNR							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City submitted an application in March 2021 and was awarded grant funds for the development of Waterford Park in August 2021 under the Federal LCWF Grant with the Minnesota Department of Natural Resources. City staff completed an inspection of the park with MNDNR staff and submitted all the documents for reimbursement of the grant proceeds for the project. The City recently received the funds totaling \$250,000. These funds will be recorded as 2023 grant revenue in the PIR Capital Project Fund; this off-setting the costs for project and corresponding with the grant close out date. The expenditures for this project were largely paid for with grant proceeds and donations from community members.							
<u>Attachments:</u>							
1. Resolution No. 2024-044 Accepting Grant Proceeds for Waterford Inclusive Playground Project							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Capital Project Fund (103)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-044**

**RESOLUTION ACCEPTING GRANT PROCEEDS FROM THE MINNESOTA
DEPARTMENT OF NATURAL RESOURCES FOR THE WATERFORD PARK
INCLUSIVE PLAYGROUND PROJECT**

WHEREAS, City staff applied for the Minnesota Department of Natural Resources Federal LCWF Grant in March 2021 to secure funds for development of Waterford Park; and

WHEREAS, the City met the grant criteria and was awarded funds for the project.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby graciously accepts the grant proceeds of \$250,000 from the Minnesota Department of Natural Resources for development of the Waterford Park inclusive playground and acknowledges funds will be recorded in the City's PIR Capital Project Fund as grant revenue effective December 31, 2023.

Adopted by the City Council of Waconia, Minnesota this 5th day of February, 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-045 Approving Document Destruction Contract with Marco					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒	X	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-045 Approving Document Destruction Contract with Marco							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
A few years ago, the City cancelled regular service for document destruction due to significant cost increases by the vendor. At that time, it was decided by staff to no longer have this service and to have employees manually shred items as needed. It was found by staff that it took a large amount of time to shred items that contained sensitive information. Although most functions are paperless, there are still items utilized by City staff that are on paper. City staff is shredding the following items: payroll and tax forms, cancelled and voided checks, direct deposit forms, human resource and employee files, and several other records that contain private information. As part of the 2024 budgeting process, staff obtained quotes from several vendors to see what kind of service could be offered for a reasonable price. Staff obtained quotes from the following vendors. All the quotes included a secure lock box to be located at City Hall. Marco - \$64.50 - includes fuel surcharge and pick up every 12 weeks (quarterly) (total annual fee \$258) Shred-It - \$60.00 - must sign up for a monthly service (total annual fee \$720) Veteran Shredding - \$80.00 - must sign up for a monthly service (total annual fee \$960) Pro-Shred - \$50.00 - must sign up for pick up every 8 weeks (total annual fee \$300) With the size of the secure container provided by Marco, City staff believes pick up every 12 weeks will be sufficient and not impact operations. A budget has been established in the Central Facilities contract services line item for this expenditure in 2024.							
Attachments:							
1. Resolution No. 2024-045 Approving Document Destruction Contract with Marco							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund - Central Facilities							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION 2024-045**

**RESOLUTION APPROVING DOCUMENT DESTRUCTION CONTRACT WITH
MARCO**

WHEREAS, the City budgeted for document destruction services in the 2024 General Fund – Central Facilities budget; and

WHEREAS, City staff obtained quotes from four vendors for destruction services; and

WHEREAS, Marco provided the lowest quote at \$64.50 per quarter; this including a fuel surcharge.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves the document destruction contract with Marco.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 5, 2024						
Item Name:	Adopt Resolution No. 2024-046 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2023						
Originating Department:	Finance						
Presented by:	Nicole Meyer						
Previous Council Action (if any):	Resolution 2023-261 - Resolution Authorizing Approval of Solid Waste Reduction & Recycling Grant Agreement - Dated: December 18, 2023						
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-046 Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City submitted an application in 2023 and was awarded grant funds for solid waste reduction and recycling with Carver County Public Services. City staff submitted all the required documents for reimbursement of the grant proceeds. The City recently received the funds totaling \$15,000. The City's total estimated costs for compost and recycling services in 2023 was about \$24,532. These funds will be recorded as 2023 grant revenue in the General Fund - Streets Department; this off-setting the costs for project and corresponding with the grant close out date.							
<u>Attachments:</u>							
1. Resolution No. 2024-046 Accepting Grant Proceeds from Carver Count Public Services							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Streets (101)							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-046**

