

**CITY OF WACONIA
December 19, 2022**

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 Bloudek at 6:00 p.m. The following members were present: Kent Bloudek, Nicole Waldron, Randy Sorensen, Pete Leo, Steve Yetzer

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Craig Eldred, Ann Meyerhoff, Justin Sorensen, Amanda Ortloff.

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Shane Fineran asked for item 6.6 to be removed from Council Business.

Motion by Sorensen, seconded by Waldron 3) ADOPT AGENDA
MOTION carried

4) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

5) [ADOPT CONSENT AGENDA](#)

5.1 December 5, 2022 City Council Meeting Minutes

[Cover Page](#)

[Minutes 12-5-2022.pdf](#)

5.2 December 19, 2022 Expenditures

[Cover Page](#)

[Council List-Expenditures 12.19.2022_Other-Electronic.pdf](#)

[Council List-Expenditures 12.19.2022_P-Card.pdf](#)

[Council List-Expenditures 12.19.2022.pdf](#)

5.3 Contractor Pay Request #10 - Waconia Parkway South Improvements

[Cover Page](#)

[2022-12-12 WPS Payment #10.pdf](#)

5.4 Contractor Pay Request #7 - Waconia East Frontage Road Improvements

[Cover Page](#)

[2022-12-13 EFR Pay Request 7.pdf](#)

5.5 Contractor Pay Request #5 - Waterford Park - Water Reuse Station Project

[Cover Page](#)

[2022-12-14 Waterford Reuse Payment #5.pdf](#)

5.6 Contractor Pay Request #7 - Waconia 2022 Infrastructure Improvements

[Cover Page](#)

[2022-12-14 2022 Project Payment #7.pdf](#)

5.7 Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred November 2022

[Cover Page](#)

[Waconia Ice Arena Bills Applied Payments Nov '22.pdf](#)

5.8 Rink Management Services Corporation Safari Island Community Center Expenditures Incurred November 2022

[Cover Page](#)

[Safari Island Bills Applied Payments Nov '22.pdf](#)

5.9 Job Descriptions and Recruitment Authorization for Utility Maintenance Lead

[Cover Page](#)

[Utilities Lead.pdf](#)

Motion by Yetzer, seconded by Leo to table until January 17, 2023, adopting job description and authorizing recruitment for the Utility Maintenance Lead. Yetzer, Leo, Sorensen voted aye. Bloudek, Waldron voted nay.

MOTION carried

5.10 Job Descriptions and Recruitment Authorization for Street Maintenance Lead

[Cover Page](#)

[Street Maintenance Lead.pdf](#)

Motion by Yetzer, seconded by Leo to table until January 17, 2023, adopting job description and authorizing recruitment for the Street Maintenance Lead. Yetzer, Leo, Sorensen voted aye. Bloudek, Waldron voted nay.

MOTION carried

- 5.11 Application for Exempt Permit for Church of St. Joseph

[Cover Page](#)

[22306res st. joe gambling.doc](#)

- 5.12 Approve Temporary Liquor License for Church of St Joseph

[Cover Page](#)

[22307res Temp On Sale Church of St Joseph.doc](#)

- 5.13 Cigarette License for Kwik Trip, Inc.

[Cover Page](#)

[22308res Cigarette License for Kwik Trip.docx](#)

- 5.14 On-Sale Liquor License

[Cover Page](#)

[22309res Kwik Trip On Sale License.docx](#)

- 5.15 On-Sale Liquor License

[Cover Page](#)

[22310res Body Grey's On Sale License.docx](#)

- 5.16 Acceptance of SHIP Grant Proceeds from Carver County

[Cover Page](#)

[22311res_Acceptance_of_Grant_Funds_-_Carver_County_SHIP_Grant.doc](#)

- 5.17 Approve Public Services to Initiate Meter Change-Out Project

[Cover Page](#)

[22312res_Approve_PS_to_Initiate_Meter_Replacement_Project__1_.doc](#)

- 5.18 Summarizing Closed Session Annual Performance Review of City Administrator

[Cover Page](#)

[22313res 2022_City_Admin_Annual_Performance_Review.docx](#)

- 5.19 Parade Permit for Freshwater Church

[Cover Page](#)

[22314res_Freshwater_Church_Parade_Permit.doc](#)

[Parade Route Map](#)

- 5.20 Agency Agreement for Federal Participation in Construction

[Cover Page](#)

[22315res_MNDOT_Federal_Agency_Agreement.doc](#)

[Agency Agreement No. 1052225](#)

- 5.21 Senior Center Programming Services Contract

[Cover Page](#)

[22316res_Senior_Community_Services_Agreement.docx](#)

