

**CITY OF WACONIA
JANUARY 21, 2025**

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

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

Staff Present: Shane Fineran, Jon Haukaas, Lane Braaten, Nicole Meyer, Jody Lechner, Doug Bode, and City Engineer Jake Saulsbury.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Coleman, second by Gleason to Adopt the Agenda as Published.
MOTION CARRIED

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

Robyn Hoerr, Minnesota Rural Water Association Ground Water Specialist, presented the City with an award for Source Water Protection. Every year the Minnesota Department of Health along with the Rural Water Association jointly recognizes public water systems that demonstrate excellence in protecting the drinking water source.

Tim Lynch, Carver County Commissioner representing the City of Waconia and Dave Hemze, Carver County Administrator. Tim updated the Council on all the county road projects occurring. Including the Highway 5 project, the new Highway 92 project, the Highway 10 Waconia Parkway North Intersection Project, the Highway 11 Project through Carver Park Reserve, The Highway 5/Highway 11 Project, the Highway 41/Highway 10 Project, and many upcoming road resurfacing projects.

5) **PUBLIC HEARING**

5.1 **PUBLIC HEARING -Vacation of Drainage and Utility Easement - Waterford 8th Addition, Outlot A and Outlot B**

Cover Page

Resolution No. 2025-021 Vacating Drainage and Utility Easement Outlot A and Outlot B Waterford 8th Addition

Notice of Public Hearing Easement Vacation Waterford 8th Addition

Easement Vacation Exhibit

Motion by Coleman second by Grengs to Open the Public Hearing for the Vacation of Drainage and Utility Easement of the Waterford 8th Addition, Outlots A and B.

MOTION CARRIED

Lane Braaten, Community Development Director stated that the phasing of the Waterford residential project requires the Developer to provide drainage and utility easements over Outlots A and B, Waterford 8th Addition. As part of the next phase, Waterford 9th Addition, the Developer has requested that the identified drainage and utility easement which encompass Outlots A and B, Waterford 8th Addition, be vacated to allow for the Outlots to be platted consistent with Waterford 9th Addition, which is also on the agenda for this meeting for Council approval.

No public comments were received.

Motion by Gleason second by Grengs to Close the Public Hearing for the Vacation of Drainage and Utility Easement of the Waterford 8th Addition, Outlots A and B.

MOTION CARRIED

Motion by Gleason second by Grengs to Adopt Resolution No. 2025-021 Vacating of Drainage and Utility Easement, Waterford 8th Addition, Outlots A and B.

MOTION CARRIED

5.2 PUBLIC HEARING - 2025 Downtown Reconstruction Phase 3

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[Downtown Reconstruction Phase 3 Feasibility Study](#)

[Downtown Reconstruction Phase 3 Slide Presentation](#)

[Downtown Reconstruction Phase 3 Preliminary Assessment Roll](#)

Motion by Coleman second by Siddons to open the Public Hearing for the 2025 Downtown Reconstruction Phase 3.

MOTION CARRIED

Jake Saulsbury, City Engineer stated that On December 16, 2024, the Council received the feasibility report related to the proposed 2025 Downtown Reconstruction Phase 3 Project. As part of the process related to the project and future assessment of eligible project costs a public hearing is required for those impacted to receive information and provide comment to the Council prior to ordering the final design and improvements. Property owners within the proposed project area have been notified of the public hearing and include:

Jake state that Street and Utility reconstruction of 1st Street from Maple Street to Olive Street, Olive Street from 1st Street to 2nd Street, and 2nd Street form City Hall to Elm Street with complete street reconstruction, storm sewer replacement/expansion and stormwater treatment, sidewalk replacement and widening, sanitary sewer replacement,

water system replacement and upsizing and addition of cathodic protection, and irrigation system expansion.

There will be reconstruction and utility improvements of one block of the alley east of Olive Street and north of 2nd Street. With reconstruction and paving of two blocks of the alley east of Elm Street and north of Main Street. Also parking lot improvements in the public and private parking areas south of 1st Street and west of Elm Street which is across the alley from the proposed apartment building project.

Steve Yetzer, 332 4th Street West, stated very much in favor of the project; however, a few issues, specifically raising 2nd Street 5.5 inches and moving 2nd Street between Olive and Elm 1.5 feet to the north.

Motion by Grengs second by Coleman to close the Public Hearing for the 2025 Downtown Reconstruction Phase 3.

MOTION CARRIED

6) [ADOPT CONSENT AGENDA](#)

6.1 [Approve City Council Minutes January 6, 2025](#)

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[City Council Minutes January 6, 2025](#)

6.2 [Approve January 21, 2025 Expenditures](#)

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6.3 [Approve Lodging Tax Fund Request - Waconia CVB](#)

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6.4 [Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association](#)

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[Resolution No. 2025-022 Accepting Donation and Pass Thru Recommendation from Waconia Fire Relief Association](#)

6.5 [Accepting Cash Donations for Operations of the Fire Department](#)

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[Resolution No. 2025-023 Accepting Cash Donation for Operations Waconia Fire Department](#)

[Firehouse Jerky Donation Letter](#)

6.6 Hiring of Probationary Firefighters

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[Resolution No. 2025-024 Authorizing Hiring of Probationary Firefighters](#)

6.7 Authorize Staff to Solicit Pricing for Street Lighting Equipment to be installed with the 2025 Downtown Street Reconstruction Phase 3

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[Resolution No. 2025-025 Authorizing the Advertisement of Bids for Lighting Equipment](#)

[Downtown Reconstruction Phase 3 Lighting](#)

6.8 Authorizing Approval of Sale or Disposal of Surplus Equipment

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[Resolution No. 2025-026 Approving of Sale or Disposal of Surplus Equipment](#)

6.9 Door Lock System Additions Project - Public Services

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[Resolution No. 2025-027 Approving Capital Project at Public Services for Door Lock System Addition](#)

[USA Security Quoted 2025-01-02](#)

6.10 Accept Proposal for Public Services Office Remodel

[Cover Page](#)

[Resolution No. 2025-028 Authorizing Acceptance of a Proposal for Public Services Office Remodel](#)

[RAK Construction Bid Proposal 01-16-2025](#)

6.11 Public Services Boiler Replacement

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[Resolution No. 2025-029 Authorizing Public Services Boiler Replacement](#)

[Boiler Replacement Proposal with Nordic Mechanical Services 01-15-2025](#)

6.12 Accept Resignation of Public Services Technician

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[Resolution No. 2025-030 Accepting Voluntary Resignation of Public Services Technician](#)

6.13 Circuit Machine Replacement Project - Safari Island Community Center

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[Resolution No. 2025-031 Approving Capital Project at Safari Island for Circuit Equipment Replacement](#)

[Circuit Machine Replacement Quote with Johnson Fitness & Wellness](#)

[Circuit Machine Replacement Quote with Ready Fitness Ready Fitness](#)

6.14 Authorizing Approval of Solid Waste Reduction and Recycling Grant Agreement with Carver County

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[Resolution No. 2025-032 Authorizing Approval and Execution of Solid Waste Reduction & Recycling Grant Agreement with Carver County](#)

[Solid Waste Reduction and Recycling Grant Agreement with Carver County](#)

6.15 Accepting Orchard Park 1st, 2nd, and 3rd Addition Development Municipal Improvements

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[Resolution No. 2025-033 Accepting Orchard Park 1st, 2nd, and 3rd Addition Development Municipal Improvements](#)

6.16 Waterford 9th Addition Final Plat - JMH Land Development Company

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[Resolution No. 2025-034 Approving Waterford 9th Addition Final Plat](#)

[Waterford Addition Phasing Plan](#)

[WATERFORD_9TH_ADDITION_FINAL_PLAT.pdf](#)

6.17 Comprehensive Plan Amendment - High Density Mixed Use

[Cover Page](#)

[Resolution No. 2025-035 Approving Comprehensive Plan Amendment and Authorizing Submittal to the Metropolitan Council](#)

[Forecasted Density Ranges and Employment Ranges Proposed Revisions](#)

[Land Use Plan Categories and Proposed Zoning Map Districts Revised](#)

[Land Use Plan Map - Existing](#)

[Land Use Plan Map - Proposed](#)

6.18 Amendment to the City's Financial Policy and Guidelines

[Cover Page](#)

[Resolution No. 2025-036 Amending the City of Waconia Financial Policy and Guidelines](#)

[Financial Policy and Guidelines Proposed Changes 01-21-2025](#)

6.19 Approve Waste Hauler and Recycle Hauler Licenses

[Cover Page](#)

[Resolution No. 2025-037 Approving Waste and Recycle Haulers License/Permit Applications](#)

[2025 Recycle and Waste Haulers List](#)

Motion by Coleman second by Siddons to Adopt the Consent Agenda as Published with the removal of:

Item 6.7 Authorize Staff to Solicit Pricing for Street Lighting Equipment to be installed with the 2025 Downtown Street Reconstruction Phase 3

Item 6.8 Authorizing Approval of Sale or Disposal of Surplus Equipment

Item 6.18 Amendment to the City's Financial Policy and Guidelines

MOTION CARRIED

7) COUNCIL BUSINESS

7.1 Special Event Permit - Lola's Half Marathon, 10 mile, & 5K benefitting Gather & Grow

Cover Page

Resolution No. 2025-038 Approving Special Event Permit and Noise Permit Lola's Half Marathon, 10 Mile, & 5K Benefiting Gather & Grow

Mn Run Series Special Event permit application

Lola's Event Route/Map

Letter of Support for Lola's Event from Gather and Grow

[Letter of Support_Waconia Races_01.16.2025.pdf](#)

Shane Fineran, City Administrator stated that in the fall of 2024 staff convened the organizers of various run and walk events that typically happen within the community during the spring and summer months to discuss safety, travel impacts, and opportunities for collaboration. This group is composed of the Chamber of Commerce, Lola's, MnRun Series, Waconia Brewing, and Gather & Grow/Walk on Waconia.

Using the Twin Cities Marathon as an inspiration in which multiple events happen at various race distances, kids runs, and runs that benefit charity, the question was posed to the group assembled about the possibility of partnering these events in order to make Waconia a bigger destination for a larger event that occurs over the course of one day or weekend, rather than multiple, with improving safety and reducing disruptions to the local community. Mike Cofrin with the MnRun Series submitted a Special Event Application for the newly named Lola's Half Marathon, 10 Mile & 5K benefitting Gather & Grow. This event will combine race distances and routes of the previous Lola's Half Marathon and Wal on Waconia Events. The event is to be scheduled on May 3, 2025, and expects to attract over 3000 participants.

This event is not currently identified under the City's Special Event Policy as City supported, it is recommended by staff to move this event to this status to enhance the safety of participants, the size of the event, and benefit that this partnership will deliver to local charities and non-profits benefiting the Waconia community. The City's support of this event will be the coordination of additional law enforcement services of the event that will assist with traffic calming and traffic control. This will be a mix of contract deputy assignment as well as overtime requests made via the City's law enforcement contract. These costs will be billed back to the event.

Angie Cruzen, Gather & Grow along with Mike Cofrin with the Miles Run Series provided the Council with a presentation showing the history, the future direction of the event in Waconia and the routes for the event.

Motion by Coleman second by Grengs to Adopt Resolution No. 2025-038 Approving a Special Event Permit and Nosie Permit for Lola's Half Marathon

7.2 Ordering Improvements for the 2025 Downtown Reconstruction Project

Cover Page

Resolution No. 2025-039 Ordering Improvements and Preparation of Plans

Jake Saulsbury, City Engineer explained the next stop for the completion of the 2025 Downtown Reconstruction project is the ordering of improvements and plans. The Council has received the feasibility study and conducted the public hearing earlier tonight. Some final items of discussion and direction are needed related to preparation of final plans include these items.

- Options for parking on First Street
Option A = Parallel Parking
Option B = Diagonal Parking with a 45-degree angle
Council directed staff to Option B
- Delay the reconstruction of the old city hall parking lot and include in the 2026 project.
Council directed staff to delay the reconstruction of the parking lot and to include in the 2026 Reconstruction project.
- Theatre drop-off site. Staff recommended eliminating the drop-off site to add parking unless staff locates an agreement in the archives. Staff directed to verify any documentation related to this site in the archives and provide to the Council at the next meeting.
- Design of 2nd Street the west stub. Staff recommends 9 foot parking, two 11 foot lanes, and another 9 foot parking as this is a dead-end with much lower vehicle volume. Council directed staff to 40 feet.
- Design of 2nd Street with an 8-foot-wide sidewalk on the north side. Council recommends staff consistent with an 8-foot sidewalk on the north side.

Motion by Grengs second by Gleason to Adopt Amended Resolution No. 2025-039 Ordering Improvements and Preparation of Plans with the five amendments noted above.
MOTION CARRIED

8) ITEMS REMOVED FROM CONSENT AGENDA

Item 6.7 Authorize Staff to Solicit Pricing for Street Lighting Equipment to be installed with the 2025 Downtown Street Reconstruction Phase 3.

Shane explained that this item is tied to the previous discussion tonight and staff is requesting authorization to bid the poles and materials. This is needed due to the lead time on these materials. Mayor stated he is good with moving forward with this item as it is only authorizing the bids on materials and not the placement of the light poles.

Motion by Gleason second by Coleman to Adopt Resolution No. 2025-025 Authorizing the Advertisement of Bids for the Lighting Equipment for the Downtown Reconstruction Phase 3

MOTION CARRIED

Item 6.8 Authorizing Approval of Sale or Disposal of Surplus Equipment

The Mayor is requesting cost information on this agenda item.

Nicole Meyer, Finance Director stated that the City is under Contract with Jeff Martin Auctioneers through November 1, 2025, and noting this is a local business that charges the City 6% for vehicles/equipment which is industry standard and 10%-25% on miscellaneous items.

Motion by Coleman Second by Siddons to Adopt Resolution No. 2025-026 Approving of Sale or Disposal of Surplus Equipment.

MOTION CARRIED

Item 6.18 Amendment to the City's Financial Policy and Guidelines

Council Member Gleason is requesting additional information on credit unions from staff and is requesting tabling this item.

Motion by Gleason second by Siddons to table Item 6.18 Amendment to the City's Financial Policy and Guidelines.

MOTION CARRIED

9) STAFF REPORTS

NONE

10) BOARD REPORTS

Council Member Siddons: Nothing to Report

Council Member Coleman: Nothing to Report.

Council Member Gleason: Nothing to Report

Council Member Grengs: Attended Planning Commission meeting

Mayor Litfin: January 8th met with the Youth Advisory Council.

January 9th met with Dan Montague of Safari Island.

January 9th met with Ridgeview CEO Mike Phelps

January 13 met with Jon Haukaas and Mike Dressel and toured the Public Works Facility

11) ANNOUNCEMENTS

Shane reminded all that there is an Open House scheduled for January 23 regarding the future reconstruction of Highway 5 at City Hall

12) CLOSED SESSION

12.1 RECESS TO CLOSED SESSION: Attorney-Client Privilege.

Motion by Coleman Second by Siddons to Recess to Closed Session. Attorney-Client Privilege.

MOTION CARRIED

Motion by Coleman Second by Grengs to Close the Attorney-Client Closes Session.

MOTION CARRIED

13) ADJOURN REGULAR MEETING

Motion by Gleason Second by Coleman to adjourn January 21, 2025, City Council meeting at 9:15 p.m.

MOTION CARRIED

Tim Litfin, Mayor

ATTEST: _____

Sue Schwalbe Office Assistant