**RESOLUTION ACCEPTING GRANT PROCEEDS FROM CARVER COUNTY PUBLIC
SERVICES SOLID WASTE REDUCTION & RECYCLING GRANT FOR 2023**

WHEREAS, City staff budgeted for solid waste and composting expenditures in the 2023 final budget; and

WHEREAS, City staff applied for a solid waste reduction and recycling grant with Carver County Public Services to off-set the cost of these expenditures; and

WHEREAS, the City's total costs in 2023 for solid waste, composting, and recycling was approximately \$24,532; and

WHEREAS, the City of Waconia met the grant criteria with the expenditures incurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby graciously accepts the grant proceeds of \$15,000 for the 2023 solid waste reduction and recycling grant from Carver County Public Services and acknowledges funds will be recorded in the City's General Fund - Streets Department as of December 31, 2023.

Adopted by the City Council of Waconia, Minnesota this 5th day of February, 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-050 Approve Quotes for a High Service Pump & VFD Replacement					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):		Adopted Resolution #2024-030, Authorized Solicitation of Pricing for Capital Project #772 High Service Pump & VFD					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024-050 Approve Quotes for Capital Project #772							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 2024 Capital Investment Plan identified Project #772 in the amount of \$65,000 for the replacement of high service pumps and variable frequency drives (VFD) at the water treatment plant. Planned to be replaced are high service pumps & VFD #3 and #4, well #8 VFD and backwash pump VFD. These items were updated in 2008 and have met their useful life. Typical installations of this type are generally supported by manufacturers for seven years. A recent repair of the systems in 2018 and 2019 found parts availability was scarce and we anticipate necessary parts for this age of equipment are unavailable at this time, thus the planning for replacement in 2024. Staff are recommending replacement of the systems with pumps and VFDs made by Allen Bradley which will be sole source provider. These would match other pump manufacturer in the plant at High Service #1 and #2. This would create operational efficiencies and consistency as well as lend to reduce parts stock and interchangeability. The durability and life expectancy of the pumps have proven in our applications to exceed those of other manufacturers. Staff has received quotes for equipment acquisition and installation. Arrowmark LLC will provide the Allen Bradley pumps at a cost of \$56,085.81 with freight determined when shipped. Lead time for pumps range from 3 to 9 months. A1/Holton Electric will provide electrical services related to installation at an estimated cost of \$6,080.							
Attachments:							
1. Resolution No. 2024-050 Approving quotes for Capital Project 3772 High Service Pump 2. Quote for VFD Replacement Water Plant from Arrowmark 3. Quote for VFD's Removal at Water Plant from A-1 Electric Services							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Capital Investment Plan>Water Cash							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-050**

**RESOLUTION APPROVING QUOTES FOR CAPITAL PROJECT #772 – HIGH SERVICE
PUMP AND VARIABLE FREQUENCY DRIVE REPLACEMENT**

WHEREAS, the 2024 Capital Investment Plan identified the replacement of High Service Pump #3, #4, and Variable Frequency Drive at the Water Treatment Plan; and

WHEREAS, the pumps are integral to the production of potable water for the community; and

WHEREAS, the replacement pumps will be sourced as Allen Bradley product and sole source provider as these have been found to have acceptable reliability and match existing pump systems in the plant; and

WHEREAS, the Arrowmark has submitted a quote for pumps and installation in the amount of \$56,085.81 plus freight and A1/Holton Electric has submitted a quote in the amount of \$6,080.00 for electrical installation needs.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the approves the quotes submitted and authorizes acquisition.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk

1/18/2024

Doug Bode
City of Waconia
1250 Highway 284 South
Waconia, MN 55387

Ref: VFD Replacement North Water Plant

Doug,

Per your request, I have put together the following quote for use as a budgetary tool. Delivery is very good for these products as you will see. We are getting ahead of an Allen Bradley Price increase if ordered soon. When we get closer to the project being approved, we can revisit this quote.

Scope:

High Service Pumps 3 and 4 VFD replacement (PF 753 VFD 125HP)
Well #8 VFD Replacement & DVDT filter (PF 753 VFD 75HP, MTE filter))
Backwash Pump VFD replacement (PF 753 VFD 40HP)
Technical integration support and start-up by Arrowmark LLC
(A1 Electric - Electrician Install Separately)

All VFD's will have the appropriate I/O capabilities to interface with existing SCADA
All VFD's will have remote mounted HIM operator modules to mount on door.
Well #8 will have a DVDT Filter because of long motor leads.
All VFD's to be mounted inside existing cabinets.

Price:

Hardware	\$ 50,685.81
Arrowmark LLC Start-Up	\$ 5,400.00
Electrician (A-1)	\$ by others (similar to well#7 VFD install \$\$)
Freight	(TBD)

Delivery:

Delivery of Allen Bradley VFD's has been a severe challenge. For instance, if ordered today:
Ship Dates from factory:

HSP3, HSP4 delivery – 4/9/2024 est
Well #8 delivery – 1/21/2024
Backwash Pump – 10/2024 (verifying)

Thanks Doug,

Regards,

Robert R Connelly
651-247-0299

From: [Doug Bode](#)
To: [Shane Fineran](#)
Subject: FW: VFD Replacement: PR 6448
Date: Friday, January 26, 2024 9:01:31 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Ted sent this early here is the quote for the wiring.

Doug Bode
Utility Maintenance Supervisor
City of Waconia

From: Ted LaFrance <tlafrance@holtonelectric.com>
Sent: Friday, January 26, 2024 8:56 AM
To: Doug Bode <DBode@waconia.org>
Cc: Holton Electric Contractors <office@holtonelectric.com>
Subject: VFD Replacement: PR 6448

Hi Doug,

Please see the below estimate based on Rick's recent review. If we beat our estimate, we'd charge T&M accordingly. We accounted for potential outliers in modified wiring schematics, sizing, etc.

- Remove existing VFDs at water plant
- Wire in new VFDs (VFDs provided by City of Waconia/another vendor)

ESTIMATED COST: \$6,080

Thank you, Doug! Hope all is well on your end. We appreciate the opportunity.

Ted



Ted LaFrance
Holton Electric Contractors **651.769.4110**
A-1 Electric Services **952.442.5332**

