

CITY OF WACONIA
January 18, 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 person at 6:00 p.m. The following members were present: Kent Bloudek, Nicole Waldron, Randy Sorensen

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Nicole Meyer, Craig Eldred, Ann Meyerhoff, Justin Sorensen, Mike Melchert.

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Resolution 2022-37 was added to Council Business.

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

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

5) [ADOPT CONSENT AGENDA](#)

5.1 January 3, 2022 City Council Meeting Minutes

[January 3, 2022 Minutes.docx](#)

5.2 January 18, 2022 Expenditures

[Council List-Expenditures 01.18.2022.pdf](#)

5.3 Rink Management Services Corporation Waconia Ice Arena Expenditures
Incurred December 2021

[Rink Management Payments-IA_Attach.pdf](#)

5.4 Rink Management Services Corporation Safari Island Community Center
Expenditures Incurred December 2021

[Rink Managment Payments-SI_Attach.pdf](#)

5.5 Amusement Machine Permits

[2226res permits.doc](#)

5.6 Gift Card Donations

[2227res_Gift_Card_Donation.doc](#)

- 5.7 Return to Work for Firefighter Robbie Clark

[2228res_Clark_RTW.docx](#)

- 5.8 Hire of Office Assistant - Flex Position

[2229res Office_Assistant_Flex- _Resolution.docx](#)

- 5.9 Recruitment Authorization - Accountant

[Accountant Job Description .pdf](#)

- 5.10 Call Public Hearing - Establishment of TIF District No. 5

[2230res_TIF_5_public_hearing.doc](#)

- 5.11 Community Growth Partnership Initiative Grant

[2231res_Carver_CDA_CGPI.doc](#)

[2022 Community Development application.Iron Tap.v4.pdf](#)

- 5.12 Authorize Acquisition of Excessive Slope Mower

[2232res Excessive Slope Mower Res.doc](#)

[Excessive Slope Mower Att I.pdf](#)

[Excessive Slope Mower Att II.pdf](#)

- 5.13 Site Plan Amendment - 96 8th Street

[2233res SITE PLAN AMEND_96 8TH STREET_RES.docx](#)

[SITE PLAN AMEND_96 8TH STREET_ATTACH.pdf](#)

- 5.14 Authorize City Staff to Obtain Pricing for ATV and Trailer

[2236res ATV and Trailer Replacement Res final.docx](#)

Motion by Randy Sorensen, seconded by Nicole Waldron 5) ADOPT CONSENT
AGENDA

MOTION carried

6) COUNCIL BUSINESS

6.1 Fire Station Project - Construction Manager Selection

[2234res_CM_Kraus_Anderson.doc](#)

[C132-2019 - KA Std \(6.23.21\) Waconia 01.10.22 DRAFT.docx](#)

[A232-2019 - KA Std \(6.23.21\) Waconia 01.10.22 DRAFT.docx](#)

Shane Fineran stated that the city has been working toward the eventual construction of a new fire station to be located at 10451 10th St W. To date the city has worked with BKV Group to complete a space and location analysis as well as completed preliminary site planning efforts. The next phase of the development of the facility is completing final site planning design and start of the development of construction design documents.

A critical component to the next step of this process, and to ensure that the city receives a quality project after construction, is the engagement with a firm to provide construction management services. Construction management is a method in project delivery in which the owner contracts with an experienced construction firm to provide design, estimating, bidding, scheduling, and supervision of the construction project. This is advantageous in a situation in which staff do not have the time or expertise to manage general contractors in a design bid format. In cooperation with the architect and owner, a construction management firm will assist in the design phase by providing estimating services, value engineering recommendations, and developing scope of work for bid packages, with a goal of controlling project cost. During construction the firm will be onsite managing all of the day to day construction activities and schedules of sub-contractors and acting as an agent of the owner in mediating and controlling change orders.

City Staff and representatives met with three interested construction management firms to review the Fire Station project, discuss their approach, evaluate build and material methods, review early estimates, and discuss services. A group of two was returned for more discussion and evaluation by the city team and learn more about their fee structure.

Following these discussions the staff group is recommending that the city engage with Kraus-Anderson for construction management agent services. The group represented by Dustin Phillips as senior project manager, Dan Kjellberg as project manager, and Jake Walton as project superintendent, in the opinion of the staff group will provide a high level of experience and expertise in delivering a quality project for the community and organization.

The fees proposed for this services are:

Pre-construction: \$14,000

Construction Supervision: \$462,091

Construction Management Fee: \$191,4000 (estimate based on hard construction costs)

At this phase of the project the city is only committing to the pre-construction services scope of the proposed fees. Once construction documents and work scopes are developed, and the project is bid and accepted by the city, then the larger fee amounts will begin to be applicable.

Council Member Sorensen asked if the contract in our benefit.

Mike Melchert replied that he had just received the agreement and needs to go through it. It will not be signed until the has gone through it.

Construction manager, Jake Walton stated that he will be onsite from day one and there is whole team set up to work through all the phases.

Mayor Bloudek asked how will this work with City Staff.

Fineran answered that this is an extension of us as staff and they will be partners. The tools that they have in place are how do we talk about and share the story of the station with the public as project progresses.

BKV is a partnership with Kraus-Anderson.

Motion by Randy Sorensen, seconded by Nicole Waldron Adopt Resolution 2022-34, Approving Contract with Kraus-Anderson for Construction Management Advisor Services

MOTION carried

6.2 Fire Station Project - Architect Services

[2235res_Fire_station_architect_BKV.doc](#)

[2442-02 Waconia-Fire Station_EXTERIOR VIEWS.pdf](#)

[2442-02 Waconia-Fire Station_EXT ELEVATIONS.pdf](#)

[2442-02 Waconia-Fire Station-floor plans.pdf](#)

[B132-2019 - Waconia New Fire Station - 1.12.2022 - Final - \(1\).pdf](#)

Shane Fineran explained that the City engaged with BKV Group, Inc. to perform a space, needs, and location study as well as schematic design work related to a new fire station facility in 2021. As the process of schematic design is nearing completion the next step in this process is to begin work related to design development of the facility and project. In this process, city staff, the construction management firm as recommended to be Kraus-Anderson, and the BKV Group, Inc. will work to further define the project scope and facility. Currently the proposed facility is 28,022 sq. feet, featuring a 2,300 sq. foot mezzanine, training tower, 6 drive through apparatus bays, decontamination facilities, bunk rooms, office and administrative space as well as training/community room space.

Currently the estimated hard construction cost is \$11.6 million dollars. The City intends to issue bonds to finance the project.

This next phase of design development is essentially getting into detailed architect services related to the design of the facility and site. The design development phase will include reviewing the schematic design for constructability, alternate methods and materials, further estimation, and budget refinement, as well as more detailed work associated with building systems such as structural, mechanical, and electrical systems. Beyond the design phase of the work contemplated in the contract will be development of construction documents, bidding assistance, and then construction phase services.

The amount of the contract for services not already approved for in the schematic design phase is \$575,000. Previously the Council authorized entering into a contract with BKV for the schematic design phase services totaling \$80,000.

This contract will also be reviewed by the City Attorney before signing.

Motion by Nicole Waldron, seconded by Randy Sorensen Adopt Resolution 2022-35, Approving Contract with BKV Group Inc. for Architect Services

MOTION carried

2021 Pay Equity Report

Jackie Schulze stated that all municipalities are required to submit Pay Equity Reports to the Minnesota Department of Employee Relations every three years. This reporting requirement is part of the Local Government Pay Equity Act of 1984. The intent of this legislation is for local governments to provide equal pay for equal work among male and female employees of each individual jurisdiction.

The Pay Equity Report is based upon “points” which are assigned to each specific job classification and the corresponding salary range of each job classification. The points for each job classification are determined based on the duties and responsibilities of each job description compared to similar jobs on the State of Minnesota’s Job Match System.

The salary ranges of each job classification, not the actual salary paid to individuals, are used in the computation of the Pay Equity Report. The salary range information, along with other factors such as job classification points and employee gender, is entered into a computer-generated program provided by the Minnesota Department of Employee Relations for analysis. The report generated from this computer program is a statistical analysis of the predicted pay ranges in each job classification.

This report will be provided to the Minnesota Department of Employee Relations following its approval by the City Council. The Minnesota Department of Employee Relationships evaluates the data and renders a determination of compliance at a later date. Based on the required tests, the City should be found in compliance.

The 2021 report is based off wages paid and employees present in 2021. Though not required, prior to approval of the 2022 budget, City staff ran 2022 numbers in the Pay Equity Software to ensure compliance for this year, as well.

Motion by Randy Sorensen, seconded by Nicole Waldron Adopt Resolution 2022-37, Approving 2021 Pay Equity Report.

MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

9) BOARD REPORTS

Council Member Waldron: Chamber is doing year-end review on January 27th .

Council Member Sorensen: Next school board meeting is January 24th .

10) ANNOUNCEMENTS

Park Board this Thursday, still have an opening

11) ADJOURN REGULAR MEETING

Motion by Nicole Waldron, seconded by Randy Sorensen ADJOURN REGULAR MEETING at 6:21 p.m.

MOTION carried

Work Session: ADA Transition Plan, Island View Marina Concept, Downtown Parking

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Kent Bloudek, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant

Numbering Selector