[Senior Community Services Partnership Summary](#)

[Waconia Senior Center Agreement](#)

- 5.22 2023 Police Services Contract

[Cover Page](#)

[22317res_Police_Services_2023.docx](#)

[2023 Police contract-Waconia](#)

- 5.23 Approve Lakeview Terrace Park Play Equipment Order

[Cover Page](#)

[22318res_Lakeview_Terrace_Park_Play_Equipment_and_Replacement_Parts.doc](#)

[Fall 2022 Equipment Layout.pdf](#)

[Site Plan View Lakeview Terrace Park.pdf](#)

[Revised Budget 12_14_22.pdf](#)

5.24 Termination of Tax Increment Finance District #4 (Pine Business Park)

[Cover Page](#)

[22320res
Waconia__TIF_Dist_4__RESOLUTION_TERMINATING_TIF_DISTRICT.doc](#)
[x](#)

5.25 Board and Commission Appointments

[Cover Page](#)

[22321res 2022_Commission_Appointments.docx](#)

5.26 Approve Order of Western Star 47X Chassis

[Cover Page](#)

[22322res Approval_of_Chassis_Purchase_Western_Star_47X \(1\).doc](#)

[Copy of City of Waconia MN 47X 6x4 10-21-22.xlsx](#)

[Copy of City of Waconia MN 114SD 12-5-22.xlsx](#)

5.27 Employee Reference Manual Updates

[Cover Page](#)

[22323res 2022_Employee_Handbook_Resolution.docx](#)

[December 22 Handbook Changes Clean](#)

[Winter Maintenance & On Call Policies](#)

[Paid Parental Leave](#)

5.28 Approve Equipment Acquisition for Capital Project 536

Cover Page

22324Res_Capital_Project_536_Flat_Bed_and_Plow.doc

CITY OF WACONIA-25-SCT-44903-16-01-v1 - Quote.pdf

waconia flat bed quote ABM.pdf

2022-Waconia-22SB765-11 CS Tafco Flatbed-9ft2in VXT Steel-Acc REV1 12-15-22.pdf

5.29 Authorize Approval to Obtain Quotes

Cover Page

22331Res_Lakeview_Terrace___Industrial_Blvd._Storm_Improvement_Quotes.doc

Plan Sheet Cover.pdf

Project Pan Sheet.pdf

GIS Color Image of Site.pdf

5.30 Approve Service Body & Plow for Capital Project 697

Cover Page

22332Res_Capital_Project_697_Service_Body_and_Plow.doc

CITY OF WACONIA-25-BFX-44903-15-29-v1 - Aspen Quote.pdf

waconia 60 ls body quote ABM Eq..pdf

2022-Waconia-22SB765-Fiberline 96in-9ft2in VXT Steel-Acc REV1 12-15-22.pdf

5.31 Approval of Service Body and Crane for Capital Equipment Project 537

Cover Page

CITY OF WACONIA-25-BFX-44903-14-01-v1 - Aspen Eq. Quote.pdf

waconia bodycrane and v-mac quote.pdf

[2022-Waconia-22SB765-Fiberline 132in-Liftmoore 4000X-Acc REV1 12-15-22.pdf](#)

[22333Res_Capital_Project_537_Service_Body_and_Crane.doc](#)

Council Member Sorensen requested that items 9 and 10 be pulled from the Consent Agenda for further discussion.

Motion by Waldron , seconded by Leo 5) ADOPT CONSENT AGENDA

MOTION carried

6) COUNCIL BUSINESS

6.1 Accept 10th Street Small Area Plan Report

[Cover Page](#)

[10th Street Small Area Plan.pdf](#)

Shand Fineran stated that earlier this year City Council authorized work with WSB to commence to develop a small area plan for properties currently outside of city limits and identified in the Comprehensive Plan as future growth area for industrial and commercial land use. The area bounded by CSAH 10, CSAH 59, Hwy 5, and bisected by 10th Street is currently located in Waconia Township and surrounded by properties within the city limits. Currently there are no development proposals for the property nor is there a timeline for development. The small area plan provides additional guidance and evaluation of the development potential of these properties as it related to the planned land use, alternative land uses, serviceability by utilities and transportation networks, not contained in the Comprehensive Plan. This guidance can help inform property owners, adjacent landowners, and developers as to the possibilities that could be accommodated on the site and identifies at a high level challenges that development may encounter on the site and or what the site may accommodate from a lot sizing and layout perspective.

As part of the process a public engagement session was held in August to solicit feedback around two potential development concepts and are incorporated into the report as well as work session feedback with the Planning Commission and City Council. The Planning Commission received the report in December and made a recommendation of acceptance.

Kim Lindquist with WSB provided an overview and presentation of the report to the City Council.

Council Member Yetzer expressed concern about not knowing where the pipeline is located before accepting the plan. He also shared what type of proposals he would like to see.

Mayor Bloudek explained that this is just a concept plan, and nothing is getting approved.

Council Member Sorensen asked if accepting this plan would influence the land value.

Lane Braaten indicated that currently our Comprehensive Plan does not support this so if accepted the plan would need to be amended.

Motion by Leo, seconded by Waldron Motion to accept. Bloudek, Waldron, Leo, Sorensen voted aye. Yetzer voted nay.

MOTION carried

6.2 SITE PLAN and DESIGN REVIEW, VARIANCE & CONDITIONAL USE PERMIT (CUP) - TMC Properties, LLC

[Cover Page](#)

[22325res_Site_Plan_Design_Review_and_Variance.docx](#)

[22326res_CUP_Proof_of_Parking.docx](#)

[Location Map_1370 Mill Lane.pdf](#)

[Applicant Statement of Use Letter.pdf](#)

[TMC Industries Project Plan Set.pdf](#)

[TMC Industries Floor Plan and Elevations.pdf](#)

[Site Plan Review #1 Engineer Comments dated Nov 21 2022.pdf](#)

Lane Braaten stated that Nick Hansen, TMC Properties, LLC, has submitted a Site Plan and Design Review application, along with Variance and Conditional Use Permit applications, proposing a new 36,702 sq. Ft. industrial building, which would include a mix of office, laboratory, manufacturing and warehousing.

The industrially zoned subject parcel is currently unimproved. The proposed improvements on the site meet the lot requirements stated in Section 900.05, Subd. 1.J – Industrial Park District. The applicant is proposing a 24 ft. wide vehicle access via the Mill Lane cul-de-sac and nearly 50 ft. wide truck access off of Mill Lane. The City Engineer reviewed the accesses and indicated, based on the truck turning movement provided, that the truck access width shall be reduced, and a condition of approval has been included in the resolution of consideration. The plan set does not identify any rooftop mechanical, but any future outdoor/rooftop mechanical equipment shall be screened per City Ordinance requirements.

The applicant has included 70 total parking spaces and requested a conditional use permit for proof of parking for 24 of the stalls to be constructed at a later date if necessary. The recommendation of the Planning Commission includes a condition to revise the site plan to include 1 additional parking space consistent with City Code requirements.

The applicant has identified, and requested a Conditional Use Permit, to allow proof of parking for 24 parking spaces associated with the proposed project. With adding one additional parking space, staff anticipates this may cause the request of 24 proof of parking spaces to become 25, which shall be accounted for in the proof of parking agreement. City Code restricts placement of loading docks/berths to locations other than the front of proposed structures. The applicant has requested a variance from this standard due to the existing location of the parcel and site conditions.

The Planning Commission, at their regular meeting on December 1, held the required public hearing, took all public comment regarding the Site Plan, Variance and Conditional Use Permit applications and recommended approval via a 5-0 vote with 11 conditions.

Motion by Sorensen, seconded by Waldron Adopt Resolution 2022-325 approving the Site Plan, Design Review and Variance applications submitted by TMC Properties, LLC for the property located at 1370 Mill Lane. **MOTION carried.**

Motion by Waldron, seconded by Leo Adopt Resolution 2022-326 approving the Conditional Use Permit for Proof of Parking.
MOTION carried

6.3 2023 Final Levy

[Cover Page](#)

[22327res Final Levy.pdf](#)

[Final Levy Financial Model.pdf](#)

Amanda Ortloff presented a summary of the final 2023 Budget & Levy. A snapshot of the financial model identifies the estimated impact on the 2023 City tax rate and estimates the final impact to an average valued home. With the final proposed levy, the City's tax rate will be reduced from 41.518% to approximately 41.346%. The total final tax levy collectable in 2023 is \$10,233,090.

Motion by Waldron, seconded by Leo Adopt Resolution No. 2022-327, Approving the Final Levy Collectable in 2023
MOTION carried

6.4 2023 Final Budget

[Cover Page](#)

[22328res Final Budget.pdf](#)

[Exhibit A - Operating Budget Summary.pdf](#)

Motion by Yetzer, seconded by Waldron Adopt Resolution No. 2022-328, Adopting 2023 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds

MOTION carried

6.5 Authorize Downtown Design Recommendations

[Cover Page](#)

[22329Res_Downtown_Design_Recommendation_2023_Improvement_Project.doc](#)

[DT Image 38 Foot Street Width With Bump Outs.pdf](#)

[DT Image 34 Foot Street Width With Bump Outs.pdf](#)

[DT Image No Bump Outs.pdf](#)

[Downtown Crash History.pdf](#)

[Waconia Walking Biking Strava Heat Map.pdf](#)

Council Member Sorensen suggested that this item be tabled until new council is in place. If there is a new vision the new council should have input. Council Member Yetzer agreed.