tlafrance@holtonelectric.com





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-047 Authorize Bid for the 2024 Downtown Reconstruction Phase II and Adopt Resolution No. 2024-048 Authorize Bid for Lighting Equipment					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):		Adopted Resolution #2023-223, Ordering Improvements					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-047 Authorize Bid for the 2024 Downtown Reconstruction Phase II and Adopt Resolution No. 2024-048 Authorize Bid for Lighting Equipment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Plans are substantially complete for the 2024 Downtown Reconstruction Phase II Project. This project is total reconstruction of streets, sidewalks, sewer, water, and storm water utilities. The planned improvements will be on Main Street between Olive and Spruce, and the blocks of Spruce, Pine, and Elm streets between Main Street and First Street. If approved, bids will be accepted through and opened on March 12, 2024 with contract award considered by the City Council on March 18, 2024. Pending contract execution, weather, and road restrictions construction is likely to begin at the end of April or early May. Additionally, street lighting will be replaced as part of this project. The electrical service and fixture installation will be bid as part of the overall construction contract but the acquisition of the lighting materials will be bid separately. The projected lead time on lighting fixtures is 18-20 weeks and to ensure that lighting equipment is on hand and available for installation near the end of construction this will be awarded prior to construction. As previously discussed with the Council, the project will be staged with the east end up to Elm Street encompassing stage one and Elm and the west end of Main Street to Olive Street encompassing the second stage. Staff are assembling additional wayfinding signage similar to what was developed for the 2023 project that will be placed around the downtown directing visitors to available public parking, pedestrian routes, and business locations. The project is identified in the City's Capital Investment Plan as Project #172 and will be funded by bonds, with an estimated issue amount of \$6.8M. Bond issuance will occur this spring as costs associated with this project and others will be further defined and packaged in one bond sale.							
Attachments:							
1. Resolution No. 2024-047 Authorize Bid for the 2024 Downtown Reconstruction Phase II 2. Resolution No. 2024-048 Authorize Bid for the Lighting Equipment 2024 Downtown Reconstruction Phase ii 3. 2024-01-31 Bolton & Menk Authorization for Downtown Phase 2 4. 2024 Project Location Map 5. 2024 Project Staging Map							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR>429 Bonds							

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

**CITY OF WACONIA
RESOLUTION NO. 2024-047**

**RESOLUTION APPROVING
ADVERTISEMENT FOR BIDS**

WHEREAS, Pursuant to a resolution passed by the City Council on October 17, 2022, the City Engineer has prepared plans and specifications for the Downtown Reconstruction, Phase 2 Project; and

WHEREAS, the project includes street, sidewalk, utility, and drainage improvements to the following:

- Main Street from Olive Street to Spruce Street
- Elm Street, Pine Street, and Spruce Streets between Main Street and 1st Street

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves such 2024 Improvement Plans and Specifications & Orders Advertisement for Bid, a copy of which is available at the Public Services office; and

BE IT FURTHER RESOLVED, that the City shall prepare and cause to be inserted in the official newspaper and in a trade publication an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received online until 10:00 am on Tuesday, March 12th, at which time they will be publicly opened and read.

The bids will then be tabulated and are planned to be considered by the City Council at 6:00 p.m. on Monday, March 18, 2024, in the council chambers of City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City of Waconia for 5% percent of the amount of such bid.

Adopted this 5th day of February 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

**CITY OF WACONIA
RESOLUTION NO. 2024-048**

**RESOLUTION AUTHORIZING THE ADVERTISEMENT OF BIDS FOR LIGHTING
EQUIPMENT**

WHEREAS, the 2024 Downtown Reconstruction Phase II project will replace all street lighting within the corridor; and

WHEREAS, the desire to have street lighting equipment on hand to coincide with the termination of construction of the public improvements; and

WHEREAS, the City utilizes Cyclone lighting products known as type A and type A3 fixtures and are available from various authorized dealers; and

WHEREAS, the bidding of lighting equipment will ensure ordering, manufacture and shipment separately from the project contract will ensure timely installation; and

WHEREAS, bids will be accepted until February 22nd, 2024, at 10:00 a.m. at which time they will be opened and read aloud; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the advertisement and bidding of lighting equipment.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: January 31, 2024
To: Shane Fineran, City Administrator
From: Jake Saulsbury, Bolton & Menk
Subject: Downtown Reconstruction Phase 2 Project

Honorable Mayor and City Council Members:

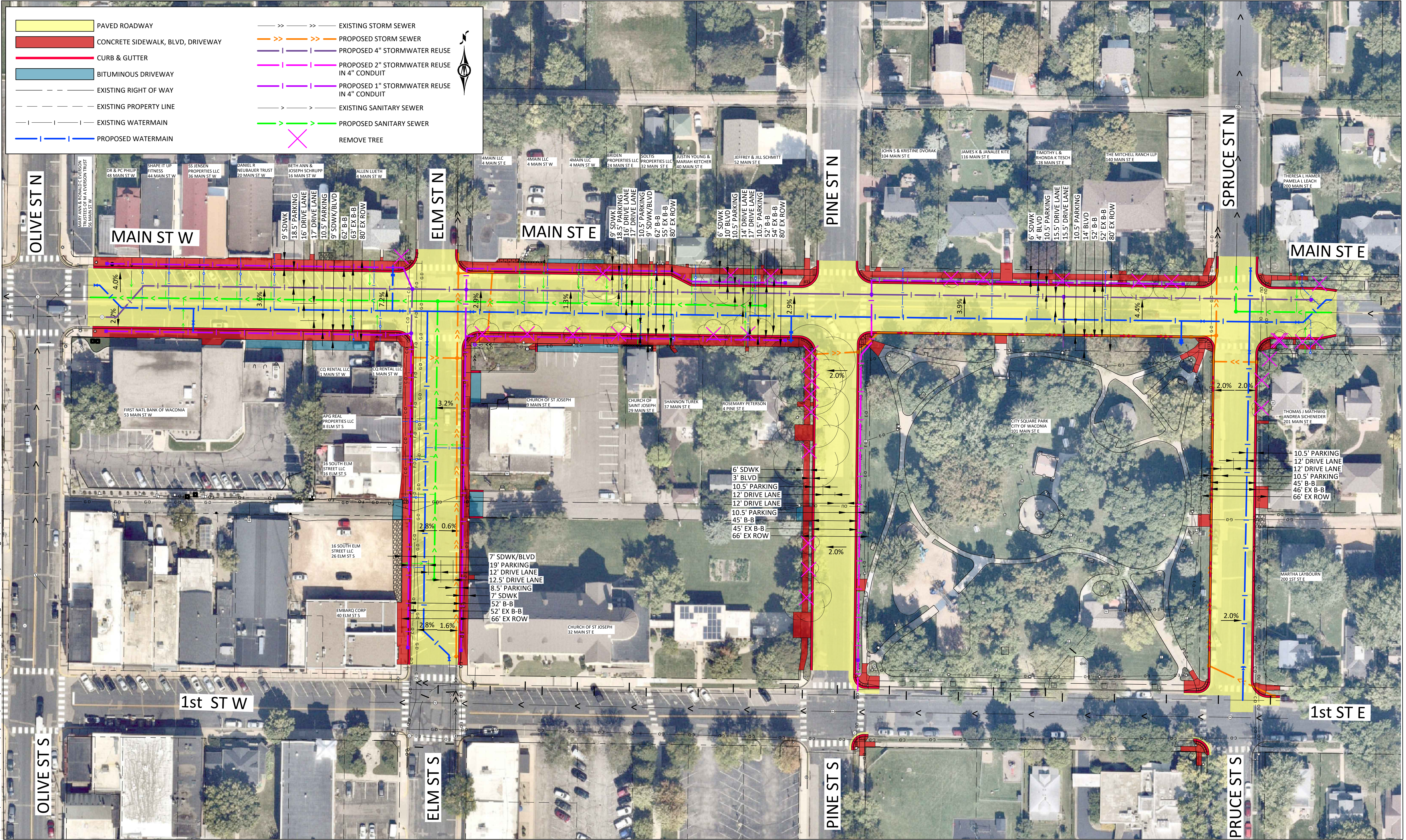
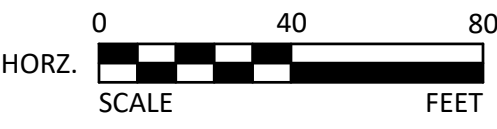
The purpose of this memo is to request authorization to advertise for bids for the above referenced project.

The project contains the following components:

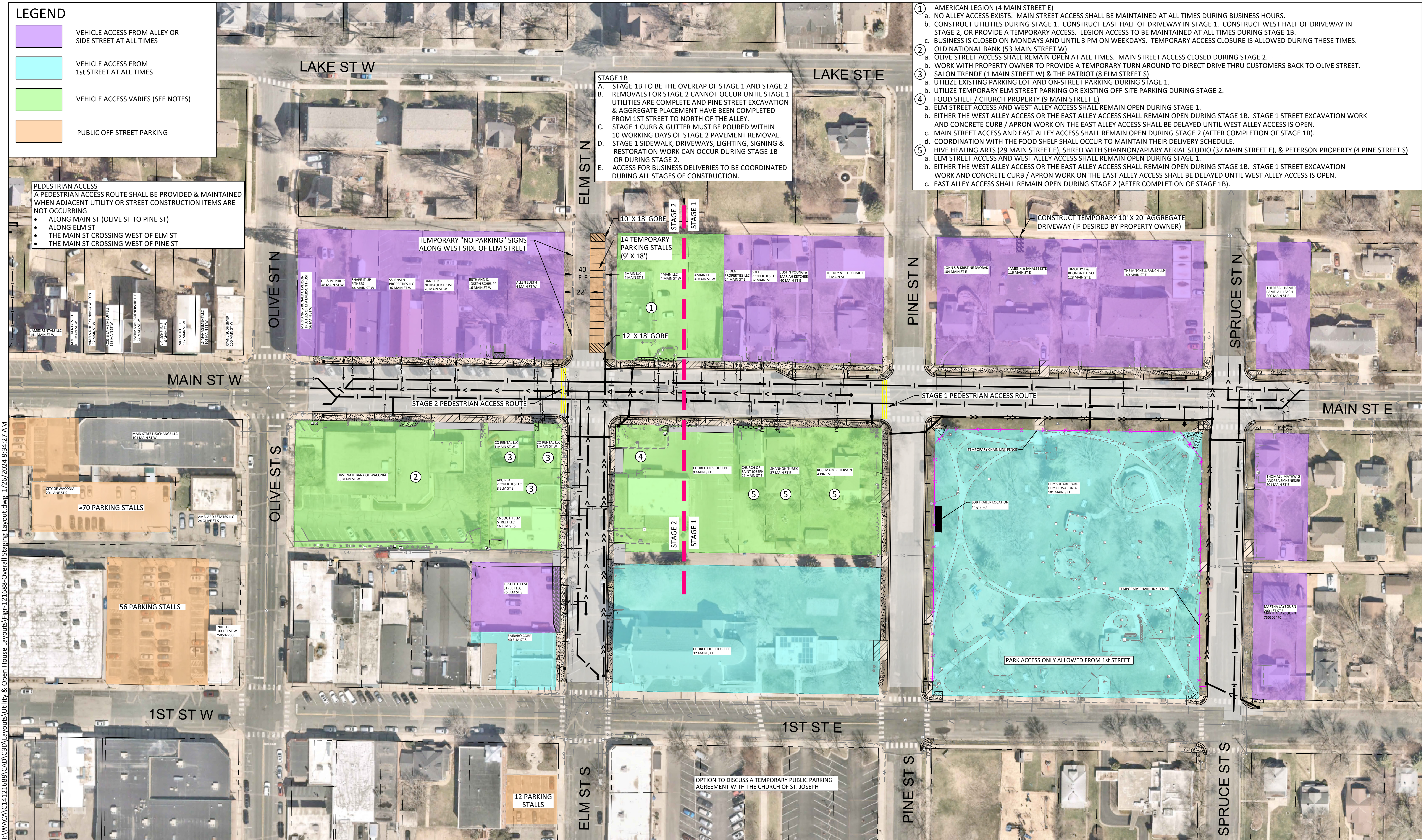
- Street reconstruction of 3 blocks of Main Street and 1 block each of Elm Street, Pine Street, and Spruce Street.
- Replacement and widening of the concrete sidewalks.
- Replacement of the sanitary sewer system.
- Replacement of the water system, including upsizing the watermain and adding a block of looping on Spruce Street.
- Replacement and expansion of the storm sewers system, including the addition of draitile behind the curb.
- Replacement of the street lighting, including upgrading the system with decorative lighting.
- Restoration of driveways, yards, landscaping, etc.

The final plans are being updated to include review items from City staff and to implement property owner concerns from the Open House. Final plans will be forwarded after these items are completed. If authorized to proceed, the bid opening is scheduled for March 12th. The City Council could then consider awarding a construction contract at the March 18th City Council meeting.

Please let me know if you have any questions or if you require any additional information.



H:\WACA\C14121688\CAD\3D\Layouts\Utility & Open House Layouts\Fig-121688-Layout.dwg 1/26/2024 9:09 AM





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		February 5, 2024					
Item Name:		Adopt Resolution No. 2024-049 Approving Waconia Works Loan for Waconia 1 Collision & Auto					
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>							
Adopt Resolution No. 2024-049 Approving Waconia Works Loan for Waconia 1 Collision & Auto							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff have been working with Chad and Michelle Bijou, the owners of Waconia 1 Collision and Auto on the financing items related to the expansion project of their small business which is currently underway. The City currently has a revolving loan under the traditional revolving loan program for Waconia 1 Collision. The loan was issued in 2020 as a 10 year construction loan for \$149,999. Waconia 1 Collision has made payments on the loan for the last 3 years on time and without issue. The City currently holds a third mortgage for this loan on the property. City staff, the Bijou's and their banking institution evaluated several options to ensure proper required security for all parties involved. After this review, it was determined that the Waconia Works Loan Program would be the best recommendation to bring forward to the City Council. With this program, Waconia 1 Collision will pay off a portion of their current traditional revolving loan and refinance the remaining balance of \$50,000 under the Waconia Works Loan Program. In doing this, the City is able to offer a lower interest rate to the borrower and not have to subordinate or obtain subordination agreements to other parties that hold a mortgage. After the February 1, 2024 payment posts, Waconia 1 Collision's principal balance due is \$103,202.49. Waconia 1 Collision will pay the City a total of \$53,202.49 towards the principal balance of the loan. City staff will then amortize the remaining balance of \$50,000 under the Waconia Works Loan Program and have new paperwork signed by all parties. The new payment schedule will be in effect on March 1, 2024. The pay-off date of the new loan will be the same as the original traditional revolving loan date of April 1, 2030. With the City Council's approval, staff will work to get documents drawn up and signed by the borrowers.							
<u>Attachments:</u>							
1. Resolution No. 2024-049 Approving Waconia Works Loan for Waconia 1 Collision & Auto							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Economic Development Fund Loan Programs							
Budget Information:				Planning Commission			
X Budgeted				Parks and Recreation Board			
Non Budgeted				Safari Island Advisory Board			
Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION 2024-049**

**RESOLUTION APPROVING WACONIA WORKS LOAN
FOR WACONIA 1 COLLISION & AUTO**

WHEREAS, the City has approved three economic development programs to support the downtown commercial core, commercial and industrial sectors, and small business start-ups; and

WHEREAS, the City has received a Waconia Works Loan application from Chad and Michelle Bijou, the owners of Waconia 1 Collision & Auto; and

WHEREAS, Waconia 1 Collision has an active revolving loan under the City's traditional revolving loan program with a principal balance due of \$103,202.09 and is looking to refinance \$50,000 of this loan under the Waconia Works Loan Program; and

WHEREAS, the loan under the Waconia Works Loan Program would be effective on March 1, 2024 and end on April 1, 2030; and

WHEREAS, the purpose of the loan is consistent with the goals of the Waconia Works Loan and Economic Development Programs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves the \$50,000 loan for Waconia 1 Collision & Auto.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk