

WACONIA CITY COUNCIL MEETING AGENDA



Tuesday, January 16, 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
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 January 16, 2024 Expenditures](#)
Approve Payment of January 16, 2024 Expenditures
- 2) [Adopt Resolution No. 2024-025 Approving Delegation of Business Administrator - Electronic Funds Transfers](#)
Adopt Resolution No. 2024-025, Approving Designated Business Administrator for Electronic Funds Transfers
- 3) [Adopt Resolution No. 2024-026 Approving Tobacco License Applications](#)
Adopt Resolution No. 2024-026 Approving Tobacco License Applications
- 4) [Adopt Resolution No. 2024-027 Approving Waste and Recycle Hauler Licenses](#)
Adopt Resolution No. 24-027 Approving Waste and Recycle Hauler Licenses

- 5) [Adopt Resolution No. 2024-028 Approving an Application to Conduct Off-Site Gambling - Waconia Lions](#)
Adopt Resolution No. 2024-028, Approving Application to Conduct Off-Site Gambling for Waconia Lions
- 6) [Adopt Resolution No. 2024-029 Appointment of Election Judges](#)
Adopt Resolution No. 2024-029 Appointing Election Judges for 2024 Elections.
- 7) [Adopt Resolution No. 2024-030 Authorizing Solicitation of Pricing for Capital Project #772 High Service Pump & VFD Replacement](#)
Adopt Resolution #2024-030 Authorizing the Solicitation of Pricing for Capital Project #772
- 8) [Adopt Resolution No. 2024-031 Accepting Cash Donations for Operations of the Fire Department](#)
Adopt Resolution 2024-031 Accepting Cash Donations for Operations of the Fire Department
- 9) [Adopt Resolution No. 2024-032 Hiring of Probationary Firefighter](#)
Adopt Resolution 2024-032 authorizing hire of probationary firefighter.
- 10) [Approve Kraus Anderson Contractor Pay Request - New Fire Station](#)
Motion to Approve Contractor Payment Request for the New Fire Station Project
- 11) [Approve GMH Asphalt Pay Request #6-Final - East Frontage Road Parking Lot](#)
Approve GMH Asphalt Pay Request #6-Final for the East Frontage Road Parking Lot

6. COUNCIL BUSINESS

- 1) [Adopt Resolution No. 2024-033 Approving Public Services Director Recruitment Profile](#)
Adopt Resolution #2024-033 Approving Job Profile and Authorize Recruitment.
- 2) [Adopt Resolution No. 2024-034 Denying Variance \(After-the-Fact\) - 150 Stacy Circle](#)
Adopt Resolution 2024-034 denying of the after-the-fact variance to exceed the hardcover maximum in the Shoreland Overlay District for the property located at 150 Stacy Circle.
- 3) [Adopt Resolution No. 2024-035 Authorize Public Bid for the 2024 Infrastructure Maintenance Projects](#)
Adopt Resolution #2024-035, Authorizing public bid for the 2024 Asphalt Maintenance Projects

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: Hwy 5 Reconstruction & Funding Plan Update
2024 Downtown Reconstruction Update

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Park Board - January 18th - 6:30 p.m.
Planning Commission - February 1st - 6:30 p.m.
City Council - February 8th - 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Approve January 16, 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 January 16, 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 January 16, 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:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-025 Approving Delegation of Business Administrator - Electronic Funds Transfers					
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. 2024-025, Approving Designated Business Administrator for Electronic Funds Transfers							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
To pay some vendor claims, the City of Waconia may use electronic funds transfers instead of paper checks. Electronic funds transfers may also be used to purchase and sell investments. While these transactions are convenient, they present unique opportunities for fraud. As a result, state law requires local units of government to adopt certain policies and procedures before electronic funds transfers are made. These guidelines are presented in Minnesota State Statutes 471.38. The law now specifically has these requirements: • On an annual basis, the governing body must delegate to a designated business administrator the authority to make electronic funds transfers; • The disbursing bank must keep on file a certified copy of the delegation of authority; • The person initiating the electronic transfer must be identified; • The person initiating the electronic transfer must document the request and obtain approval from the designated business administrator before initiating the transfer; • Written confirmation of the transaction must be made within one business day after the transaction; and • A list with all transactions made by electronic funds transfer must be submitted to the governing body at its next regular meeting. The City's financial policy and guidelines requires all of these processes and approvals as part of the City's accounts payable processing. However, the City Council needs to annually delegate a designated business administrator for electronic funds transfers. It is recommended that the Finance Director be delegated this role. With the City Council's approval, a copy of the attached resolution will be shared with the banks and brokers the City uses for electronic funds transfers. Attachments: 1. Resolution No. 24-025 Approving Designated Business Administrator for EFT							
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. 2024-025**

**RESOLUTION APPROVING DESIGNATED BUSINESS ADMINISTRATOR FOR
ELECTRONIC FUNDS TRANSFERS**

WHEREAS, in accordance with Minnesota Statute 471.38, the City Council must annually delegate authority to the City's Finance Director to make electronic funds transfers (EFT); and

WHEREAS, the disbursing bank(s) will receive a copy of the annual delegation of authority; and

WHEREAS, the documentation of each EFT will include the identification of the initiator, evidence of approval by an authorized party, electronic or written confirmation of each transaction within one business day; and

WHEREAS, electronic disbursement payments shall be processed through the accounts payable procedures; and

WHEREAS, all electronic transfer transactions shall continue to be included on the expenditure list provided to the City Council.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby approves the City's Finance Director as the designated business administrator for electronic funds transfers.

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 16, 2024					
Item Name:	Adopt Resolution No. 2024-026 Approving Tobacco License Applications					
Originating Department:	Administration					
Presented by:	Sue Schwalbe					
Previous Council Action (if any):	Renewal applications for tobacco licenses have been submitted and reviewed for the establishments listed in the attached Resolution. Tobacco Licenses will be issued upon approval by the State of Minnesota and upon all conditions of licensing being met in accordance with City Ordinances which includes completion of all forms, payment of fees and fines, and receipt of certificates of insurance.					
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. 2024-026 Approving Tobacco License Applications						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Attachments: 1. Resolution No. 2024-026 Approving Tobacco License Applications 2. 2024 Tobacco License Application List						
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. 2024-026**

RESOLUTION APPROVING TOBACCO LICENSE/PERMIT APPLICATIONS

WHEREAS, Applications for new and renewal Tobacco licenses and permits have been received in the Office of the City Clerk.

WHEREAS, The applicants and their requested licenses/permits are identified on the attached list.

WHEREAS, Licenses will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves Licenses and Permits, as attached, for the term February 1, 2024, through January 31, 2025

Adopted by the City Council of the City of Waconia this 16th day of January, 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

CITY OF WCONIA
2024 CIGARETTE LICENSES

Walgreens
121 Depot Drive
Waconia, MN 55387

Waconia Smoke & Vape LLC
144 Depot Drive
Waconia, MN 55387

Holiday Station Store #467
10700 10th St W
Waconia, MN 55387

Kwik Trip #460
809 Vista Blvd
Waconia, MN 55387

JDK Liquors
825 Marketplace Dr.
Waconia, MN 55387

GKSS Radin LLC
1301 Oak Ave.
Waconia, MN 55387

Hopper's Bar
119 South Olive Street
Waconia, MN 55387

Colony Plaza
140 W. Hwy 5
Waconia, MN 55387

Chumly's
112 West Main Street
Waconia, MN 55387

Kwik Trip
100 Sparrow Road
Waconia, MN 55387

Mackenthun's Fine Foods
851 Marketplace Drive
Waconia, MN 55387

Walgreens
121 Depot Drive
Waconia MN 55387

Waconia Tobacco & Vape Inc.
236 1st Street
Waconia, MN 55387



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-027 Approving Waste and Recycle Hauler Licenses					
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. 24-027 Approving Waste and Recycle Hauler Licenses							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Renewal applications for waste and recycle haulers have been submitted and reviewed for the businesses listed in the attached Resolution. Waste and Recycle Hauler Licenses will be issued upon all conditions of licensing being met in accordance with City ordinances which includes completion of all forms, payment of fees and fines, receipt of certificates of insurance and approval by the State. Attachments: 1. 2024 Waste and Recycle Haulers Renewal License List 2. Resolution No. 2024-027 Approving Waste and Recycle Hauler Licenses							
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

2024 RENEWAL RECYCLING LICENSES

2024 RENEWAL SANITATION LICENSES

RECYCLE RENEWAL LICENSES:

Randy's Sanitation

Suburban Waste MN

Waste Management

SANITATION RENEWAL LICENSES:

Randy's Sanitation

Veit Disposal Systems

Suburban Waste MN

Lloyd's Construction Services

Waconia Roll-Off Incorporated

Waste Management

**CITY OF WACONIA
RESOLUTION NO. 2024-027**

**RESOLUTION APPROVING WASTE AND RECYCLE HAULERS LICENSE/PERMIT
APPLICATIONS**

WHEREAS, Applications for new and renewal Waste and Recycle licenses and permits have been received in the Office of the City Clerk.

WHEREAS, The applicants and their requested licenses/permits are identified on the attached list.

WHEREAS, Licenses will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves Licenses and Permits, as attached, for the term February 1, 2024, through January 31, 2025

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-028 Approving an Application to Conduct Off-Site Gambling - Waconia Lions					
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. 2024-028, Approving Application to Conduct Off-Site Gambling for Waconia Lions							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Lions have submitted an application to conduct off-site gambling at the Carver County Fairgrounds, 501 West Third Street, Waconia on April 27, 2024.							
<u>Attachments:</u>							
1. Resolution No. 2024-028 Approving an Application to Conduct Off-Site Gambling Waconia Lions							
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. 2024-028**

**A RESOLUTION APPROVING APPLICATION TO CONDUCT OFF-SITE GAMBLING
WACONIA LIONS**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an application to Conduct Off-Site Gambling from the Waconia Lions; and

WHEREAS, The Waconia Lions has requested this application in order to conduct a Raffle, Pull-Tabs, Tipboards, and a Paddlewheel at the Carver County Fairgrounds, 501 West Third Street, Waconia, Minnesota on Saturday, April 27, 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 16th day of January 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-029 Appointment of Election Judges					
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>							
Adopt Resolution No. 2024-029 Appointing Election Judges for 2024 Elections.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff is pleased to report that 43 people, the majority of which are local to Waconia have volunteered to act as election judges for some or all of the three elections in 2024. 2024 Election dates are: • March 5: Presidential Nomination Primary • August 13: State Primary • November 5: General Election Staff recommends appointment of the judges. Judge training will begin at the end of January. All judges working the Presidential Nomination Primary are required to go through a training with Carver County related specifically to the March 5 election. New judges will sit down with City staff for a more comprehensive training, which we also invited all returnees to attend as well. In addition, all judges will go through a more extensive election training with Carver County later this summer. We are always looking for more interested individuals to serve as election judges. The City Administrator is authorized and directed to oversee vacancies among election judges pursuant to Minnesota Statutes Section 204B.23 and to appoint additional judges as needed.							
Attachments:							
1. Resolution No. 2024-029 Election Judge Appointments							
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. 2024-029**

**RESOLUTION AUTHORIZING APPOINTMENT OF JUDGES FOR
ALL 2024 WACONIA ELECTIONS**

WHEREAS, the three elections will be held in Waconia in 2024: The Presidential Nomination Primary (March 5), the State Primary (August 13), and the General Election (November 5); and

WHEREAS, Election Judges must be appointed as required under Minnesota Statutes Section 204B.21, Subd. 2, Appointing Authority Powers and Duties.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia as follows:

1. That the following Election Judges are appointed to serve the City of Waconia in one, two, or all 2024 Elections:

Doane Baber
Angela Bentz
Deborah Bussler
Joanna Bussmann
Vicki Cummings
Harold Diedrich
Charles Doehr
Sarah Franke
Brenda Grams
Elaine Hines
Theresa Hoelz
Tracy Holtz
Lynn Jeffries
Becky Knodt
Judith Koch
Emily Kubat
Al Kaluza

Wendy Kuntz
Erika Lage
Jody Lechner
David Manely
Becky McLain
Gedric Merritt
Peggy Michals
Brenda Miller
Susan Morton-Herges
Constance Nelson
Patricia Peitz
Tom Peitz
Charlie Peterson
John Raidt
James Sarcletti
Ron Schmitz

Luba Schulz
Jackie Schulze
Sue Schwalbe
Ryan Scott
Cindy Splettstoesz
Darrel Sudheimer
Joan Sudheimer
Renee Szymczak
Daniel Tackmann
Susan VanEyll
Dan Vos
Beth Wentland
Joann Werner

2. The City Administrator is authorized and directed to oversee vacancies among Election Judges subject to Minnesota Statutes Section 204B.23 and to appoint additional judges as needed.

Adopted by the City Council of the City of Waconia this 16th day of January 2024

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-030 Authorizing Solicitation of Pricing for Capital Project #772 High Service Pump & VFD Replacement					
Originating Department:		Public Services					
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 #2024-030 Authorizing the Solicitation of Pricing 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 is seeking authorization to solicit quotes for the pump and VFD replacements. Additional cost related to the project will be electrical and will be managed by A-1/Holton Electric.							
<u>Attachments:</u>							
1. Resolution No. 2024-030 HSP and VFD Pricing Authorization							
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. 2024-030**

**RESOLUTION AUTHORIZING THE SOLICITATION OF PRICING 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 Capital Investment Plan budgeted \$65,000 for the replacement and installation of these items.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the solicitation of pricing for Capital Project #772.

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-031 Accepting Cash Donations for Operations of the Fire Department					
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 (Include motion in proper format.)							
Adopt Resolution 2024-031 Accepting Cash Donations for Operations of the Fire Department							
EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)							
Fire department staff received the following donations with thank you letters for the service provided by City staff: • John & Kathryn Brunner - \$100 - Lake rescue of family pet With the Council's acceptance of the donation, staff will recognize the donation as revenue in the fire department's 2024 budget.							
Attachments: 1. Resolution No. 2024-031 Accepting Cash Donations for Operations of the Fire Department							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Fire (101)							
Budget Information:				Planning Commission			
☐ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-031**

**RESOLUTION ACCEPTING CASH DONATION FOR OPERATIONS OF THE FIRE
DEPARTMENT**

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
John & Kathryn Brunner	Cash	\$100

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-032 Hiring of Probationary Firefighter					
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>							
Adopt Resolution 2024-032 authorizing hire of probationary firefighter.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Fire Department conducts an annual hiring process for firefighters. During this year's hiring process, Erik Olson, who was a firefighter for the City of Waconia from 2011-2019, was interviewed. Erik is eager to rejoin the Waconia Fire Department and we feel he would bring great experience and knowledge, as he is currently serving as a full-time firefighter. Erik also has daytime availability, which is something the department needs. Erik would need no new training. Upon hire, he will have a four-month probationary period, which is our standard for all firefighter rehires. After successful completion of his first four-months on the department, staff will request that he move to regular status. Erik's appointment is contingent on the successful completion and City's evaluation of the background check, medical, and driver's check, which are currently in progress. <u>Attachments:</u> 1. Resolution No. 2024-032 Appointment of Probationary Firefighter 1							
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. 2024-032**

**RESOLUTION AUTHORIZING THE
HIRING OF PROBATIONARY FIREFIGHTER**

WHEREAS, there are multiple vacant firefighter positions within the Waconia Fire Department; and

WHEREAS, Erik Olson, who previously served as a Waconia firefighter from 2011-2019 and is now a full-time firefighter, has applied to rejoin the Waconia Fire Department; and

WHEREAS, following an interview, the recommendation is to rehire Erik Olson as a probationary firefighter effective February 1, 2024, and contingent on the successful completion of pre-employment conditions; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council of Waconia hereby approves the hiring of Erik Olson, effective February 1, 2024.

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024			
Item Name:		Approve Kraus Anderson Contractor Pay Request - 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 Contractor Payment Request 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 requested payment in the amount of \$61,272.98 for construction management services through December 31, 2023.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: PIR Fund					
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:		January 16, 2024					
Item Name:		Approve GMH Asphalt Pay Request #6-Final - East Frontage Road Parking Lot					
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>							
Approve GMH Asphalt Pay Request #6-Final for the East Frontage Road Parking Lot							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the East Frontage Road Parking Lot and recommends payment of \$20,929.44 based on the engineering request for payment. This payment represents approximately 106.0% of the total approved contract for the project. The contract overage is due to poor soils along with an old building foundation that was uncovered during initial excavation work.							
Attachments:							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital							
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:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-033 Approving Public Services Director Recruitment Profile					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session		Discussion Session	X	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024-033 Approving Job Profile and Authorize Recruitment.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has engaged with David Drown & Associates to assist in the recruitment of the vacant Public Services Director. To date staff and City Council members have met with Bart Fischer to discuss attributes and skills preferred in candidates and gathered organizational and community data to complete the job profile and announcement materials. Bart Fischer with David Drown & Associates has prepared the attached job profile and announcement for review and approval. Once approved the job will be publicly posted and recruitment will begin in earnest. As previously discussed the position will be posted with professional engineer preferred, but in order to cast as wide a net as possible for the right candidate it will not be required. Based upon the recent class and compensation study the City has the available grade differentiation to place a candidate based on qualifications. The job description is also current and minor adjustments can be made to add more specific or focused engineering items as needed. The plan moving forward will be to begin recruiting, with a goal of having a candidate list vetted by David Drown & Associates available for Council review on March 4th, and then interviews scheduled for April 3 and/or April 4th depending on the number of finalists chosen. <u>Attachments:</u> 1. Resolution No. 2024-033 Approving Public Services Director Recruitment Profile 2. Public Services Director Position Profile 3. Public Services Director Job Description							
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. 2024-033**

**RESOLUTION TO AUTHORIZE RECRUITMENT
FOR PUBLIC SERVICES DIRECTOR**

WHEREAS, the City has retained David Drown & Associates to assist with the recruitment of a new Public Services Director; and

WHEREAS, the Position Profile and Job Announcement has been developed following input and feedback received from City staff and City Council members; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves the Position Profile and Job Announcement and authorizes the recruitment for the Public Services Director position.

Adopted by the City Council of the City of Waconia this 16th day of January, 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



PUBLIC SERVICES DIRECTOR

Salary: \$126,214 to \$164,278
(Dependent Upon Qualifications)





THE COMMUNITY

Welcome to Waconia, Minnesota!



Waconia is a progressively growing community located just 30 minutes west of the Twin Cities of Minneapolis and St. Paul, Minnesota, in an area popular with visitors for its many lakes, parks, and other enjoyable destinations.

Since the year 2000, the City's population has doubled to more than 13,000 residents, so it is no surprise that nearly 390 new home units were built in 2022.

Named a "Tree City USA" by the National Arbor Day Foundation, the City of Waconia is nestled next to scenic Lake Waconia, the second largest lake in the Metro and one of the cleanest lakes in the area.

Additionally, Waconia boasts a dynamic economy, established industrial parks, first class education, exceptional healthcare facilities, and small-town charm. Combined, all of these amenities make Waconia a great place to live, work, learn, and play.

The City of Waconia offers an ideal mix of small-town charm, a growing population, a diverse business climate, and recreational opportunities for the whole family.



EDUCATIONAL OPPORTUNITIES

Waconia Public Schools



Waconia Public Schools is a growing district serving the Cities of Waconia, Minnetrista, Victoria, St. Bonifacius, and New Germany. With a student population of approximately 4,100 students, the district is comprised of three elementary schools, one middle school, one high school, an alternative school, and an early childhood center.

Waconia Public Schools has once again been named a top-20 public school district in the state of Minnesota by Niche, an online platform that annually ranks K-12 schools as well as colleges and universities. In Niche's 2024 rankings, which were released in September of 2023, Waconia Public Schools was ranked 16th on the platform's list of Best School Districts in Minnesota.

They also earned high placement on several of the platform's other ranked lists. The district is ranked 10th out of 362 on Niche's list titled "Districts with the Best Teachers in Minnesota" and ranked first on the platform's list of "Best School Districts in Carver County."

St. Joseph Catholic STEM School

St. Joseph Catholic STEM School serves approximately 240 students in PreK-8th grade. The school prides itself on its SmartLab where students experience more than 650 extended learning engagements covering eight different STEM modules. Its Integration Lab, or Project Based Learning Center, is where students are challenged to solve real-world problems.

Trinity Lutheran School



Trinity Lutheran School, established in 1865, has long been a part of the Waconia community and its rich history. Today, the school offers a Christian environment for approximately 245 students in PreK-8th grade. Students receive opportunities to grow in academics, the arts, athletics, character, leadership, service, and their Christian faith.





HEALTHCARE

Lakeview Clinic

Lakeview Clinic is an independent, physician-owned facility that remains a long-term fixture in the southwest metro. Lakeview Clinic – Waconia houses primary care and specialty services including x-ray, CT, MRI, 3-D mammography, and a complete clinical laboratory. Lakeview Clinic also houses the Minneapolis Heart Institute at Lakeview Clinic – Waconia.



Ridgeview

Ridgeview is an independent, nonprofit, regional health care system serving the southwest metro region of the Twin Cities. Its network includes four hospital campuses located in Arlington, Chaska, Le Sueur, and Waconia. Ridgeview Medical Center also houses the Allina Health Minneapolis Heart Institute – Waconia.



Twin Cities Orthopedics - Waconia with Urgent Care

Twin Cities Orthopedics – Waconia with Urgent Care offers extensive walk-in acute care as well as comprehensive physical therapy, diagnostic imaging, and prosthetic and orthotic treatments.



Waconia - Minnesota Oncology & Ridgeview Cancer & Infusion Center

Waconia – Minnesota Oncology & Ridgeview Cancer & Infusion Center practices an independent, community-based model of cancer care. Minnesota Oncology provides access to the latest clinical trials through its affiliation with the US Oncology Network, one of the nation's largest cancer treatment and research networks.





RECREATION & EVENTS

Waconia welcomes tens of thousands of visitors to its downtown, lakes, parks, and trails. Numerous parks dot the community and offer a wide variety of amenities. The City has 18 neighborhood parks consisting of 134 acres of City-owned property and three community parks. A number of regional parks can also be found in and around the City. The City is also home to an extensive trail system that connects local parks and neighborhoods for walking, biking, and running.



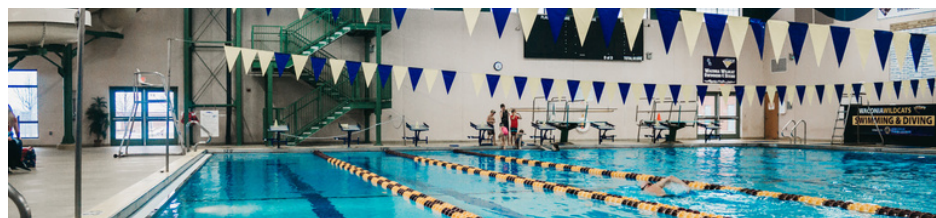
The City is located on Lake Waconia, the 2nd largest lake in the seven-county metro area. With 3,200 acres, this lake and its famous Coney Island provide year-round recreational opportunities including bird watching, fishing/ice fishing, water-skiing, sailboarding, swimming, and more. You will also find the Island View Golf Club just off the shores of the lake.



The Waconia Safari Island is the result of a collaborative effort between the City of Waconia and ISD #110. The building boasts a massive aquatics area complete with a water slide, an 8-lane competitive pool, overhead running track, 4 basketball courts, children's play land, fitness area, and meeting rooms.

Nearby, the Waconia Ice Arena is a City-owned ice arena, home to the Waconia Wildcats, Waconia Hockey Association, and numerous other opportunities for on ice fun.

Waconia is also home to numerous events that happen throughout the year including the Carver County Fair, the Waconia Band Festival, Art Wander, Music in the Park, and Nickle Dickle Day. The Nickle Dickle Day celebration brings in approximately 30,000 visitors each year, and its origins are rooted in the deep commitment of the business community to make Waconia a family-friendly destination.



Waconia is also home to a variety of wineries, breweries, and restaurants that offer a wide range of drinks, award-winning food, and entertainment.



THE ORGANIZATION



The City of Waconia is a statutory city with the Mayor/City Council having administrative and legislative responsibility. As the elected representatives of the community, the City Council establishes City policy and long-range community goals and exercises budgetary control through the adoption of an annual budget.

City leadership consists of a Mayor and four Council members. The City Council is elected with alternating four-year terms. The Mayor is elected at-large for a two-year term. The Mayor has one vote on the Council as do Council members.

The City Council meets regularly to consider ordinances, resolutions, and other such actions as may be required by law and circumstance. The various issues brought before the Council may be initiated by Council members, advisory commissions, administrative staff, or residents of the community.

2023-2024 BUDGET SUMMARIES

Overall Total City Budget - All Funds:

2023: \$48,882,347
2024: \$46,017,254

Overall Total General Fund Budget:

2023: \$9,665,038
2024: \$10,750,255

Public Services Fund Budgets - All Funds:

(Streets, Parks, Water, Sewer, Storm Water, Street Light)
2023: \$15,883,732
2024: \$18,801,547

PUBLIC SERVICES DEPARTMENT

The Public Services Department oversees the construction and maintenance of public improvements. The department consists of the following Divisions: Streets, Park Maintenance, Utilities, and Fleet.

Streets

The Streets Division maintains and repairs city streets, alleys, storm sewers, facilities, and street lighting. Its duties include gravel, asphalt repair, patching, sealcoating, striping, symbols, snow and ice control of roadways & parking lots, traffic sign maintenance, pond cleaning, and re-lamping City-owned lights.

Park Maintenance

The Park Maintenance Division maintains city grounds, parks, boulevards, trails, and sidewalks. Park Maintenance duties include landscaping, mowing, trimming, safety surfaces, tree trimming, inspection, and snow and ice control of pedestrian surfaces.

Utilities

The Utilities Division maintains and repairs water and sanitary infrastructure facilities and buried systems. Its duties include the public water supply, water treatment facilities, hydrants, wells, ground & elevated storage facilities, water meters, mains, storm water re-use, and wastewater collection system including mains and lift stations.

Fleet

The Fleet Division maintains and repairs fixed and mobile equipment dedicated to serving Waconia Public Services & Fire Department. Its duties include scheduled & preventive maintenance, fueling systems, equipment asset tracking & replacements.





CORE DUTIES OF THE POSITION

MANAGE DEPARTMENT OPERATIONS

- Provide project management and financial analysis of infrastructure projects for the City to ensure technical competence and compliance with all current codes and criteria.
- Oversee the maintenance divisions of Streets, Water, Wastewater, Storm Water, Street Lights, and Parks, and transition to Assistant Public Services Director.
- Establish and manage the goals and objectives for the Department to ensure effective use of services and resources and compliance with Department and City policies, Federal, State and local laws, rules and regulations.
- Provide leadership on the department's strategic priorities, adopted strategic plan items, and Department policies.
- Assess Department needs and prepare budgets with Department leadership, the City Administrator, Finance Director or their designee, and City Council. Analyze past expenditures, expected needs, and future cost projections, participate in the City's Capital Improvement Program development process and approve Department expenditures. Manage and close-out development and improvement projects on behalf of the City upon delivery of Developer's Agreement.
- Prepare reports and agenda items for the City Council, Park Board and outside agencies. Attend City Council meetings and work sessions and advise on Public Services related matters.
- Coordinate with other City departments on service delivery, reports, and requests for service.
- Coordinate consultant engineering and architectural services for capital and development services.
- In conjunction with the consulting Engineer, oversee construction of streets, sidewalks, trails, sanitary and storm sewer, water distribution systems, trails and parks, earth grading and related public services projects including the use of AutoCAD (Autodesk) systems when performing drafting tasks. Oversee projects to ensure contractor compliance with time and budget parameters for the project.
- In conjunction with the consulting Engineer, supervise the preparation or development of engineering plans and specifications. Supervise preparation of required advertisement for bids, review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.





CORE DUTIES OF THE POSITION

MANAGE DEPARTMENT OPERATIONS - CONT'D

- In conjunction with the consulting Engineer, supervise preparation of feasibility studies for public improvement projects.
- Assist in preparing project cost estimates for projects and attend and participate in pre-construction meetings.
- Review private project development plans for compliance with codes, regulations, standards and adequacy of applications for permits and compliance with approved plans.
- Interpret and respond to telephone, email, and other electronic communication requests from the public for information, complaints, and construction project requests.
- Oversee and review work done by contracted engineering firms.
- Operate computer programs which aid in the design work and recommend purchase of new products or upgrades.
- Assist in preparation of assessment rolls and assessment splits.
- Inspect and monitor public service construction projects for conformance to design standards; work with contractors to address problems and recommend or implement field changes as needed.
- Evaluate transportation and traffic impacts of development proposals, permits, rezonings, plats, etc. Prepare traffic, utility and other studies and reports. Provide intersection signal and channelization design. Maintain pavement management program. Coordinate sidewalk inspection.
- Review and comment on subdivision and development projects. Manage City GIS services.
- Develop strategies for document management as it relates to CAD (Autodesk) outputs and develop a comprehensive naming and archiving plan for storing and retrieving CAD (Autodesk) drawings.
- In conjunction with the City Engineer, provide technical engineering advice and assistance including mapping, drawing and surveying to other City departments. Act as an effective member of the City's management team.
- Develop and implement work flows, data collection, and dissemination utilizing asset management software tools to aid in the planning, programming, and financial impacts of public infrastructure and assets.



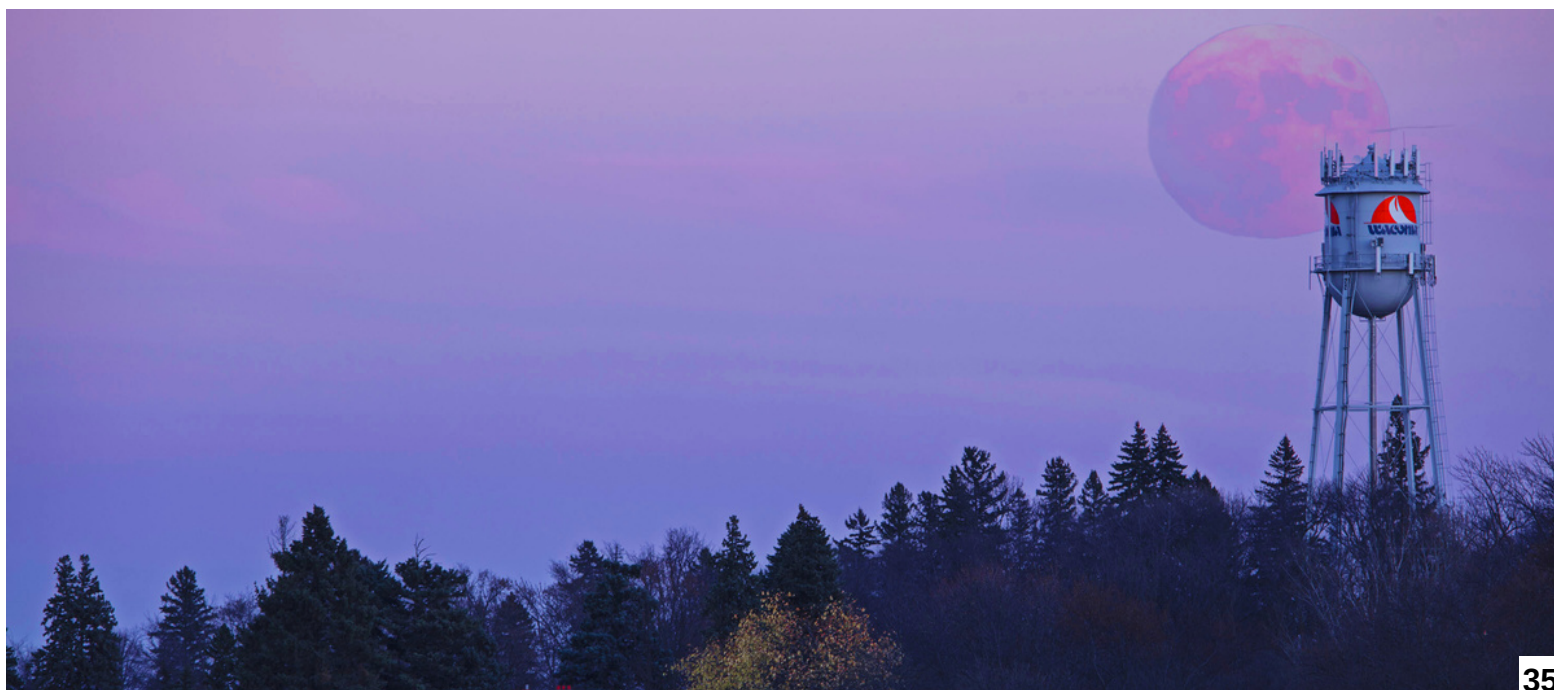
CORE DUTIES OF THE POSITION

SUPERVISORY DUTIES

- Manage selection and recruitment; recommend staff hires and promotions.
- Oversee professional development of staff.
- Plan, review, assign, and evaluate work of staff.
- Provide coaching, feedback, and evaluate staff performance.
- Resolve staff conflicts and concerns.
- Prepare work schedules and approve timecard records.
- Determine and administer employee discipline.
- Prepare and manage internal department meetings.

ADDITIONAL DUTIES

- Operate software programs utilized in delivery of the Public Services Department systems.
- Maintain contact with consulting Engineers, construction project engineers, City, State and Federal agencies, professional and technical groups, and the general public regarding Department activities and services. Monitor inter-governmental actions affecting Public Services Division.
- Participate in training, education, conferences, etc.
- Attend and represent the City at various local, City, regional, and state level meetings.
- Perform other duties and assume responsibilities as apparent or assigned.





DESIRED ATTRIBUTES

- Has developed a broad base of knowledge working in Public Services.
- Is a critical, creative thinker and problem solver who can think outside the box.
- Is someone who can unify the department around a common vision, goals, and priorities.
- Excels in taking on the role of a life-long learner and moves the Department forward. Leads in a positive, collaborative, and proactive manner.
- Has strong organizational and personnel management and leadership skills.
- Is a collaborative leader who can listen and gather input across the Department and organization. From that input, can cast a vision and focus and in turn clearly communicate the vision and focus as well as garner buy in and accountability in order to implement the vision and focus.
- Is a leader who can provide structure, accountability, guidance, mentorship, and clarity for the Department.
- Is someone who can mentor people to the best of their abilities and be adaptable to differing personalities.
- Excels at being a servant leader by making Department staff feel heard, supported, valued, and appreciated.
- Has the ability to support the need for employee growth, development, and training.
- Is able to evaluate competency to move the organization forward in a positive and efficient direction.
- Has the skill to evaluate, recommend, and implement useful technology for the Department.
- Has a strong skillset in communication including:
 - Is approachable.
 - Is someone who can empathetically and humbly communicate with and educate the Council, the staff leadership team, the department, and the community on the needs of and vision for the Department.
 - Can effectively articulate the why behind a decision or request.
 - Is someone who provides facts as well as options regarding requests and needs.
 - Is someone who will be the “face of the Department” to the public/community as well as the conduit of information between the Department staff, the city staff leadership team, and City Council.
- Is a strong collaborator by:
 - Working across generations within the workplace.
 - Providing a culture where the divisions within the Department seamlessly work together.
 - Understanding the needs of the Community, the Council, and the organization as well as the Department.
 - Working with and evaluating the effectiveness of third-party partnerships such as consultants and Carver County.



DESIRED ATTRIBUTES - CONT'D

- Has the ability to be a strong decision maker who can evaluate, take in feedback and information, and move forward with the tough decisions that need to be made.
- Excels in visioning skills through understanding, leading, balancing, and managing the maintenance of existing infrastructure along with the needs of a growing community.
- Is someone strong in their delegations skills in order to:
 - Unleash the talent in the Department, while harnessing the potential of everyone for the benefit of the group.
 - Empower and build trust with the Department staff by getting to know and understand the people within the Department and their duties/functions.
 - Practice and model a healthy work/life balance.
- Is someone with emotional intelligence and self-awareness who understands their strengths and weaknesses and how to work within those limitations.
- Has a sense of humor.



PRIORITIES FOR THE POSITION

- Create a vision, focus, and plan for the Public Services Department that supports the Strategic Plan of the organization.
- Unify the Department and empower the staff. Make them feel heard, supported, valued, and appreciated. Build a collaborative team.
- Come into the position with a willingness to learn from the past while looking to provide leadership for the future.
 - Be able to balance the old and new – maintain existing, 150-year-old infrastructure as well as vision and plan for new development.
- Evaluate and update the 10-year CIP. Strategically plan for the location and timing of new infrastructure such as the water system, a water tower, and water treatment plant. Envision what can be done with the old public works site.
- Evaluate and implement existing or emerging technologies to improve efficiencies and operations.
- Look to hire an Assistant Public Services Director who compliments the new Director and will help focus on operations of the department.



POSITION ANNOUNCEMENT

City: Waconia, Minnesota

Position: Public Services Director

Salary: \$126,214 to \$164,278 (Dependent Upon Qualifications)

Application Deadline: February 13, 2024

Job Summary: The Public Services Director is responsible for the administration and management of the department and related activities including the department's budget, equipment, and personnel, compliance with legal requirements, coordination and delivery of capital improvement plans of public assets, working cohesively with other department heads on financial and development improvement projects, coordinating consulting, and engineering on development, capital projects, local and jurisdictional project development.

Education: Four-year degree in Civil Engineering, Public Administration, Business Administration, or related field

Requirements:

- Five or more years relevant work experience
- Progressively responsible project management experience
- Significant experience in personnel management and supervision
- AutoCAD (Autodesk) proficiency
- Proficiency in GIS mapping applications
- Successful completion of a criminal background check

Desired Qualifications:

- Master's Degree in related field
- Licensed professional Civil Engineer with the State of Minnesota
- More than five years' experience in municipal civil engineering
- MnDOT Certification in, or considerable experience in, construction inspection
- Class B, or higher, Water License
- Knowledge/experience in Excel, Windows, Word, PowerPoint and Publisher
- Knowledge/experience using AutoCAD (Autodesk Land Desktop 2005 civil design software)
- Knowledge/experience using ArcView GIS software
- Proficiency with Cartegraph/OpenGov or other asset management software.

Apply: Visit <https://daviddrown.hiringplatform.com/195958-waconia-public-services-director/781876-application-form/en> and complete the application process by February 13, 2024. Finalists will be selected on March 4, 2024, and final interviews will be held on April 3 or 4, 2024.

Please direct any questions to Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.

Job Title: Public Services Director

Department: Public Services

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position supervises all department personnel, either directly or through subordinate supervisors.

Position Details: The Public Services Director is responsible for the administration and management of the department and related activities including the department's budget, equipment and personnel; compliance with legal requirements; coordination and delivery of capital improvement plans of public assets; working cohesively with other Department Heads on financial and development improvement projects; and coordinating Consulting Engineering on Development, Capital Projects, Local and Jurisdictional Project Development.

Manage Department Operations:

- Provide project management and financial analysis of infrastructure projects for the city to ensure technical competence and compliance with all current codes and criteria.
- Oversee the maintenance divisions of Streets, Water, Wastewater, Storm Water, Street Lights, and Parks.
- Establish and manage the goals and objectives for the Department to ensure effective use of services and resources and compliance with Department and City policies, Federal, State and local laws, rules and regulations.
- Develop and oversee implementation of operating policies and procedures to accomplish Department goals and objectives.
- Assess department needs and prepare budgets with the City Administrator, Finance Director or their designee, and City Council. Analyzes past expenditures, expected needs and future cost projections; participates in the City's Capital Improvement Program development process; and approves department expenditures. Manage and close-out development and improvement projects on behalf of the city upon delivery of Developer's Agreement.
- Prepare reports and agenda items for City Council, Park Board and outside agencies. Attend City Council meetings and work sessions and advise on Public Services related matters.
- Coordinate with outside city departments on service delivery, reports, and requests for service.
- Coordinate consultant engineering and architectural services for capital and development services.
- In conjunction with the consulting engineer, oversee construction of streets, sidewalks, trails, sanitary and storm sewer, water distribution systems, trails and parks, earth grading and related public services projects including the use of AutoCAD (Autodesk) systems when performing drafting tasks. Oversee projects to ensure contractor compliance with time and budget parameters for the project.
- In conjunction with the consulting engineer supervise the preparation or development of engineering plans and specifications. Supervise preparation of required advertisement for bids, review construction bids and make necessary



recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria.

- In conjunction with the consulting engineer supervise preparation of feasibility studies for public improvement projects.
- Assist in preparing project cost estimates for projects and attend and participate in pre-construction meetings.
- Review private project development plans for compliance with codes, regulations, standards and adequacy of applications for permits and compliance with approved plans.
- Interpret and respond to telephone, email, and other electronic communication requests from the public for information, complaints, and construction project requests.
- Oversee and review work done by contracted engineering firms.
- Operate computer programs which aid in the design work and recommend purchase of new products or upgrades.
- Assist in preparation of assessment rolls and assessment splits.
- Inspect and monitor public service construction projects for conformance to design standards; work with contractors to address problems and recommend or implement field changes as needed.
- Evaluate transportation and traffic impacts of development proposals, permits, rezonings, plats, etc. Prepare traffic, utility and other studies and reports. Review utility permits, street use permits, franchise utility permits, etc. Provide intersection signal and channelization design. Maintain pavement management program. Coordinate sidewalk inspection.
- Review and comment on subdivision and development projects. Manage City GIS services.
- Develop strategies for document management as it relates to CAD (Autodesk) outputs and develop a comprehensive naming and archiving plan for storing and retrieving CAD (Autodesk) drawings.
- In conjunction with the city engineer provide technical engineering advice and assistance including mapping, drawing and surveying to other city departments. Act as an effective member of City's management team.
- Perform public improvement inspection activities within public right-of-way.

Supervisory Duties:

- Manages selection and recruitment; recommends staff hires and promotions.
- Oversees professional development of staff.
- Plans, reviews, assigns and evaluates work of staff.
- Provides coaching, feedback and evaluates staff performance.
- Resolves staff conflicts and concerns.
- Prepares work schedules and approves timecard records.
- Determines and administers employee discipline.
- Prepares and manages internal department meetings.

Additional Duties:

- Operate software programs utilized in delivery of public services department systems.
- Maintain contact with consulting engineers, construction project engineers, City, , State and Federal agencies, professional and technical groups and the general public regarding Department activities and services. Monitor inter-governmental actions affecting public services division.
- Participates in training, education, conferences, etc.
- Attend and represent the City at various local, City, regional, and state level

- meetings.
- 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 all utility operations not limited to Water, Sewer, Storm Water and Street Lighting.
- Knowledge of construction standards, methods and materials used in municipal public improvement projects.
- Knowledge of environmental laws, rules and regulations related to municipal public improvement projects and maintenance of infrastructure.
- Knowledge of design procedures of State and City agencies for design of road surfacing and drainage facilities.
- Knowledge of civil engineering principles, practices and methods and relevant City policies, laws, and regulations affecting Department activities.
- Knowledge of practices associated with installation and operation of public utilities.
- Ability to inspect construction projects.
- Ability to conduct materials testing and analysis and to survey project sites to obtain and analyze topographical details.
- Ability to operate a personal computer, including word processing, spreadsheet, database and computer aided design software and mobile radio.
- Ability to communicate complex technical information effectively, both verbally and in writing, and maintain effective working relationships with contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, committee members, co-workers and the general public.
- Ability to prepare costs estimates, analyze data, prepare feasibility reports and make presentations.
- Ability to manage multiple tasks on a timely basis. Ability to establish and achieve priorities.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- 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, 8:00 a.m. – 4:30 p.m. Ability to work extended hours and attend meetings outside of normal work hours.
- Ability to attend work punctually and regularly and to respond to emergencies 24/7.

Education: Four-year degree in Civil Engineering, Public Administration, Business Administration or related field.

Requirements:

- Five or more years relevant work experience.
- Progressively responsible project management experience.
- Significant experience in personnel management and supervision.
- AutoCAD (Autodesk) proficiency.
- Proficiency in GIS mapping applications.
- Successful completion of a criminal background check.

Desired Qualifications:

- Master's Degree in related field.
- Licensed professional Civil Engineer with the State of Minnesota.
- More than five years' experience in municipal civil engineering.
- MnDOT Certification in, or considerable experience in construction inspection.
- Class B, or higher, Water License
- Knowledge/experience in Excel, Windows, Word, Power Point and Publisher.
- Knowledge/experience using AutoCAD (Autodesk Land Desktop 2005 civil design software).
- Knowledge/experience using ArcView GIS software.

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, or the ability to obtain one with six (6) months of hire.
- Class D Water and Class S-D Wastewater Licenses.

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

Coaching and Mentoring

- Enables others to grow and succeed through feedback, instruction, and encouragement.
- Coaches' others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.

- Takes time to observe behaviors that contribute to or detract from others' success. Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.
- Models' success behaviors, a high-performance work ethic, and constant self-improvement.

Fiscal Accountability Department Directors

- Determines fiscal goals and objectives; establishes program areas, service needs, and allocates department resources.
- Prepares annual operating Department budget by providing comprehensive justifications for budgetary requests. Prepares and monitors budgets for special projects.
- Researches, prepares, and monitors grant applications for State, Federal and related funding. Controls and monitors operating costs, expenditures and revenues by effectively utilizing staff, materials, and equipment; approves invoices submitted to the City Council for payment.
- Recognizes and initiates actions for possible changes and/or enhancements in Department procedures, processes, housekeeping, and/or safe practices, improving cost effectiveness, productivity and/or overall results.

Leadership

- Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the City.
- Leads the operation of the department, ensures City policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- Clearly defines responsibilities, expectations and authority limits to employees.
- Inspires others to achieve results by promoting involvement, participation and cooperation.
- Works respectfully and effectively with managers and leadership of the department and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- Creates and supports effective working relationships within and between City departments, divisions and outside agencies.
- Research best practices, literature, and data to synthesize for department policy and budget development.
- Interprets laws, rules, and regulations at the City, State, and Federal level.
- Directs implementation of laws and regulations in accordance with City, State, and Federal laws and regulations.
- Conducts regular department meetings with supervisors and line staff to inform them of significant issues, events, policies, or legislative changes.

Risk Management

- Identifying, assessing, and managing risk, while striving to attain objectives.
- Assessing the risk while considering the objectives and parameters of the organization.
- Identifying levels of risk and communicating to the group, stakeholders, or sponsors suggested options for achieving the objective with a shared understanding of the risks.

Safety conscious

- Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- Keeps abreast of accident/injury trends within the Department, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

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:	January 16, 2024
Item Name:	Adopt Resolution No. 2024-034 Denying Variance (After-the-Fact) - 150 Stacy Circle
Originating Department:	Community Development
Presented by:	Lane Braaten
Previous Council Action (if any):	

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2024-034 denying of the after-the-fact variance to exceed the hardcover maximum in the Shoreland Overlay District for the property located at 150 Stacy Circle.

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

BACKGROUND

Applicant: Gretchen and Will Campbell
Owner: Gretchen and Will Campbell
Address: 150 Stacy Circle
PID# 752990040
Zoning: R-2, Single-Family Residential District
Special District: Shoreland Overlay District

REQUEST:

The City has received a Variance application from Gretchen and Will Campbell (the “applicants”) requesting approval of an after-the-fact variance to exceed the 25% hardcover maximum allowed in Shoreland Overlay District.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.06, Subd. 7. Shoreland Overlay District
2. Section 900.12 - Administration, Enforcement and Procedures, Subd. 4 - Variances

VARIANCE REVIEW CRITERIA:

Waconia City Code Section 900.12, Subd. 4 and Minnesota State Statute 462.357, Subd. 6 establishes criteria to be considered when contemplating the issuance of a Variance in terms of “practical difficulty” as follows: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the Variance are consistent with the Comprehensive Plan.” So a City evaluating a Variance application should make findings as to:

1. Is the Variance in harmony with the purposes and intent of the ordinance?
2. Is the Variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?
5. Will the Variance, if granted, alter the essential character of the locality?

State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas, practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

PLANNING AND VARIANCE CONSIDERATIONS:

1. The subject property is zoned R-2, Single-Family Residential and located within the Shoreland Overlay District which allows for a maximum impervious surface of 25%.

2. City staff initially received a complaint regarding the installation of additional driveway and parking area in close proximity to a property line. Based on the complaint, staff called the property owner twice requesting that no work be done until they had a conversation with city staff. The two calls that staff made were not returned until after the concrete was poured and in place. The project consisted of widening of the driveway and adding improved parking area next to the garage.
3. The stormwater plan was submitted to the City Engineer for review and comment. The comments have been attached for review and consideration. Please note that there were several revisions to the stormwater plan during the Planning Commission review. In summary, and to clarify the attached City Engineer comments, the proposed improvements are better than the initial submittal, but the overflow is recommended to be connected to the stormwater catch basin on Brent Drive, which was not included as part of the applicants plan.
4. Based upon a conversation with the Public Services Director the typical life of a rain garden is 12-15 years if maintained properly. If not maintained, a rain garden could cease functioning properly within 2 years.

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on July 20th, 2023 and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. The public hearing comments received have been attached to this report for review and consideration.

CONCLUSION / RECOMMENDATION

The Planning Commission, at their regular meeting on January 4th, 2024, reviewed the revised information and recommended denial of the proposed after-the-fact variance for 150 Stacy Circle via a 5-0 vote.

Attachments:

1. [Resolution 2024-034 Denying After the Fact Variance at 150 Stacy Circle](#)
2. [Location Map for 150 Stacy Circle](#)
3. [Certificate of Survey Campbell](#)
4. [Amended Letter of intent for variance with notation](#)
5. [Revised Site Plan Stormwater Plan](#)
6. [City Engineer Comments Revisions](#)
7. [Public Hearing Comments](#)

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
RESOLUTION 2024-034**

**A RESOLUTION DENYING AN AFTER-THE-FACT VARIANCE
FOR THE PROPERTY LOCATED AT 150 STACY CIRCLE**

WHEREAS, Gretchen and Will Campbell (the “**Applicants**”), have submitted an after-the-fact Variance application for the property located at 150 Stacy Circle (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 4, Block 1, Harms Lake View Terrace 4th Addition, Carver County, Minnesota and identified as PID# 752990040; and

WHEREAS, the City received an after-the-fact variance application from the Applicants to allow hardcover improvements in excess of the 25% maximum allowed in the Shoreland Overlay District; and

WHEREAS, the Planning Commission, at their regular meeting on August 3rd 2023, held the required public hearing, took all public comment, and tabled the application to allow the City Engineer time to review the revised storm water plan submitted by the Applicants; and

WHEREAS, the Planning Commission tabled the application at both the September 7th, 2023 and the October 12th, 2023 meetings to allow additional review time of additional information submitted by the Applicants; and

WHEREAS, the Planning Commission, at their regular meeting on January 4th, 2024, recommended denial of the Variance application to exceed the hardcover maximum for the property located at 150 Stacy Circle via a 5-0 vote; and

WHEREAS, the City Council finds and concludes:

- 1) The hardcover installed by the applicants exceeds the 25% maximum allowed in the Shoreland Overlay District and the Council does not find anything unique about the subject property to allow for approval of the requested variance. In fact, the existing circumstances that require a variance were created by the landowner when the new driveway segment was installed on the property.
- 2) The request is not in harmony with the purposes and intent of the ordinance, nor the Comprehensive Plan, as both of them identify the protection of public waters as a necessity and continued expansion of hardcover within this district is problematic.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby denies the after-the-fact Variance application for Gretchen and Will Campbell to exceed

the hardcover maximum for the property located at 150 Stacy Circle subject to the findings and recommendations of the Waconia Planning Commission stated above.

Adopted by the City Council of the City of Waconia this 16th day of January 2024.

Nicole Waldron, Mayor

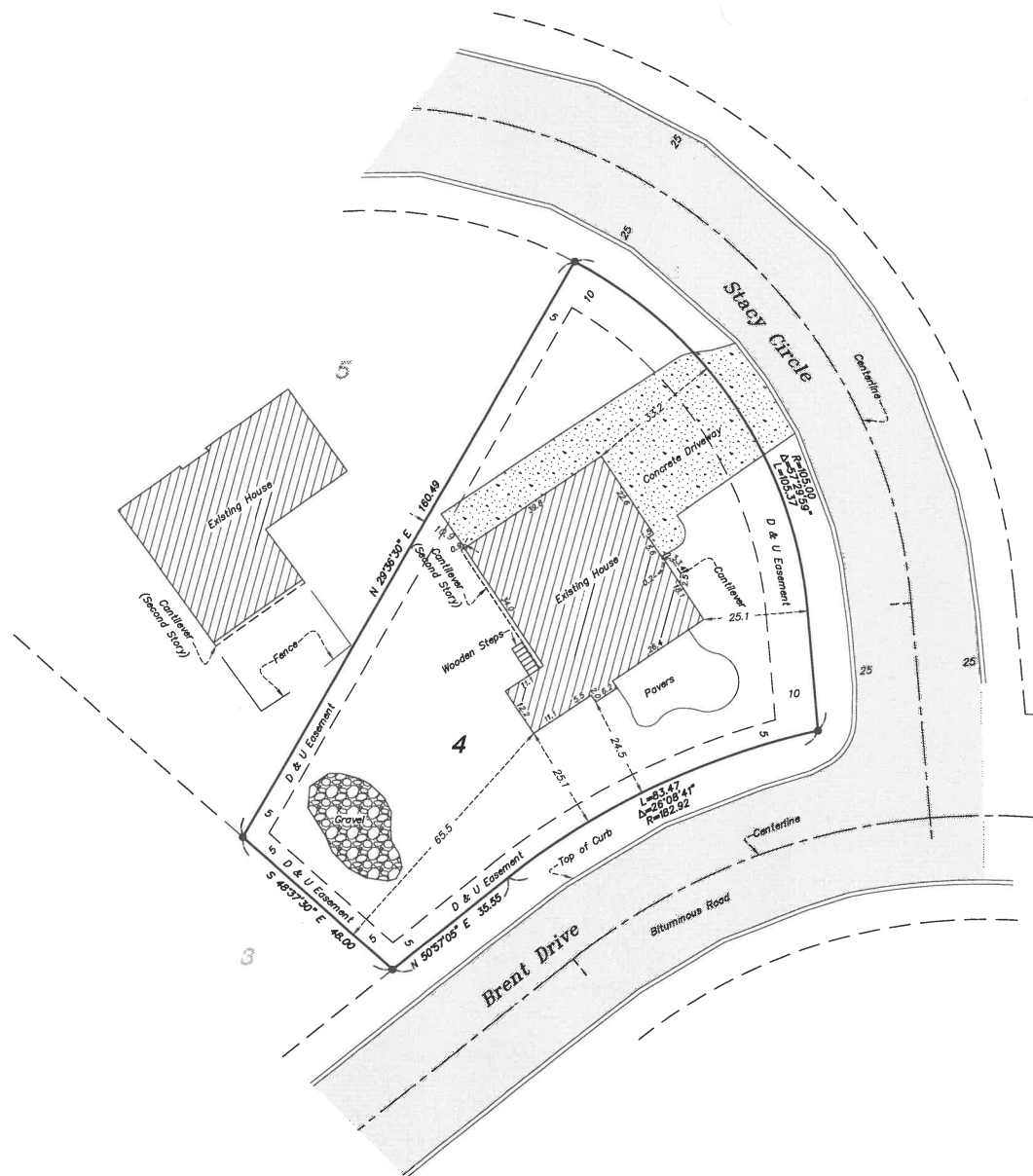
ATTEST: _____
Jackie Schulze, City Clerk

LOCATION MAP—150 STACY CIRCLE



Certificate of Survey

Prepared for:
Gretchen Campbell



Legend

- Found Iron Monument

Site Address:
150 Stacy Circle
Waconia, MN 55387

Boundary Description (Doc. No. T116851)
Lot 4, Block 1, HARMS LAKE VIEW 4TH ADDITION,
according to the plat thereof on file and of record
in the Office of the Registrar of Titles, in and for
Carver County, Minnesota.

Existing Hardcover (sq. ft.)	
House	1,953
Concrete Driveway	1,482
Pavers	406
Gravel	388
Wooden Steps	22
Cantilever (east)	8
	4,259

Parcel Area = 12,224
Total Hardcover = 34.8%

Job Number:	9823
Survey Date:	6/19/23
Drawing Name:	Campbell.dwg
Drawn by:	SKH
Revisions:	

I hereby certify that this certificate of survey was
prepared by me or under my direct supervision and
that I am a duly Registered Land Surveyor under the
laws of the State of Minnesota.

Kelly L. Brauer
Kelly L. Brauer

Date: June 20, 2023 Registration No. 48328

SCHOBORG
LAND SERVICES
INC.

763-972-3221
www.schoborgland.com
8927 Co. Rd. 13 SE
Detroit, MN 55228

Bearings based on assumed datum.

Dear City of Waconia,

The purpose of this letter is to inform you of a request for variance at our property at 150 Stacy Circle. Last fall we had new concrete added next to our driveway to provide extra parking for our young adult drivers. We felt it important to keep our vehicles off the road as much as possible. We were unaware of the Shoreland Overlay District limiting hardcover to 25%. Our contractor was also unaware of the standard. Since this issue has been brought to our attention we are applying for a variance. We are prepared to make several changes to reduce our current hardcover and in addition we will add features to mitigate water as well as improve the aesthetic of the property. In doing so we believe we will be in harmony with the surrounding properties.

The proposed changes are listed below (they are also detailed on the enclosed survey map):

Changes made on September 5, 2023 are in blue text.

1. Remove 9.92 ft x 16ft of new concrete at the northwest corner of the house. This is an area of 159 square ft. of hard surface. Remove another 30 square feet of new concrete to bring the hard surface down to 29.9%
2. In the backyard we have a playset set in pea rock (on the survey map it is labeled as gravel). We will remove the gravel and playset. This is 388 square ft of hardcover.
3. The driveway is currently 26 ft. across where it meets the street. We will remove 2 ft. in length at the end of the driveway to reduce the total length to 24 ft.
4. We will install drain tile to the outlet of three down spouts on the west side of the house. This will direct water to the rain garden.
5. The rain garden will be 11.5' x 11.5' x 1' on the southwest side of the house. We will install underground drain tile to drain into the new rain garden from the 3 downspouts.
6. All of the downspouts on the west/southwest side of the house will connect to the rain garden. Including the area around the porch.
7. ~~Connect to the city catch basin when the curb and gutter is upgraded on Brent Drive. We understand this is scheduled to be upgraded in the near future. This improvement is already finished on the other side of Stacy Circle. This will also connect to our sump pump when the upgrade is done.~~

Rain Garden Details:

The rain garden will be 11.5' x 11.5' x 1' deep. We will build the rain garden according to the CCWMO standards which will include the replacement of the in place soil with filter media and tile at the base of the garden. We are working with Stone Mountain Landscaping to build the rain garden to the proper size to mitigate the water. The roof square footage that will drain to the rain garden is 1,000 square ft. A rain garden of the above mentioned volume will be adequate to drain 1,000 square feet of water.

The recommended size is 11.5 x 11.5 x 1 foot deep. We are willing to increase the size of the rain garden. We are proposing a rain garden of 11.5 x 17.25 x 1 ft. Which is 1 ½ times the standard size to mitigate the run off.

Details about the property and surrounding area:

1. Our lot is on a corner and the edge of a circle. A big percent of our green space is taken up by the boulevard. Since we own a curved corner lot a larger percentage of the entire lot is owned by the city than a typical lot. 2,331 square feet of the entire lot is owned by the city, 2,081 square feet of that 2,331 is green space. The parcel area is 12,224 sq. ft. The total lot including that owned by the city is 14,555. 16% of the total lot is city owned. That green space is still present and should be a consideration.
2. Upon observation of surrounding homes, including aerial footage of the neighborhood, our variance appears to be in harmony with the homes around us. Many homes around us have 2 car garages, several have traditional patios, some have built in pools and many also have an extra parking area.
3. On the survey map the wooden steps to our sunroom are counted as 22 sq. ft. of hard cover. Per Lane Braaten the steps do not need to be counted as hard cover since there are slats that drain to the grass below.
4. With the changes expressed above, here are the new totals in square feet:

House	1,953	
Concrete Driveway	1,323	1,293
Pavers	406	
Cantilever (east)	<u>8</u>	
	3,690	3660
	 3,690	 3,660
Roof water mitigation	<u>-1,000</u>	
	2,690	2,660

Parcel area = 12,224

Total hardcover with water mitigation = ~~22%~~ 21.7%

Respectfully,
Gretchen and Will Campbell

Gretchen Campbell 612-597-0083
Will Campbell 952-442-5080

6. Install drain tile to empty into the rain garden



Lane Braaten

From: Jake Saulsbury <Jake.Saulsbury@bolton-menk.com>
Sent: Wednesday, December 20, 2023 4:59 PM
To: Lane Braaten
Subject: RE: update
Attachments: Amended Letter of intent for variance with notation 12_18_23.pdf

Here are my findings & thoughts:

1. There appears to be a minor math error (or typo), they mention removing another 30 sf of concrete but deducted 36 sf from their table. I believe the concrete total in their table should be 1,293 sf. This revision also makes the total 3,660 sf which is what they have shown.
2. They state a roof mitigation area of 1,000 sf. When measuring everything southwest of their roof peak, I get about 1,100 sf. When excluding a portion of their rear porch that drains SE, I get about 800 sf. This 1,000 sf appears to be correct assuming they collect all of the water that drains west/southwest from the back half of their house.
3. They state a parcel area of 12,224 sf. When comparing this to the County GIS data, this appears to be correct. 25% of this number is 3,056 sf. Their total impervious equals 3,660 sf. Therefore, with the revisions they are at 29.9% impervious which is 604 sf over the allowable amount.
4. They bring up a good point about the added green space in the right-of-way for this lot, it is far more than most lots have. However, for consistency this was not part of my analysis as this is technically city property and it hasn't been factored into any previous variance / hardcover reviews.
5. They need to mitigate >604 sf of impervious area to get this number under 25%. Their proposed raingarden is set up to treat the 1,000± sf of roof drainage which does achieve this. However, the provision and previous requirement of connecting the raingarden with an outlet tile to the city's storm sewer system is not being met.
6. In summary, the revised plan with the larger raingarden is a significant improvement over the previous submittal. All mitigation recommendations have been met or exceeded with the exception of connecting the raingarden to the downstream storm sewer on Brent Drive. I understand the reluctance to do this due to the length of pipe needed, the cost, and the impact to the neighbor's driveway. If the variance is approved, I recommend the following conditions are also met:
 - a. Roof drains / gutters / downspouts collect more than 800 sf of roof drainage that is directed into the raingarden.
 - b. The emergency overflow of the raingarden is to the Brent Drive curb and not toward the yards of the neighbors to the west/southwest.
 - c. A maintenance agreement (or something similar) is put into place to keep the raingarden functional and effective into the future.

Please let me know if you have any questions or if you care to discuss further.

Lane Braaten

From: Nathan Albee <nathanalbee@gmail.com>
Sent: Monday, July 31, 2023 12:17 PM
To: Lane Braaten
Subject: 150 Stacy Circle Variance Request

To the Planning Commission:

We are neighbors with Gretchen and Will Campbell, who are applying for an after-the-fact variance. They have explained to us that they are spending a lot of time with a site plan to get more pervious surface on their property. We hope that they can be granted some leniency because of the way their lot is situated. Since it sits on a curved corner, a much higher percentage of the grassy area along the perimeter belongs to the city rather than the Campbells, and that is an area that can absorb water. The Campbells are people of integrity who want to do right by the city and their neighbors, and we hope the commission allows the variance process to be governed by practicality rather than percentages.

With sincere thanks for your consideration,
Nate and Jaime Albee
134 Stacy Cir, Waconia, MN 55387

Lane Braaten

From: Huinker, Taylor (DNR) <Taylor.Huinker@state.mn.us>
Sent: Wednesday, August 2, 2023 10:15 AM
To: Lane Braaten
Subject: RE: Public Hearing Notice - My Apologies

Hi Lane,

Thank you for sending this after-the-fact variance request to increase the impervious surface to 30.2% at 150 Stacy Circle, Waconia in order to park cars in an expanded driveway. This parcel is located within the shoreland overlay district, which means it is subject to the 25% maximum impervious surface standard.

The health of Lake Waconia is affected by our activities in the watershed. How we develop land and alter the landscape affects water quality and the health of fish and animal habitat associated with the lake. Specifically, as impervious surface coverage increases, the rate and amount of runoff and pollutants entering public waters increases. Therefore, the shoreland regulations limit the amount of impervious surface in order to protect the health of the lake.

Variances should be rare and for reasons of exceptional circumstance, and must demonstrate a practical difficulty exists. I do not believe this has been demonstrated. If this after-the-fact variance were to be granted, what is to prevent other property owners from seeking to do something similar?

Thank you for the opportunity to comment.

Taylor

Taylor Huinker
South Metro Area Hydrologist | Ecological and Water Resources

Minnesota Department of Natural Resources
1200 Warner Road
St. Paul, MN 55106
Phone: 651-259-5790
Email: taylor.huinker@state.mn.us
mndnr.gov



From: Lane Braaten <LBraaten@waconia.org>
Sent: Tuesday, August 1, 2023 3:22 PM
To: Huinker, Taylor (DNR) <Taylor.Huinker@state.mn.us>
Subject: Public Hearing Notice - My Apologies

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Taylor,

I hope all is well. A light bulb just went off in my brain and I realized that I did not send the attached public hearing notice to you regarding an upcoming variance request. I have also attached the staff report for review. Let me know if you have any comments or questions. Again, I apologize for not sending this sooner.

Lane

Lane L Braaten

Community Development Director

City of Waconia

201 South Vine Street

Waconia, MN 55387

Office: 952-442-2184

Direct: 952-442-3106

www.waconia.org



Lane Braaten

From: Joshua Kukowski <jclover41@hotmail.com>
Sent: Wednesday, August 2, 2023 9:13 AM
To: Lane Braaten
Subject: 150 Stacy Circle

I'm writing a message of support for Will and Gretchen Campbell (150 Stacy Circle) and their request for an after the fact variance. They are great neighbors, care for the community, have supported us as a family, and take care of their yard. Embedded in their family character is an inherent protection and love of the environment. Please allow this variance to go through. Reach out to me if you have any questions.

Sincerely,

Joshua

Joshua Kukowski
126 Stacy Circle
Waconia MN 55387
612.669.3143

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

CITY OF WACONIA, MN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Waconia, MN, will hold a public hearing on August 3rd, 2023, at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider an after-the-fact variance from the City's hardcover/impervious surface maximum for the property located at 150 Stacy Circle (PID# 752990040).

The applicants, Gretchen and Will Campbell, are requesting approval of an after-the-fact variance to allow impervious surface improvements exceeding the 25% maximum allowed within the Shoreland Overlay District.

Pertinent information pertaining to this request is available at City Hall. Interested persons may submit written or oral comments pertaining to this matter any time prior to the hearing, or at the hearing on August 3rd, 2023. Written comments will be distributed to the Planning Commission for review and consideration. Please submit written comments by mail, email or in person as follows:

Mail/in person: Attention: Lane L. Braaten, 201 South Vine Street, Waconia, MN 55387
Email: lbraaten@waconia.org

By: WACONIA PLANNING COMMISSION
ATTEST: Lane L. Braaten, Community Development Director

(Published in the Waconia Patriot on July 20th, 2023)

Necky — They have a nice patio, play area
for children, off street parking, maintained
property. Please enforce other regulations
street parking — cars, fish houses, boats



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 16, 2024					
Item Name:		Adopt Resolution No. 2024-035 Authorize Public Bid for the 2024 Infrastructure Maintenance Projects					
Originating Department:		Public Services					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session		Discussion Session	X	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution #2024-035, Authorizing public bid for the 2024 Asphalt Maintenance Projects							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In 2024 the City planned various asphalt and street maintenance projects as part of the operating and capital investment budgets. Included in these areas are asphalt maintenance and minor drainage improvements which would complete the work that has been undertaken over the past two seasons in the Sugarbush and Willowbrooke neighborhoods. This includes milling and overlay on Courtland East and West in the Willowbrooke neighborhood and then all streets within the Sugarbush neighborhood, and includes Sugarbush Lane, Hickory Circle, and Tamarak Lane. Continuation of last year's mill and overlay effort along Burandt Boulevard will bring these improvements from Farm Line Drive westward to the new extension of Burandt Boulevard as in inters the Fields neighborhood at the intersection of Kinder Drive. Included will also be William Lakeshore Drive and Lester Point. Reconstruction of the trail segment along Burandt Boulevard in this area is also planned between Farm Line and Stein Drive. This year's Capital Investment Plan identified the Burandt Boulevard as project #129-B with an estimated budget of \$317,589 and the Sugarbush/Willowbrook work was identified in the operating budget at \$295,000. Due to the similarity in work staff recommends packaging both projects together for bidding and construction purposes. Bolton & Menk and finalizing plans and specifications and due to the extra week in January staff would like authorization to bid once completed so as to get this project out in the bidding environment before the 1st meeting in February. Additional mill & overlay work is also planned for Waconia Parkway N but will be packaged with the CSAH 10/Waconia Parkway N roundabout project.							
Attachments:							
1. Resolution No. 2024-035 Authorizing Public Bid for 2024 Asphalt Maintenance Projects 2. 2024 Asphalt Infrastructure Maintenance Memo 3. Asphalt Maintenance Project Area Map							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund Streets Contract Services & PIR							
Budget Information:				Planning Commission			
X Budgeted				Parks and Recreation Board			
Non Budgeted				Safari Island Advisory Board			
Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-035**

**RESOLUTION AUTHORIZING PUBLIC BID FOR THE
2024 ASPHALT MAINTENANCE PROJECTS**

WHEREAS, the City of Waconia has budgeted in the Capital Investment Plan and Streets Operating budget for various asphalt maintenance project throughout the community; and

WHEREAS, project areas in the Willowbrook and Sugarbush neighborhoods include Courtland East and West, Sugarbush Lane, Hickory Circle, and Tamarack Lan; and

WHEREAS, project areas include portions of Burandt Boulevard, William Lakeshore Drive, and Lester Point; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the bidding of the project.

Adopted by the City Council of the City of Waconia this 16th day of January 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 10, 2024
To: Shane Fineran, City Administrator
From: Jake Saulsbury, Bolton & Menk
Subject: 2024 Infrastructure Improvement Project

Honorable Mayor and City Council Members:

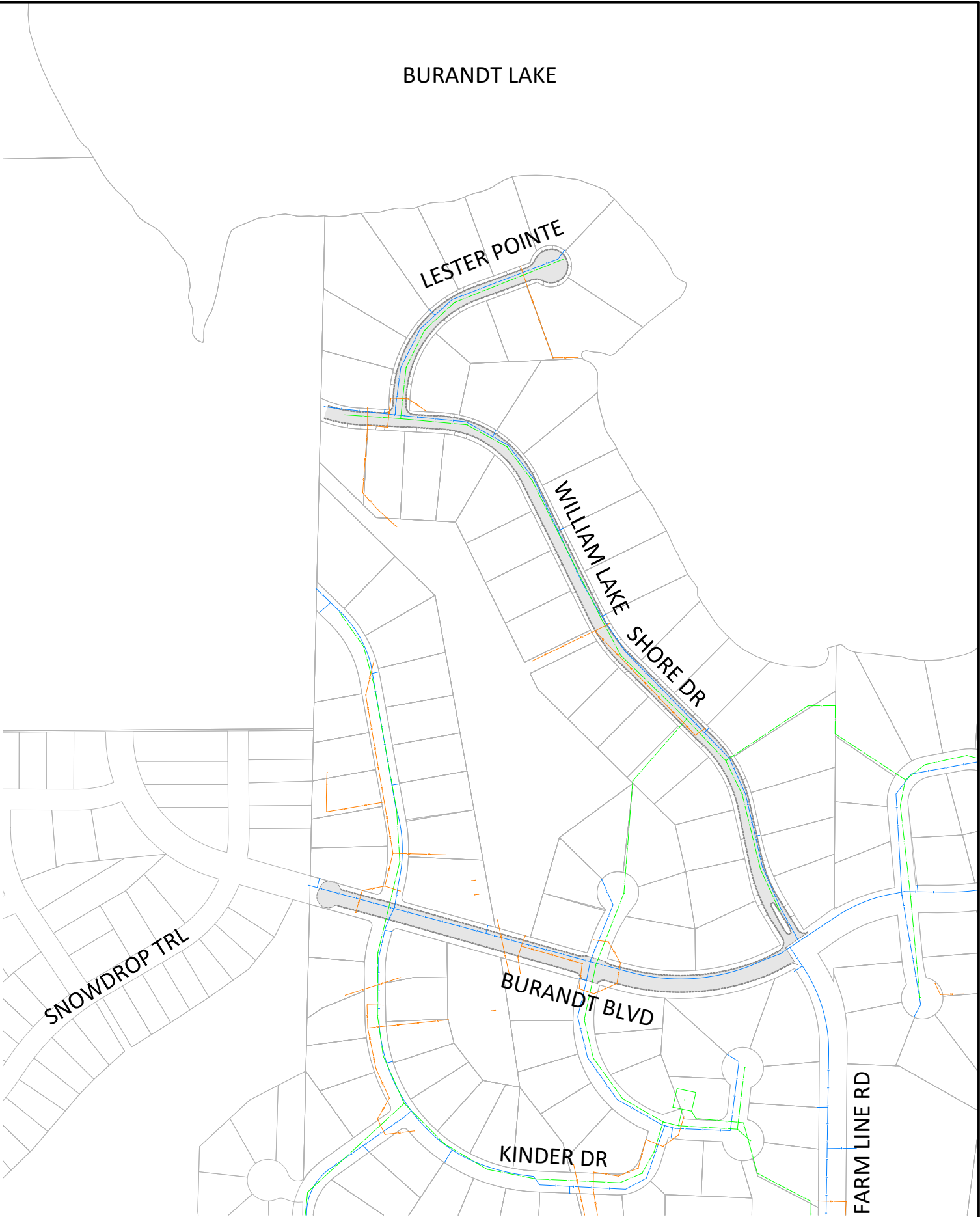
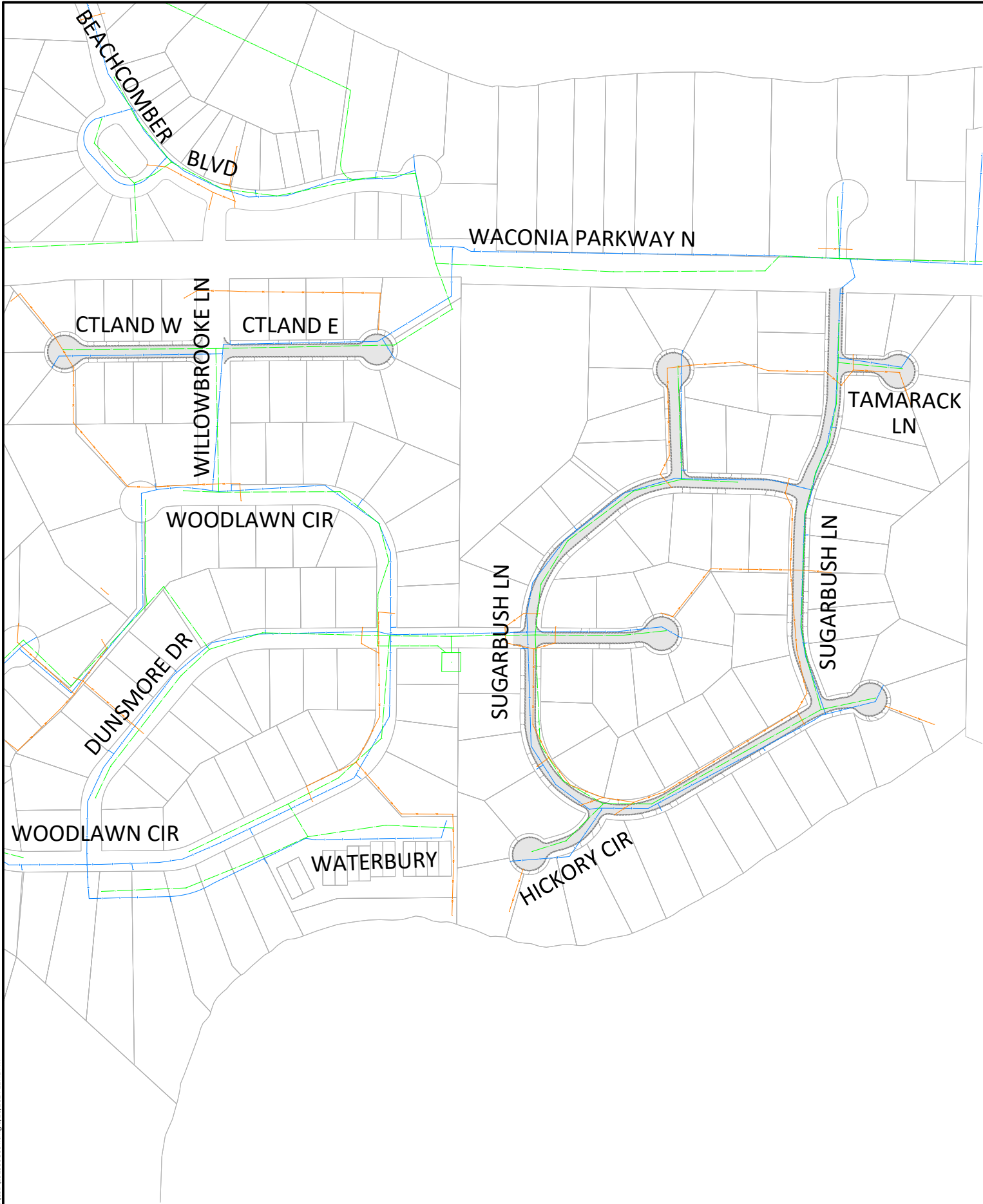
The purpose of this memo is to request authorization to advertise for bids for the above referenced project.

The project contains the following components:

- Mill & Overlay of all streets in the Sargarbush Neighborhood.
- Mill & Overlay of Courtland West and Courtland East in the Willowbrooke neighborhood.
- Mill & Overlay of Burandt Blvd, William Lake Shore Drive, and Lester Pointe in the Pheasant Ridge neighborhood.
- Draintile installation and misc. utility repairs throughout portions of the project area.
- Spot repair of damaged curb and gutter sections

Attached is a plan sheet showing the project locations. The final plans are being updated to include utility items as directed by City staff. Final plans will be forwarded after this is complete. This approval is being requested now in order to bid the project as soon as possible upon plan completion. If authorized to proceed, the bid opening is planned to occur in late February or early March

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



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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

RYAN R. JOHNSON
LIC. NO. 54278 DATE 03/17/2024



**BOLTON
& MENK**

2638 SHADOW LANE, SUITE 200
CHASKA, MN 55318
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com



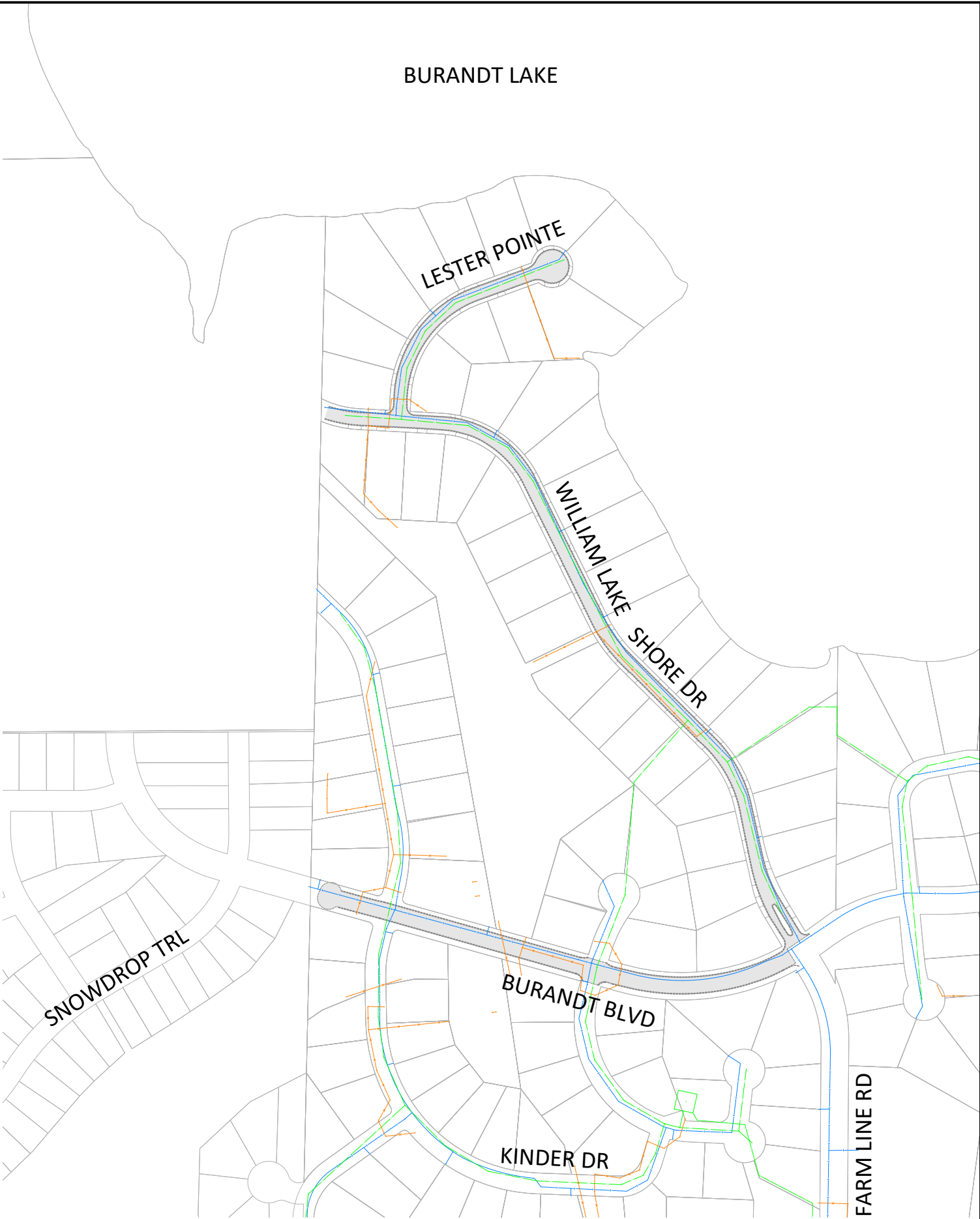
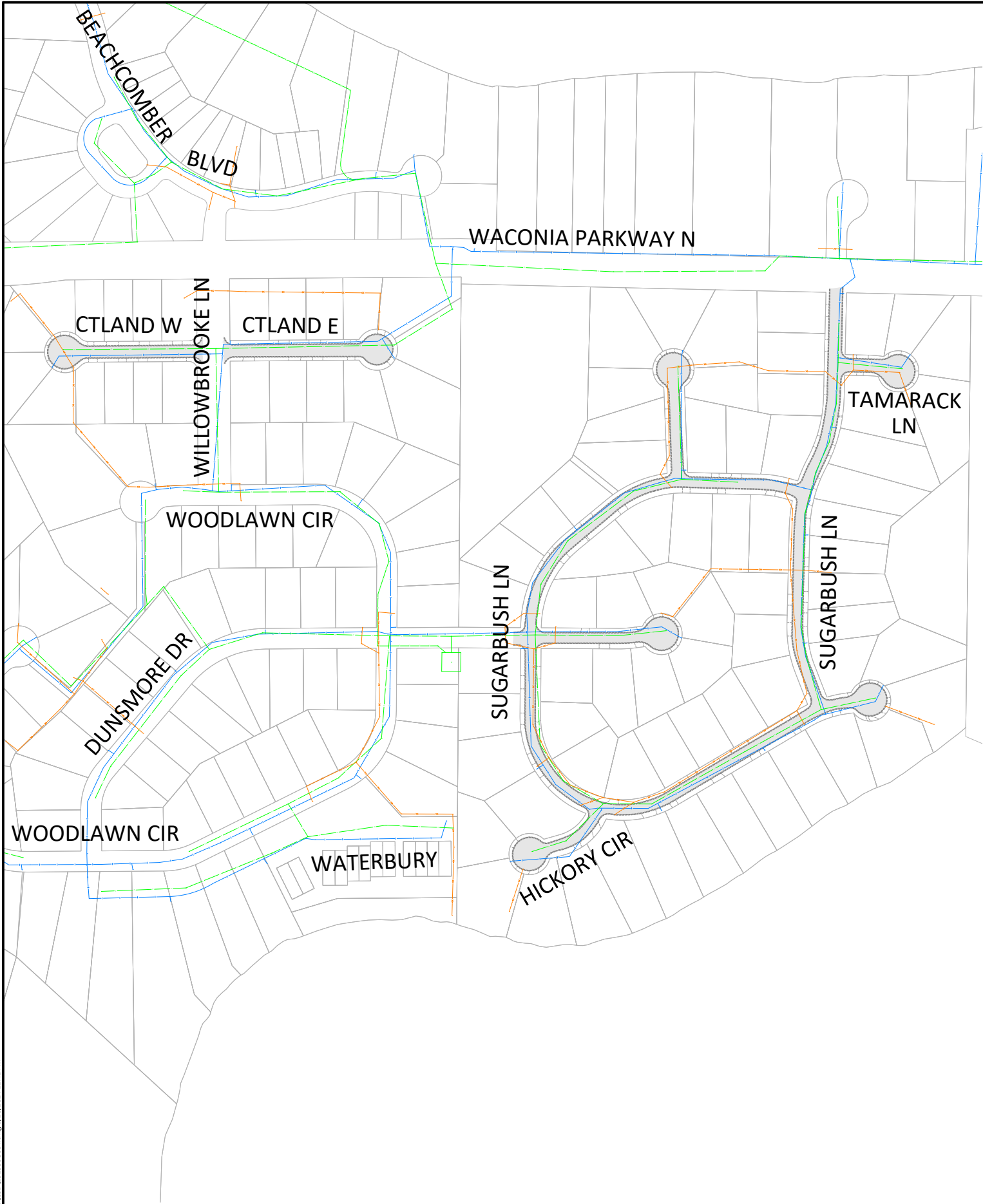
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CITY OF WACONIA
2024 INFRASTRUCTURE IMPROVEMENTS
GENERAL PLAN LAYOUT

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