Motion by Sorensen, seconded by Yetzer to table to next meeting when new council is aboard. Sorensen, Yetzer voted aye. Bloudek, Waldron, Leo voted nay. **MOTION failed.**

Craig Eldred shared that on October 17th City Council Approved Ordering of Improvements and Preparation of Plans for the 2023 Improvement project for Downtown; including improvements on Main Street, Maple Street to Olive Street; Olive Street, and Main Street to First Street. As a result of discussions, City Council requested more information on pedestrian facilities incorporated as part of the Downtown Master Plan.

On November 21, 2022 through a work session the City Engineer and staff provided information and contents of the directive of the City Council Approved Downtown Master Plan. Figures and information of existing bump out designs in what is considered the Downtown Core and summary of existing bump outs. In summary through the period of 2014 through 2020, 24 bump outs were installed consisting of pedestrian ramps and combination of rain gardens. Bump out street widths ranged from 28 feet to 39 feet with

the greatest average of 33.5/34 feet in width. After discussion Council requested the following items be brought for consideration for providing direction.

1. Similar Current Design with 34-foot bump out opening
2. Mid-Scale Design with 38-foot bump out opening
3. Non-Bump Out design

Eldred and the City Engineer shared renderings of each specific design element for review and discussion along with requested data on crash/incident history in the Main Street area as a result of discussion of pedestrian and vehicle impacts.

Council had a discussion regarding the safety of bump outs and the narrowing of the streets.

Council Member Waldron gave her reasons for being in favor of doing the reduced bump outs as a compromise for this downtown project.

Mayor Bloudek agreed with the reduced bump outs for safety and traffic calming.

Motion by Yetzer, seconded by Leo Adopt Resolution 2022-329; Authorizing Downtown Design Recommendations for 2023 Improvement Project with the Non-Bump Out design. Yetzer, Leo, Sorensen voted aye. Bloudek, Waldron voted nay.

MOTION carried

6.7 Ice Arena Dehumidification Unit

[Cover Page](#)

[22330res_Dehumidification_unit_replacement.doc](#)

[PSM #109788.00 City of Waconia - Waconia Ice Arena HVAC 2022 - Work Order.pdf](#)

Shane Fineran stated that the 2023 Capital Investment Plan identified the replacement of the dehumidification unit at the Ice Arena as project #653 at an estimated cost of \$315,000. The existing unit is original to the facility and is undersized to perform during year-round operation of the facility. Currently the unit is unable to adequately control heat and moisture levels in the arena area during the colder months and the humidity and dew points during the warmer months. This has resulted in damage to the facility envelope with the growth of mold, rust formation and moisture build up on walls and floors and warping of the rink boards.

Utilizing the negotiated purchase and contract services available to the city via Sourcewell, staff worked with Peterson Sheet Metal to scope the project and determine

pricing. The attached statement of work includes removal of old unit and replacement with new, gas piping, supply reconnections, electrical, crane & rigging, and structural engineering. Unknown at this time are any roof structure modifications that will be necessary to accommodate the new unit and will be determined upon removal.

There is a 36-week lead time for materials and the target installation is in the fall months during moderate temperatures to try and accommodate leaving the ice sheet in during installation and prior to the busy winter season.

Motion by Leo, seconded by Waldron Adopt Resolution 2022-330, Approving Statement of Work for Dehumidification Unit Replacement Project

MOTION carried

7) **ITEMS REMOVED FROM CONSENT AGENDA**

Council Member Sorensen pulled items 9 & 10 because he is not able to support this and wanted the opportunity to vote contrary to consent.

Council Member Waldron asked for more clarification.

Council Member Sorensen responded that he feels that this currently should be done by department supervisors. Even though the staff study that was done recommended this but does not feel it is necessary. We already have people on staff that could already be doing what needs to be done.

8) **STAFF REPORTS**

9) **BOARD REPORTS**

Council Member Waldron: Chamber of Commerce will be hosting their annual State of the City Lunch on January 26, 2023.

10) **ANNOUNCEMENTS**

Fineran presented Mayor Bloudek and Council Member Leo with formal recognition for their service on City Council.

11) **ADJOURN REGULAR MEETING**

Motion by Sorensen, seconded by Leo 11) Adjourn Regular Meeting at 7:55 p.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant