

WACONIA CITY COUNCIL MEETING AGENDA



Monday, December 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: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN

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. PUBLIC HEARING

1) [PUBLIC HEARING: 2025 Fee Schedule Ordinance Amendment](#)

Motion to Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Motion to Adopt Ordinance No. 777 Amending Chapter 1100 of the Waconia City Code Related to Permits, Licenses, and Fees and to Authorize Summary Publication

5. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

6. 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 City Council Minutes December 2, 2024](#)

- Motion to approve the December 2, 2024 Council Minutes
- 2) [Approve December 16, 2024 Expenditures](#)
Motion to Approve Payment of December 16, 2024 Expenditures
- 3) [Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred November 2024](#)
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in November 2024
- 4) [Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred November 2024](#)
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in November 2024
- 5) [Approve Lodging Tax Fund Request - Waconia CVB](#)
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred November thru December 2024.
- 6) [Contractor Pay Request #1-Final - Storm Sewer Structure Repair](#)
Motion to approve Pay Estimate No. 1-Final to Total Coating Solutions for the Storm Sewer Structure Repair
- 7) [Contractor Pay Request #3-Final - 2024 Infrastructure Improvements](#)
Motion to approve Pay Estimate No. 3-Final to Valley Paving, Inc. for the 2024 Infrastructure Improvements.
- 8) [Contractor Pay Request #1 - Water Treatment Facility Piping Modifications](#)
Motion to approve Pay Estimate No. 1 to Municipal Builders, Inc. for the Water Treatment Facility Piping Modifications
- 9) [Board and Commission Appointments](#)
Adopt Resolution No. 2024-257 Authorizing Appointments to Planning Commission and Park Board
- 10) [Assistant Public Services Director Hire](#)
Adopt Resolution No. 2024-258 Authorizing Hire for Assistant Public Services Director
- 11) [Authorize Hire for Street Maintenance Worker](#)
Adopt Resolution No. 2024-259 Authorizing Hire of Street Maintenance Worker
- 12) [Resignation of Assistant Planner and Recruitment Authorization](#)
Adopt Resolution No. 2024-260 Accepting Resignation and Authorize Recruitment of Assistant Planner
- 13) [Reclassification of Administration Specialist: Human Resources & Communications to Human Resources & Communications Coordinator Position and Authorize Recruitment for Customer Support Specialist](#)
Adopt Resolution No. 2024-261 Reclassifying Administration Specialist: Human Resources & Communications to Human Resources & Communications Coordinator and Authorizing Recruitment for Customer Support Specialist
- 14) [Authorize Staff to Solicit Pricing for 2025 Capital Projects and Equipment Acquisitions](#)
Adopt Resolution No. 2024-262 Authorizing Staff to Solicit Pricing for 2025 Capital Projects and Equipment Acquisitions
- 15) [Accept Proposal for Geotechnical Exploration for the Design of the Trunk Highway 5 Phase 2 Improvements](#)
Adopt Resolution No. 2024-263 Authorizing the Acceptance of a Proposal for Geotechnical Exploration in Support of the Design of Trunk Highway 5 Phase 2 Corridor Improvements.
- 16) [Approve additional upfit items for new Aerial Bucket Truck.](#)
Adopt Resolution No. 2024-264 Authorizing Additional Upfit Items on New Aerial Bucket Truck
- 17) [Authorizing Approval of Sale or Disposal of Surplus Equipment](#)
Adopt Resolution No. 2024-265 Authorizing Approval of Sale or Disposal of Surplus Equipment
- 18) [Joint Assessment Contract with Carver County](#)
Adopt Resolution No. 2024-266 Authorizing Execution of Contract for Joint Assessment in 2025
- 19) [Firefighter to Active Status](#)
Adopt Resolution No. 2024-268 Approving Probationary Firefighter Mike Mawdsley to Active Status.
- 20) [Addition of Oppenheimer & Company, Inc. as Official Depositories](#)
Adopt Resolution No. 2024-269 Approving Oppenheimer & Company, Inc. as an Official Depository

- 21) [Updated Employee Reference Manual](#)
Adopt Resolution No. 2024-270 Approving Updated Employee Reference Manual
- 22) [Accepting Waterford 6th & 7th Addition Development Municipal Improvements](#)
Adopt Resolution No. 2024-271 Accepting Waterford 6th & 7th Addition Development Municipal Improvements
- 23) [Approving Liquor License Applications Renewals](#)
Adopt Resolution No. 2024-272 Approving Liquor License Applications from February 1, 2025 through January 31, 2026
- 24) [Approve Tobacco License Applications](#)
Adopt Resolution No. 2024-273 Approving Tobacco License Applications
- 25) [Application for an Exempt Permit from the Ridgeview Foundation to Conduct a Raffle on March 3, 2025](#)
Adopt Resolution No. 2024-274 Approving an Application for an Exempt Permit from the Ridgeview Foundation to Conduct a Raffle on March 3, 2025.
- 26) [Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on February 1, 2025 and on March 21, 2025, Bingo and a Raffle.](#)
Adopt Resolution No. 2024-275 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on February 1, 2025.
Adopt Resolution No. 2024-276 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct Bingo and a Raffle on March 21, 2025
- 27) [Approve Temporary On-Sale Liquor Licenses for the Church of St Joseph for February 2, 2025 and March 21, 2025.](#)
Adopt Resolution No. 2024-277 Approving Temporary On-Sale Liquor License for the Church of St. Joseph on February 2, 2025
Adopt Resolution No. 2024-278 Approving Temporary On-Sale Liquor License for the Church of St. Joseph on March 21, 2025
- 28) [Approve a Special Event Permit - Polar Plunge](#)
Adopt Resolution No. 2024-279 Approving a Polar Plunge Special Event Permit
- 29) [Use of Ice Arena Municipal Lot for Hockey Fights Cancer Event](#)
Adopt Resolution No. 2023-280 Approving Use of Parking Lot for Blue Line Club Hockey Fights Cancer Event

7. COUNCIL BUSINESS

- 1) [New Firefighter Oath and Badge Pinning](#)
Public swearing in and badge pinning of Firefighters Mike Mawdsley and Erik Olson
- 2) [Approving Final Tax Levy Collectible in 2025](#)
Adopt Resolution No. 2024-281 Approving the Final Tax Levy Collectable in 2025
- 3) [Adopting the 2025 Final Budget](#)
Adopt Resolution No. 2024-282 Adopting 2025 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds
- 4) [Site Plan & Design Review - Tractor Supply Co. - 880 Marketplace Drive](#)
Adopt Resolution No. 2024-283 approving the Site Plan & Design Review application for the proposed Tractor Supply Company proposed to be located at 880 Marketplace Drive.
- 5) [Falk-Saltire/Holbrook Environmental Assessment Worksheet \(EAW\)](#)
Adopt Resolution No. 2024-284 stating a Negative Declaration for the Preparation of an EIS for the Waconia Falk-Saltire Site/Holbrook project..
Motion to approve and authorize distribution of City responses to review agency comments regarding the Falk-Saltire/Holbrook EAW.
- 6) [Approve Holbrook Preliminary Plat, PUD Zoning Request & Comprehensive Plan Amendment - 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue](#)
Adopt Resolution No. 2024-285 approving the Preliminary Plat Application titled Holbrook and the request to zone the properties PUD.
Adopt Resolution No. 2024-286 approving the Comprehensive Plan Amendment re-guiding the south 30 acres as L, Low Density Residential and updating the Development Staging Plan and the future

growth boundary.

- 7) [Amendment of Chapter 515. Cannabis and Amendment to Chapter 900. Zoning Ordinance and Chapter 1100. Fee Schedule](#)

Adopt Ordinance No. 778 approving the proposed amendments to Chapter 515 of the City Code related to Cannabis regulation.

Adopt Resolution 2024-287 approving Summary Publication of Ordinance No. 778

Adopt Ordinance No. 779 approving the proposed amendments to Chapter 900

Adopt Resolution 2024-288 approving the Summary Publication of Ordinance No. 779

- 8) [Receive Feasibility Report and Call Hearing for the 2025 Downtown Phase 3 Improvement Project](#)

Adopt Resolution No. 2024-289 Receiving Feasibility Report & Calling Hearing on Improvements

8. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

9. BOARD REPORTS

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

10. ANNOUNCEMENTS

- Recognition of Outgoing Council Member Randy Sorensen
- Recognition of Outgoing Mayor Nicole Waldron

11. ADJOURN REGULAR MEETING

The City Council and staff will convene immediately following the adjournment of the meeting at Garage Bar & Bowl, 16 1st St W, for a social event. Members of the public are welcome to attend.

.....OFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: None

UPCOMING CALENDAR OF EVENTS/MEETINGS:

December 24 & 25 - Christmas Holiday - Offices Closed

January 1st - New Years Holiday - Offices Closed

City Council Meeting - January 6th - Offices Closed

Planning Commission - January 9th - 6:30 p.m.

Park Commission - January 16th - 6:30 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024				
Item Name:		PUBLIC HEARING: 2025 Fee Schedule Ordinance Amendment				
Originating Department:		Finance				
Presented by:		Nicole Meyer				
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>						
Motion to Call Public Hearing to Order and Accept Comments						
Motion to Close the Public Hearing						
Motion to Adopt Ordinance No. 777 Amending Chapter 1100 of the Waconia City Code Related to Permits, Licenses, and Fees and to Authorize Summary Publication						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Under Minnesota law, the City must hold a public hearing before a zoning ordinance is amended. Chapter 1100 of the City's Code contains zoning and land use fees charged by the City. Changes to these types of fees require a public hearing. Therefore, the City will hold a public hearing for the entire fee schedule each year to avoid inadvertently violating this requirement for land use/zoning fee changes. The fee schedule changes include fees changed that are incorporated into the 2025 budget. Other corrections and updates have been added for items that have changed in cost or are added services provided by the City throughout 2024. The fee changes are to be effective January 1, 2025 after adoption. With Council's approval, staff will publish the updated fee information in the Waconia Patriot and update Ordinance No. 1100 on the City's website. Attachments: 1. Ordinance No. 777 Amending Chapter 1100 Related to Permits, Licenses and Fees 2. Resolution No. 2024-290 Summary Publication of Ordinance No. 777 3. City of Waconia_Fee Book_Ordinance 1100_Approval 12.16.24.pdf						
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
ORDINANCE NO. 777**

**AN ORDINANCE AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE
RELATED TO PERMITS, LICENSES AND FEES**

The City Council of the City of Waconia does hereby ordain:

SECTION 1. Chapter 1100 of the Waconia City Code is hereby amended as shown, effective January 1, 2025.

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Recreation					
Safari Island					
	Memberships				
	Adult Resident	\$ 440.00	\$ 473.00	Annual	Plus Tax
	Adult Plus One Resident	\$ 550.00	\$ 583.00	Annual	Plus Tax
	Adult Resident Military	\$ 330.00	\$ 363.00	Annual	Plus Tax
	Youth/Senior Resident	\$ 330.00	\$ 363.00	Annual	Plus Tax
	Family Resident Military	\$ 550.00	\$ 583.00	Annual	Plus Tax
	Adult Non-Resident	\$ 520.00	\$ 550.00	Annual	Plus Tax
	Adult Plus One Non-Resident	\$ 627.00	\$ 660.00	Annual	Plus Tax
	Adult Non-Resident Military	\$ 407.00	\$ 440.00	Annual	Plus Tax
	Youth/Senior Non-Resident	\$ 407.00	\$ 440.00	Annual	Plus Tax
	Family Non-Resident Military	\$ 627.00	\$ 660.00	Annual	Plus Tax
	Monthly Membership Administrative Fee	\$ 30.00	\$ 35.00	Each	Plus Tax
	Daily Entrance Fee				
	Adult Resident	\$ 8.00	\$ 9.00	Day	Includes Tax
	Adult Non-resident	\$ 9.00	\$ 10.00	Day	Includes Tax
	Youth/Senior Resident	\$ 7.00	\$ 8.00	Day	Includes Tax
	Youth/Senior Non-resident	\$ 8.00	\$ 9.00	Day	Includes Tax
	Member Guest Pass	\$ 5.00	\$ 6.00	Day	Includes Tax - Two Guests Per Member Per Day
	10 Visit Facility Punch Pass	\$ 75.00	\$ 80.00	Card	Includes Tax
	25 Visit Facility Punch Pass	\$ 150.00	\$ 165.00	Card	Includes Tax
	30 Visit Facility Punch Pass (St. Joe's Discounted)	\$ 153.00	\$ 168.00	Card	Includes Tax
	10 Visit Fitness Punch Pass	\$ 63.00	\$ 73.00	Card	
	10 Visit Pickleball Punch Pass	\$ 45.00	\$ 55.00	Card	
	Group Fitness-Non Member	\$ 7.00	\$ 8.00	Class	
Recreation					
Ice Arena					
	Ice Rental				
	Winter Prime Season Fee	\$ 240.00	\$ 245.00	Hour	Plus Tax
	Winter Non-Prime Season Fee	\$ 180.00	\$ 185.00	Hour	Plus Tax
	Summer Prime Season Fee	\$ 180.00	\$ 185.00	Hour	Plus Tax
	Advertising				
	Zamboni Wrap	\$ -	\$ 2,000.00	Term	3 Year Term
	Open Skate				
	Adult	\$ 6.00	\$ 7.00	Day	Includes Tax
	Youth/Senior	\$ 5.00	\$ 6.00	Day	Includes Tax
	Open Hockey	\$ 7.00	\$ 8.00	Day	Includes Tax
	Adult Punch Pass	\$ 40.00	\$ 56.00	Each	Includes Tax
	Youth Open Skate Punch Pass	\$ 32.00	\$ 48.00	Each	Includes Tax
	Skate Sharpening	\$ 7.00	\$ 8.00	Each	Includes Tax
	Meeting Rooms				
	Large Meeting Room	\$ 30.00	\$ 40.00	Hour	Plus Tax
	Small Meeting Room	\$ 20.00	\$ 30.00	Hour	Plus Tax
Streets					
	Winter Maintenance Liquids				
	Salt Brine - 100%	\$ 0.25	\$ 0.40	Gallon	
Sewer					
	Sewer Trunk Charge	\$ 3,600.00	\$ 3,900.00	Unit	Commercial: Multiple times the number of SAC determined by MET Council
	Residential Usage				
	Monthly Base	\$ 16.76	\$ 17.09	Month	
	Tier One (Zero to 3,000)	\$ 5.84	\$ 5.90	Per 1,000 gallons	Based on actual water usage for each month January, February, March, April, November, and December; thence monthly based on the average of water usage during January, February, March, April, November, and December or the first full monthly billing period, whichever is less.
	Tier Two (3,001 to 6,000)	\$ 6.42	\$ 6.49	Per 1,000 gallons	
	Tier Three (6,001 to 12,000)	\$ 7.12	\$ 7.48	Per 1,000 gallons	
	Tier Four (12,001 and over)	\$ 7.82	\$ 8.22	Per 1,000 gallons	
	Sewer Only (no City Water Service)	\$ 47.12	\$ 47.76	Month	Residential Only
	Commercial/Industrial Usage				
	Monthly Base	\$ 16.76	\$ 17.09	Month	
Water					
	Residential Usage				
	Monthly Base	\$ 7.91	\$ 8.00	Month	
	Tier One (Zero to 3,000)	\$ 3.02	\$ 3.05	Per 1,000 gallons	Used in summer months (May-October) for when usage goes over allotted irrigation amount (30,000 gallons) & winter usage average.
	Tier Two (3,001 to 6,000)	\$ 3.29	\$ 3.32	Per 1,000 gallons	
	Tier Three (6,001 to 12,000)	\$ 3.56	\$ 3.80	Per 1,000 gallons	
	Tier Four (12,001 and over)	\$ 3.87	\$ 4.26	Per 1,000 gallons	
	Residential Summer Use	\$ 6.16	\$ 6.46	Per 1,000 gallons	
	Move Out Final Bill	\$ 97.00	\$ 100.00	Move	
	Commercial/Industrial Usage				
	Monthly Base	\$ 7.91	\$ 8.00	Month	Plus Tax
	Tier One (Zero to 3,000)	\$ 3.02	\$ 3.05	Per 1,000 gallons	Plus Tax
	Tier Two (3,001 to 6,000)	\$ 3.29	\$ 3.32	Per 1,000 gallons	Plus Tax
	Tier Three (6,001 to 12,000)	\$ 3.56	\$ 3.80	Per 1,000 gallons	Plus Tax
	Tier Four (12,001 and over)	\$ 3.87	\$ 4.26	Per 1,000 gallons	Plus Tax

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Storm Water					
	Storm Water Trunk Charge- Commercial/Industrial/Institutional/Multi-Family	\$ 11,200.00	\$ 11,300.00		Times acreage of parcel
	Residential & Commercial Usage				
	Single Family Residence	\$ 22.25	\$ 24.47	Month	
	Duplex	\$ 27.30	\$ 30.03	Month	
	Minimum Commercial	\$ 50.47	\$ 55.52	Month	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 50.47	\$ 55.52	Month	
	Commercial/Business Storm Water Multiplier	\$ 107.06	\$ 117.76	Formula	Total monthly fee = Impervious Surface x Acreage x Multiplier
	Late Payment Charge	10%		Month	Of Unpaid Balance
	Reuse Usage				
	Monthly Base	\$ 7.91	\$ 8.00	Month	
	Tier One	\$ 2.95	\$ 3.00	Per 1,000 gallons	
Street Lights					
	Residential Usage				
	Single Family	\$ 3.33	\$ 3.40	Month	
	Duplex	\$ 6.66	\$ 6.79	Month	
	Multiplex	\$ 21.22	\$ 21.65	Month	
	Commercial, Small Institutional, Industrial				
	.01 to 1.0 Acres	\$ 21.22	\$ 21.65	Month	
	1.01 to 2.0 Acres	\$ 28.40	\$ 28.97	Month	
	2.01 to 4.0 Acres	\$ 42.45	\$ 43.30	Month	
	4.01 to 10.0 Acres	\$ 63.15	\$ 64.42	Month	
	10.01 to 100 Acres	\$ 71.11	\$ 72.53	Month	
	Multiplex	\$ 21.22	\$ 21.65	Month	
License & Permits					
	Liquor & Tobacco				
	Liquor License Background Check	\$ -	\$ 200.00	Annual	
	Cannabis & Low Potency Hemp				
	Temporary Cannabis Event Permit	\$ -	\$ 125.00	Event	
Administrative Services					
	Finance Charges				
	Special Assessment Search	\$ 30.00	\$ 35.00	Each	

SECTION 2. The reminder of Section 1100 of the Waconia City Code shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 777 has been approved by a four-fifths vote of the City Council of the City of Waconia as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING CHAPTER 1100 REGARDING FEE SCHEDULE
has been amended to include updated fees based on funding sources identified in the 2025 City of Waconia operating and capital budgets that are effective January 1, 2025.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, 201 South Vine Street, Waconia, and shall be posted by law. Any person may request the City to send the full text of the ordinance via standard electronic mail by calling City Hall at (952) 442-2184.

Adopted by the City Council at the City of Waconia on this 16th day of December, 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-290**

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 777

WHEREAS, the City Council ADOPTED Ordinance No. 777 on December 16, 2024,
and

WHEREAS, pursuant to Minnesota Statutes 412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

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

1. The above recitals and finds are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 777 is hereby approved.

ORDINANCE NO. 777 AMENDING Chapter 1100 of the Waconia City Code Related to Permits, Licenses, and Fees.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

The full text of the Ordinance is available for public inspection during regular office hours at the Waconia City Hall, 201 South Vine Street, Waconia and will also be posted at City Hall. Any person may request the City to send the full text of the Ordinance via standard or electronic mail by contacting City Hall at 952-442-2184

Passed and adopted by the City Council on this 16th day of December 2024.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 12/16/2024 - Effective 1/1/2025
Last Amended: 8/19/2024

Department	Fee Description		Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Parks							
Facility Rental							
	Fields-no lights-#5 - #8	\$	30.00		Hour	235	Fee is per court per hour
	Field with Lights	\$	40.00		Hour	235	
	Gazebo Rental	\$	35.00		Hour	235	
	City Square Pavilion	\$	25.00		Hour	235	
	Brook Peterson Park Pavilion	\$	35.00		Hour	235	
	Tennis Court	\$	15.00		Hour	235	
	Garden Plot	\$	25.00		Annual	235	
Equipment							
	Bleacher Rental	\$	20.00		Day	235	
Recreation							
Safari Island							
Memberships							
	Adult Resident	\$	440.00	\$ 473.00	Annual	235	Plus Tax
	Adult Plus One Resident	\$	550.00	\$ 583.00	Annual	235	Plus Tax
	Adult Resident Military	\$	330.00	\$ 363.00	Annual	235	Plus Tax
	Youth/Senior Resident	\$	330.00	\$ 363.00	Annual	235	Plus Tax
	Family Resident	\$	715.00		Annual	235	Plus Tax
	Family Resident Military	\$	550.00	\$ 583.00	Annual	235	Plus Tax
	Employee Rate - Family	\$	305.00		Annual	235	Plus Tax
	Monthly Membership Hold Fee	\$	10.00		Each	235	Plus Tax
	Adult Non-Resident	\$	520.00	\$ 550.00	Annual	235	Plus Tax
	Adult Plus One Non-Resident	\$	627.00	\$ 660.00	Annual	235	Plus Tax
	Adult Non-Resident Military	\$	407.00	\$ 440.00	Annual	235	Plus Tax
	Youth/Senior Non-Resident	\$	407.00	\$ 440.00	Annual	235	Plus Tax
	Family Non-Resident	\$	792.00		Annual	235	Plus Tax
	Family Non-Resident Military	\$	627.00	\$ 660.00	Annual	235	Plus Tax
	Monthly Membership Administrative Fee	\$	30.00	\$ 35.00	Each	235	Plus Tax
Daily Entrance Fee							
	Adult Resident	\$	8.00	\$ 9.00	Day	235	Includes Tax
	Adult Non-resident	\$	9.00	\$ 10.00	Day	235	Includes Tax
	Youth/Senior Resident	\$	7.00	\$ 8.00	Day	235	Includes Tax
	Youth/Senior Non-resident	\$	8.00	\$ 9.00	Day	235	Includes Tax
	Track Use Pass	\$	4.00		Day		Includes Tax
	Member Guest Pass	\$	5.00	\$ 6.00	Day		Includes Tax - Two Guests Per Member Per Day
	10 Visit Facility Punch Pass	\$	75.00	\$ 80.00	Card		Includes Tax
	25 Visit Facility Punch Pass	\$	150.00	\$ 165.00	Card		Includes Tax
	30 Visit Facility Punch Pass (St. Joe's Discounted)	\$	153.00	\$ 168.00	Card		Includes Tax
	10 Visit Track Punch Pass	\$	36.00		Card		Includes Tax
	20 Visit Track Punch Pass	\$	72.00		Card		Includes Tax
	10 Visit Fitness Punch Pass	\$	63.00	\$ 73.00	Card		
	10 Visit Pickleball Punch Pass	\$	45.00	\$ 55.00	Card		
	Group Fitness-Non Member	\$	7.00	\$ 8.00	Class		

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Recreation						
Ice Arena						
Ice Rental						
	Winter Prime Season Fee	\$ 240.00	\$ 245.00	Hour		Plus Tax
	Winter Non-Prime Season Fee	\$ 180.00	\$ 185.00	Hour		Plus Tax
	Summer Prime Season Fee	\$ 180.00	\$ 185.00	Hour		Plus Tax
	ISD #110 Physical Education Ice Use	\$ 115.00		Hour		Bookings Preauthorized by Staff During Daytime Hours
	Dryland Ice Rental	\$ 30.00		Hour		Plus Tax
Advertising						
	Ad Board - (3' x 8')	\$ 900.00		Term		1 Year Term
	Ad Board - (3' x 8')	\$ 2,500.00		Term		3 Year Term
	Ad Board - (3' x 8')	\$ 3,500.00		Term		5 Year Term
	Banner	\$ 600.00		Term		1 Year Term
	Center Ice Logo	\$ 7,000.00		Term		5 Year Term
	Zamboni Wrap	\$ -	\$ 2,000.00	Term		3 Year Term
Open Skate						
	Adult	\$ 6.00	\$ 7.00	Day		Includes Tax
	Youth/Senior	\$ 5.00	\$ 6.00	Day		Includes Tax
	Open Hockey	\$ 7.00	\$ 8.00	Day		Includes Tax
	Developmental	\$ 10.00		Day		Includes Tax
	Developmental Ice Skate Punch Pass	\$ 80.00		Term		Includes Tax
	Skate Rental	\$ 4.00		Day		Includes Tax
	Adult Punch Pass	\$ 40.00	\$ 56.00	Each		Includes Tax
	Youth Open Skate Punch Pass	\$ 32.00	\$ 48.00	Each		Includes Tax
	Skate Sharpening	\$ 7.00	\$ 8.00	Each		Includes Tax
Equipment Rental						
	Storage Fee	\$ 75.00		Month		
	Locker Room Rental	\$ 3,500.00		Annual		
Meeting Rooms						
	Large Meeting Room	\$ 30.00	\$ 40.00	Hour		Plus Tax
	Small Meeting Room	\$ 20.00	\$ 30.00	Hour		Plus Tax
	IA Lobby	\$ 30.00		Hour		Plus Tax
	IA Front Lawn	\$ 50.00		Hour		Plus Tax

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Streets						
	Private Use of Public Streets	\$ -			320.01	\$100 Damage Deposit and Applicable Bond required
	Banner Hanging Fee	\$ 150.00		Each	320.01	Includes Staff Time, Bucket Truck Use & Misc Supplies
	Street Openings or Excavations Permit	\$ 150.00			320.03	Plus \$1,500 Deposit
	Repair of Roadway Surfaces, Sidewalks, Curbs and Gutters	Actual Cost			320.05	Costs include Staff, Equipment, Materials
	Recycled Asphalt Sales	\$ 10.50		Ton	320.05	Plus Tax
	Removal of Dirt and Rubbish from Public Sidewalks	Actual Cost			320.06	Costs include Staff, Equipment, Materials
	Removal of Snow and Ice from Public Sidewalks	\$ 40.00		Each	320.06	Administrative Fee. Staff time and equipment for snow removal charged separately.
	Right of Way (ROW) Vacation	\$ 300.00			320.08	Plus Staff Rate & Consultant Fees Incurred
	Right of Way Escrow	\$ 1,000.00			320.08	Must Deposit on Account
Traffic Control - Temporary Zone Layouts						
	Minimum, Short Term Use	\$ 50.00		Day		Use of Cones & Barricades
	Two Lane/Two Way Traffic Set-up	\$ 100.00		Day		Use of Cones & Barricades
	Multi-Lane Undivided Traffic Set-up	\$ 200.00		Day		Use of Cones & Barricades
Compost Fees						
	Bags	\$ 1.00		Each		
	Trailer	\$ 10.00		Each		
Winter Maintenance Liquids						
	Salt Brine - 100%	\$ 0.25	\$ 0.40	Gallon		
	Salt Brine - Beet Heat 90/10	\$ 0.86		Gallon		
	Salt Brine - Beet Heat 80/10	\$ 1.05		Gallon		

City of Waconia Fee Schedule
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Last Amended: 8/19/2024

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Sewer						
	Sewer Permit and Inspection Fee	\$ 125.00		Connection	401.09	
	Unlawful Discharge into System-1st Offense	\$ 100.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-2nd Offense	\$ 200.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-3rd Offense	\$ 300.00		Month	403.03	Until Remedied
	Unlawful Discharge into System-4th Offense	\$ 500.00		Month	403.03	Until Remedied
	Private Sewer, Permit and Inspection Fee	Actual Cost			404.09	Costs include Staff, Equipment, Materials
	SAC Charge	\$ 2,485.00		Unit	407.02	Current MET Council charge pass-through
	Sewer Hookup Charge	\$ 110.00		Connection	409.02	
	Sewer Trunk Charge	\$ 3,600.00	\$ 3,900.00	Unit	409.02	Commercial: Multiple times the number of SAC determined by MET Council
Residential Usage						
	Monthly Base	\$ 16.76	\$ 17.09	Month	406.01	
	Tier One (Zero to 3,000)	\$ 5.84	\$ 5.90	Per 1,000 gallons	406.01	Based on actual water usage for each month January, February, March, April, November, and December; thence monthly based on the average of water usage during January, February, March, April, November, and December or the first full monthly billing period, whichever is less.
	Tier Two (3,001 to 6,000)	\$ 6.42	\$ 6.49	Per 1,000 gallons	406.01	
	Tier Three (6,001 to 12,000)	\$ 7.12	\$ 7.48	Per 1,000 gallons	406.01	
		\$ 7.82	\$ 8.22			
	Tier Four (12,001 and over)			Per 1,000 gallons	406.01	
	Sewer Only (no City Water Service)	\$ 47.12	\$ 47.76	Month	406.01	Residential Only
	Late Payment Charge	10%			406.01	Of unpaid balance
Commercial/Industrial Usage						
	Monthly Base	\$ 16.76	\$ 17.09	Month	406.01	
	All Usage	Actual Cost			406.01	Based on monthly water use and tiered structure listed under residential usage
	Late Payment Charge	10%			406.01	Of unpaid balance

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Water						
	Water Conservation Penalties-1st Offense		Warning		410.29	
	Water Conservation Penalties-2nd Offense	\$ 75.00			410.29	
	Water Conservation Penalties-3rd Offense	\$ 250.00			410.29	and all subsequent violations
	Water Permit and Inspection Fee	\$ 75.00			410.06	
	Water Hookup Charge	\$ 150.00		Connection		
	Irrigation Meter Management Annual Fee	\$ 50.00		Meter		
	New Faces Updates	\$ 93.00				
	Tapping and Costs	Actual Costs		Annual	410.07	New resident names electronically sent on a quarterly basis to businesses that pre-register
	Seasonal Water Shut-Off/Turn-On	\$ 30.00		Each	410.08	
	Delinquent Water Shut-off/Turn-on	\$ 50.00		Each	410.08	
	Delinquent Notice-Door Hanger Fee	\$ 45.00		Each	410.08	
	Meter Seal - Return Trip Charge	\$ 45.00		Each		
		\$ 40.00				
	Leak Detection - Dispatch of Public Services Staff			Each		Only charged if additional time is needed above and beyond normal leak detection at residence or business as determined by management.
	Repair of Private Service Line Leaks	Actual Cost			410.17	
	Use of Fire Hydrants	\$ 100.00			410.2	
	Hydrant Meter Rental	\$ 25.00			410.2	Plus Bulk Water Charge
	Meter Rental Deposit	\$ 1,500.00		Each	410.2	Deposit will be refunded if meter returned in good condition
	Plumbing Permit	\$ 30.00		Each	410.28	
	Water Meter Re-Inspection Charge	\$ 25.00		Each	411.03	Due at the time of re-inspection
	Meter Fee	Actual Costs			411.04	
	Meter Interface Unit	Actual Costs				
	Meter Installation	\$ 40.00		Hour		Minimum 1 hour
	Meter Horn	Actual Costs				
	Water Trunk Charge	\$ 5,100.00		Unit	412.02	Commercial: Multiple times the number of SAC determined by MET Council
	Bulk Water Bi-Annual Inspection & Permit			Each	410.2	Plus Bulk Water Charge
	Bulk Water Charge	\$ 6.03		Per 1,000 gallons	410.2	Minimum 1,000 gallons/Plus Tax
	Cell Tower Modification Escrow	\$ 6,500.00		Each		Minimum escrow due on account. Engineer may request additional funds depending on services provided.
Residential Usage						
	Monthly Base	\$ 7.91	\$ 8.00	Month	410	
	Tier One (Zero to 3,000)	\$ 3.02	\$ 3.05	Per 1,000 gallons	410	
	Tier Two (3,001 to 6,000)	\$ 3.29	\$ 3.32	Per 1,000 gallons	410	
	Tier Three (6,001 to 12,000)	\$ 3.56	\$ 3.80	Per 1,000 gallons	410	
	Tier Four (12,001 and over)	\$ 3.87	\$ 4.26	Per 1,000 gallons	410	
	Residential Summer Use	\$ 6.16	\$ 6.46		410	Used in summer months (May-October) for when usage goes over allotted irrigation amount (30,000 gallons) & winter usage average.
	Billing Paper Fee	\$ 2.00		Per 1,000 gallons		
	Late Payment Charge	10%		Month	410	
	Move Out Final Bill	\$ 97.00	\$ 100.00	Move	410	Of Unpaid balance
Commercial/Industrial Usage						
	Monthly Base	\$ 7.91	\$ 8.00	Month	410	Plus Tax
	Tier One (Zero to 3,000)	\$ 3.02	\$ 3.05	Per 1,000 gallons	410	Plus Tax
	Tier Two (3,001 to 6,000)	\$ 3.29	\$ 3.32	Per 1,000 gallons	410	Plus Tax
	Tier Three (6,001 to 12,000)	\$ 3.56	\$ 3.80	Per 1,000 gallons	410	Plus Tax
	Tier Four (12,001 and over)	\$ 3.87	\$ 4.26	Per 1,000 gallons	410	Plus Tax
	Late Payment Charge	10%			410	Of unpaid balance

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Storm Water						
	Storm Water Access- Residential	\$ 400.00		Connection	413.04	
	Storm Water Access-Commercial/Industrial/Institutional/Multi-Family	\$ 1,600.00				
	Storm Water Trunk Charge-Residential	\$ 3,100.00		Unit	413.04	Times acreage of parcel
	Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family	\$ 11,200.00	\$ 11,300.00		413.04	Times acreage of parcel
	Storm Water Reuse Water Connection Charge	Varies				
						60% of the applicant's cost as calculated by City engineers to construct required water quality, filtration, and drainage components in addition to the actual cost of the City to connect the applicant to the system. Due at time of building permit.
	Reuse Volume Credit Development Off-Site on City Parcels	Varies on Site Analysis & Review		Formula Formula Factor of Required Cubic Foot Volume Requirements Parcel	415.05	Determination of City Available Credits: Developer may utilize city irrigation sites with current irrigation systems installed. Fee on per-acre charge applicable. Annual cubic foot volume requirements- x - current reuse irrigation costs including monthly base & tier one use.
	Filter Basin (equal to or greater than 0.50 acres)	\$ 550.00				
	Filter Basin with iron enhanced sand filter (equal to or greater than 0.30 acres)	\$ 450.00		Parcel		
	Reuse Irrigation for Volume Reduction	\$ 350.00		Parcel		
	Acquire City Irrigation Sites - Without Irrigation Installed	\$ 500.00		Acre		
	Acquire City Irrigation Sites - With Irrigation Installed	\$ 2,500.00		Acre		
Residential & Commercial Usage						
	Single Family Residence	\$ 22.25	\$ 24.47	Month	413.03	
	Duplex	\$ 27.30	\$ 30.03	Month	413.03	
	Minimum Commercial	\$ 50.47	\$ 55.52	Month	413.03	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 50.47	\$ 55.52	Month	413.03	
	Commercial/Business Storm Water Multiplier	\$ 107.06	\$ 117.76	Formula	413.03	Total monthly fee = Impervious Surface x Acreage x Multiplier
	Late Payment Charge	10%		Month	413.03	Of Unpaid Balance
Reuse Usage						
	Monthly Base	\$ 7.91	\$ 8.00	Month	415.05	
	Tier One	\$ 2.95	\$ 3.00	Per 1,000 gallons	415.05	
Street Lights						
Residential Usage						
	Single Family	\$ 3.33	\$ 3.40	Month	414.03	
	Duplex	\$ 6.66	\$ 6.79	Month	414.03	
	Multiplex	\$ 21.22	\$ 21.65	Month	414.03	
Commercial, Small Institutional, Industrial						
	.01 to 1.0 Acres	\$ 21.22	\$ 21.65	Month	414.03	
	1.01 to 2.0 Acres	\$ 28.40	\$ 28.97	Month	414.03	
	2.01 to 4.0 Acres	\$ 42.45	\$ 43.30	Month	414.03	
	4.01 to 10.0 Acres	\$ 63.15	\$ 64.42	Month	414.03	
	10.01 to 100 Acres	\$ 71.11	\$ 72.53	Month	414.03	
	Multiplex	\$ 21.22	\$ 21.65	Month	414.03	
	Late Payment Charge	10%		Month	414.03	Of Unpaid Balance

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Fire						
	Fire/Rescue Reports	\$ 53.00		Each		Administrative Fee for Staff Time
	False Alarm-1st, 2nd, 3rd Offense	\$ -		Each		No Fee
	False Alarm-4th Offense	\$ 105.00		Each		Plus Staff Rate
	False Alarm-5th Offense or more	\$ 315.00		Each		Plus Staff Rate
	Mechanical Extraction	\$ 615.00		Hour		Minimum 1 Hour Charge
	Gas Line Rupture Response	\$ 510.00		Hour		Minimum 1 Hour Charge
	Fire Extinguisher Training	\$ 95.00		Hour		Minimum 1 Hour Charge
Fire Lock Boxes						
	Fire Lock Box S-2	\$ 166.32		Each		Plus Tax
	Fire Lock Box S-3	\$ 220.61		Each		Plus Tax
	Fire Lock Box R-3	\$ 287.60		Each		Plus Tax
Equipment						
	Engine/Fire Company	\$ 525.00		Hour		Minimum 1 Hour Charge
	Ladder Company	\$ 785.00		Hour		Minimum 1 Hour Charge
	Rescue or Hazmat Unit	\$ 735.00		Hour		Minimum 1 Hour Charge
	Utility Vehicle	\$ 260.00		Hour		Minimum 1 Hour Charge
	Grass Fire Unit	\$ 315.00		Hour		Minimum 1 Hour Charge
	Boat 11	\$ 420.00		Hour		Minimum 1 Hour Charge
	Zodiac and PWC Units	\$ 210.00		Hour		Minimum 1 Hour Charge
	Water Tender	\$ 525.00		Hour		Minimum 1 Hour Charge
	Standby of Vehicles, Personnel, & Equipment	\$ 210.00		Hour		Minimum 1 Hour Charge

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License & Permits						
Recreational						
	Show and Exhibitions	\$ 35.00		Annual	506.03	
	Show and Exhibitions-Multi day	\$ 10.00		Week		
	Special Event Permit	\$ 100.00		Event		
	Re-curring Special Event Permit	\$ 50.00		Event		
Parking & Transportation						
	Parking Ticket	\$ 30.00		Offense	634.01	
	Uniform Parking Ticket	\$ 20.00		Offense	635.01	Includes \$10.00 County Library Fee
	Park Rules Violation/Parking	\$ 30.00		Offense	235.03	
Buildings						
	Movement of Buildings	\$ 350.00		Move	540.04	Plus Staff and Consultant Costs
	Movement of Building Escrow	\$ 1,000.00			540.04	Must Deposit of Account
	Temporary Structure	\$ 75.00		Each		
	Temporary Above Ground Pool	\$ 100.00		Each		
	Steep Slope Residential	\$ 125.00		Each	900.12	
	Steep Slope Non-Residential	\$ 250.00		Each	900.12	
	Steep Slope Escrow Deposit	\$ 500.00		Each	900.12	
	Grading Permit	Varies				Based on Appendix Chapter 33 of the 1997 Uniform Building Code - Table A-33-A and Table A-33-B
	Grading Permit Escrow Deposit	\$ 500.00		Each		
	Building Permit Fees	Per UBC			900.03	Per 1997 Uniform Building Codes Plus 15% (See Ordinance 1101 for details).
	Building Permit Plan Review	Based on Permit			900.03	Equal to one-half (1/2) of amount required for a new permit for such work, provided no changes have been or will be made in the original plans and specifications for such work.
Rental Property						
	Rental Dwelling Annual License	\$ 10.00		Building	541.01	
	Rental Dwelling Bi-Annual Inspection	\$ 50.00		Unit	541.04	
	Complaint Inspections	\$ 35.00		Hour	541.04	
	Violation Administrative Base Fee	\$ 50.00		Each	541.04	
	Violation Administrative Daily Non-compliance Fee	\$ 5.00		Day	541.04	
	Inspections/Meetings after 7:00 p.m.	\$ 60.00		Hour	541.04	Billed to Property Owner
	Rental Dwelling License Transfer Fee	\$ 10.00		Unit	541.08	
Signs						
	Sign Permit	\$ 45.00		Each	900.1	
	Sign Permit Penalty	\$ 45.00		Each	900.1	
Sidewalk Café						
	Sidewalk Use	\$ 500.00		Annual	570	
	Municipal Parking Lot Use - Base Rate	\$ 500.00		Annual	570	
	Municipal Parking Lot Use - Parking Stall	\$ 300.00			570	
	Damage Deposit	\$ 1,000.00		Each		Fee is in addition to base rate and is charged per additional parking stall impacted by sidewalk café.
Noise						
	Temporary Noise	\$ 75.00		Annual	570	
Animals						
	Bee License Fee - Initial Application	\$ 150.00		Each		
	Bee License Fee - Application Renewal	\$ 75.00		Annual	695	Fee prorated for partial years - minimum fee \$25
	Chicken License Fee - Initial Application	\$ 150.00		Annual	694	
	Chicken License Fee - Application Renewal	\$ 75.00		Annual	694	Fee prorated for partial years - minimum fee \$25
	Violation-Fail to Clean Up Waste Material	\$ 50.00		Offense	560.11	
	Violation-Habitual Barking	\$ 50.00		Offense	560.11	
	Commercial Kennel License - Initial Fee	\$ 150.00		Each		
	Commercial Kennel License - Annual Renewal	\$ 50.00		Annual		

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Liquor & Tobacco						
	Cigarette	\$ 150.00		Annual	510.03	
	Duplicate Alcoholic Beverage License	\$ 25.00		License	580.04	
	3.2% Malt Liquor On-Sale	\$ 300.00		Annual	580.06	
	3.2% Malt Liquor Temporary On-Sale	\$ 50.00		Day	580.06	
	3.2% Malt Liquor Temporary On-Sale-Multi Day	\$ 150.00		Event	580.06	
	3.2% Malt Liquor Off-Sale	\$ 150.00		Annual	580.06	
	Wine	\$ 500.00		Annual	580.06	
	Liquor On-Sale	\$ 4,000.00		Annual	580.06	
	Liquor On-Sale Installment Fee	\$ 100.00		Annual	580.06	One-Time Annual Fee Paid with First Installment
	Liquor On-Sale Brewer Tap Room	\$ 300.00		Annual	580.06	
	Liquor Off-Sale	\$ 310.00		Annual	580.06	
	Liquor Off-Sale Small Brewer	\$ 300.00		Annual	580.06	
	Liquor Sunday for Hotels, Restaurants, Clubs, and Bowling	\$ 200.00		Annual	580.06	
	Liquor Temporary On-Sale	\$ 150.00		Annual	580.06	
	Liquor Temporary Wine Festival	\$ 150.00		Annual	580.06	
	Liquor Temporary Farm Winery at County Fair	\$ 50.00		Annual	580.06	
	Liquor Limited On-Sale (Culinary Classes)	\$ 200.00		Annual	580.06	
	Liquor License Background Check	\$ -	\$ 200.00	Annual	580.06	
	License Investigation Fee	\$ 200.00		Offense	580.04	On-Sale or Off- Sale
	Clubs	\$ 300.00		Annual	580.06	
	Cocktail Room License	\$ 300.00		Annual	580.06	
	Microdistillery Off-Sale License	\$ 300.00		Annual	580.06	
	Small Brewer Growler/Bottle License	\$ 350.00		Annual	580.06	
	Small Brewer 128 Ounce License	\$ 350.00		Annual	580.06	
	Brew Pub Off-Sale License	\$ 300.00		Annual	580.06	
	Brew Pub On-Sale License	\$ 300.00		Annual	580.06	
	World Cup Soccer Special Permit	\$ 250.00		Event	580.06	
	Baseball League	\$ 500.00		Annual	580.06	
	Bottle Clubs, Consumption and Display	\$ 200.00		Annual	580.07	
	Beer/Wine Permit for Park Event Use	\$ 25.00		Event		
Cannabis & Low Potency Hemp						
	Cannabis Retail Registration	\$ 500.00				Initial year and first renewal; fee is the amount stated or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less.
	Cannabis Retail Registration Renewal	\$ 1,000.00		Each		Collected upon 2nd year renewal and each renewal year thereafter; fee is the amount stated or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
	Lower Potency Hemp Edible Retailer Registration	\$ 125.00		Each		Initial year and first renewal year
	Lower Potency Hemp Edible Retailer Renewal	\$ 125.00		Each		Collected upon 2nd year renewal
	Temporary Cannabis Event Permit	\$ -	\$ 125.00	Event		
Selling & Soliciting						
	Junk Dealers	\$ 50.00		Annual	555.06	
	Peddlers/Solicitation-For Profit Organizations	\$ 150.00		Each	590.02	Non-refundable
	Peddlers/Solicitation-Not-for Profit Organizations	No Fee		Each		
Small Cell Wireless						
	Right of Way Rent Annual Fee	\$ 150.00		Annual	320.01	
	Right of Way Rent Site Fee	\$ 25.00		Site	320.01	
	Monthly Electrical Fee	Actual Costs			320.01	Actual Cost or \$73 per radio node less than or equal to 100 maximum watts. \$182 per radio node over 100 maximum watts (whichever is greater)
Special Vehicles						
	Special Vehicle Permit Fee (Year 1)	\$ 100.00		Annual	680.04	
	Special Vehicle Permit Fee (Year 2 - Renewal)	\$ 70.00		Annual	680.04	
	Special Vehicle Permit Fee (Year 3 - Renewal)	\$ 40.00		Annual	680.04	
	Special Vehicle Permit Fee-Additional Drivers	\$ 10.00		Per Driver	680.04	Same family/vehicle as primary application.
	Special Vehicle Permit Fee-Additional Vehicles	\$ 10.00		Per Vehicle	680.04	Same family as primary application.
Franchise						
	Franchise Application	\$ 5,000.00		Each		
	Franchise Escrow	\$ 5,000.00		Each		Must Deposit on Account
Fire						
	Day Care Inspection	\$ 50.00			Misc.	
	Code Inspections	Per UBC			710.02	Per 1997 Uniform Building Code
	Sale of Fireworks Permit	\$ 100.00		Annual	710.02	Permanent Structure
	Sale of Fireworks Permit	\$ 350.00		Annual	710.02	Temporary Structure - Max 180 days
	Sale of Fireworks Tent/Canopy Permit	\$ 75.00		Tent	710.02	
Garbage & Recycling						
	Solid Waste Garbage License	\$ 100.00		Annual	730.03	Mixed Municipal Solid Waste (Garbage)
	Solid Waste Garbage Truck Charge	\$ 75.00		Truck	730.03	
	Recycling License	\$ 100.00		Annual	730.03	
	Recycling Truck Charge	\$ 75.00		Truck	730.03	

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Planning & Zoning						
Land Use						
	Annexation	\$ 20.00		Acre	900.05	(\$300.00 minimum/\$900.00 maximum)
	Annexation Escrow	\$ 1,000.00		Each	900.05	Must Deposit on Account
	Variance Requests-Residential	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Variance Requests-Non-Residential	\$ 350.00		Each	900.06	Plus Staff Time Rates
	Variance Requests-Residential Storm Water Plan Review	\$ 150.00			900.06	
				Each		Applies to properties located in the Shoreland Overlay District or are exceeding/plan to exceed the hardcover allowed in the applicable zoning district.
	Variance Requests-Non-Residential Escrow	\$ 1,000.00		Each	900.06	Must Deposit on Account
	After the Fact Variance Requests-Residential	\$ 750.00		Each	900.06	Plus Staff Time Rates
	After the Fact Variance Requests-Non-Residential	\$ 1,050.00		Each	900.06	Plus Staff Time Rates
	Minor Subdivision	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Minor Subdivision Escrow	\$ 1,000.00		Each	900.06	Must Deposit on Account
	Division of Two-Family Dwelling	\$ 250.00		Each	900.06	Plus Staff Time Rates
	Site Plan Review	\$ 350.00		Each	1000.03	Plus Staff Time Rates
	Site Plan Escrow 0-5 Acres Escrow	\$ 2,500.00		Each	1000.03	Must Deposit on Account
	Site Plan Escrow 6-20 Acres Escrow	\$ 3,500.00		Each	1000.03	Must Deposit on Account
	Site Plan Escrow 21+ Acres Escrow	\$ 4,500.00		Each	1000.03	Must Deposit on Account
	Conditional Use Permit-Residential	\$ 250.00		Each	900.11	Plus Staff Time Rates
	CUP-Residential Escrow	\$ 500.00		Each	900.11	Must Deposit on Account
	Conditional Use Permit-Non-Residential	\$ 350.00		Each	900.11	Plus Staff Time Rates
	CUP-Non-Residential Escrow	\$ 500.00		Each	900.11	Must Deposit on Account
	Administrative Appeal	\$ 100.00		Each	900.12	Plus Staff Time Rates
	Rezoning Request	\$ 375.00		Each	900.12	Plus Staff Time Rates
	Rezoning Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Zoning Amendment Application	\$ 350.00		Each	900.12	Plus Staff Time Rates
	Zoning Amendment Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Ordinance Amendment Application	\$ 350.00		Each	900.12	Plus Staff Time Rates
	Ordinance Amendment Escrow	\$ 500.00		Each	900.12	Must Deposit on Account
	Comprehensive Plan Amendment	\$ 375.00		Each	900.12	Plus Staff Time Rates
	Comp Plan Amendment Escrow 0-5 Acres	\$ 1,000.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 6-40 Acres	\$ 2,500.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 41-80 Acres	\$ 4,000.00		Each	900.12	Must Deposit on Account
	Comp Plan Amendment Escrow 81+ Acres	\$ 5,000.00		Each	900.12	Must Deposit on Account
	Preliminary Plat	\$ 375.00		Each	1000.04	
	Preliminary Plat Lot Fee	\$ 5.00		Lot	1000.04	
	Preliminary Plat Escrow 0-5 Acres	\$ 5,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 6-40 Acres	\$ 6,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 41-80 Acres	\$ 7,000.00		Each	1000.04	Must Deposit on Account
	Preliminary Plat Escrow 81+ Acres	\$ 8,000.00		Each	1000.04	Must Deposit on Account
	Final Plat	\$ 250.00		Each	1000.08	Plus Lot Fee
	Final Plat Escrow Fee	\$ 5,000.00		Each	1000.08	Must Deposit on Account
	Final Plat Lot Fee	\$ 10.00		Lot	1000.08	
	Environmental Assessment Worksheet (EAW)	Based on Reimbursement & Payment Agreement				
	AUAR	Based on Reimbursement & Payment Agreement				
	Zoning Compliance Letter	\$ 30.00		Each	Misc.	
	Building Inspection Card Replacement or Reprint	\$ 45.00		Each	Misc.	
	Information Requests	\$ 30.00			Misc.	
				Each		Includes one or more of: Lot Size, Legal Description, Parcel Number, Flood Zone, Zoning District
Park Dedication						
	Residential Development	10% of Fair Market Value			1000.06	
				Acre		Determined by City Council based on development's impact on community need for parks and other amenities.
	Commercial/Industrial/Other Land	10% of Fair Market Value			1000.06	
				Acre		Determined by City Council based on development's impact on community need for parks and other amenities.
Cemetery Lots						
	Lots-Adult Waconia City Resident	\$ 400.00		Lot	Misc.	
	Lots-Adult Non-Resident	\$ 700.00		Lot	Misc.	
	Lots-Infant Waconia City Resident	\$ 200.00		Lot	Misc.	
	Lots-Infant Non-Resident	\$ 350.00		Lot	Misc.	

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 12/16/2024 - Effective 1/1/2025
Last Amended: 8/19/2024

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Administrative Services						
Copies						
	Copies	\$ 0.25			Misc.	
	DVD or VHS Reproduction	\$ 5.00			Misc.	
Meeting Rooms & Equipment						
Special Discounts Apply to Non-Profit Groups & Governmental Groups Renting at City Hall. Please Call City Hall for Details.						
	City Hall Rooms-Oak & Maple	\$ 20.00		Hour	Misc.	
	Waconia Area Senior Center Room	\$ 40.00		Hour	Misc.	
Cancellations						
	Room Rental-Prior to 7 Days of the Activity or Event	\$ 15.00		Each		
	Room Rental-7 days to 48 hours of the Activity or Event	No Refund				
	All Activities, Events, Rentals Less than 48 hours	No Refund				
Finance Charges						
	Finance Fee	10%		Month	Misc.	Of Unpaid Balances
	Returned Check Fee	\$ 35.00		Each	Misc.	
	Refund Processing Fee (Check or Credit Card)	\$ 10.00		Each	Misc.	
	Special Assessment Search	\$ 30.00	\$ 35.00	Each	Misc.	
Application Fees						
	Revolving Loan Application Fee	Varies				1% of the total request loan amount
	Trunk Fee Payment Plan Application Fee	\$ 100.00				
	Small Business Trunk Fee Deferral Plan Application Fee	\$ 100.00				
	Municipal Subsidy Application Fee	Varies				
Staff Time Rates						
	Administrative Services	\$ 85.00		Hour	Misc	
	Planning & Zoning	\$ 85.00		Hour	Misc	
	Public Works Maintenance Labor (Regular)	\$ 47.00		Hour	Misc	
	Public Works Maintenance Labor (After Hours)	\$ 85.00		Hour	Misc	
	Public Works Maintenance Labor - Seasonal Staffing	\$ 18.00		Hour	Misc	
	Utility Maintenance Labor (Regular)	\$ 50.00		Hour	Misc	
	Utility Maintenance Labor (After Hours)	\$ 87.00		Hour	Misc	
	Public Services Administrative	\$ 85.00		Hour	Misc	
	Engineering & Design	Varies		Hour	Misc	Based on actual rate provided by City's consulting engineer
	Fire Administrative	\$ 85.00		Hour	Misc	
	Fire Personnel	\$ 18.00		Hour	Misc	

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 12/16/2024 - Effective 1/1/2025
Last Amended: 8/19/2024

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Public Services Equipment Charges						
	Aerial Bucket Truck	\$ 95.00		Hour		
	Air Compressor w/Trailer	\$ 46.00		Hour		
	Arm - Attachment	\$ 95.00		Hour		
	Asphalt Roller - Large	\$ 85.00		Hour		
	Auger	\$ 35.00		Hour		
	Blowers - Large	\$ 95.00		Hour		
	Blowers - Small	\$ 75.00		Hour		
	Blowers - Snow	\$ 46.00		Hour		
	Breaker - Attachment	\$ 95.00		Hour		
	Broom - Attachment	\$ 95.00		Hour		
	Bucket - Attachment	\$ 95.00		Hour		
	Cement Mixer	\$ 75.00		Hour		
	Chipper	\$ 65.00		Hour		
	Edger	\$ 46.00		Hour		
	Fork - Attachment	\$ 95.00		Hour		
	Generator - Portable	\$ 35.00		Hour		
	Hook - Attachment	\$ 95.00		Hour		
	Hot Box	\$ 145.00		Hour		
	Mower - Push	\$ 46.00		Hour		
	Mower - Riding	\$ 75.00		Hour		
	Mower - Attachment	\$ 95.00		Hour		
	Paver	\$ 100.00		Hour		
	Planer - Attachment	\$ 46.00		Hour		
	Plow - Attachment	\$ 100.00		Hour		
	Sander - Attachment - Large	\$ 46.00		Hour		
	Sander - Attachment - Small	\$ 25.00		Hour		
	Saw - Chain	\$ 25.00		Hour		
	Saw - Chop	\$ 46.00		Hour		
	Saw - Concrete	\$ 46.00		Hour		
	Saw - Cut-off	\$ 46.00		Hour		
	Saw - Pole	\$ 25.00		Hour		
	Sewer Push Camera	\$ 50.00		Hour		
	Skidsteer Loader	\$ 95.00		Hour		
	Sprayer	\$ 65.00		Hour		
	Sweeper - Attachment	\$ 95.00		Hour		
	Tamper	\$ 46.00		Hour		
	Tool Cat	\$ 65.00		Hour		
	Top Dresser	\$ 46.00		Hour		
	Tractor - Attachment	\$ 95.00		Hour		
	Trailer - Enclosed	\$ 200.00		Hour		
	Trailer - Large	\$ 125.00		Hour		
	Trailer - Small	\$ 75.00		Hour		
	Trash Pump - Small	\$ 46.00		Hour		
	Trench Box	\$ 100.00		Hour		
	Trimmer	\$ 46.00		Hour		
	Truck - 1-ton	\$ 100.00		Hour		
	Truck - Dump	\$ 85.00		Hour		
	Truck - Pickup	\$ 80.00		Hour		
	Truck - Utility	\$ 60.00		Hour		
	Truck-Utility w/Crane & Compressor	\$ 175.00		Hour		
	Vacuum Jetter Truck	\$ 175.00		Hour		
	Water Tanker	\$ 65.00		Hour		Plus Bulk Water Charge



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024			
Item Name:		Approve City Council Minutes December 2, 2024			
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>					
Motion to approve the December 2, 2024 Council Minutes					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Approve City Council Minutes of December 2, 2024.					
<u>Attachments:</u>					
1. City Council Minutes December 2, 2024					
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
DECEMBER 2, 2024**

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

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

The following members were absent: Council Member Jacob Coleman.

The following staff were present: Shane Fineran, Jackie Schulze, Nevin Waldron, Nicole Meyer, Justin Sorensen and Jon Haukaas.

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

Motion by Gleason second by Sorensen to Adopt the Agenda as published.
MOTION CARRIED

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

NONE

5) [ADOPT CONSENT AGENDA](#)

5.1 Approve City Council Minutes November 18, 2024

[Cover Page](#)

[City Council Minutes November 18, 2024](#)

5.2 Approve December 2, 2024, Expenditures

[Cover Page](#)

5.3 Approve Lodging Tax Fund Request - Waconia CVB

[Cover Page](#)

5.4 Authorizing Approval of Sale or Disposal of Surplus Equipment

[Cover Page](#)

[Resolution No. 2024-251 Authoring Sale or Disposal of Surplus Equipment](#)

5.5 Appointment of Storm Water/Street Maintenance Lead

[Cover Page](#)

[Resolution No. 2024-252 Appointing Storm Water/Street Maintenance Lead and Authorize Recruitment for Vacancy](#)

5.6 Door Lock System Additions Project - City Hall

[Cover Page](#)

[Resolution No. 2024-253 Approving Capital Project Door Lock System Additions](#)

[USA Security Site Agreement](#)

[USA Security Quote 11-08-2024](#)

5.7 Approve Contract for Police Services for Calendar Year 2025

[Cover Page](#)

[Resolution No. 2024-254 Approving Contract for Police Services with Carver County for 2025](#)

[Contract for Police Services with Carver County 2025](#)

5.8 Approve 2025 Prosecution Contract

[Cover Page](#)

[Resolution No. 2024-255 Authorizing Prosecution Joint Powers Agreement](#)

[Prosecution Contract with Carver County 2025.pdf](#)

[Prosecution Contracts Information with Carver County for 2025](#)

5.9 Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100

[Cover Page](#)

Motion by Sorensen second by Grengs to Adopt the Consent Agenda as published.
MOTION CARRIED

6) [COUNCIL BUSINESS](#)

[6.1 2025 Budget & Levy Presentation](#)

[Cover Page](#)

[2025 Budget Presentation](#)

Nicole Meyer, Finance Director, shared a power point presentation explaining the City's proposed 2025 budget and levy. A detailed copy of the City's departmental budgets was posted on the City's website prior to the meeting for inspection by interested parties.

This is an opportunity for the Public to ask questions regarding the proposed budget and property tax levy for 2025. Council can direct staff to make adjustments during this discussion and presentation. Property owners received the preliminary tax statements from Carver County in November. The statements received were based on the City's preliminary levy that was set earlier this year. Tonight's presentation is based on the proposed final levy that is planned to be approved December 16, 2024. The final levy is not proposed to change from what was approved as the preliminary levy on September 16, 2024.

Mayor Waldron opened the meeting for public comment.

No comments from the public or Council.

[6.2 Zoning Accommodation Request for 145 Maple Terrace](#)

[Cover Page](#)

[2024-256 Approving the Zoning Accommodation Request for the property located at 145 Maple Terrace.](#)

[Agreement between Waconia and Dormanns.docx](#)

[Certificate for Waconia 145 Maple Terrace resolution recording .docx](#)

Shane Fineran, stated that on November 18, 2024, the Council considered a zoning accommodation request submitted by the property owners of 145 Maple Terrace. The Council met in closed session to consider an accommodation from the City's zoning code on the basis of the federal American Disabilities Act and the Federal Fair Housing Act. The Council directed staff to draft a Resolution approving the accommodation Request. This Resolution would allow the existing hardcover on the property to remain in its current location and configuration and would allow the decking located within structure setbacks to remain in the current location and configuration. The accommodation is contingent upon the applicants written agreement to record a certified copy of the Resolution against the subject property at 145 Maple Terrace. This is not transferable, and the property must be returned to compliance with the zoning code upon sale or transference.

Motion by Grengs second by Gleason to Adopt Resolution No. 2024-256 Approving the Zoning Accommodation Request for the Property Located at 145 Maple Terrace.
MOTION CARRIED

7) ITEMS REMOVED FROM CONSENT AGENDA

NONE

8) STAFF REPORTS

Sergeant Tyler Stahn provided the Council with the monthly update. There was a very mild increase in the total calls for service in the month on November. The total number of calls in November was 570 which is an increase from 537 calls last year. These calls were almost entirely related to traffic enforcement

Crime has remained almost identical to last year with a total of 31 criminal instances. Five were DWI related with the remaining relatively minor offences, mostly property crimes. Non-criminal calls also remained identical to last year with a total of 249. 87 being medical calls for service and eight mental health calls.

The month of November was calm from a law enforcement prospective. The day before Thanksgiving is traditionally busy for this department and there were two DWI arrests.

December the Department officially started issuing citations for street parking violations and issued 16 citations. Reminded the public to contact the Carver County Sherriff Department before any overnight parking.

9) BOARD REPORTS

Council Member Sorensen: Nothing to report.

Council Member Grengs: Will be attending the Planning Commission Meeting

Council Member Gleason: Attended the Park Board Meeting and discussed CIP items.

Mayor Waldron: Attended interviews for the Park Board and Planning Commissions

10) ANNOUNCEMENTS

Council Member Sorensen commented on the great number of toys that were donated by the community and the toys will be transferred starting tomorrow.

11) ADJOURN REGULAR MEETING

Motion by Sorensen second by Gleason to adjourn December 2, 2024, City Council Meeting at 7:30 p.m.
MOTION CARRIED

Nicole Waldron, Mayor

ATTEST: _____

Sue Schwalbe, Office Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approve December 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>							
Motion to Approve Payment of December 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 December 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:		December 16, 2024					
Item Name:		Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred November 2024					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in November 2024							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in November 2024. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred November 2024					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in November 2024							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in November 2024. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approve Lodging Tax Fund Request - Waconia CVB					
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 Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred November thru December 2024.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Waconia Chamber Convention & Visitors Bureau (CVB) has requested a lodging tax reimbursement for expenditures accrued from November and December 2024. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures. Staff recommends approval of the request in the amount \$2,572.26.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Lodging Tax Fund (701)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Contractor Pay Request #1-Final - Storm Sewer Structure Repair					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):		Resolution No. 2024-196 - Authorizing Award of Construction Contract for Waconia 2024 Storm Sewer Structure Rehabilitation					
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 Pay Estimate No. 1-Final to Total Coating Solutions for the Storm Sewer Structure Repair							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Storm Sewer Structure Repair and recommends payment of \$17,370.00 based on the engineering request for payment. This payment represents approximately 100% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Storm Water							
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:		December 16, 2024			
Item Name:		Contractor Pay Request #3-Final - 2024 Infrastructure Improvements			
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 Pay Estimate No. 3-Final to Valley Paving, Inc. for the 2024 Infrastructure Improvements.					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Staff has reviewed the contractor pay request for the Waconia 2024 Infrastructure Improvements and recommends payment of \$13,662.21 based on the engineering request for payment. This payment represents approximately 100% of the total approved contract for the project.					
<u>Attachments:</u>					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Streets & Parks					
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:	December 16, 2024					
Item Name:	Contractor Pay Request #1 - Water Treatment Facility Piping Modifications					
Originating Department:	Finance					
Presented by:	Amanda Ortloff					
Previous Council Action (if any):	Resolution #2024-209 - Authorizing Award of Contracts for the Construction of Well #9 and Associated Water Treatment Plant 3 Piping Modifications					
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 Pay Estimate No. 1 to Municipal Builders, Inc. for the Water Treatment Facility Piping Modifications						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Staff has reviewed the contractor pay request for the Water Treatment Facility Piping Modifications and recommends payment of \$30,001.95 based on the engineering request for payment. This payment represents approximately 4.3% of the total approved contract for the project.						
Attachments:						
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Water						
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: December 16, 2024

Item Name: Board and Commission Appointments

Originating Department: Administration

Presented by: Jackie Schulze

Previous Council Action (if any):

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

Adopt Resolution No. 2024-257 Authorizing Appointments to Planning Commission and Park Board

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

The City's Planning Commission has two open seats, effective January 1, 2025. Following interviews, the Personnel Committee made a recommendation to appoint/reappoint the following individuals:

Planning Commission	Position	Term	Expires
Jacob Weckman	Regular	First three-year term (from alternate)	December 31, 2027
Simon Malinski	Alternate	Three-year alternate term	December 31, 2027

The City's Park Board has three vacant seats effective January 1, 2025. Following interviews, the Personnel Committee recommends the following appointments:

Park Board	Position	Term	Expires
Leah Soltis	Regular	2nd 3-year term	December 31, 2027
Tami Peterson	Regular	3-year full term	December 31, 2027
Lucas Reiners	Alternate	3-year alternate term	December 31, 2027

Staff requests approval of the above appointments.

Attachments:

1. [Resolution No. 2024-257 Approving Planning Commission & Park Board Appointments](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

ADVISORY BOARD RECOMMENDATIONS:

Personnel Committee

Planning Commission

<u> </u> Budgeted	Parks and Recreation Board	
<u> </u> Non Budgeted	Safari Island Advisory Board	
<u> </u> Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2024 - 257**

**RESOLUTION APPROVING
PLANNING COMMISSION & PARK BOARD APPOINTMENTS**

WHEREAS, the City has two Planning Commission and three Park Board open seats; and

WHEREAS, following interviews, the Personnel Committee recommends the following appointments to the Planning Commission:

Planning Commission	Position	Term	Expires
Jacob Weckman	Regular	First three-year term (from alternate)	December 31, 2027
Simon Malinski	Alternate	Three-year alternate term	December 31, 2027

WHEREAS, the following individuals are recommended for Park Board appointment:

Park Board	Position	Term	Expires
Leah Soltis	Regular	2 nd three-year term	December 31, 2027
Tami Peterson	Regular	1 st three-year term (from alternate)	December 31, 2027
Lucas Reiners	Alternate	Three-year alternate term	December 31, 2027

NOW, THEREFORE, BE IT RESOLVED, that, the City Council of Waconia hereby approves the commission appointments above as recommended by the Personnel Committee.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator/Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Assistant Public Services Director Hire					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
Previous Council Action (if any):		October 21, 2024 - Resolution No. 2024-223 Authorizing Recruitment for Assistant Public Services Director					
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. 2024-258 Authorizing Hire for Assistant Public Services Director							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
In October, the City Council authorized recruitment for the Assistant Public Services Director position. The City received 17 applicants for the position and conducted two rounds of interviews. Following the interviews, staff recommend the appointment of Mike Dressel to this position. Mike has been the Public Works Superintendent in Watertown for eight years, and prior to that, served as a maintenance worker in both the parks and streets divisions at Waconia. He is also a paid-on-call Firefighter with the City of Waconia, who has worked his way up to the Assistant Chief leadership role. Mike will bring both strong leadership skills and public works background, and, as a lifelong resident, a strong enthusiasm for the City. Mike's anticipated start date is January 6, 2024, pending the successful completion and City's evaluation of a background and driving check. He will start at Step Four on the Assistant Public Services Director pay scale and be credited with ten years of service for PTO accrual purposes and an 80 hour PTO bank, which is consistent with other exempt (non-overtime eligible) positions the City has hired. We look forward to welcoming Mike back to the City in a full-time capacity!							
Attachments:							
1. Resolution No. 2024-258 Authorizing Assistant Public Services Director Hire							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
General Fund & Utility Funds							
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 - 258**

**RESOLUTION AUTHORIZING
ASSISTANT PUBLIC SERVICES DIRECTOR HIRE**

WHEREAS, on October 21, the City Council authorized the recruitment for the Assistant Public Services Director position; and

WHEREAS, the City recently conducted two rounds of interviews for this position; and

WHEREAS, staff recommend the appointment of Mike Dressel, pending the successful completion and City's evaluation of the background check and driving check; and

WHEREAS, Mike will start at Step 4 of the Assistant Public Services Director (Grade 13) pay scale, be credited with ten years of service for PTO accrual purposes, and start with an 80-hour PTO bank.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Mike Dressel for the Assistant Public Services Director position.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024					
Item Name:	Authorize Hire for Street Maintenance Worker					
Originating Department:	Administration					
Presented by:	Jackie Schulze					
Previous Council Action (if any):	December 2, 2024: Promotion to Storm/Street Lead & Authorize Recruitment for Street Maintenance Worker					
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. 2024-259 Authorizing Hire of Street Maintenance Worker						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
On December 2, 2024, the City Council authorized the recruitment for a Street Maintenance Worker following the promotion of Kelly Wagener to Stormwater/Street Maintenance Lead. The City recommends promoting Alex Worm to the position of Street Maintenance Worker. Alex has been a seasonal employee with our Streets, Parks, and Utilities divisions for the last four years and is respected by our staff and supervisors as a hard worker who is dedicated to the Public Services field. Alex will start at Step 1 on the Pay Scale for Maintenance Worker (non-CDL) and accrue PTO at our standard employee accrual rate, with a 40-hour PTO bank. He will be expected to obtain his Class A CDL within two years of hire. His appointment is contingent on the successful completion and City's evaluation of the pre-employment steps, including a physical, background check, and driving record check. Attachments: 1. Resolution No. 2024-259 Authorizing Hire of Street Maintenance Worker						
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 – 259**

**RESOLUTION AUTHORIZING
HIRE OF STREET MAINTENANCE WORKER**

WHEREAS, on December 2, 2024, the City Council authorized the recruitment for the vacant Street Maintenance Worker position; and

WHEREAS, staff recommend promoting four-year seasonal employee Alex Worm to this position;

WHEREAS, Alex will start at Step 1 on the Maintenance Worker (non-CDL) pay scale and accrue PTO at the standard rate for new employees with a 40-hour bank; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Alex Worm for the Street Maintenance Worker position, December 16, 2024, and upon Alex’s successful completion and City’s evaluation of the necessary pre-employment steps.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Resignation of Assistant Planner and Recruitment Authorization					
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. 2024-260 Accepting Resignation and Authorize Recruitment of Assistant Planner							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City recently received a resignation letter from Assistant Planner Ethan Nelson. Ethan has been with the City for over eight years. His last day of employment will be January 3, 2025. We wish him the best in his new opportunity as City Planner at the City of Norwood/Young America. Upon acceptance of the resignation, the City would like to authorize recruitment for an Assistant Planner. The goal is to recruit for this position as soon as possible, so we can get someone into this role and begin training early in 2025.							
Attachments:							
1. Resolution No. 2024-260 Accepting Voluntary Resignation of Assistant Planner & Recruitment Authorization							
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 - 260**

**RESOLUTION ACCEPTING VOLUNTARY RESIGNATION
OF ASSISTANT PLANNER
& RECRUITMENT AUTHORIZATION**

WHEREAS, the City has received the voluntary resignation of Assistant Planner Ethan Nelson; and

WHEREAS, the City has received this notice in accordance with its personnel policies to be effective January 3, 2025; and

WHEREAS, the City would like to immediately recruit and fill this position; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby accepts the resignation of Ethan Nelson and authorizes recruitment for the Assistant Planner vacancy.

Adopted by the City Council of the City of Waconia this 16th day of December, 2025.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024					
Item Name:	Reclassification of Administration Specialist: Human Resources & Communications to Human Resources & Communications Coordinator Position and Authorize Recruitment for Customer Support Specialist					
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. 2024-261 Reclassifying Administration Specialist: Human Resources & Communications to Human Resources & Communications Coordinator and Authorizing Recruitment for Customer Support Specialist						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
The City conducted a staffing study in 2022 which identified the need for a Human Resources/Communications position. Over the past two years, we have been working with Office Specialist Jennifer Friesen to train and prepare her for this position, and as part of the 2025 budget, recommend the reclassification of the Administration Specialist: Human Resources/Communication to the position of Human Resources/Communications Coordinator. Jennifer has been a huge asset the past two years in terms of assisting department heads and supervisors with website updates, annual reports (fire and community development), and more recently, social media. She also leads the monthly newsletter development process. In terms of Human Resources, she has assisted with hiring processes and open enrollment in 2024, and will continue to expand her Human Resources knowledge and background after moving into this position. We look forward to continuing to grow our communications team and presence here at the City, and Jennifer brings a lot of great ideas to that. This reclassification will be effective December 16, 2024 and will start at Step 4 on the Human Resources/Communications Coordinator pay scale (Grade 7). This position was included as part of the 2025 budget. In addition, Jen's promotion to this position, and Jessica Fasching's promotion to Finance Clerk in September of this year, both create a gap in terms of administrative support and customer service. As part of the 2025 budget, a new Customer Support Specialist position was created. This positions primary focus will be City Hall customer service, but will also include music and movie in the park programming, room scheduling/rentals, park board minutes, back-up to licensing, elections assistance, permitting assistance, etc. This will also allow current Administration Specialist: Elections & Licensing Sue Schwalbe to focus some additional time at the Fire Station, as her position is split between Administration and Fire. This position is programmed at Grade 3 on the City's pay scale and we would like recruitment authorization right away for an anticipated start date in February. These changes were discussed with and recommended by the Personnel Committee in the fall of 2024.						
Attachments:						
1. Resolution No. 2024-261 Approving Appointment of Human Resources/Communications Coordinator Position and Authorization to Recruit for Customer Support Specialist Position						
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses: General Fund				Personnel Committee		

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

**CITY OF WACONIA
RESOLUTION NO. 2024 -261**

**RESOLUTION APPROVING HUMAN RESOURCES/COMMUNICATIONS
COORDINATOR POSITION AND APPOINTMENT OF
JENNIFER FRIESEN TO POSITION AND
AUTHORIZATION TO RECRUIT FOR
CUSTOMER SUPPORT SPECIALIST POSITION**

WHEREAS, the City of Waconia (the “City”) works to hire and retain quality employees and ensure quality employees are prepared to step into higher level positions if needed; and

WHEREAS, the City currently has an Administration Specialist: Human Resources & Communications position; and

WHEREAS, the 2022 staffing study identified a need to add a Human Resources & Communications oriented position; and

WHEREAS, a Human Resources/Communications Coordinator position was programmed as part of the 2025 budget; and

WHEREAS, the City recommends promotion of current Administration Specialist Jennifer Friesen to the Human Resources/Communications Coordinator position at Step 4 on the appropriate pay scale; and

WHEREAS, the City recommends recruitment authorization for the Customer Support Specialist to backfill Jennifer’s position to support the City’s customer service standards; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approve the appointment of Jennifer Friesen to the Human Resources/Communications Coordinator position and authorizes recruitment for the Customer Support Specialist position.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 16, 2024

Item Name: Authorize Staff to Solicit Pricing for 2025 Capital Projects and Equipment Acquisitions

Originating Department: Public Services

Presented by: Jon Haukaas

Previous Council Action (if any):

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

Adopt Resolution No. 2024-262 Authorizing Staff to Solicit Pricing for 2025 Capital Projects and Equipment Acquisitions

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

Upon approval of the City Budget and Capital Improvement Plan in December, staff is requesting authorization to obtain pricing for Capital Projects or Equipment as discussed by the Capital Improvement Plan committee.

The following are the items and anticipated budget for acquisition in 2025.

Project Improvements:

- Project 759: Public Services New Office Addition & Front Area Remodel
 - PIR Cash \$80,000
- Project 809: Lift Station – Southeast Area/County Road 10 – Air Conditioning Unit
 - Sewer Cash - \$13,000
- Project 810: Water Treatment Plant – Electrical Room – Air Conditioning Unit
 - Water Cash - \$13,000
- Project 131-G: Wildcat Way Reconstruction
 - PIR Cash - \$767,000
- Project 290: Windmill Creek Equipment Upgrades
 - PIR Cash - \$205,000
- Project 748: Brook Peterson Park Field Upgrades – Fields 6-8
 - PIR Cash - \$30,000
- Project 807: Bayview Turf Paving
 - PIR Cash - \$68,000
- Project 773: L-52 Exterior Facility Improvements
 - Sewer Cash - \$50,000
- Project 849: Culvert Lining – Oak Avenue North/South & Sparrow Road
 - Storm Water Cash - \$500,000
- Project 113: Fox Run Development – Ravine Repairs – Planning/Design
 - Storm Water Cash - \$26,000
- Project 598: Water Tower #3 Reconditioning
 - Water Cash - \$80,000
- Project 769: Lead & Copper Water Service Replacements
 - Water Cash - \$100,000
- Project 831: Well Decommissioning – Maple Street
 - Water Cash - \$145,000

Capital Equipment:

- Project 268: Chipper for Tree Removal – Replacement Unit #150

- Capital Equipment Cash - \$60,000
- Project 27: Skid Steer – Replacement Unit #180
 - Capital Equipment Cash - \$92,000
- Project 535: F-550 One-Ton Dump Truck – Replacement #42
 - Capital Equipment Cash - \$141,000
- Project 542: Water Maintenance Pick-up Truck – Replacement #49
 - Water Cash - \$44,000
- Project 543: Sewer Maintenance Pick-up Truck – Replacement #50
 - Sewer Cash - \$55,000
- Project 638: Loader Snow Hydraulic Blower – Replacement #131
 - Capital Equipment Cash - \$90,000
- Project 667: Zero Turn Gas Mower Replacement – 48”
 - Capital Equipment Cash - \$20,000
- Project 784: Fleet Garage – Mobile Lift
 - Bond Issuance - \$195,000
- Project 788: Tractor 6000 Series – Addition to Fleet
 - Capital Equipment Cash - \$100,000
- Project 82: Dump Truck with Ice & Snow Equipment – Addition to Fleet
 - Bond Issuance - \$400,000
- Project 832: Speed Trailer Replacement
 - Capital Equipment Cash - \$15,000
- Project 842: Portable Generator – 100kW
 - Sewer Cash - \$150,000
- Project 843: Zero Turn Gas Mower Replacement – 60”
 - Capital Equipment Cash - \$20,000

Once pricing is obtained, each items will be presented to the City Council for final approval of the acquisition.

Attachments:

1. [Resolution No. 2024-262 Authorizing Staff to Obtain Pricing for 2025 Capital Projects and Equipment Acquisitions](#)

<i>FINANCIAL IMPLICATIONS:</i> Funding Sources & Uses: PIR Cash, Capital Equipment Bonds, Capital Equipment Cash, Sewer Cash, Storm Water Cash, Water Cash	<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required	Planning Commission Parks and Recreation Board Safari Island Advisory Board Other	

**CITY OF WACONIA
RESOLUTION NO. 2024-262**

**RESOLUTION AUTHORIZING CITY STAFF TO OBTAIN PRICING FOR 2025
CAPITAL PROJECTS AND EQUIPMENT ACQUISITIONS**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, allowing staff to obtain quotes for capital projects and equipment acquisitions/replacements will assist advancing these projects in a timely manner; and

WHEREAS, the City Council will have the opportunity to review quotes and bids provided as part of the 2025 improvement approval process; and

WHEREAS, pricing information will be obtained through the State of Minnesota Cooperative Purchasing contract and associated vendors; and

WHEREAS, projects approved as part of the 2025 budget were finalized and compiled for final approval by the City Council as funding is available in 2025.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to obtain pricing for 2025 capital improvement projects and equipment acquisitions.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024						
Item Name:	Accept Proposal for Geotechnical Exploration for the Design of the Trunk Highway 5 Phase 2 Improvements						
Originating Department:	Public Services						
Presented by:	Jon Haukaas						
Previous Council Action (if any):	September 19, 2022 - Resolution No. 2022-256; Approval of Survey & Topographical Work for Trunk Highway 5 Corridor, CIP Project 132-B July 17, 2023 - Resolution No. 2023-175; Authorizing City Engineer to Prepare Preliminary Design of Trunk Highway 5 Phase 2 Corridor Improvements						
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. 2024-263 Authorizing the Acceptance of a Proposal for Geotechnical Exploration in Support of the Design of Trunk Highway 5 Phase 2 Corridor Improvements.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The preliminary design of the Trunk Highway 5 Phase 2 Corridor Improvements continues to move forward. We are at the point where more detailed data about the underlying soils along the corridor are necessary to refine this design. The proposed project will widen the roadway, include a roundabout style intersection, and also significant stormwater management retention and water quality treatment areas. It is necessary to collect information on the soils in the areas adjacent to the roadway to complete the next stage of design. The City's Consulting Engineers worked with American Engineering Testing (AET) to scope the level of detail and work needed. The attached proposal includes all items necessary to collect the information and provide a final report. Staff recommends the City Council authorize acceptance of this proposal.							
Attachments: 1. Resolution No. 2024-263 Authorizing Acceptance of Proposal for Geotechnical Exploration in Support of the Design of Trunk Highway 5 Phase 2 Corridor Improvements 2. Highway 5 Phase 2 Improvements Proposal							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Federal Aid, TED Grant, MSAS, County Sales Tax							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-263**

**RESOLUTION AUTHORIZING ACCEPTANCE OF A PROPOSAL FOR
GEOTECHNICAL EXPLORATION IN SUPPORT OF THE DESIGN OF TRUNK
HIGHWAY FIVE PHASE II CORRIDOR IMPROVEMENTS**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, several goals were established to improve the Trunk Highway Five Corridor within Waconia; and

WHEREAS, efforts are necessary at this stage to continue preliminary design work including the subsurface geotechnical investigation for the corridor, which would allow the City Engineer to refine the proposed corridor improvements; and

WHEREAS, the City Consulting Engineer has negotiated a proposal with American Engineering Testing (AET) to perform all services related to subsurface investigation and analysis as described in the attached proposal; and

WHEREAS, staff recommends the City accept the proposal to complete subsurface geotechnical exploration work in support of the Trunk Highway 5 Phase 2 Corridor design.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acceptance of the proposal in the amount of \$26,660 to American Engineering Testing of Chaska, MN.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

December 9, 2024

Sam Ellison, PE
Bolton & Menk, Inc.
2638 Shadow Lane, Suite 200
Chaska, MN 55318



Re: Revised Proposal for Geotechnical Exploration
Highway 5 Phase 2 Improvements
Waconia, Minnesota
AET Proposal No. P-0028117

Dear Mr. Ellison:

American Engineering Testing (AET) is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services. This proposal was revised to include the updated boring layout and two additional borings within the Fronterra subdivision.

PROJECT INFORMATION

We understand the city of Waconia is proposing improvements along TH 5 from TH 284 to CSAH 59. The project includes expanding the roadbed between TH 284 and Main Street and urbanizing the section, adding a bituminous trail the whole length of the corridor, and construction of a stormwater infiltration system with a forebay and three basins. The planned invert elevations for the stormwater basins range from 967 to 978 feet. Retaining walls are planned along the north side of TH 5 between TH 284 and E Frontage Rd. The walls will have a maximum height of 5 feet.

Grading plans have not been provided, but we assume fill depths of up to 5 feet will be required within the widening areas to attain the proposed grade.

The project also includes the construction of a new storm sewer planned within the Fronterra subdivision. The depth of this utility has not been provided; however, we assume it will be placed at depths of 6 feet or shallower.

SCOPE OF SERVICES

Field Exploration

Per the emailed request for proposal, we are submitting our fee proposal for the following scope. We will:

- Mark the proposed boring locations.
- Arrange clearance of underground public utilities.
- Obtain the necessary MnDOT and County permit for drilling within the right of way; we assume there will be no fee for the permit.
- Perform a total of 17 Standard Penetration Test (SPT) soil borings and five pavement cores, as follows:

550 Cleveland Avenue North | Saint Paul, MN 55114

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- Five SPT borings to a depth of 10 feet within the existing TH 5 roadway.
 - Obtain a pavement core at each location.
- Two SPT borings to a depth of 14.5 feet at planned retaining wall locations.
- Five SPT borings to a depth of 10 feet on the TH 5 shoulders.
- Three SPT borings to depths of 10 to 12 feet at planned stormwater basin locations.
- Two SPT borings to a depth of 10 feet at planned storm sewer locations.
- Backfill the boreholes per Minnesota Department of Health (MDH) requirements.
- Patch the paved boring surfaces with cold-mix bituminous.
- Document the final soil boring locations and boring ground surface elevations using a GPS unit having sub-meter accuracy.

We propose to provide traffic control in accordance with the Minnesota Temporary Traffic Control Field Manual 2018. We plan to perform the borings on the roadway shoulders using layout 9, which will require the use of traffic signs. For boring B-07 in the TH 5 median, we plan on using layout 36, which will require the use of two TMA equipped protection vehicles. For borings B-02, B-04, B-10 and B-14 in the TH 5 turn lanes and median, we plan on using either a TMA-equipped protection vehicle or barricades. For borings performed off the pavement, no traffic control is planned.

We will drill the SPT borings using hollow stem augers or by rotary mud drilling, with sampling by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, "blows per foot"), preliminary soil classification, and observed groundwater levels. For the borings within potential stormwater basin locations, we will collect samples continuously at 2-foot intervals. At the remaining boring locations, we will generally collect samples at 2.5-foot intervals to the termination depths. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing, and final classification.

We will backfill the boreholes to comply with State requirements. Even after backfilling, some settlement of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume the County will backfill and repair any boreholes that may settle after our exploration is complete. AET cannot accept any liability associated with pedestrian injury.

We assume that the on-road and off-road boring locations are readily accessible by our truck-mounted drill rig and our ATV drill rig, respectively. Accessing the off-road boring locations may leave ruts in the ground. We have not included a fee for site restoration or tree cutting in our cost estimate.

Underground Utilities

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. **Gopher State One Call indicates that the property owner is responsible for locating all private underground utilities and structures.** We request that you please coordinate this activity with the owner and AET

prior to AET beginning any subsurface exploration. Also, please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

Laboratory Testing

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. We also propose to perform moisture content tests on all soils, as well as organic content, percent passing the #200 sieve, and sieve analyses on select samples.

On completion of testing, we will visually/manually classify the soils according to the USCS and AASHTO soil classification systems. We will then prepare the final subsurface boring logs.

Report

Following the field and laboratory services, a report will be prepared and submitted. The report will include subsurface boring logs, pavement core logs, laboratory test results, and our geotechnical engineering opinions and recommendations regarding the following:

- A summary of the existing pavement, aggregate base, subbase (if encountered), and topsoil thickness encountered at the boring locations.
- A review of the soil and groundwater conditions encountered, as well as pertinent engineering properties of the soils.
- Design and construction of new embankments for pavement support, including excavation and fill recommendations.
- Design and construction of reconstructed roadways, including subgrade preparation or improvement, soil correction, sand subbase, and drainage.
- Estimated design subgrade R-value.
- Bituminous pavement section and mix design options for the 10-ton roadway.
- Bearing capacity, estimated settlement, and one global stability analysis for the retaining walls.
- Hydrologic soil group and estimated soil infiltration rates based on the soil types encountered in the applicable boring, the laboratory index testing performed, and the Minnesota Stormwater Manual.



- Bedding and backfilling recommendations for underground utilities.
- Comments on other items which may affect final performance or constructability, such as frost heave, settlement, drainage, and dewatering considerations.

SCHEDULE

Weather permitting and based on our current backlog, the field exploration can be performed about eight to nine weeks following authorization. However, to perform the borings within MnDOT ROW, AET will submit a MnDOT permit, which often takes up to two months to be approved.

The field exploration should be completed within two to three days. The report can be completed within four weeks following the field exploration.

FEES

Our fees for the base scope of services described above will be charged on a time and materials basis for not-to-exceed fee of **\$25,660.00**. For the scope of services described above, our charges will be as follows:

1. Layout and Utility Clearance	\$ 2,123.00
2. Field Exploration	\$10,645.00
3. Traffic Control	\$ 3,650.00
4. Laboratory testing	\$ 2,062.00
5. Project Management and Reporting	<u>\$ 7,180.00</u>
TOTAL ESTIMATE	<u>\$25,660.00</u>

In the event the scope of our services needs to be revised, such as additional or deeper borings and additional field or laboratory testing, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding. Additional services will be charged in accordance with the attached fee schedule. Our fees will be in effect for thirty days following the date of this proposal, and fees for services authorized after this expiration date will be subjected to review and possible escalation.

MINNESOTA DEPARTMENT OF HEALTH FEES

Effective July 1, 2019, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of \$75. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to



you, after the borings are completed. The above fee estimate for our geotechnical services doesn't include the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

ENVIRONMENTAL CONCERNS

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

TERMS AND CONDITIONS

The services will be provided per the Terms and Conditions contained in the Subconsultant Master Agreement for Professional Services (Task Orders) between Bolton & Menk, Inc and American Engineering Testing, Inc., dated January 20, 2021.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have questions or need additional information, please contact us.

Sincerely,

American Engineering Testing, Inc.

A handwritten signature in black ink that reads 'Tobin Deen'.

Tobin Deen, PE (MN)
Engineer II
tdeen@teamAET.com
(651) 689-5993

A handwritten signature in black ink that reads 'Thomas Evans'.

Thomas Evans, PE (MN)
Senior Engineer
tevans@teamAET.com
(701) 690-9732

Attachments:
Fee Estimate



ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0028117

SIGNATURE: _____

PRINTED NAME: NICOLE WALDRON, MAYOR

COMPANY: CITY OF WACONIA

ADDRESS: 201 VINE STREET SOUTH, WACONIA MN 55387

PHONE NUMBER AND EMAIL: JON HAUKAAS, 952-442-4265

JHAUKAAS@WACONIA.ORG

DATE: DECEMBER 16, 2024



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Approve additional upfit items for new Aerial Bucket Truck.
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	Resolution No. 2024-224 Authorizing the acquisition of a 2024 VersaLift VST-55-HDI aerial lift with Ford F600 Chassis as replacement to Bucket Truck Unit #39 as identified in the Capital Improvement Plan as Project 308.

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

Adopt Resolution No. 2024-264 Authorizing Additional Upfit Items on New Aerial Bucket Truck

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

The City recently purchased a new aerial bucket truck for use by staff in tree trimming and street light maintenance. Due to good pricing and the long lead times involved with new equipment, this truck was purchased as an existing pre-built truck from ABM Equipment of Hopkins, MN.

As such, we were not able to include all the desired equipment that we would typically specify with a new build. Staff negotiated with ABM Equipment for a quote for the purchase and installation these items as shown in the attachments.

Specifically the changes include a smaller bucket with a door to improve access and maneuverability when working in tree canopies, a storage box for the pole saws, a roof guard to protect the cab from falling limbs, and a holder for safety cones.

The initial purchase of the replacement aerial truck was \$258,200, and the upfit quote is \$19,002.59 for a total cost of \$279,202.59. The total amount budgeted for the replacement truck was \$374,200 meaning the city will still realize a significant savings over the original anticipated cost for this replacement.

Staff recommends approval of this quote to complete the final build of this heavily used equipment.

Attachments:

1. [Resolution No. 2024-264 Authorizing Addition Upfit for Aerial Buck Truck](#)
2. [Equipment Quote Upfit Aerial Lift Truck with ABM Equipment](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Capital Equipment Cash, Street Light Cash

ADVISORY BOARD RECOMMENDATIONS:

Budget Information:

☒ X Budgeted
☐ Non Budgeted
☐ Amendment Required

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION NO. 2024-264**

**RESOLUTION AUTHORIZING ADDITIONAL UPFIT ITEMS ON NEW AERIAL
BUCKET TRUCK, REPLACEMENT TO UNIT #39, CIP PROJECT 308**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the City Council authorized acquisition of the VersaLift VST-55-HDL on a Ford F600 chassis from ABM Equipment of Hopkins, MN ON October 21st, 2024; and

WHEREAS, this purchase was for a preassembled on lot unit in order to take possession immediately instead of waiting 12-16 months while a new unit was built to the city’s specifications; and

WHEREAS, ABM Equipment is able to install additional equipment desired to meet the specific needs of staff performing the work as listed in the attached quote; and

WHEREAS, the initial purchase of the replacement aerial truck was \$258,200, and the upfit quote is \$19,002.59 for a total cost of \$279,202.59 which is well below the \$374,200 budget for this piece of equipment; and

WHEREAS, Staff recommend approval of the purchase and installation of the additional equipment per the attached quote.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the purchase and installation of the additional equipment by ABM Equipment of Hopkins, MN in the amount of \$19,002.59.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



ABM Equipment, LLC
333 2nd Street NE
Hopkins, MN 55343

EQUIPMENT QUOTE

Quote Date: 2024-11-21

Quote # 29366816522 Rev #

Phone: (952) 938-5451 / Fax: (952) 938-0159 / www.abmequip.com

Customer
City Of Waconia

201 South Vine Street

Waconia

MN

55387

ABM Representative

Rick

Loosbrock

Customer Representative

First Name: Jon
Last Name: Haukaas
Cell Number: 952-442-2615
Email Address: jhaukaas@waconia.org

Contact Initials:

We are pleased to quote you for an Upfit/Retrofit on your Verslift VST-55-HDI for a platform change, cab guard, storage changes and adding a cone holder on 2024 4x4 F-600 Diesel w/ CA of 84". This build to include the following:

QTY	Name	Price
1	SA-1510-1 - Walk-in 24x24x42, open to curb side, cavity towards rear (opposite ribs - Requires door). <u>Unit de-rated to Category D</u> - Includes removing current bucket	\$4,995.03
1	SA-1530-2 Walk-In door, L/H hinge	\$1,601.56
1	Open Mesh Basket 71" L x 20" W x 8" D, 1" rider underneath - Mounted above C3 & C4	\$932.00
1	TLRV-8 Top Opening Box (custom size) - Includes (2) doors - Rear door 96" L - Front door 36" L - Dimensions: 132" L x 20" W x 12" D ***NOTE: For this length, box will need to be seamed - .125 D.P. construction - Includes Gas Props that open towards cargo area - Mounted Streetside after removing current installed box	\$2,889.00
1	ALCONE - Cone Holder Furnish and install - SS Rear	\$259.00
1	Full Cab Guard - Fab and install a full steel cab/hood guard	\$1,950.00
1	ABM Install - Removal of current components - Install of all above items	\$4,900.00
1	Freight - Inbound/Outbound	\$1,476.00

Total (does not include any tax) \$19,002.59

Thank you for your business

ABM Equipment, LLC: Phone: (952) 938-5451 / Fax: (952) 938-0159 / Website: abmequip.com



ABM Equipment, LLC
333 2nd Street NE
Hopkins, MN 55343

EQUIPMENT QUOTE

Quote Date: 2024-11-21

Quote # 29366816522 Rev #

Terms & Conditions

Estimated Completion Date: Subject to availability, based on information at the time of quote.

Validity of Quote: 30 Days - please contact ABM Equipment for an updated proposal after expiration.

Payment: Payment terms are Net 10 days. Any amount paid by a credit card will be subject to a surcharge fee.

A monthly interest charge of 1/2% will be added for late payments.

Taxes: This quote does not include applicable local, state, or (F.E.T.) federal taxes. The quote does not include title or licensing fees.

Delivery: Unless noted on this quotation, equipment is sold F.O.B. point of shipment, and ABM Equipment, LLC's responsibility shall cease upon delivering the equipment in good order to the carrier. ABM Equipment, LLC shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes and supply chain issues.

Warranty: Warranty coverage shall be based on the manufacturer's warranty terms. Warranty work is to be performed at ABM Equipment, LLC. The warranty does not include travel charges.

Cancellation: It is understood that any order on this quotation and accepted by the seller shall be firm in as much as ABM Equipment, LLC, in turn, must place firm orders for the equipment and the parts thereof. No cancellations may be made except on terms agreed to by ABM Equipment, LLC in writing.

Liability: ABM Equipment, LLC assumes no liability for damage due to theft, vandalism, fire, weather, or damage due to gradual deterioration or inherent defects in such property. In addition, we are not responsible for any damage while storing your chassis or parts on our premises while waiting for modification or installation. The storage location of the property shall be determined by ABM Equipment, LLC, at its discretion.

Entire Agreement: This quotation sets forth the full terms and conditions applicable to the equipment described herein and may not be modified without ABM Equipment, LLC written consent. The terms and conditions of this quotation shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

Confidentiality: The information in this quote; and all supporting documentation is confidential and may only be used by ABM Equipment, LLC, and the customer listed on this quote

Chassis: You agree to accept the following when purchasing a new chassis through ABM Equipment.

1. ABM provided chassis - Pay for the chassis in full as soon as it is available to ABM Equipment for the mounting of the quoted components.
2. Customer supplied chassis - If the chassis is late or cancelled customer must pay for ABM ordered equipment, parts and components. Labor for the installation will be billed upon completion of the unit.
3. Chassis pricing should be considered a budgetary only and is subject to change when specific model year pricing becomes available from the OEM. Additionally, the chassis model year is subject to change based on availability at the time of the order.

*Due to extended lead times and market volatility, we reserve the right to impose a surcharge on the quoted price. We are experiencing surcharges from our suppliers, and passing these on to our customers has become necessary. ABM Equipment will inform you about these surcharges before you begin the build for your order. If ABM Equipment cannot proceed with the build at the scheduled time because of the unavailability of the chassis, ABM Equipment will invoice the customer for the cost of the equipment on hand, and payment will be due according to our standard terms.

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted; or with modifications as stated below. The changes of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by ABM Equipment, LLC.

Customer:

PO Number

I agree to the terms and

conditions above: ☐

Sales Rep Initials

Approved By:

ABM Officer

Thank you for your business

ABM Equipment, LLC: Phone: (952) 938-5451 / Fax: (952) 938-0159 / Website: abmequip.com



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Authorizing Approval of Sale or Disposal of Surplus Equipment					
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. 2024-265 Authorizing Approval of Sale or Disposal of Surplus Equipment							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
City staff have reviewed inventory and items in storage at Public Services Facility. Staff is requesting this equipment be deemed surplus equipment and be sold or properly disposed of. - Western Star 47X Bumper - Mack Granite Chassis Bumper The City utilizes Jeff Martin Auctioneers, Inc. for the sale of these types of items along with general postings at City Hall. The equipment is listed at the lowest price the City will accept to be bid on the item. The equipment is sold to the highest bidder. Funds from the sale will be recognized in the General Fund - Streets Department operating fund as reimbursement revenue. Attachments: Resolution No. 2024-265 Approving Surplus Equipment and Sale							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund - Streets (101)							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-265**

RESOLUTION APPROVING SURPLUS EQUIPMENT AND SALE

WHEREAS, Public Services staff cleared from storage equipment and materials no longer in use for operations; and

WHEREAS, the list of surplus equipment includes the following:

- Western Star 47X Bumper
- Mack Granite Chassis Bumper

WHEREAS, funds received for the equipment with saleable value will be recognized in the General Fund – Streets department as reimbursement revenue; and

WHEREAS, equipment that cannot be sold will be properly disposed of by City staff.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby declares the equipment listed as surplus equipment and authorizes its sale or disposal as determined by City staff.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Joint Assessment Contract with Carver County					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-266 Authorizing Execution of Contract for Joint Assessment in 2025							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Annually the City contracts with the Carver County Assessor's Office for property assessment services within the community. Carver County has consistently provided this service in our community. At least twenty-percent of all parcels in the community are viewed in person for assessment purposes. The per parcel cost has increased approximately .50 per parcel type, which is consistent with pervious contract increases. The actual per parcel costs are as follows: Residential \$16.98 Agricultural \$17.67 Commercial & Industrial \$18.94 The 2025 assessment budget has funds programmed for this contract service and is recommended for approval by staff. <u>Attachments:</u> 1. Resolution No. 2024-266 Authorizing 2025 Joint Assessment Contract 2. Service Agreement for 2025 Joint Assessment Agreement with Carver County Assessor							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Administration, Contract Services							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-266**

**RESOLUTION AUTHORIZING
2025 JOINT ASSESSMENT CONTRACT**

WHEREAS, The Carver County Assessor (the “Assessor”) offers to provide joint assessment services for the City of Waconia (the “City”); and

WHEREAS, The Assessor will provide for the assessment of property within the City pursuant to the terms and conditions of an agreement; and

WHEREAS, Minnesota Statutes 273.072 and Minnesota Statutes 471.59 permit such an agreement for joint assessment services.

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

1. The Contract for Joint Assessment for 2025 is hereby approved, effective January 1, 2025, conditioned upon adoption of the 2025 General Fund Budget.
2. The Mayor and City Clerk are hereby authorized and directed to execute said Agreement on behalf of the City.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

(2024) SERVICE AGREEMENT FOR (2025) JOINT ASSESSMENT

This Agreement is entered into by and between the County of Carver, 600 East 4th Street, Chaska, Minnesota 55318, through Carver County Assessor, (hereafter referred to as “County”) and the City of Waconia, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as Town.

WHEREAS, the Town desires to enter into an agreement with the County to provide for the assessment of property in said Town by the County Assessor’s Office; and

WHEREAS, Minn.Stat.§ 273.072 and Minn.Stat.§ 471.59 permit such an agreement for joint assessment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

- 1) **Term.** That the Town, which is situated in the County of Carver, and which constitutes a separate assessment district, shall have its property within Carver County assessed by the Carver County Assessor for the assessment date of January 2, 2025. All work necessary to the establishment of the estimated market value for each Carver County parcel in the Town shall be performed by the Carver County Assessor or by one or more of the licensed assessors under his/her direction and supervision.
- 2) **Cooperation.** It is hereby agreed that the Town and all of its officers, agents and employees shall render full cooperation and assistance to the County to facilitate the provision of the services contemplated hereby.
- 3) **Payment Amount.** The Town shall pay to the County for the assessment of property with Carver County the sum of Sixteen dollars and ninety eight cents (\$16.98) per residential valuation, Seventeen dollars and sixty seven cents (\$17.67) per agricultural valuation, and Eighteen dollars and ninety four cents (\$18.94) per commercial/industrial valuation (for the assessment of January 2, 2025) existing or created before the closing of the relative assessment year.
- 4) **Payment terms.** Full payment of all claims submitted by the County Assessor for relative assessment dates shall be received by the County no later than November 15th of the respective years.
- 5) The County agrees that in each year of this Agreement it shall, by its County Assessor or one or more of his/her deputies, view and determine the market value of at least twenty percent (20%) of the parcels within this taxing jurisdiction. It is further agreed that the County shall have on file documentation of those parcels – physically inspected for each year of this Agreement.
- 6) **Data Privacy.** Pursuant to Minn. Stat. Chap. 13, the parties agree to maintain and protect data received or to which they have access. No private or confidential data

developed, maintained or received by the Town under this agreement may be released to the public by the Town. The Town agrees to indemnify and hold the County, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of the Minnesota Government Data Practices Act by Town or its agents, assigns, or employees, including legal fees and expenses incurred to enforce this provision of this agreement.

- 7) **Mutual Indemnification.** The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

- 8) **No Joint Venture.** Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Town or employees of the Town performing services under this Agreement.

9) **Records: Availability and Retention.** Pursuant to Minn. Stat. §16C.05, subd. 5, the Town agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Town and involve transactions relating to this Agreement. Town agrees to maintain these records for a period of six years from the date of termination of this Agreement.

10) **Merger and Modification.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

11) **Default and Cancellation.** If the Town fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Town's default is excused by the County, the County may, upon written notice to the Town's representative listed herein, cancel this Agreement in its entirety as indicated in (b.) below.

This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

Representatives for each of the parties to this Agreement are as listed below:

<u>Town/City</u>	<u>County/Division</u>
City of Waconia 201 S. Vine Street Waconia, MN 55387	Ryan Johnson Carver County Assessor 600 E 4th Street Chaska MN 55318 rjohnson@co.carver.mn.us

12) **Subcontracting and Assignment.** Neither party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other party and subject to such conditions and provisions as the other party may deem necessary. The party attempting to subcontract or assign its obligations shall be responsible for the performance of all Subcontractors.

No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement or their successors,

- 13) **Nondiscrimination.** During the performance of this Agreement, the Town agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.
- 14) **Health and Safety.** Each party shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. Each party shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement.
- 15) **No Waiver.** Nothing in this Agreement shall constitute a waiver by the either party of any statute of limitations or exceptions on liability. If the either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 16) **Severability.** If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- 17) **Applicable Laws.** The Laws of the State of Minnesota shall apply to this Agreement.

IN WITNESS WHEREOF, the City of Waconia, has caused this Agreement to be executed by its Chairperson/Mayor and its Town Clerk by the authority of its governing body by a duly adopted resolution on

This the 16th day of DECEMBER, 2024.

The County of Carver has caused this Agreement to be executed by its Chairperson and the County Assessor pursuant to the authority of the Board of Commissioners by resolution adopted on

This the _____ day of _____, 2024

CITY OF WACONIA

COUNTY OF CARVER

By: _____
Nicole Waldron, Mayor

By: _____
Board of Commissioners, Chair

By: _____
Jackie Schulze, Assistant City Administrator

Attest: _____
Dave Hemze, County Administrator

And: _____
Ryan Johnson, County Assessor



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024					
Item Name:	Firefighter to Active Status					
Originating Department:	Fire					
Presented by:	Jackie Schulze					
Previous Council Action (if any):	March 4, 2024: Resolution No. 2024-056 Authorizing Hire of Mike Mawdsley as Probationary Firefighter					
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. 2024-268 Approving Probationary Firefighter Mike Mawdsley to Active Status.						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Firefighter Mike Mawdsley was hired as a member of the Waconia Fire Department in March of 2024. Mike had previous firefighting experience with the City of Chaska and has the necessary certifications and time served with the department to move off probationary status.						
<u>Attachments:</u>						
1. Resolution No. 2024-268 Approving Active Firefighter Status						
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- 268**

**RESOLUTION APPROVING
ACTIVE FIREFIGHTER STATUS**

WHEREAS, the City of Waconia hired Mike Mawdsley as a probationary firefighter in 2024; and

WHEREAS, Mike is now eligible to move off probationary status;

WHEREAS, all of Mike’s certifications and trainings are up to date; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves Mike Mawdsley as an active firefighter with Waconia Fire Department.

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

Nicole Waldron, Mayor

Attest:

Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Addition of Oppenheimer & Company, Inc. as Official Depositories					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):		Resolution No. 2024-011 - Designating Official Depositories - Dated: January 2, 2024					
		Resolution No. 2024-036 - Updating Designation of Official Depositories - Dated: February 5, 2024					
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	

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

Adopt Resolution No. 2024-269 Approving Oppenheimer & Company, Inc. as an Official Depository

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

The City of Waconia has the following banks and brokers approved as official depositories:

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

The City was recently notified that Wells Fargo will start to charge a brokerage fee for investing starting January 1, 2025. With this occurring staff reached out to other brokers that work with cities in Minnesota and are familiar with the laws set in statute by the State of Minnesota for investing. Staff found Oppenheimer & Company, Inc. out of Minneapolis. Oppenheimer does not charge a monthly brokerage fee and is able to transfer the City's current investments with Wells Fargo at no charge. Oppenheimer has provided several training events for the Minnesota Government Finance Officers Association and has excellent monthly reporting for reconciliation.

Staff recommends adding Oppenheimer as an additional depositor of the City to avoid monthly brokerage fees and continue diversifying the City's investments as established in the City's investment policy. Staff will work to transfer the City's current investments before year end.

The City Council will again confirm the official depositories of the City at the first meeting in 2025; this listing will exclude Wells Fargo.

Attachments:

1. [Resolution No. 2024-269 Approving Oppenheimer & Company Inc as an Official Depository](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:
_____ Budgeted
_____ Non Budgeted
_____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	_____
Parks and Recreation Board	_____
Safari Island Advisory Board	_____
Other	_____



**CITY OF WACONIA
RESOLUTION NO. 2024-269**

**RESOLUTION APPROVING OPPENHEIMER & COMPANY, INC.
AS AN OFFICIAL DEPOSITORY**

WHEREAS, each year the City of Waconia designates official depositories; and

WHEREAS, the City's investment policy outlines diversification and best practice guidelines; and

WHEREAS, to uphold the City's policy and avoid fees effective January 1, 2025 for investing, staff is requesting the addition of Oppenheimer & Company, Inc. of Minneapolis, MN as an additional depository; and

WHEREAS, upon approval, staff will complete the required paperwork for investing in the State of Minnesota; this including an Official Broker Certification; and

WHEREAS, the City Council will approve an official listing of all City depositories on January 6, 2025.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves Oppenheimer & Company, Inc. as an official depository.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 16, 2024

Item Name: Updated Employee Reference Manual

Originating Department: Administration

Presented by: Jackie Schulze

Previous Council Action (if any):

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

Adopt Resolution No. 2024-270 Approving Updated Employee Reference Manual

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

The City of Waconia makes updates to our employee reference manual on an annual basis based on policy recommended by the League of Minnesota Cities, state law changes, and policy updates. The version in front of the City Council has the following changes:

- Updates to the Earned Sick & Safe Time Law as more clarity became available in 2024 including qualified uses and that paid-on-call firefighters are not eligible under 2024 law updates. Firefighters were paid out any accrued ESST through May of 2024, when the law changed deeming them ineligible.
- Clarification that holiday overtime is not available if an employee chooses to flex their holiday to a different day (must have department director supervision to do so). An example of this would be IT choosing doing a system update on a holiday because employees aren't working, they can take that holiday on a future day and receive their regular hours worked for the day, but are not eligible for holiday overtime.
- Clarify that floating holiday must be used by November 30 to ensure it is being paid out at the current year's rate of pay.
- Clarification around City Hall employees getting paid the holiday hours they would normally be scheduled to work that day (for example, if the holiday falls on a Friday, they get four hours holiday pay, not nine hours).
- Add "Advance Notice Retirement Incentive Program" to the policy, which provides an incentive for an employee who is retiring to provide 3-month, 6-month, or 9-month notice. This allows the City adequate time to plan, post, hire, and potentially cross train the new hire with the retiring employee. This was a budgeted 2025 expense and talked about during the budget presentations.
- Addition of AI Chatbot Policy to the "Use of Technology" section that outlines appropriate and prohibited ways when using chatbots/artificial intelligence.
- Added the Senior Center as a contracted service.
- Updated the Fire Station information.
- Updated hiring information to include that a benefit summary is required in any job posting per state law effective 1/1/25.

In addition to the policies outlined above, there were also several formatting, spelling, and grammar updates made to the reference manual that do not change the content.

Manual updates will be presented to all employees following City Council approval and must be signed off on.

Attachments:

1. [Resolution No. 2024-270 Approving Updated Employee Handbook](#)
2. [Employee Handbook 2025](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

ADVISORY BOARD RECOMMENDATIONS:

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

**CITY OF WACONIA
RESOLUTION NO. 2024 - 270**

**RESOLUTION APPROVING
UPDATED EMPLOYEE HANDBOOK**

WHEREAS, the City updates the employee handbook on an annual basis; and

WHEREAS, an updated handbook is necessary to have all City policies in one place and to communicate effectively to employees; and

WHEREAS, the updated handbook includes several updated policies that reflect new state laws or are reflected in the 2025 budget, and

WHEREAS, it also includes several proofreading corrections from the previously approved version; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby approves the Waconia Employee Handbook.

Adopted by the City Council of the City of Waconia this 16^h day of December 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



City of Waconia
Employee Reference Manual

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SECTION 1: CITY INFORMATION

VISION, MISSION, AND VALUES

Vision Statement

Waconia is a thriving, connected community with deep roots; a great place to live for a lifetime.

Mission Statement

Waconia is a City that leads, serves, and governs to enhance the quality of life for all community members.

Values

The City Council has identified values that reflect the desires and expectations for our work:

- Resiliency – maintaining, reacting to the unexpected, being adaptable
- Stewardship – caring for our fiscal health, environment, and assets (people and infrastructure)
- Embracing Diversity – providing a welcoming and engaging environment for all
- Health & Safety – encouraging and providing resources for healthy living and a safe environment
- Innovation – willing to try new things, managing risk, and celebrating successes

PURPOSE AND APPLICABILITY

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Waconia. The language of this Personnel Policy is not intended to nor does it create any form of employment contract between the City of Waconia and any employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies of the City or of any department.

In order to retain necessary flexibility in the administration of policies and procedures, the City of Waconia reserves the right to change, revise, or eliminate any of the policies and/or benefits described herein. The only recognized deviations from the stated policies are those authorized and adopted by the City Council. The provisions in this policy shall not be interpreted as creating anything other than an at-will employment relationship between the City and its employees. Except as otherwise prohibited by law, the City of Waconia has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Applicability

This employee handbook and procedures manual has been developed for the specific purpose of explaining policies and procedures which affect all employees of the City of Waconia. These policies also apply to unpaid volunteers and elected and appointed officials as may be applicable pursuant to the specific policy and applicable laws.

The following groups are not covered by these policies:

- Consultants and advisory personnel such as engineers, attorneys, auditors, health officers, bond consultants, and such other personnel who may be engaged by the City from time to time as independent contractors;
- Emergency Employees
- County law enforcement personnel who contract with the City for services

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. In this case, such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

Nothing in these policies are intended to modify or supersede applicable state or federal law. Any employee with a written employment agreement shall be exempt from any provision of this part which is inconsistent with such agreement. Nothing in this part is intended to modify or supersede any provision of the Veteran's Preference Act, Minn. Stat. § 197.45 to 197.481.

DEFINITIONS OF TERMS

For purposes of these policies, the following definitions will apply:

- Authorized Hours:** The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.
- Benefits:** Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.
- Benefit Earning Employees:** Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 32 hours per week on a regular basis.
- Core Hours:** The core hours that all City Hall employees (exempt and non-exempt) are expected to work are 8:00 a.m. to 4:30 p.m. Monday through Friday. Core hours for Public Services Employees are 6:30 a.m. to 3:00 p.m. Monday through Friday. Public Services employees also have a rotating on-call schedule and are responsible for snow removal, which can take place during nights and weekends in the winter.

- E. **Direct Deposit:** As permitted by State law, all City employees are required to participate in the direct deposit of their paychecks.
- F. **Exempt Employee:** Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.
- G. **FICA (Federal Insurance Contributions Act):** FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.
- H. **Fiscal Year:** The period from January 1 to December 31.
- I. **Full-Time Employee:** Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.
- J. **Non-Exempt Employee:** Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime or compensatory time at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.
- K. **Part-Time Employee:** Employees who are required to work less than forty (40) hours per week year-round in an ongoing position
- L. **Pay Period:** A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.
- M. **PERA (Public Employees Retirement Association):** Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.
- N. **Seasonal Employee:** Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.
- O. **Temporary Employee:** Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

CITY COUNCIL

The City of Waconia is a Statutory Plan A 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 are elected at-large to alternating four-year terms. The Mayor is elected at-large for a two-year term. The Mayor has one vote on the Council, as does each Council Member. City elections are held on the first Tuesday following the first Monday in November of even-numbered years.

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.

ADVISORY BOARD AND COMMISSIONS

The City Council receives advisory reports and recommendations from several citizen commissions. These commissions are appointed by the City Council. All commission meetings are open to the public and are held in the Council Chambers of Waconia City Hall (201 South Vine Street, Waconia).

ECONOMIC DEVELOPMENT AUTHORITY

The Economic Development Authority consists of five members; the Mayor and four Council members. Meetings are held, as required, as part of a regularly scheduled Council meeting. The Economic Development Authority (EDA) promotes economic development, including industrial and commercial development and expansion. The EDA has developed Waconia West Industrial Park and offers a Revolving Loan Program to businesses in the Downtown and Highway Business and Industrial Districts. Terms coincide with elected terms.

HOUSING AND REDEVELOPMENT AUTHORITY

The Housing and Redevelopment Authority (HRA) consists of five members; the Mayor and four Council members. Meetings are held, as required, as part of a regularly scheduled Council meeting. The HRA is responsible for addressing housing and redevelopment issues for the City of Waconia.

PLANNING COMMISSION

The Planning Commission reviews requests and applications to ensure compliance with the City's land use regulations and comprehensive plan. There are five members, with one alternate commissioner to act in the absence of any of the five commissioners. Commission members are appointed to three-year terms. Public hearings regarding development petitions and requests for variances from the zoning ordinance standards are conducted by this body.

PARK & RECREATION BOARD

This Commission reviews current and future community park and recreation needs, programs and facilities and recommends action to promote the implementation of the City's park, trail, and recreation plans. This board consists of five regular members, with one alternate to serve in the absence of any regular member. Terms are three years.

COMMISSION ON AGING

This Commission serves in the goal of addressing the special needs of the people who are aging in Waconia. These needs have been identified as, but are not limited to: transportation, independent living in the home, social and recreational activities, senior centers and housing. The Commission works in an advisory capacity to the City Council in how to best meet the needs of aging citizens as well as attract a similar population to the amenities the City possesses. There are five members, with one alternate, who serve three-year terms.

CITY DEPARTMENTS

ADMINISTRATION

The Office of the City Administrator comprises the Administration Department for the City. General administrative services for management of the City, coordination of City departments and personnel matters, and budget administration are performed by the City Administrator. The City Administrator's office also provides the Clerk functions of the City, as well as serving as the election administrator, processing license and permit applications, collecting and certifying special assessments, maintaining all official City records and contracts. Human resources, communications, and facility management are also found within this department.

The Administration Department also oversees Park and Recreation activities, including oversight of the Safari Island Community Center and the Ice Arena contracts.

FINANCE

The Finance Department is responsible for developing and implementing economic development opportunities for existing and new businesses; administering the City's Revolving Loan and other incentive programs; accounts payable and receivable; utility billing; investments; risk management; debt management; audit; internal control; payroll; budget preparation and administration; and assisting all departments with internal and external business procedures.

COMMUNITY DEVELOPMENT

This department oversees planning and development in the City and reviews applications and petitions to ensure compliance with zoning and land use regulations.

The City's Long Range Comprehensive Guide Plan is maintained by the Community Development Department. It promotes orderly development in the City. This department also reviews development requests, annexation petitions, administers and enforces the zoning ordinance and subdivision code, and provides support to the Planning Commission.

The Planning Department is responsible for processing all new construction and minor building permit applications and oversees the licensing of rental dwellings. Building inspections are currently conducted by an independent agency.

PUBLIC SERVICES

The Public Services Department conducts business between the hours of 7:00 a.m. - 3:30 p.m. Monday – Friday and is closed on legal holidays. The Public Services Department oversees the construction of public improvements. The Department consists of Streets, Street Lights, Storm Water, Parks and Public Utilities. The Public Services Department also updates the master park and trails plan and coordinates park and trail development. The Parks system is comprised of three community parks, 18 neighborhood parks, and a City owned cemetery.

Streets: The Street Division maintains and repairs City streets and alleys, storm sewers, public property, and City equipment, and coordinates the maintenance/replacement of street lights. Its duties include street and alley repair, seal coating, street sweeping, snow and ice control, and traffic sign maintenance. The Street Division also enforces weed ordinances and administers the City's boulevard tree program.

Public Utilities: The Utility Division consists of water and sanitary sewer utilities. This division operates and maintains the public water supply system including the water treatment facility, hydrants, City wells and water storage facilities, installation and maintenance of water meters, and the wastewater collection system including lift stations.

Parks: The Park Maintenance Division maintains City parks, athletic fields, park property, and trails. Much of the maintenance activities in City Parks is based on seasonal usage. In addition to physical maintenance of park amenities and equipment, Park Maintenance staff also is trained in horticultural maintenance such as prevention, diagnosis, and treatment of turf grass and tree disease, and pest infestation.

FIRE DEPARTMENT

The City is served by one fire station located at 10451 10th Street West. The Waconia Fire Department is a paid-on-call department, consisting of a full-time chief and paid-on-call firefighters who are considered part-time employees. The Department maintains a six-to-seven-minute total response time to any area within the City.

CONTRACTED SERVICES

The City of Waconia contracts several services to outside agencies. These services are subject to change at any time, and our current contracted services can be found below. Additionally, the City will, from time to time, work with other consultants or firms in all areas of operation.

SAFARI ISLAND AND THE ICE ARENA

The City contracts with Rink Management Services who manages day-to-day operation of Safari Island and the Ice Arena. While Rink Management operates these facilities, the City Council still has financial oversight and approval of the budget for Safari Island and the Ice Arena.

WACONIA AREA SENIOR CENTER

The City contracts with Rink Management Services who manages day-to-day operation of the Waconia Area Senior Center located at City Hall. The City Council approves any budget items related to the operations of the Senior Center.

PUBLIC SAFETY

Law Enforcement is provided for the residents of Waconia via contract with the Carver County Sheriff's Department. Waconia has officers on duty that are dedicated solely to law enforcement within the City of Waconia. The deputies serve the City out of the Sheriff substation located at City Hall.

PROFESSIONAL ENGINEERING

Professional Engineering services are provided by Bolton & Menk. The City Engineer is responsible for activities associated with municipal engineering such as infrastructure planning, construction contract management, traffic and transportation engineering, facility development, and representing the City's interest in projects with regional and state partners such as MNDOT and Carver County.

LEGAL SERVICES

Legal Services are provided by Melchert Hubert Sjodin, PLLP. The firm acts as the City Attorney and provides legal advice and counsel to the City Council and staff in such matters as ordinance creation and amendments, contracts and language, and employment law. Crimes or ordinance violations that are committed within City limits are prosecuted by the Carver County Attorney's Office.

BUILDING INSPECTION

The City Building Official and Building Inspection services are provided by Metro West Inspection Services, LLC. This firm conducts all construction related inspections for residential

commercial, and industrial buildings. The inspection service ensures that all structures build within the City are done so according to the proper specifications as set forth by the building code and City ordinance.

SECTION 2: EMPLOYMENT

DATA PRACTICES AND PERSONNEL FILES

All information created by the City is governed by the Minnesota Government Data Practices Act. While most government data is considered public information, in some instances some or all of the information the City creates may be considered private. All requests for government data must be submitted to the responsible party as designated by the City Data Practices Policy.

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance (payroll) files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act. Employees who wish to review the data contained in their personnel file can do so once every six months.

More information regarding the City's Data Practices Policy can be found on the City's website (<http://www.waconia.org/212/Government-Data>).

EQUAL EMPLOYMENT OPPORTUNITY

The City of Waconia is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Waconia will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, familial status, marital status, political affiliation, status with regard to public assistance, status with respect to genetic medical information or membership on a local human rights commission, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minn. Stat. § 179.61 to 179.76, or any other class or characteristic protected by law. Harassment against any applicant or employee due to his/her protected class status is strictly prohibited and will result in disciplinary action, up to and including involuntary termination of employment.

IMMIGRATION LAW COMPLIANCE

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

DISABILITY ACCOMODATION

The City of Waconia is committed to complying fully with the Minnesota Human Rights Act, the Americans with Disabilities Act, and the Americans with Disabilities Amendments Act ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The City of Waconia is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. The City of Waconia is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Minnesota Human Rights Act, the Americans with Disabilities Act, and the Americans with Disabilities Amendments Act.

APPOINTMENTS

Every appointment to municipal service shall be made in accordance with the hiring practices as approved by the City Council. When required by law or by the Council, merit and fitness shall be ascertained by written, oral, or other examinations designed to evaluate the ability of the

candidate to discharge the position for which the examination is held. The City Council shall reserve the right to interview all final candidates for a given position if the Council deems such interview to be desirable.

The City of Waconia is committed to complying fully with all applicable State and Federal laws relating to equal opportunity employment. All employment practices and activities are conducted on a non-discriminatory basis. This policy is neither exhaustive nor exclusive. The City of Waconia is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the Minnesota Human Rights Act, the Americans with Disabilities Act, and the Americans with Disabilities Amendments Act.

APPLICATION FOR EMPLOYMENT

All individuals seeking employment with the City of Waconia shall complete and sign the appropriate “Application for Employment” form prior to being given consideration for employment. Unsolicited applications received by the City will not be kept on file and will be securely destroyed.

All applications received during an active recruitment period shall be kept in the “Active” file for a period of one (1) year. If an applicant desires to keep their application active beyond that time, he/she will be required to bring the existing application up-to-date or fill out a new application. Unsolicited applications will not be kept on file.

If an applicant is interviewed, but not hired, his/her application will continue to be kept active for a two (2) year period and will be again considered, as another position becomes available.

All applicants should indicate specific job titles when applying simultaneously for two or more openings.

HIRING PROCEDURES

The City Council reserves the right to deviate from this hiring practice upon reasonable documentation for the alteration at its sole discretion.

Hiring Authority

The City Council shall make all employee appointments on the recommendation of the Personnel Committee. Exception: The Council grants authorization to the City Administrator to appoint seasonal and temporary part-time employees, subject to budget limitations.

Hiring Process

The hiring process shall be coordinated through the office of the City Administrator. Job descriptions, testing, interviewing and evaluation of applicants shall be coordinated by the office of City Administrator and the appropriate Department Head. Recommendations of

appointment shall be made by the City Administrator, who will confer with the Personnel Committee, with final appointment being granted by the City Council. When required by law or by the Council, merit and fitness shall be ascertained by written, oral, or other examinations designed to evaluate the ability of the candidate to discharge the position for which the examination is held. The City Council shall reserve the right to interview all final candidates for a given position if the Council deems such interview to be desirable, including part-time and seasonal employees.

The Office of the City Administrator is authorized to advertise for vacancies in existing full-time non-exempt positions. All new full-time positions and vacant full-time exempt positions require Council authorization to advertise.

Part-time and seasonal employees who have left employment with the City in good standing, and are re-hired to their previous position within twelve months of leaving that position are eligible to return to employment at the same pay step as when they had left. An employee whose separation from City employment extends beyond twelve months and is re-hired to the same or similar position will be paid at a step rate at the discretion of the City. Any employee who returns to employment with the City in a different capacity will be paid at step one of the appropriate pay scale or as otherwise negotiated by the City.

Job Postings

Vacant full-time exempt positions shall be posted externally. All full-time non-exempt positions shall be posted internally, provided

- the City Administrator determines that sufficient qualified candidates are available within the City for the position; or
- the opening represents a natural career progression for an employee.

Firefighters, part-time, and full-time employees may be considered during the internal posting period of full-time position vacancies and may submit applications for externally posted vacancies.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City. The internal posting period shall be five days. Internal postings will occur on the City's intranet site. This policy is not a waiver of job-relevant qualifications for this position, nor is it a guarantee of promotion to existing employees.

Upon review of the qualifications of any and all internal applicants, the City shall reserve the right to advertise externally using some or all of the following: City web site; local and/or state-wide newspaper; League of Minnesota Cities; trade schools/publications.

Job postings shall contain a brief description of the minimum qualifications, starting salary range, description of benefits, closing date, how to obtain and where to return applications, and other requirements unique to the position.

Hiring

Job descriptions are written for each job and reviewed for accuracy on a periodic basis. In order to compare and evaluate candidates, applications shall be reviewed based on a rated 100 point scale, based on the duties identified in the job description. The hiring decision shall be based on ability, aptitude, examination results (medical, drug and alcohol testing, successful completion of a background check, or as may be required in the job description), and the determination that the individual's knowledge, skills, and abilities best meet the needs of the City for the position.

Part-Time/Seasonal Employees

The City shall not be obligated to publicly advertise seasonal or part-time job openings in an effort to reduce costs associated with placing advertisements, provided an adequate number of qualified candidates are identified by the supervisor.

These seasonal employment positions shall be subject to budget and staffing limitations as established by the City Council via annual resolution approving FTEs. Recommendation for appointment of Part-Time/Seasonal employees shall be made by the supervisor to the City Administrator.

No person shall be considered approved for employment nor shall they report for work until:

- The applicant has completed the employment application and any/all appropriate testing procedures including, but not limited to, the successful passage of a drug and alcohol test.
- The applicant has been interviewed and recommended for appointment.
- The applicant has successfully passed a background investigation, if required, and any/all pre-employment physicals.
- City Council, or its designee, has approved the applicant's appointment.

All persons entering City employment shall report to the office of the City Administrator for the purpose of completing the required employment enrollment forms (W-4, I-9, etc.) prior to performing any work activities or duties.

PRE-EMPLOYMENT MEDICAL EXAM

The City Administrator or designee may determine that a pre-employment medical examination is necessary to determine fitness to perform the essential duties of any City position. Where a medical examination is required, the offer of employment will be made contingent upon

successful completion of the medical exam. The physician conducting the exam will normally be provided with a description of the essential duties and responsibilities and other pertinent information on the position to aid in the determination of the candidate's ability to perform the essential functions of the job in question. If the City determines that pre-employment medical exams will be required, they will be required of all candidates who are conditionally offered employment for a given job class. The information obtained during the medical exam will be treated as confidential medical records.

The exam will be conducted by a licensed physician designated by the City and the cost of the exam will be paid for by the City. The physician will notify the recruiter that a candidate either is or is not medically able to perform the essential functions of the job. If the employee requires a reasonable accommodation to perform one or more of the essential functions of the job, the supervisor and City Administrator will confer with the physician regarding acceptable reasonable accommodations. The supervisor will inform the candidates of the results of their examination. If the candidate is rejected for employment based on the results, he/she will be notified of this determination and may request further explanation from the physician.

PRE-EMPLOYMENT BACKGROUND STUDY

All finalists for employment with the City will be subject to a background study to confirm information submitted as part of the application materials and to assist in determining the candidate's suitability for the position. In accordance with federal, state, and local law, the City conducts a pre-employment background check which includes a credit check, verification of past employment and education, and a criminal record check of candidates who have received a conditional offer of employment. Except where already defined by state law, the City Administrator will determine the level of background study to be conducted based on the position being filled and disqualification criteria based on the applicability to that position. Finalists who may be disqualified from employment with the City based upon their criminal background will have the opportunity to demonstrate rehabilitation in accordance with Minn. Stat. § 364.01-364.10

RESPONSE REQUIREMENTS

Pursuant to Minn. Stat. § 415.16, Subdivision 3, the City of Waconia has the authority to request certain employees to live within a reasonable distance of the community if there is a demonstrated job-related necessity. All paid on-call firefighters employed by the City shall live in the fire service area or have the ability to arrive at the fire station within a 15 minute timeframe, as driven under normal weather conditions and following posted speed limits.

VETERAN'S PREFERENCE

Preference shall be accorded Veterans pursuant to applicable state law, Minn. Stat. § 197.46. Veteran's Preference is applicable in cases where an open competitive examination is given. Veteran's Preference shall be available to every person who has been separated under Honorable conditions from any branch of the Armed Forces of the United States:

- After having served on active duty 181 consecutive days or,
- By reason of disability incurred while serving on active duty and,
- A citizen of the United States or a resident alien.

Veterans thus preferred shall not be disqualified from holding any position on account of age or by reason of any physical disability provided such age or physical disability does not render them incompetent to perform duties of the position.

NEPOTISM

The potential for conflicts of interest are increased when personnel who are related are employed by the same employer; and real or implied conflicts of interest can result in distrust and a general lack of harmony among other employees.

No person shall be appointed, promoted, demoted or transferred to a position where that person would be on a daily basis supervising, or receiving supervision from that person's spouse, any person permanently residing with the employee, a child, parent, sibling, grandparent, or grandchild of either the employee or of the employee's spouse. Employees may be temporarily placed in the position of supervising a relative, with the advance approval of the City Council. Such temporary supervision shall not last more than six months and be limited to providing work direction, and shall not include the authority to recommend hiring, promoting, terminating, disciplining, or adjusting the compensation of a relative.

No language in this policy is intended to discriminate against any individual on the basis of marital status or any other protected class status under any applicable federal or state law including, but not limited to, the Minnesota Human Rights Act, Minn. Stat. § 363. The City, in administering this policy, will take all steps to fully

SECTION 3: ATTENDANCE

ATTENDANCE AND ABSENSE

ATTENDANCE POLICY

The operations and standards of service in the City of Waconia require that employees be at work unless valid reasons warrant absence. For a team to function efficiently and effectively,

employees must be on the job. All employees are expected to perform their regular work duties when required to do so by proper authority, including situations where the workday or workweek requires additional hours or different hours from that normally scheduled.

Attendance is an essential function of every City position. It is expected that all employees will report to work on time, use their available hours to the best advantage, and leave only after the regular working hours are complete.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees or their designee should make every effort to contact their supervisor at least 30 minutes before the scheduled starting time if possible. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use the established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

MEAL BREAKS & REST PERIODS

Every regular employee, when working under conditions where a break period is practicable, will be allowed a fifteen (15) minute paid break within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. The two fifteen minute breaks may be combined with an employee's lunch break to account for a one-hour lunch. Each supervisor shall schedule rest periods so as not to interfere with work requirements. Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Employees should be taking their two 15 minute breaks during the day. Unless specifically asked to work through a 15-minute break by the supervisor, an employee is not allowed to "bank" their 15-minute break hours as compensatory time or to use to leave earlier in the day, unless previously approved and discussed by a supervisor. Breaks should not be taken at the end of the day, unless previously approved by a supervisor.

HOURS OF WORK

Work schedules for personnel shall be established by the City Council and City Administrator. The regular work week for full time employees at City Hall is four nine-hour working days, Monday through Thursday and one four-hour working day on Friday. The regular work week for full-time employees at Public Services is five eight-hour working days Monday through Friday. The City Administrator may assign different schedules in accordance with the custom and needs of the individual department or facility. Flexible schedules will be allowed per the approval of the department head and assuming sufficient coverage is in place for departmental operations and business need.

It is recognized that jobs and work schedules may change over time to respond to the changing needs of the organization. In general, personnel of the following departments or facilities will be expected to work during the following hours:

- City Hall 7:30 a.m. – 4:30 p.m. – Monday through Thursday & 7:30 a.m. – 11:30 a.m. on Fridays
- Public Services 6:30 a.m. – 3:00 p.m.

ON-CALL SCHEDULE

Policy: The City assigns non-exempt Public Services employees in the parks, streets, and utilities divisions to be on-call outside of regular operating hours, including weekends and holidays. The on-call schedule starts at **3:00 pm or the end of business day on Friday and ends at 3:00 p.m. or the end of business day on the following Friday.**

Employees who are scheduled to be on call must:

- Be available at all times
- Be within the range of a telephone and respond to any calls within 15 minutes
- Ensure quick response time to the City of Waconia within half an hour of taking the call
- Abstain from drinking alcohol or using controlled substances while on call
- Complete reports as required

Employees who are part of the on-call rotation are guaranteed a one-hour minimum for call-back pay. Pay for callbacks begins at the start of the call.

Employees will be compensated for their time on call. An employee who is on-call will receive a **\$250 stipend for the week they are on call**. If an employee is on-call on New Year's Day, 4th of July, Thanksgiving Day, Christmas Eve, or Christmas Day, they will receive an additional \$50 per actual holiday.

On-Call Scheduling: The on-call schedule will be published at least three months in advance. In the case of a staffing change, the on-call schedule will be updated within 30-days of the occurrence.

Adjusting On Call Shifts: Employees who trade on-call shifts must do so for the entire week and plans must be made at least two weeks in advance. Shift trades must be approved by the supervisor. If an employee has questions or concerns regarding a specific shift or day they are assigned on call, they must work with their supervisor at least two weeks in advance. Flexibility regarding on-call shifts is at the discretion of the supervisor. Said discretion and flexibility includes supervisor notification and approval of the individuals responsible. The individual assigned the on-call is required to line up their individual for coverage and response if they are unable to do so. It is therefore, the on-call employee's responsibility to ensure adequate response, either their own or another individual. Failure to do so institutes the "Failure to Comply with Policy" language. This item is limited and at the discretion of the supervisor.

Failure to Comply with Policy: An employee who is not answering their phone or responding to calls in a timely manner will be subject to the city's disciplinary policy and loss of on-call pay for the period assigned.

SNOW REMOVAL

Public Services employees are responsible for snow removal within City of Waconia limits during the winter months. During active months (based on seasonal requirements and public demand), employees must be available for call backs, early starts, and extended days, unless the employee has a pre-approved absence. Employees should talk with their supervisor when unavailability occurs to obtain prior approval.

WINTER MAINTENANCE SHIFT DIFFERENTIAL COMPENSATION

Programmed Snow Removal (Including Hauling Operations)

Time of operations and staffing needs are determined by department supervisors or the Public Services Director in their absence.

Call-In & Normal/Extended Operations

1. .5 Shift Differential Pay for hours from 12:00 a.m. to 6:30 a.m. related to snow removal activities. Normal compensation would start for hours worked beyond 6:30 a.m.
2. After hours, or extended hours of a typical day beyond eight (8) hours of service would be managed as current policy states regarding overtime and compensatory time.
3. Shift differential (#1) shall be paid no matter the physical time served during the week.

Holiday Operations

1. 1.5 shift differential in pay for hours of service for operations including snow removal and hauling. Shift differential shall be paid no matter the physical time served during a pay period. This would be for both actual and overserved holidays.

All conditions regarding winter maintenance shall be documented by supervisor and accounted for in winter operations reporting for each activity and event.

ADVERSE WEATHER CONDITIONS

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees will be allowed to use accrued paid time off or compensatory time; or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments in the event of an absence due to adverse weather conditions.

Public Services maintenance personnel will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or City Administrator.

ESSENTIAL EMPLOYEES

The City Council has a duty, insofar as possible, to protect the health, safety, welfare, and property of City residents. To fulfill these duties, it may be necessary to recall certain essential City employees in times of disaster or emergencies. To ensure prompt response to such situations, certain employees are required to be available at all times (unless other arrangements are made subject to the approval of the City Administrator) in order to fulfill their job duties.

- A. Applicable Job Class: Firefighters, Maintenance Supervisors in Streets, Utilities, and Parks divisions, and all Maintenance Worker positions within Public Services
- B. Compensation: Employees who shall be required to report to work at hours other than the normal Work Hours as provided in this policy, shall be compensated for a one hour minimum from the time they report to work. Any time incurred in excess of one hour shall be accounted for under normal procedures.

FIREFIGHTER RESPONSE

To minimize the loss of life and property for the City of Waconia, and areas serviced by the Waconia Fire Department from fires, natural disasters, and life-threatening situations, the City allows regular full-time and part-time employees who are members of the WFD to respond to emergency calls during normal working hours or scheduled shifts under certain circumstances to assist with maintaining a vital response force. However, the City of Waconia considers a regular employee's position at the City of Waconia to be their primary employment, and it should be treated as such, with their secondary role being with the Fire Department.

PROCEDURE

An employee must use proper judgment in determining if they are to respond to an emergency call or not. Responding to a call cannot disrupt the work of others or add costs to City budgets. Response to an emergency call during assigned working hours will depend upon the task or job they are performing. Employees are not to leave facilities in which they are the sole person on duty during open business hours. Employees who are paid on-call firefighters in another community may not respond to calls during the workday, unless approved by their supervisor to use PTO.

Employees must notify their supervisor before leaving work to respond to an emergency call. This should occur prior to the employee leaving the building or job site. Employees should make every effort to contact their supervisor directly, either via radio, cell phone, or office phone. Leaving a message on the supervisor's voicemail is an acceptable form of notification if they are unable to reach their supervisor directly.

CITY VEHICLES

Employees can report to the Fire Station in a City vehicle if they are working alone, or are the only one using said vehicle, and that taking the vehicle would not be disruptive to the City's operations. Employees must also not take a vehicle from a job site which leaves a co-worker stranded. The co-worker may transport the employee to the Fire Station so that they can respond to the call but must return immediately to the job site.

RETURNING TO WORK

Returning to Work: The employee is to return to work as soon as they are released from the call or if it is cancelled, permitted there is any time remaining in the regularly scheduled workday or shift. Employees must return immediately to work once all equipment and apparatus has been put back into service or are released by the Officer in Charge. Employees must notify their supervisor once they have returned to work.

TRAINING OR OTHER DEPARTMENT DUTIES

Employees may not attend fire department training during regular work hours or shifts, or while performing work in an on-call capacity. Employees who wish to attend training during regular work hours can request to use PTO, pending supervisor approval for time off. Employees may not perform duties other than responding to emergency calls during regular work hours, but can request to use PTO, pending supervisor approval. Employees may engage in or assist with fire safety education and awareness in the community without using PTO pending supervisor approval.

TIME SHEETS AND PAYROLL

Employees will receive their regular rate of pay for hours spent responding to an emergency call during their normal workday or shift. Employees may not claim fire pay when they are paid at their regular rate while responding to calls. If an employee responds to an emergency call while working in their primary position, they will not be paid overtime for hours worked in the secondary position during the normal workday. Overtime will be paid for hours worked in a secondary position only if the employee worked at least 40 hours between the primary and secondary position during the work week. Paid Holidays, Compensatory Time, and PTO does not count as time worked per City policy and any calls responded to while using PTO or during a paid holiday will be paid at the regular rate of the secondary position. The Fire Chief will submit bi-weekly reporting to Business Development & Finance on which employee's fire call response, date, and time, will be included. BDF staff will reconcile actual time worked between the primary and secondary positions and all earned pay will be paid on the regular bi-weekly pay schedule.

SECTION 4: LEAVES OF ABSENCE

REQUESTING A LEAVE

An employee requesting a leave of absence must first submit a request to their supervisor, who will then inform the City Administrator of the request for leave. Final approval will come from the City Administrator. Please note that some leaves outlined below do have a more detailed process for requesting leaves.

FAMILY MEDICAL LEAVE ACT (FMLA)

OVERVIEW

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job; or
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of contingency operations.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

ELIGIBILITY

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

BENEFITS AND PROTECTIONS

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

DEFINITION OF A SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 - A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - treatment two or more times or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment; or
 - Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

- A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider (at least twice a year), and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable—generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending upon the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employers may also require employees to provide:

- medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions (at the employer's expense) and periodic recertification; and

- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

CITY RESPONSIBILITIES

The City must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the City must provide a reason for the ineligibility.

The City must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City must notify the employee.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the City. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A

covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retire list.

SUBSTITUTION OF PAID LEAVE (COMPENSATORY, EXTENDED SICK, & PTO)

Employees have the right to take their FMLA leave paid, unpaid, or a mix there-of, but must let their supervisor and payroll know their plans in advance.

If an employee is proposing an intermittent schedule regarding use of leave time, they must submit a formal proposal to their supervisor and/or department head, who will review the request with the City Administrator.

OTHER PROVISIONS

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to “eligible” employees’ use of leave required by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer’s obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

ADMINISTRATIVE LEAVE

Under special circumstances, an employee may be placed on administrative leave pending the outcome of an internal or external investigation or upon notice of separation from employment with the City. The leave will be paid, depending on the circumstances, as determined by the City Council.

REGULAR LEAVE WITHOUT PAY

The City Administrator may grant any regular full-time employee a leave of absence without pay for a period not exceeding 30 days. Personal leaves of absences may be extended by the City Administrator but cannot exceed 90 days. A request for a leave of absence without pay for any period shall be submitted in writing to the City Administrator for approval. A request for more than 90 days must be made through the City Council.

BENEFITS DURING REGULAR LEAVE WITHOUT PAY

No PTO benefits shall accrue during a regular leave of absence without pay. The City benefit contribution shall be continued during an approved leave of absence for up to 90 days. Employees on a leave without pay will be responsible for payment of any voluntary benefit premiums or deductions while on leave. Employees may use reduced hours of PTO (ex. 10-20 hours per week) in conjunction with an approved regular leave without pay to ensure that they receive earned pay or to make payments for voluntary benefit premiums or deductions.

If an employee is on a regular leave without pay and is not working any hours or using accrued PTO, the employee will not accrue (or be paid for) holidays or PTO. Employees who are working reduced hours or using reduced PTO while on this type of leave will receive holiday pay on a prorated basis and will accrue PTO based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued compensatory time must normally be used before an unpaid leave of absence will be approved.

Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave will be guaranteed return to the original position only for absences of thirty (30) calendar days or less unless the City otherwise terminates the employee's position of employment during the leave of absence.

Employees receiving leave without pay in excess of thirty (30) calendar days for reasons other than provided for via state or federal law, are not guaranteed return to their original position. If their original position or a position of similar or less status is available, it may be offered at the discretion of the City Administrator, subject to approval of the City Council. The City reserves the right to lawfully terminate any positions of employment as all employees whether or not on a paid or unpaid leave of absence remain at-will employees.

OTHER TYPES OF LEAVE

MINNESOTA PREGNANCY AND PARENTAL LEAVE LAW

In accordance with MINN. STAT. § 181.941, employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in conformance with this Section 10. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as biological or adoptive parents in conjunction with or after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave and must begin the leave within twelve (12) months of the birth or

adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice which is at least 10 business days. If the leave must be taken in less than 10 business days, the employee should give as much notice as possible. A request for leave for Parenting Leave shall be submitted in writing to the City Administrator for approval. Employees are not required to use PTO during Parenting Leave but may use PTO at their option for any period of this leave.

REASONABLE ACCOMODATIONS TO AN EMPLOYEE FOR HEALTH CONDITIONS RELATING TO PREGNANCY

The City will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth if the employee requests, with the advice of her licensed health care provider or certified doula, unless to do so would impose an undue hardship on the City. A pregnant employee may request the following accommodations without the advice of her licensed health care provider or doula:

- more frequent restroom, food, and water breaks
- seating
- limits on lifting over 20 pounds
- temporary transfer to a less strenuous or hazardous position, should one be available

The City and the employee shall engage in the interactive process with respect to an employee's request for reasonable accommodation.

REASONABLE UNPAID WORK TIME FOR NURSING MOTHERS

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

MILITARY LEAVE

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training on active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability of other cause not the fault of the employee, or is required by the proper authority to

continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Pursuant to Minnesota law, employees may attend the following kinds of events relating to the military service of the employee's spouse, parent, or child and to which the employee is invited or otherwise called upon to attend by proper military authorities:

- Departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military; and
- Events held as part of official military reintegration programs.

The employee must provide reasonable notice to the City when requesting time off and the City will provide a reasonable amount of nonpaid time off for the employee, for the purposes enumerated in items (i) to (iii) above, not to exceed two consecutive days or six days in a calendar year. The City will not compel the employee to use accumulated but unused PTO for these events.

The City will grant up to ten working days of a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service pursuant to Minn. Stat. § 181.947.

The length of leave provided under this policy may be reduced by any period of paid leave provided by the City. Nothing in this section prevents an employer from providing leave benefits in addition to those provided in this section or otherwise affects an employee's rights with respect to other employment benefits.

The City provides military leaves of absence to employees who serve in the Uniform Services as required by the Uniform Services Employment and Re-Employment Rights Act of 1994 and

applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by law. Total military leave time taken may not exceed five years during employment, except in certain specific circumstances or as otherwise provided by law.

Advance notice of leave is preferred in writing. Please inform the City Administrator of anticipated military leave time as far in advance as possible. Accrued PTO will be paid during military leave at your request and health plan coverage continuation can be arranged for up to 24 months during military leave if you pay the required premium payments. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of re-employment rights.

JURY DUTY

Regular full-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they received for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Part-time, temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to supervisor approval. However, if a part-time, temporary, or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

COURT APPEARANCES

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

VICTIM OR WITNESS LEAVE

Employees may take time off as reasonable to attend to criminal proceedings in connection with violent crimes of which they, their spouse or their next of kin are the victim.

An employee who is absent from the workplace shall give 48 hours' advance notice to the employer, unless impracticable or an emergency prevents the employee from doing so. Upon request of the employer, the employee shall provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the City in accordance with the Minnesota Government Data Practices Act.

SCHOOL CONFERENCES AND ACTIVITY LEAVE

Employees who have worked at least twelve (12) consecutive months preceding the request and who averaged at least half-time status during that period may take up to 16 hours of unpaid leave during any twelve (12) month period to attend school conferences or classroom activities relating to the employee's child (under 18 or under 20 and still attending secondary school). Such conferences or classroom activities must be scheduled during non-work hours, however, if possible; and prior notice must be given if the need for the leave is foreseeable. An employee may substitute accrued PTO leave or accrued compensatory time off for the leave provided for in this section.

BONE MARROW/ORGAN DONATION LEAVE

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ.

BEREAVEMENT/FUNERAL LEAVE

All full-time employees will be granted, if requested, up to three full days of paid funeral leave for the death in the employee's immediate family. All part-time regular employees will be granted the equivalent of three pro-rated days of paid funeral leave, if requested.

Immediate family is defined as: husband, wife, children, parents, grandparents, grandchildren, sisters, brothers, and the above listed relatives with the in-law or step relation.

For non-immediate related family members, full-time employees may request up to one day of funeral leave. Part-time employees may request up to one pro-rated day of funeral leave.

For non-related persons, or if additional time is requested, full-time and part-time regular employees may use accrued PTO.

Employees should inform their supervisor if they are using bereavement leave, who should in turn inform human resources and payroll.

PAID PARENTAL LEAVE

Introduction: In recognition of the importance of family and work life integration, it is the policy of the City of Waconia to provide paid and unpaid parental leave benefits to benefit earning employees due to the birth of an employee's child or the placement within an employee's home of an adopted child.

Policy: The City of Waconia will provide 80 hours of Paid Parental Leave to eligible employees due to the birth of an employee's child, an adoption of an employee's child, or is the spouse of a birthing or adoptive parent. This includes 100% of the employee's base wage (does not include overtime, supplemental pay, and/or additional pay) for regularly scheduled work hours.

Employee and employer benefit contributions and leave accruals continue during this leave.

Eligibility: To be eligible for leave under this policy, an employee must meet the following criteria:

- Be a biological parent, adoptive parent, or spouse of a biological or adoptive parent
- Be employed by the City for at least six months.
- Has worked at least 20 hours per week for a minimum of one year. Part-time employees receive pro-rated Paid Parental Leave based on their budgeted full-time-equivalent (FTE).
- Be in good standing and meet the qualifications of an employee as defined in the personnel manual.

Surrogate mothers and sperm or egg donors are excluded from coverage under this policy. If both parents are eligible employees, each will be able to utilize Paid Parental Leave according to the provisions of this policy. Paid Parental Leave is not available for foster care placement.

Allocation of Leave: Regular full-time employees will receive the allocation of Paid Parental Leave per birth or adoption. Regular part-time employees will receive pro-rated Paid Parental Leave based on their budgeted FTE at the time of the birth or adoption. The allocation of time must be used within the first three months of the date of birth or placement for adoption. Paid Parental Leave will not reduce eligibility for other times of paid and unpaid leaves such as FMLA. Employees are welcome to use accrued PTO to extend the leave.

Additional Information: The amount of Paid Parental Leave does not increase due to the birth/adoption of multiples, such as twins or triplets. Medical conditions and other circumstances will not increase the length of paid leave granted. There is not a limit to the number of times an employee can use Paid Parental Leave.

SEPARATION FROM EMPLOYMENT

LAY-OFFS

Unless circumstances provide otherwise, after at least two weeks' notice to the employee, the Council may lay-off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization. No regular employee, or employee in the training period, shall be laid off while there is a temporary employee serving in the same class of position for which the regular or training employee is qualified, eligible, and available.

RESIGNATION

Employees wishing to leave municipal service in good standing shall file with his/her supervisor, at least 14 days before leaving, a written resignation stating the effective date of the resignation. Failure to comply with this procedure may be considered cause for denying the employee future employment by the City and denying ~~terminal~~ benefits upon termination of employment. Unauthorized absence from work for a period of three (3) scheduled working days may be considered by the City Administrator as a resignation considered not in good standing.

The employee of the City officially separates his/her employment on the last day of work. The employee's accrued leave benefits shall be calculated as of the last day of work and in accordance with the City paid leave policies. Prior to leaving the City, the employee should verify with the City a correct address is on file. The City Administrator has the authority to grant paid administrative leave, where an employee's final day would be upon resignation notice.

All City property in the personal possession of the employee (i.e. keys, uniforms, cell phones, and original files, etc.) must be turned in to the employees' supervisor before receiving a final paycheck unless state law provides otherwise. All separating employees will be offered the opportunity of an exit interview.

ADVANCE RETIREMENT NOTICE PROGRAM

Purpose: The City has implemented an advance retirement notice program to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to retire. The purpose of this program is to begin the process of replacing an employee who is retiring as soon as possible after notice is received. This will reduce the time that the position remains unfilled, and for some specific positions, allow for cross training.

Eligibility: This program is available to regular full time and part-time regular employees who have been employed by the City of Waconia for a minimum of five years.

The City reserves the right not to replace any employee who resigns, and/or to modify the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for an Advance Notice payment.

Notice & Use of Leave: In order to be eligible for an Advance Notice payment an employee must give at least 90 calendar days' notice to the employee's Department Director before his or her last day of work. The last day of work is defined for this program as the last day that an employee will be actively working for the City. As always, the City reserves the right to approve or deny requests for use of accrued PTO and comp time during the period. It is the policy and intent that an employee requesting an Advance Retirement Incentive remains actively working for the City and limits the use of sick leave, PTO or comp time during their remaining time with the City, as much as possible.

City Expectations: In order to be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement, new hire, or existing coworkers to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

Advance Retirement Notice: The Advance Retirement Notice must be signed by the employee, the Department Director, and the Assistant City Administrator to be effective. For purposes of this policy, the term day(s) shall mean calendar day(s). Employees must sign the advance retirement notice letter, which is available on the City's Intranet page or can be requested to be provided by Human Resources.

Payment: The City will provide the following one-time payment for advance notice:

- Ninety (90) days: \$500
- One Hundred Eighty (180) days: \$1,250
- Two Hundred Seventy Days (270): \$2,000

Payments will be with the employees' final payroll issued by the City of Waconia. Payment will not be made if the employee or the City rescinds the retirement notice. Payment is subject to taxation and any required deductions.

Rescission Period/Termination: An employee has ten (10) calendar days from the date the employee signs the Advance Retirement Notice to rescind notice. After the City has accepted the resignation and after the duration of the Employee's 10-day rescission period, the resignation becomes irrevocable, and the Employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation. Refusing to accept the Advance Notice payment will not void the Agreement. In the event the Employee breaches this Agreement by terminating employment with the City in advance of the agreed upon resignation date, the Employee forfeits all eligibility for any advance resignation incentive. If an employee is terminated for disciplinary

purposes or quits prior to fulfilling the entire advance notice period, they are no longer eligible for advance notice payment.

EMPLOYEE REFERENCE CHECKS

The office of the City Administrator will respond to all written reference check inquiries on previous and current employees in accordance with the Minnesota Government Data Practices Act. Responses to such inquiries will confirm public data including dates of employment, wage rates, and position(s) held (if a previous employee).

The City's policy is not to furnish information concerning the employee's work performance, reason for leaving, or any other information regarding employment with the City of Waconia other than the information specified above unless an individual makes a Data Practices Act request in which case the City will provide a response in accordance with the Minnesota Government Data Practices Act, specifically Minn. Stat. § 13.43.

SECTION 5: COMPENSATION

PAY STEP PROGRAM

All City employees are compensated according to the Pay Step scale as approved by the City Council as part of the annual budget process. All employees' job titles and comparable work points have been evaluated and scored by a third party based on the employee's job description. Each pay grade has a minimum and maximum amount of compensation based on the evaluation points assigned to each position. The compensation of each pay grade is analyzed each year in an internal compensation study to ensure that employees are being paid at a comparable rate compared to peer cities. The City also strives to complete a full compensation study every five to seven years with an external consultant.

An employee may reach the maximum class title pay level in ten (10) years upon successful review of employee performance and supervisor recommendation. Pay-Step increases are implemented at 3% increment levels, based on merit and performance as determined via the annual performance evaluation. These pay-step level increases take effect on January 1 of each year. Employees should be aware that the City Council reserves the right to freeze the advancement to the next pay step for all employees based on budgetary constraints.

EMPLOYEE PERFORMANCE EVALUATION

An objective performance evaluation system has been established by the City for the purpose of periodically evaluating the performance of City employees. The quality of the employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations, and where applicable, salary adjustments.

Performance evaluations will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to their performance evaluation.

Performance evaluations are to be scheduled on an annual basis, either near the employee's date of hire or at year end. The form, with all required signatures, will be retained as part of the employee's personnel file. Supervisors should conduct informal update sessions with employees at least quarterly to discuss progress and development goals established during the annual review.

During the introductory period, formal performance meetings should occur at 30, 90, and 180 days from the date of hire between the supervisor and employee. Upon the successful completion of the first six months of employment and performance review an employee's status will be changed from probationary to regular. The changing of the characterization of employment to "regular" status does not alter the at-will nature of the employment relationship. All employees at the time of hire after being declared a "regular" employee remain employed at-will meaning that either the City or the employee may terminate the employment relationship at any time, with or without advance notice.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

TIMECARD REPORTING

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a weekly basis electronically via Business Portal. Submission of time sheets are due on the Monday following the end of a pay period by 12 p.m. Time sheets that are submitted late more than once will be processed on the next payroll. On the first late submission employees will receive a notice of this policy and that any future late submissions will result in delayed processing of their pay. In the event an employee wishes to use paid leave time but does not have a sufficient balance, they will not be allowed to borrow against future accruals. Each time report form must include the electronic signature of the employee and immediate supervisor. Supervisors are also responsible for monitoring the proper usage and coding of leave time. Part time staff will submit time recording to their supervisor via the appropriate means determined by their supervisor for entry into Business Portal. Intentionally reporting false information on a time sheet may be cause for immediate termination.

DIRECT DEPOSIT FOR PAYCHECKS

Paychecks are issued every two weeks. As provided in Minnesota law, all employees are required to participate in direct deposit for payroll and other reimbursements. Employees are responsible for notifying the Assistant City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc. Bank accounts for direct deposit must be in the employee's name.

IMPROPER DEDUCTION AND OVERPAYMENT

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The City will typically issue a reduction in pay from the employee's check. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The city can recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

OVERTIME/COMPENSATORY TIME

The City of Waconia has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The office of the City Administrator will

determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime in accordance with the standards set forth by the Fair Labor Standards Act. In general, employees in executive, administrative, professional, computer, or outside sales job classes are exempt; all others are non-exempt.

NON-EXEMPT (OVERTIME-ELIGIBLE) EMPLOYEES

Non-exempt employees shall be compensated for overtime at 1-1/2 times the regular rate of pay for actual hours worked that exceed 40 during a given work week. Used paid time off and compensatory time do not count toward an employee’s actual hours worked total.

To the extent permitted by law, compensatory time off shall be accrued and/or taken as approved by the Department Head. Non-exempt employees who work more than 40 hours per week without prior supervisor approval may be subject to disciplinary action. Compensatory time will be accrued into an employee’s compensatory bank to a maximum amount of 80 hours. Compensatory time accrued over 80 hours will be subject to overtime pay until the compensatory time bank total falls below 80 hours.

Compensatory time will be accrued through the last day of pay period 25 of each year. Accrued, unused compensatory time will be paid out during the 26 pay period of each year. Hours worked over 40 during Pay Period 26 will be paid as overtime; no compensatory time shall be earned during this pay period. Compensatory time earned will start in Pay Period 1 of each year.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

EXEMPT (NON-OVERTIME-ELIGIBLE) EMPLOYEES

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed and they receive their full bi-weekly salary for any pay period in which work is performed.

The City of Waconia will only make deductions from the bi-weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn paid time off and is absent for a day or more for any reason that has been approved by their supervisor;
- The employee is in a position that earns paid time off, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid time off or he/she has exhausted all of his/her paid time off.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid time off (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid time off).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid time off has not been requested or has been denied;
 - Paid time off is exhausted;
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The City of Waconia may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee.

If the City inadvertently makes an improper deduction or deposit to the weekly salary of an exempt employee, the City will collect or reimburse the employee and make appropriate changes to comply in the future. The City will not make any employee deductions with violate federal or state law including, but not limited to Minn. Stat. § 181.79.

CALL BACK PAY

Regular, full-time, non-exempt employees called back to work following the completion of the regular working day or on a scheduled day-off will receive a minimum of 1 hour pay. Call backs

must be approved by the employee's supervisor. Call back pay is intended to compensate employees for emergencies and unforeseen circumstances. Reporting early for a shift, shift extensions, or schedule changes do not qualify for call-back pay.

WORKERS' COMPENSATION

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available, you should report the injury to the closest available supervisor or manager. If the nature of the injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Within 48 hours of a job-related illness or injury, a first report of injury report must be completed and filed with the City Administrators office, along with the Supervisor's Report.

Workers' Compensation Payments for all covered employees shall be remitted by the Workers' Compensation carrier directly to the employee. e. Worker's Compensation pay's 60% of an employee's regular wages, which are considered not taxable. The employee's benefits will remain active while receiving worker's compensation with appropriate deductions for the duration of the worker's compensation leave occurring on the first pay period back, and if necessary, subsequent pay periods. Employees do not accrue PTO or earn holiday pay while on a worker's compensation leave.

LIGHT DUTY/MODIFIED DUTY ASSIGNMENT

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are unable to perform their regular work duties. Light duty is evaluated by the office of the City Administrator and the employee's supervisor on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the office of the City Administrator and employee's supervisor, and the City reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary

disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the office of the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six (6) months.

If the City offers a light duty assignment to any employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work, unless the employee is otherwise protected by other state or federal law.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

The City, in administering this policy, will fully comply with the Minnesota Human Rights Act, the Americans with Disabilities Act, the Americans with Disabilities Amendments Act, and any other applicable state and federal law.

SECTION 6: EMPLOYEE BENEFITS

GENERAL INFORMATION

For detailed information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the office of the City Administrator. Employees classified as working in a regular full-time position will be eligible to earn benefits unless otherwise provided for by state or federal law. Each year, the City looks at the health insurance renewal and determines a dollar amount for health insurance City contributions.

ELIGIBILITY

Full time employees are eligible to participate in the City's benefits program on their date of hire, or following a change in status in accordance with federal and state law or the benefit plan document. The amount to be contributed and the type of coverage will be determined annually by the City Council.

CITY BENEFITS

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

All regular employees and some part-time employees participate in a retirement plan offered through the Public Employees Retirement Association (PERA). This benefit is funded through a combination of City contributions and employee contributions deducted through payroll. PERA is a defined benefit plan. Upon retirement, benefits are paid as equal monthly payments for the employee's lifetime with annual adjustments. An employee's individual monthly benefit depends on age at retirement, average "high-five" salary, and years of credited service.

The City participates in two PERA plans, the Coordinated Plan and the Police and Fire Plan. Plan participation is determined by the position an employee holds within the City. The Coordinated Plan covers the majority of City employees. The Police and Fire Plan is only available to any full-time firefighters we have on staff.

An employee who ends his or her career in public service and remains out of public employment for more than 30-days can receive a refund of his or her contributions with interest.

HEALTH INSURANCE

Upon proper application, all regular full-time employees may elect to be covered by the City's medical insurance plan(s). Medical insurance will be offered for the employee and spouse or dependents. Any portion of the premium that is not covered by the City's monthly contribution will be taken from the employee on a pre-tax basis. In addition to medical insurance plan(s), the City offers a Health Savings Account. Both the City and employee can make deposits into the account on behalf of the employee on a pre-tax basis.

DENTAL INSURANCE

Upon proper application, all regular, full-time employees may elect to be covered by the City's dental insurance plan. Dental insurance will be offered for the employee, spouse, and any dependents. Any portion of the premium that is not covered in the City's monthly contribution will be taken from the employee's pay on a pre-tax basis.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

Full time employees may allocate funds to be used for reimbursement for costs associated with dependent care in order for the employee to work. The annual dependent care limit is set by the IRS each year.

If an employee allocates funds for dependent care costs, they must be uncured by December 31st of that year to be eligible for reimbursement. If funds the employee has established for the year are not used, any remaining amount in those allocations will be forfeited. Claims for costs incurred by December 31st may be submitted until May 31st of the following year. Forfeited

funds will be allocated to the general fund and will be allocated toward the next year's City contribution amount for benefits.

LIFE INSURANCE OPTIONS

Upon proper application, all regular, full-time employees may elect to be covered by the City's life insurance plan(s). Any portion of the premium not covered by the City's contribution will be taken from the employee's pay on a pre-tax basis.

DEFERRED COMPENSATION

Employees may elect to voluntarily contribute to a deferred compensation 457 plan sponsored by the City. These contributions are made through payroll deduction and are made on a pre-tax basis.

SUPPLEMENTAL INSURANCE BENEFITS

Employees may elect to participate in supplemental benefits as provided by the designated provider sponsored by the City. These contributions are made through payroll deduction.

COMMUNITY CENTER MEMBERSHIP

All City employees and firefighters shall be eligible to receive an adult membership to Safari Island at no charge. Should these employees elect to purchase a family membership, the cost of the individual adult membership shall be deducted from the family membership fee.

CONTINUATION COVERAGE

The Consolidated Omnibus Budget Reconciliation Act (**COBRA**) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances. Employees must provide notification to the office of the City Administrator when a qualifying event occurs, other than termination of employment.

ADMINISTRATIVE FEES

Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event any benefit plans are cancelled by the City.

BENEFITS UPON TERMINATION OF EMPLOYMENT

If an employee leaves employment after the first, but before the last day of the month, their benefits will be effective through the entire month.

PAID TIME OFF & EARNED SICK & SAFE LEAVE

All eligible employees will accrue Paid Time Off (PTO) based on years of service with the City of Waconia. PTO replaces the more traditional sick and vacation policies to allow employees flexibility in planning their leave time.

The City of Waconia's PTO program exceeds the requirements of the State of Minnesota's Earned Sick & Safe Time (ESST) law required under state statute, both in terms of accrual amounts and authorized users. Use of PTO leave can be used for:

- Vacation or time away from work; or

Any ESST Qualifying Reasons:

1. An employee's mental or physical illness, injury, or other health condition, including treatment, diagnosis, or preventative care;
2. To care for a family member* with a health condition. Including care, treatment, diagnosis, or preventive care;
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member;
4. Closure of the employee's place of business or to care for a family member whose school or place of business is closed due to weather or other public emergency;
5. The employee's inability to telework due to health concerns or possibly jeopardizing the health of others relating to potential transmission of communicable illness related to a public emergency;
6. Closure of workplace for weather
7. Funeral services
8. Any other reason allowable by state statute in the ESST law.

*family member defined by ESST law

PTO ACCRUALS FOR REGULAR EMPLOYEES

Every regular full-time employee shall earn PTO on a per-pay-period basis, as follows, unless otherwise negotiated at the time of hire. The scale for earning PTO is as follows:

For regular, full-time employees hired on or after June 1, 2016

<i>Years of Service</i>	Total Days	Annual Hours	Monthly Hours	Per Pay-Period
<i>1-5 Years</i>	18 days	144 hours	12 hours	5.54 hours
<i>6-10 Years</i>	22.5 days	180 hours	15 hours	6.93 hours
<i>11-15 Years</i>	25.63 days	205 hours	17.1 hours	7.89 hours
<i>16-20 Years</i>	28.75 days	230 hours	19.17 hours	8.85 hours
<i>21+ years</i>	32.5 days	260 hours	21.67 hours	10 hours

ACCRUAL

PTO hours will be accrued to the employees PTO bank on a per-pay-period basis. Hours worked in excess of 40 per week will not count in any accrual of PTO but will be subject to the City Compensatory Time/Overtime Policy for applicable employees. An employee may accrue up to 480 hours of PTO into their bank. Accrued but unused PTO beyond 480 hours will be lost. Banked PTO hours can be carried over year to year as long as the total banked hours do not exceed 480. Transition to the next step of accrual rate, based on years of service, will occur on the employee's anniversary date of hire.

ACCRUAL DURING LEAVE

For the purpose of accumulating PTO, an employee using banked PTO, Comp Time, or receiving Holiday pay is considered to be working. Accrual of PTO will not occur during unpaid leaves of absence.

PTO REQUESTS & APPROVALS

PTO may be used for any purpose as earned, and subject to approval by the employees' supervisor of the time at which it may be taken; and approval by human resources or the City Administrator if more than ten (10) consecutive working days are to be taken. PTO requests should be made at least 14 days prior to the desired leave date. Requests made with less than 14 days' notice will be granted on a first-come, first-serve basis at the discretion of the supervisor. It is at the discretion of the supervisor to determine and ensure adequate staffing levels for each department and division.

Emergency use of PTO (illness or injury) requires notification to the employee's supervisor a minimum of 30 minutes prior to the employee's scheduled workday. Excessive emergency use or use for an ongoing medical issue over three days, may require documentation of the emergency or medical condition such as a physician's note.

It is against the law for an employer to retaliate, or take negative action, against an employee for using or requesting time related to sick and safety. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, please contact human resources.

DONATION OF PTO OR EXTENDED SICK LEAVE HOURS TO EMPLOYEES WITH SERIOUS MEDICAL PROBLEMS

Employees may voluntarily donate PTO in hourly increments, which can be converted to use by employees facing serious medical problems or extended time off due to serious medical problems and who have no accumulated PTO or Extended Sick Leave available. The use of this

donated PTO leave must be approved by the supervisor and the City Administrator and will be converted to the receiving employee's paid hourly rate. The donated PTO will not remain in the balance of the receiver and is to be approved and used on a per instance basis for the serious medical issue. This subdivision does not include temporary or seasonal positions.

PTO CASH OUT

Any employee who has used at least 80 hours of PTO in the previous year may request to have up to 40 hours of PTO converted into a cash payment minus the customary and appropriate withholdings once per calendar year provided they have a minimum of 120 hours of banked PTO hours available at the time of the request. Employees have two options for this:

PTO CASH OUT OPTION 1

In December of each year, employees who have met the above criteria, are able to make an irrevocable request for a PTO payout for hours not-yet-accrued in the following year. For most employees, this will mean a payout cannot happen until at least March of the following year, as the hours they are requesting payout for must be accrued in the New Year before they can be paid out. Employees will fill out the PTO Cash Out Request Form and submit it to Finance, specifying the number of hours they would like paid out and the specific check in which they would like it paid out. *Please note, employees are still eligible to take already accrued PTO hours during the time between their cash out request and the cash out.*

PTO CASH OUT OPTION 2

Employees who do not wish to go with Option 1 and who meet the above criteria, are eligible at any time to request a PTO Cash Out of up to 40-hours into their Deferred Compensation Account through Nationwide. Employees who want this request will need to fill out a form identifying the number of hours they would like cashed out, and the date they would like it cashed out into their account. This option can be done at any time during the year, as long as the employee meets the established criteria.

PTO CASH OUT UPON TERMINATION

Any employee voluntarily leaving municipal service with the City after having given at least 14 days' notice of such termination of employment shall be compensated at their current regular rate of pay for paid time off that is banked to the date of separation. Any employee who is laid off from employment with the City under good standing shall also be compensated for such banked paid time off. PTO in the month of separation will be pro-rated based on the date of employment separation from the 1st of the month, if applicable.

APPLICABILITY TO LEAVE BENEFITS

An employee may use up to 40 hours of accrued PTO leave during the first six (6) months of employment. Anything more than 40 hours in the first six months of employment is at the supervisor's discretion.

PAY-OUT OF PTO TO BENEFICIARY

In the event of death of an employee, accrued paid time off benefits shall be paid to the beneficiary on file. Absent a beneficiary form, benefits shall be paid according to PERA beneficiary; if none, to next of kin.

EARNED SICK & SAFE FOR NON-REGULAR EMPLOYEES

In accordance with state statute, City of Waconia non-regular and variable hour (part-time, temporary, seasonal) employees who do not qualify for PTO benefits and who work at least 80 hours in a calendar year are eligible to earn sick and safe leave in accordance with the following provisions:

Eligible non-regular employees will earn 1-hour of sick and safe leave for every 30 hours worked up to a maximum of 48 hours per calendar year. Accrual begins upon hire for any employee expected to work over 80 hours in a calendar year.. Earned and unused hours at year end will carry over into a new calendar year and the maximum balance shall not exceed 80 hours. Earned and unused hours are not eligible for cash out or conversion to any other form of payment at any time. Employees who are re-hired within 180 days of separation shall have earned and unused sick and safe leave reinstated. All seasonal employees are considered terminated at the conclusion of their season worked, unless they return within the 180 days.

Accrued sick and safe leave can be used in accordance with MN Statute 181.9447 including:

- An employee's mental or physical illness or other health condition, including treatment, diagnosis, or preventative care;
- To care for a family member with a health condition. Including care, treatment, diagnosis, or preventive care;
- Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member;
- Closure of the employee's place of business or to care for a family member whose school or place of business is closed due to weather or other public emergency;
- The employee's inability to telework due to health concerns or possibly jeopardizing the health of others relating to potential transmission of communicable illness related to a public emergency;
- Attendance at funeral services
- Any other reason allowable by state statute.

For the purposes of this policy, “family member” is defined by state statute and includes an employee’s child, spouse or registered domestic partner, sibling, parent, grandchild, niece/nephew, aunt/uncle, and any family members listed above of the employee’s spouse or registered domestic partner. Also included is any individual related by blood or whose close association with the employee is equivalent to a family relationship and up to one individual annually designated by the employee.

Employees who require the use of foreseeable leave in accordance with this policy must provide seven day’s advance notice in writing to their supervisor on a form provided by the employer. If need for leave is unforeseeable, employees are required to give notice of the need for leave as soon as practicable in writing to their supervisor on a form provided by the employer. Leaves more than three consecutive days may require reasonable documentation before leave is approved.

Retaliation against employees who assert their rights under this policy is prohibited.

HOLIDAYS

The following calendar days and such other days as the Council may fix are paid holidays. Those holidays designated as legal holidays in the State of Minnesota as set forth in Minn. Stat. § 645.44, Subd. 5. All employees in regular full-time positions are entitled to time off with full pay on holidays, for the hours they are scheduled to work that day. For regular-part-time employees, their holiday pay is prorated based on the number of hours they are scheduled to work. Those holidays, which may be changed by amendment to said state law, are currently designated as being:

New Year’s Day	Memorial Day	Labor Day	Friday after Thanksgiving
Martin Luther King’s Birthday	Juneteenth	Veteran’s Day	Christmas Eve
President’s Day	Independence Day	Thanksgiving	Christmas Day

In addition to the holidays listed above, a one-day floating holiday is also available to employees. The floating holiday must be used as an entire day, and must be used by November 30 of each year.

Employees who start employment November 1 or later will be able to carry their floating holiday into the new year. The carried over floating holiday must be used in the new year before any PTO is used.

The City offices shall be closed for business on each such holiday other than an employee chosen floating holiday, but employees may be required to work on paid holidays when the nature of duties or other conditions require. A regular non-exempt employee required to work on a holiday shall be compensated at the rate of 1-1/2 times the regular rate of pay, consistent with the Overtime/Compensatory Time policy as outline in this Reference manual, in addition to the holiday pay received. If an employee is called into work on their “floating” holiday it will be treated as regular hours and they will choose another day to use their floating holiday. The floating holiday must be taken as an entire day and cannot be broken into increments.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

When an official holiday falls on a Saturday, the previous day shall be the “observed” holiday. When an official holiday falls on a Sunday, the following day shall be the “observed” holiday. If the observed and actual holiday are different dates, the employee will receive their holiday pay plus 1-1/2 times the regular rate of pay for working on the observed holiday. The employee will receive 1-1/2 times the rate of pay for working on the actual holiday. Each holiday commences at 12:00 a.m. on the holiday and goes until 11:59 p.m. on the holiday. City hall employees may request to flex a specific holiday if they feel they need to work that day. It must be approved by the department director and is not eligible for OT if making the voluntary decision to flex a holiday. Part-time regular employees receive paid holidays pro-rated based on their hours worked. Temporary part-time and seasonal employees are not entitled to paid holidays. Firefighters will be paid their regular rate of pay if called out to respond to an emergency on a City scheduled official holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either compensatory time or PTO.

EMPLOYEE RECOGNITION PROGRAM

The importance of employee recognition cannot be underestimated. Recognizing employees’ length of service acknowledges their commitment and dedication to the City. It effectively communicates to them that their loyalty to the City is valued. The goal of the City’s employee recognition program is to increase awareness of employee longevity and to improve satisfaction and productivity of employees.

Each year, the City will host a recognition event honoring our City Employees and the contributions they make to the community. During this event, the City will recognize employees for their continuous years of service, beginning at the employee's five year anniversary and in five-year increments thereafter. For the purpose of this policy all approved leaves of absence will count toward continuous years of service. The recognition awards will be presented in the following manner:

<i>Years of Service</i>	<i>Award</i>
<i>5 years</i>	Certificate
<i>10 years</i>	Framed Certificate and \$20 Waconia Bucks
<i>15 years</i>	Framed Certificate and Recognition at Council Meeting; \$25 Waconia Bucks or Donation to Charity of Employee's Choice
<i>20 years</i>	Framed Certificate and Recognition at Council Meeting; \$50 Waconia Bucks or Donation to Charity of Employee's choice
<i>25 years</i>	Plaque and Proclamation Recognition at Council Meeting; \$75 Waconia Bucks or Donation to Charity of Employee's Choice
<i>30 years</i>	Plaque and Proclamation Recognition at Council Meeting; \$100 Waconia Bucks or Donation to Charity of Employee's Choice
<i>35 years</i>	Plaque and Proclamation Recognition at Council Meeting; \$125 Waconia Bucks or Donation to Charity of Employee's Choice
<i>40 years</i>	Plaque and Proclamation Recognition at Council Meeting; \$150 Waconia Bucks or Donation to Charity of Employee's Choice

EMPLOYEE RETIREMENTS/RESIGNATIONS

Waconia employees are recognized for significant years of service at the time of their retirements/resignation at the following levels:

<i>Years of Service</i>	<i>Award</i>
<i>10 – 19 years</i>	Framed Proclamation from the City Council
<i>20 years and above</i>	Plaque from the City Council and a Community Reception

LEGACY BENEFITS

EXTENDED SICK LEAVE BANK

Eligible City employees, who as of December 20, 2009 have accrued and unused Sick Leave in excess of 400 hours will be allowed to deposit these hours into an Extended Sick Leave bank. Hours deposited to this bank may be used in the event of a serious health condition of their own, or the serious health condition of an individual with whom the employee has a significant personal relationship. An employee may use accrued hours from the Extended Sick Leave Bank after they have used any available accrued PTO, up to 40 consecutive hours, until the bank is exhausted. Accrual to the Extended Sick Leave Bank or transfers of accrued but unused PTO is not permitted.

Upon termination of employment, hours remaining in the Extended Sick Leave Bank will be paid only to qualified employees. For purposes of this policy, qualified employees are full-time employees with at least five full years of continuous service with the City who are considered to be in good standing and give proper notice of separation in the case of resignation or retirement. Qualified employees shall receive 35% of their hours remaining in their Extended Sick Leave Bank, up to 336 hours, as part of their benefits upon termination of employment.

LEGACY PTO ACCRUAL SCALE

The PTO benefit policy replaced previous city policies on vacation and sick leave. The PTO benefit combined these benefits into a single leave plan that allowed more flexibility in how employees use their paid leave benefit. Employees hired prior to June 1, 2016 earn PTO at the following accrual levels.

<i>Years of Service</i>	Total Days	Annual Hours	Monthly Hours	Per Pay-Period
<i>1-5 Years</i>	22.5 days	180 hours	15 hours	6.93 hours
<i>6-15 Years</i>	27 days	216 hours	18 hours	8.31 hours
<i>16-20 Years</i>	31.5 days	252 hours	21 hours	9.69 hours
<i>21+ Years</i>	37.5 days	300 hours	25 hours	11.54 hours

SECTION 7: EMPLOYEE BEHAVIOR & DISCIPLINE

EMPLOYEE CONDUCT

EXPECTATIONS

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Waconia. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee.

To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job expectations for every position at the City of Waconia. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in this reference manual, City policies, State and Federal laws, and those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor or City Safety Coordinator.
- Maintain good attendance.

RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other City-sponsored events.

The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior by the very nature of their jobs. The City expects that all employees conduct themselves with the utmost level of professionalism during the workday and in their interactions with co-workers and the public at large.

APPLICABILITY

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, appointed officials, task force members, and City Council members. For the purposes of the Respectful Workplace Policy, “employees” are meant to reference all classes of City personnel listed here.

ABUSIVE CUSTOMER BEHAVIOR

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern of the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless the safety of co-workers or the public require them to remain. Employees must notify their supervisor about the incident as soon as possible.

TYPES OF DISRESPECTFUL BEHAVIOR

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Discriminatory Behavior

Discriminatory behavior includes inappropriate remarks or conduct based upon a person's race, color, creed, political affiliation, religion, national origin, genetic medical information, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, marital/familial status, age, sexual orientation, or status with regard to public assistance.

Offensive Behavior

Offensive behavior may include such actions such as: rudeness, angry outburst, inappropriate humor, vulgar obscenities, name calling, disrespectful language, rumor mongering and gossip, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual Harassment

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or

- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- **Unwelcome or unwanted sexual advances:** this means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- **Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual:** this includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- **Requests or demands for sexual favors:** this includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Violent Behavior

Violent behavior includes the use of physical force, harassment, bullying, or intimidation.

EMPLOYEE RESPONSE TO DISRESPECTFUL WORKPLACE BEHAVIOR

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should promptly advise their supervisor or the City Administrator.

Employees who believe that disrespectful behavior is occurring or persistent, are encouraged to deal with the situation in one of the ways listed below. However, if allegations involve violent behavior, sexual harassment, or discriminatory behavior based on a protected class, then the employee is responsible for taking one of the actions below.

Step 1(a)

Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b)

If you fear adverse consequences could result from engaging the offender, or if the

matter is not resolved by direct contact, go to your supervisor, department head, or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten (10) business days after your report.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c)

In the case of violent behavior, sexual harassment, or discriminatory behavior based on a protected class, all employees are required to report the incident immediately to their supervisor or the City Administrator. Any employee who observes sexual harassment, violent or discriminatory behavior, or receives any reliable information about such conduct, must report it immediately to a supervisor or the City Administrator.

Step 2

If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or a member of the Personnel Committee.

SUPERVISOR'S RESPONSE TO ALLEGATIONS OF DISRESPECTFUL WORKPLACE BEHAVIOR

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations immediately to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a)

If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not to recur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b)

Supervisors, when talking with the reporting employee will be encouraged to ask him or

her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Step 2

If a formal investigation is warranted, the supervisor is to immediately inform the office of the City Administrator, who will then be responsible for conducting an investigation. The individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations.

The investigator will obtain the following description of the incident, including date, time, and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

The person conducting the investigation must document or summarize the statements using the Disrespectful Workplace Behavior Report Form.

Step 3

As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 4

After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 5

The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

SPECIAL REPORTING REQUIREMENTS

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the office of the City Administrator who will assume responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior

incident, a report will be made to the City Attorney who will confer with the Personnel Committee of the City Council regarding appropriate investigation and action.

If a Council Member or appointed city official (e.g. commission member) is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City will take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

CONFIDENTIALITY

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become part of the employee(s) personnel file(s) or may become public as permitted by the Minnesota Government Data Practices Act.

RETALITATION

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DISCIPLINARY GUIDELINES

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Waconia. City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

It is the policy of the City to administer disciplinary penalties without discrimination. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor, department head, and/or City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline. No language in this policy is intended to nor does it alter the at-will nature of employee's employment relationship. The City may terminate the employment relationship at any time with or without cause or advance notice.

PROCESS

Although employment with the City of Waconia is based upon mutual consent, and both the employee and the City have the right to terminate employment at-will, with or without cause or advance notice, the City may use progressive discipline at its discretion. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

DISCIPLINARY ACTION STEPS FOR ALL EMPLOYEES

The following disciplinary action may be imposed at any time, in any order, and without expiration at the sole discretion of the City:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action required with a summary being placed in the employee's personnel file.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not

corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both.

Written reprimands are issued by the supervisor or department heads. The written reprimand shall state the employee is being warned for misconduct; describe the misconduct; describe past actions taken by the supervisor to correct the problem; urge prompt correction or improvement by the employee; include timetables and goals for improvement when appropriate; and outline future penalties should the problem continue.

The employee shall be given a copy of the reprimand and sign the original acknowledging that he/she has received the reprimand. The signature of the employee does not mean that he/she agrees with the reprimand. Written reprimands shall be placed in the employee's personnel file.

Suspension with or without Pay

The City Administrator may suspend an employee with pay for disciplinary reasons in accordance with the Administrative Leave provisions until a Special Meeting of the City Council can be held. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will be suspended with pay in conjunction with the Veteran's Preference Act.

Prior to the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. A copy of the letter of suspension will be placed in the employee's personnel file. An employee may be suspended pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors, including the nature of the allegations. If the suspension is for investigation and the allegation proves false, the relevant written documents will be removed from the employee's personnel file and the employee shall receive any compensation and benefits to which he/she would have been entitled had the suspension not taken place.

Involuntary Demotion

An employee may be demoted if attempts at resolving an issue have failed, and the Personnel Committee of the City Council determines a demotion to be the best solution subject to the approval of the City Council. The employee must be qualified for the position to which they are being demoted. This step shall be taken only if the employee does not have the ability to function at the higher level.

Forced Transfer to a Comparable Position under a Different Supervisor

An employee may be transferred to a vacant position if the Personnel Committee of the City Council determines a transfer to be the best solution subject to the approval of the City Council. The employee must be qualified for the position to which they are being transferred. This step

may be taken only if the problem is due to personal incompatibility between the supervisor and employee.

Withholding a Salary Increase or Decreasing Employee's Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies if the Personnel Committee of the City Council determines withholding a salary increase to be the best solution subject to the approval of the City Council. The employee shall be notified in writing of the action and the reasons therefore. A copy of the notice shall be placed in the employee's file. In no case shall an employee's salary be decreased below the minimum of the salary range of the class.

Dismissal

The City Council may dismiss any employee at any time for any reason with or without cause or advance notice. If the disciplinary action involves the dismissal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Hearing

In any case of suspension, dismissal or demotion, all employees shall be granted a hearing before the Council if the employee submits a written request for such hearing within five working days of notification of the action taken. The hearing shall be held within ten working days from the date the request is filed unless the City and the employee agree on an earlier or later date. If the disciplinary action involves the removal of a qualified veteran, the hearing shall be held in accordance with Minnesota law.

GRIEVANCE

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of any and all City policies will be settled in the following manner:

Step 1

The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of City policy allegedly violated and the remedy requested to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2

If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision

or provisions of City policy allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days.

Step 3

If the grievance has not been settled in accordance with Step 1 or 2, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of City policy allegedly violated and the remedy requested by the employee to the Personnel Committee of the City Council within seven (7) days after the City Administrator response is due. The Personnel Committee will issue a final decision or make a recommendation to the City Council for action.

WAIVER

If a grievance is not presented within the time limits set forth above, it will be considered "waived". If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- Performance evaluations;
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

SEXUAL HARASSMENT PREVENTION

The City of Waconia is committed to creating and maintaining a public service workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

APPLICABILITY

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions, and City Council members, both in the workplace and other city-sponsored social events.

DEFINITIONS

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minn. Stat. § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome or repeated action of an individual against another individual, using sexual overtones.

EXPECTATIONS

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minn. Stat. § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

The City of Waconia recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- A supervisor;
- City administrator;
- Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator, the mayor or the city attorney.

The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management takes these complaints seriously, and has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.¹

SPECIAL REPORTING REQUIREMENTS

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a councilmember is the alleged harasser, the report will be made to the city administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

RETALIATION

The City of Waconia will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not

¹ The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

limited to, any form of intimidation, reprisal, or harassment. While each situation is very fact dependent, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor
2. City Administrator
3. Mayor or Member of the Personnel Committee
4. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

All visitors should enter the main entrance and proceed to the reception area and sign in with the receptionist. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the City's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

SECTION 8: SAFETY

The safety and health of each employee of the City of Waconia and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of

each supervisor. The City's Safety Manual can be found on the Waconia Team Website and is linked [here](#).

REPORTING ACCIDENTS AND ILLNESSES

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

SAFETY EQUIPMENT AND GEAR

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

UNSAFE BEHAVIOR

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

SECTION 9: MISCELLANEOUS POLICIES

ACCEPTANCE OF GIFTS AND GRATUITIES

In accordance with Minn. Stat. § 471.895 all City employees, elected officials, and commission members may not receive a gift from any person or representative of a person or association who has direct financial interest in a decision that a local official or City employee is authorized to make. Employees are also prohibited from giving or accepting gifts from subordinates.

In general, the City will not make donations except where authorized by law, a contribution to a memorial, or purchase flowers for employees, elected officials, or commission members who are ill or who have lost a family member with City funds. Employees are not prohibited from making a contribution, donation, or purchase flowers as long as it is not done as a representative of the City.

ACCESS TO AND USE OF CITY PROPERTY

All Waconia City property is, by definition, publicly owned property. To serve the best the interests of the public, and to avoid the appearance of favored treatment, personal use of City property (by City employees) is prohibited.

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

CONTACT WITH MEDIA

ROUTINE INQUIRIES

On occasion, the City employees may receive routine inquiries from members of the media. These routine inquiries may be handled by employees. Employees are expected to report the conversation to their Department Head and City Administrator. Routine inquiries include requests for information that is available to the public on a day to day basis, information meeting dates/time, questions about a report that the employee may have produced for a Council or Commission Meeting, etc.

FORMAL NEWS RELEASES

All formal news releases concerning city business are the responsibility of the City Administrator. All media interviews must be approved by the City Administrator before the interview. All contacts with the media should be reported to the City Administrator as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee

EMERGENCY SITUATIONS

In emergency situations, a Department Head or On-Scene Incident Commander may respond to media inquiries regarding the situation. The Department Head or On-Scene Incident Commander must report to the City Administrator as soon as practicable the content of the media inquiry and communication. All formal news releases will remain the responsibility of the City Administrator, as specified above.

CONFIDENTIALITY

In the performance of City business, an employee may have access to information or records that are confidential. Disclosure of confidential information can be made only in accordance

with established City policies and procedures as well as state and federal law. Employees unsure about the release of confidential information should consult their supervisors prior to releasing any information.

CONFLICT OF INTEREST

City employees are required to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be perceived or is an actual conflict of interest. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator. The following are some examples of situations where conflicts of interests might occur:

- If an employee's official capacity with the City or with an outside organization may enable him or her to influence the placing of City business, which allows him or her to directly or indirectly gain something of value.
- If an employee accepts a paid or unpaid position elsewhere and performs an activity that interferes with the employee's duties or job performance at the City.
- If an employee uses information not generally available to the public in the employee's private affairs, which allows him or her to directly or indirectly gain something of value.
- If an employee's personal relationships may have inappropriate influence on business decisions.
- Comply with the Minnesota Human Rights Act and/or any other applicable law.

CONSENSUAL RELATIONSHIPS

The City strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence others.

During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from

engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on City premises, whether during working hours or not.

Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the City discipline policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

Supervisors, managers, department heads or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or the City Administrator. This disclosure will enable the City to determine whether any conflict of interest exists because of the relative positions of the individuals involved. Where problems or potential risks are identified, the City will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other, or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

In some cases, more extreme measures may be necessary, such as transfer to other positions or departments. The individual with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior person. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation. Continued failure to work with the City to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate termination. The City's disciplinary policy will be consulted to ensure consistency, however, before any such extreme measures are undertaken. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

No language in this policy is intended to discriminate against individuals on the basis of marital status or sexual orientation under any federal or state law including, but not limited to, the Minnesota Human Rights Act. The City, in administering this policy, will take all steps necessary to fully comply with the Minnesota Human Rights Act and/or any other applicable law.

FALSIFICATION OF RECORDS

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action, up to and including involuntary termination of employment.

WHISTLEBLOWER PROTECTIONS

An employee of the City who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

DRESS AND APPEARANCE

PURPOSE

Maintaining a professional, business-like appearance reflects a positive, competent and capable workforce and demonstrates courtesy to co-workers and projects the reputation of the organization. As such, employees are expected to dress neatly and to exercise good judgment in selecting clothing and footwear appropriate for a business environment.

POLICY

The City of Waconia has implemented a “Dress for Your Day” policy which empowers employees to use good judgement when they are selecting their attire for the day, within

guidelines. Employees should monitor what meetings and appointments they have each day and for days requiring meetings, should include more business-oriented attire. For days where there are not meetings with the public, employees are expected to dress in a business casual way, however, dark denim is appropriate. Please see the City’s full “Dress for your Day” policy for more details and guidance.

VIOLATIONS

We expect all employees to dress professionally and to positively represent the City of Waconia through their daily interactions with residents, consultants, businesses and the general public. Much like our current dress code policy, we expect managers to address an employee if there is an issue. Violations of the dress guidelines can range from inappropriate clothing items to offensive perfumes and body odor. If an employee comes to work in inappropriate attire, they may be asked to go home, change into appropriate clothing or properly groom, and return to work. In this circumstance, employees will be required to use accrued but unused vacation time. for more details and guidance.

UNIFORM PERSONNEL & ALLOWANCE

Uniforms, which are provided to some City Employees, are expected to be neat, fresh, and clean when reporting for duty. Each Department Head is responsible for seeing that employees follow regulations regarding uniforms, related accessories, and equipment. Uniforms bearing City identification should not be worn during off-duty hours. Uniforms should be worn at work unless an exception is made by the supervisor.

If a uniformed employee desires to wear a cap, it must bear the City logo.

When the City provides rental uniforms and laundering service for rental uniforms, employees who are negligent in the care of the rental uniform shall be responsible for reimbursement or restoration of the rental agreement.

Full-time maintenance personnel are required to wear steel toed, oil resistant, non-slip boots as part of their uniform. To help offset the cost of this item, employees will be allowed to claim a reimbursement, up to \$200 annually. This allowance is only allocated for the purchase of boots on an annual basis.

DRIVING AND PARKING

DRIVING RECORDS

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record and proper levels of insurance.

The City may examine driving records, with inspections to be conducted by the office of the City Administrator, once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

EMPLOYEE PARKING

City Hall employee vehicles must be parked in the Fountain Park parking lot located across Vine Street. This will allow for the public to have access to the prime parking spots available for City business and tenant customers.

There are two exceptions. When the parking lots are full, the overflow parking should use the row of parking adjacent to the municipal parking lot. Employees at City Hall for a brief visit or parking for fewer than 90 minutes may park closer to the building. Employees are expected to use their best judgment in these situations to preserve the prime spots for the public.

Employees working at other City facilities, where possible, must be parked in areas away from the main entrances to allow the public to have access to the prime parking spots.

DRUGS, ALCOHOL, AND TOBACCO

The following policy language is an abridged version of the entire City of Waconia policy as it relates to being under the influence of, use, possession, or any other acts associated with drugs and alcohol while performing work duties as an employee of the City of Waconia and the City's responsibility and employee rights as it relates to drug and alcohol testing. The entire version of this policy is attached as **Appendix A**.

For the purposes of this policy, alcohol and drugs are defined as any mood-altering drugs, and/or controlled substances including, but not limited to, all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescriptions drugs as to induce mental, emotional or physical impairment, behavior or appearance which adversely affects

work performance. Violations of this policy will result in disciplinary action, up to and including termination, and in some cases may result in legal consequences.

In accordance with federal and state law, the City of Waconia has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. No employee shall report to work under the influence of alcohol, controlled substances, or other drugs that affect their alertness, coordination, reaction, response, judgment, decision making, or safety.
- C. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited.
- D. No employee shall use, sell, possess, or transfer alcoholic beverages while on City premises.
- E. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans or Employee Assistance Plan (EAP), as appropriate.
- F. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

DRUG AND ALCOHOL TESTING

The purpose of this Policy is to set forth procedures for drug and alcohol testing of employees and job applicants as required by Minn. Stat. § 181.951 - 181.957.

Except as set forth herein, this policy is applicable to all present employees and all job applicants provided that a job offer has been made to the applicant. This testing policy does not apply to those job applicants or employees to whom the provisions of the DOT drug and alcohol testing statutes apply. In the instance where federal law supersedes or is more restrictive than state law or City policy, federal law will control.

Drug testing may be requested and required for all job applicants who have been offered a job. Current employees may be requested and required to undergo drug and alcohol testing, randomly and without prior notice if the City has a reasonable suspicion that the employee is

under the influence of drugs or alcohol, the employee has violated City's drug and alcohol in the workplace policy, has been involved in or caused another person to sustain personal injury, or has caused a work related accident or was operating, or helping to operate machinery involved in an accident, an employee who has been referred to a chemical dependency evaluation or treatment program by the City, or an employee who is participating in a program under an employee benefit plan.

REFUSAL TO SUBMIT TO TESTING

An employee or job applicant has the right to refuse to undergo drug and alcohol testing. However, if an employee refuses to submit to drug and alcohol testing carried out in conjunction with this policy, the employee may be subject to the City's discipline policy. If a job applicant refuses to submit to drug and alcohol testing, the job applicant may not be hired.

FAILURE OF TEST AND TAMPERING

Upon the first failure of a drug or alcohol confirmatory test, an employee will be given an opportunity to participate in a chemical dependency counseling or rehabilitation program. If the employee refuses or has failed to successfully complete the program within a reasonable amount of time, the employee will be subject to the City's discipline policy.

An employee or job applicant may request, in writing, a retest at the employee's expense within five days after notice of a positive confirmatory test. If a retest is not requested, the employee will be subject to the City's disciplinary policy. A job applicant who receives a positive test, fails or refuses to request a confirmatory test may be refused employment and will be notified of such reasons for the rescission. An employee or job applicant who receives a positive test result has the right to receive a copy of the test.

Any employee who is found to have tampered with their test sample will be subject to the City's discipline policy.

FEDERAL OMNIBUS TRANSPORTATION EMPLOYEE TESTING AND REGULATIONS

This policy establishes the program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. This is in conjunction with the Federal Omnibus Testing Act and the U.S. Department of Transportation Regulations, 49 C.F.R. Part 392. All employees who are required to obtain and hold a commercial driver's license are subject to this policy, unless waived by the Public Safety Exemption.

Prohibited Conduct:

- A. An employee who is found to have a tested alcohol concentration of 0.02 or greater but less than 0.04 shall not perform any driving duties in which a commercial driver's license is required. The employee shall not perform these duties until the start of the next scheduled shift, but not less than 24 hours following the administration of the test. The employee will not be compensated for the time-off but may use accrued paid time off or compensatory time during this absence.
- B. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater or while using any controlled substance, unless the use is pursuant to the instructions of a physician and it does not affect the driver's ability to safely operate a commercial vehicle.
- C. No employee shall report for duty, or remain on duty if the employee tests positive for controlled substances.
- D. No employee shall report for duty, or remain on duty, if an employee is consuming or possesses alcohol of any quantity.
- E. An employee shall inform their supervisor of any therapeutic drug use.

The City shall not allow an employee to be on duty, or to report for duty if they have actual knowledge that a driver has an alcohol concentration of 0.04 or greater and/or has used a controlled substance unless it is permitted pursuant to the written instructions of a physician.

TESTS REQUIRED

Prior to beginning employment with the City, covered employees of this policy will undergo testing for controlled substances and alcohol. All job offers for covered job classes will be conditional upon successful completion of said test.

The City will require all covered employees to undergo post-accident, as well as be subject to random and without prior notice testing, testing upon reasonable suspicion or violation of any City policies pertaining to drugs and alcohol, and return to duty testing.

SMOKING AND TOBACCO USE

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle, or while on an active job site in the field. Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke or use chewing tobacco only during their break and lunch period, and only in areas designated for that purpose.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City.

Outside employment will present a conflict of interest if it has an adverse impact on the City.

POLITICAL ACTIVITY

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Political activity in the workplace is not allowed to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

In accordance with Minn. Stat. § 410.191 and 412.02 neither the mayor nor a councilmember may be a full-time City employee.

POSSESSION AND USE OF DANGEROUS WEAPONS

The City of Waconia hereby establishes a policy prohibiting all personnel from carrying or possessing firearms while acting in the course and scope of employment or duty for the City. The possession or carrying of a firearm by personnel is prohibited while working on City property or while working in any location on behalf of the City. This includes, but is not limited to:

- Driving on City business;
- Riding as a passenger in a car or any type of mass transit on City business;
- Working at City Hall or any other City-owned work site;
- Working off-site on behalf of the City;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the City;
- Attending training or conferences on behalf of the City.

The following is an exception to the dangerous weapons prohibition:

Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.

SECURITY INSPECTIONS

The City of Waconia wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises. The City requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices such as computer hard drives and portable electronic storage devices or media may be provided for the convenience of employees, but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, either with or without prior notice.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

BOARD & COMMISSION RECOGNITION

Periodically, the City Council will host an appreciate event for the citizen's that serve the community as appointed members of the various advisory boards and commissions of the City. Recognition may consist of an appreciation gift, short program, and/or light food and beverages. When members leave their board or commission, recognition certifications will be provided to department members.

SECTION 10: USE OF TECHNOLOGY

The City of Waconia is a growing organization which recognizes that the effective use of technology can provide for the convenient, efficient, and cost-effective delivery of City services.

The purpose of this policy is to set standards and procedures that protect the security and integrity of the City's electronic communication and information systems from business

interruption, misuse, and/or unauthorized or inappropriate access; and to establish a hardware and software replacement process to assure the efficient delivery of services.

The policy shall apply to all City employees, whether regular or temporary, consultants, vendors, volunteers, or others who may have access to or use the City's IT systems both on and off City property. All users must be authorized to use the City's IT systems through their Department Head. Remote access to the city's network system shall be limited to regular, full-time employee use. Remote access into the City's network system must be authorized by the Department Head.

Failure to abide by this policy or its provisions may result in discipline up to and including termination of employment or service contract.

This policy shall include all IT systems, including but not limited to desktop computers, laptops, e-mail, Internet, printers, scanners, fax machines, digital cameras, personal digital assistants (pda), smart phones, and software.

The City of Waconia reserves the right to inspect, monitor and audit any data, use or setting of its IT systems at any time without consent from users. An inspection may result in the removal of hardware, software, or data files not compliant with this policy.

As a government agency, the City is subject to public disclosure laws and the Minnesota Government Data Practices Act. All files and documents, including personal messages and Internet logs, are owned by the city and may be subject to public data requests. Users should have no expectation of privacy.

HARDWARE AND SOFTWARE

Purchase: To assure that computer software and hardware continues to meet the operational demands and continues to efficiently aid in the cost-effective delivery of municipal services replacement, addition of new equipment shall be accomplished within the annual budget as approved by the City Council. All equipment acquisitions must be in accordance with the City's purchasing requirements of the Financial Policy.

Home Use of City Software and Hardware: Home use of City hardware is permitted on a limited basis in special circumstances if used to conduct City business and in accordance with all laws, policies and procedures of the City. Home use of City hardware must be authorized in advance by the Department Head.

SOFTWARE

Licensing: All software must be purchased by and licensed to the City. Software may not be installed if there are insufficient licenses. All software manuals and original media must be stored on City property.

Home Use: City-owned software may not be loaded onto non-City-owned equipment.

Development: Any software programs, including but not limited to custom designed databases, electronic logos, templates, web sites, or media, developed for use by the City is the property of the City. Software programs may not be sold or distributed in any way without prior approval of the City Administrator.

ASSET MANAGEMENT

The City will maintain a record listing City-owned hardware and software along with the City's fixed asset database.

Disposal: When removable media are no longer in use, it will be securely destroyed. When computers are removed from use by the City, the hard drives should be securely erased.

COMPUTER USE

USER NAMES AND PASSWORDS

All users must use City-issued user names for computer and network-related access.

Appropriate network access shall be assigned by the City to each user name, and users may log into computers and equipment only with their assigned username. User names are not to be shared.

Passwords are created by the employee and are not to be shared, unless requested by the Technology Services Department or City Administrator. From time to time, the City's Technology Services Department or City Administrator may need the employee's password to complete a task on behalf of the City. Upon request of the Technology Services Department or City Administrator, the employee must provide their current password.

The network will require the password to be changed periodically. If a password is forgotten or the employee suspects that their password's security has been compromised, contact the Technology Service Department.

EMPLOYEE RESPONSIBILITIES

Provide Security: City users are expected to provide reasonable security to their computer work stations and related equipment. Providing reasonable security means, but is not limited to:

- Properly caring for and handling equipment;
- Purging files when appropriate and in compliance with this policy and the City's Records Retention Policy;
- Regularly installing Microsoft security updates;
- Ensuring that passwords are not written down in accessible places;
- Removable media is kept in a secure area;
- Logging out and/or locking down computers when not in use or away from workstation;
- Turning off monitors when away from workstation for a significant period of time; and
- Not keeping laptops and other portable equipment in vehicles.

PERSONAL USE

The City recognizes that some personal use of City-owned computers has and will continue to occur. To prevent abuse of this privilege, personal use is limited to the following:

- Personal use should never preempt work use.
- Only City employees may use City-owned equipment. Family members or friends are not allowed to use City equipment or technology resources. Use of another employee's computer without authorization is also prohibited.
- Limited use of the City's access to the Internet and email systems for personal reasons is allowable, provided it does not interfere with an employee's work, is consistent with all provisions in this policy, and has been approved by the employee's supervisor. Employees are warned that their individual activities on the Internet may be monitored and reported.
- Users must use their own media (disks, CDs) and paper for personal use. No personal files or data are to be stored on the City's file servers.
- The personal use of government data is prohibited. The dissemination in any form of government data that is classified as private or non-public is prohibited by law and the City's Data Practices Policy. Employees must refrain from using information and data learned during their employment for personal gain.
- If during maintenance or inspection of an employee's computer, personal information is found, it will be removed from the computer and the supervisor will be notified.

PROTECT FROM VIRUSES

Employees are responsible for minimizing the potential damage of viruses. Employees must be aware of the potential for corrupt data from removable media, newly purchased software, e-mail attachments, downloaded files or software, or disks received from others. Staff will immediately notify the Technology Services Department if a virus is found or suspected.

PROPERLY STORE RECORDS

Each employee is required to maintain the home directory of their computer so that it is accessible, organized and reasonably understood.

DATA MANAGEMENT

The Minnesota Government Data Practices Act governs all data stored on computer media owned, leased, or rented by the city including information stored on local hard drives.

DATA OWNERSHIP

All information developed or introduced into a city technology system becomes property of the City. This data is subject to review, investigation, and deletion at the discretion of the city administrator, department heads, Technology Services Department, or law enforcement.

DATA STORAGE

All City data should be saved to a network drive on a city server (for example, your F or Z drive.) The City backs up all data stored on the file servers. Please review the city's Records Retention Schedule for further information.

Users are responsible for deleting outdated files that are no longer needed for compliance with the City Retention Schedule; this includes data files and email messages. Questions regarding the retention schedule should be addressed to the department head. Questions needing additional clarification should be referred to the City Administrator.

Employees are expected to maintain files in Laserfiche, rather than storing data in a paper form. Once scanned to Laserfiche, employees should regularly delete the electronic version when it is no longer needed.

Government data should not be stored on personal computers, personal USB flash drives, and other similar personal equipment.

"Not public" data should only be stored on a notebook computer or removable media device when there is a business need.

Data stored on a notebook computer, or a removable media device should be strongly encrypted.

PORTABLE FILES

To facilitate off-site work, users may copy necessary data files. A current copy of the portable files should be maintained on the City server.

EMAIL MANAGEMENT

INFORMATION STORAGE

The City e-mail system is a tool to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely, and complete. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Important messages should be saved to the appropriate network folder, printed to .pdf and filed in Laserfiche, and the electronic message deleted.

INAPPROPRIATE USES

Inappropriate use of the City e-mail system includes, but is not limited to:

- Viewing, transmitting, storing, or distributing non-business or inappropriate materials that are sexually explicit; political; stories; material advocating intolerance or disrespect for other people, races or religions; activity for personal gain; pirating of software; copying copyrighted information; or other non-work-related information. This includes non-business-related audio, graphic, or movie files (examples include but are not limited to: streaming audio and video, .mp3, .mp4, .jpg, .tiff, .gif, .mpg, text messages, email, and .avi files); games; jokes; instant messaging; and large data files not directly related to City business.
- Registering your City e-mail address with any online subscription that is not work related, except for emergency notifications from an employee's school.
- Forwarding personal email accounts to the City's email system or forward City email to your personal email account.

SECURITY

E-mail is not the most secure method of transferring data. Confidential or private data should be transferred in a secure method. E-mail files can contain spyware or viruses that can impact the network or pc performance. Users who receive suspected corrupt files or inappropriate e-mail messages with content of an offensive or pornographic nature, should report such message to Administration immediately.

STORAGE

Employees should file email in Laserfiche for retention and should follow the City's Record Retention Schedule.

INTERNET

INTENDED USE

The Internet is available to users for research, education, and communications directly related to the mission and work tasks of the City. Use of the Internet through City computers is a privilege, not a right, discipline, up to and including termination, will be implemented for abusive conduct.

PROHIBITED USES

Users of the Internet should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource.

- Employees may not download unauthorized software, use instant messaging or Internet Relay Chat, utilize unauthorized real-time services (examples include but are not limited to: as radio broadcasts, stock market reports, video broadcasts), or use peer-to-peer networks or file sharing.
- Employees may not intentionally access web sites containing inappropriate materials, including but not limited to, sexually explicit material, political activities, material advocating intolerance or disrespect for other people, races or religions, activity for personal gain, pirating of software, or copying copyrighted information.
- Employees may not access or use social media sites for non-work related business during the work day, including but not limited to sites such as: Facebook, Twitter, MySpace.

SECURITY

Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences. The City uses management software to monitor end user activity. This software may monitor and limit Internet activity in order to ensure the most efficient use of the valuable resource in accordance with this policy.

CITY WEBSITE

The web site is provided as an additional communication tool between the City and the public it serves for the purpose of communicating City business. The website is not intended as a public forum. Information related to events or business not sponsored by the City shall not be permitted; however, if in compliance with the External Link policy below, may be linked to the City's site. All information on the City's site will be provided in the most positive, professional, user-friendly manner possible.

PARTICIPATION

Departments are expected to actively participate in maintenance of the website, and must check their information on a monthly basis to ensure that information is current and fresh. Updates shall be provided to the Assistant City Administrator.

EXTERNAL LINKS

Links to other community or government information web sites may be provided within the City's website under the following criteria:

- The information in the linking site is useful and informative to the entire Waconia community rather than special interest groups.
- The information is presented from a neutral viewpoint.
- Typical organizations which are appropriate for linking include:
 - Ad hoc committees appointed by the City Council;
 - Other government entities;
 - Public education institutions;
 - Public utilities that serve Waconia;
 - Non-profit Waconia civic, educational, athletic and recreational organizations;
 - Athletic Associations that serve Waconia and work collaboratively with the Waconia Park and Recreation Department to provide athletic services for Waconia residents; and
 - Businesses located within the City of Waconia that are listed in the business directory on the City's website that have provided their business website.
- Inappropriate links include, but are not limited to, sites which endorse a specific candidate, represent a religious position, or operate for-profit.

The City shall not be responsible for and does not endorse the information on any linked website. Nor does the City guarantee the accuracy, completeness or timeliness of the information on those sites. The City is not liable for defamatory, offensive, or illegal conduct of linked sites. The links from this site to other sites on the Internet do not constitute or imply endorsement or recommendation on the part of the City.

Any organization meeting the above criteria seeking to link to the City website shall make a request in writing to the City's Assistant City Administrator. The written request shall describe the organization or entity's mission. The City reserves sole and exclusive right to determine whether an organization or entity meets the enumerated criteria, and whether to approve the link. The City also reserves the sole and exclusive authority to discontinue website linkage based upon this policy as interpreted by the City.

ADVERTISEMENTS

The following will be advertised on the City's website:

- All City sponsored events are allowed and will have priority;
- Community wide events that are open, without charge, to attendance by the general public;
- Promotion or advertisement of a special event that promotes visitation or patronage of Waconia businesses or organizations will be permitted, provided the event is open, without charge, to attendance by the general public;
- Promotion or advertisement of a fundraising event will be permitted for non-profit organizations only, proof of non-profit status maybe required; and
- The City reserves the right to approve all advertisement signage, pictures, and language.

DISCLAIMER

The City will make every effort to ensure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, human error, changes made since the last update to the website or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its website and is not liable for reliance on the information.

MOBILE PHONES

Customer expectations for prompt resolution of questions or service concerns often require the use of wireless communication devices including cellular or smartphones by City officials. Efficient participation in meetings or work from multiple locations may require the use of wireless network access devices by employees.

The purpose of this policy is to outline the reasons for 1) providing a city-issued phone; 2) allowing access to a city network through privately-owned mobile communications device; and 3) providing a stipend for use of personal cellular phone/smartphone/mobile device.

Mobile communications device users who: 1) must remain accessible due to the nature of their job duties; 2) must be available for emergency response or consultation; 3) have job duties that require receiving work communications remotely; or 4) require wireless network access for city duties may be eligible for a city-issued device or participation in one of the city's offered stipends defined in this policy.

GENERAL PROVISIONS FOR CITY ISSUED AND PERSONAL DEVICES USED FOR CITY BUSINESS

The city retains the right to monitor and enforce network security through a mobile device management system. The mobile device management system may require installation of an app or other software on the mobile communications device. In the event that a

communications device is damaged, lost, or stolen, the mobile communications device user is responsible for notifying their immediate supervisor and the IT Division as soon as possible. If a stipend is involved, the mobile communications device user is responsible for notifying the HR Division as soon as possible. In the event of a reported damaged, lost, or theft of a device or upon replacement of a device or when an employee is no longer employed by the city, the IT Division reserves the right to remotely remove all city data and/or city information such as contacts, tasks, or applications. The city is not responsible for any lost personal data.

Mobile communications device users shall maintain a password, PIN code protected, photo-password, biometric, or other IT-approved security access protocol on any city-owned or personally-owned smartphone or mobile device. Mobile communications device users are responsible for ensuring the proper elimination of city data, including city network passwords and photos from personal devices before disposal.

A mobile communications device user's use of the device is subject to data practices and data retention requirements under Minnesota law. The mobile communications device user is responsible to upload or transfer any data obtained in the conduct of city business from the device to the appropriate storage medium for the data within the city's network.

The City of Waconia has no expectation for non-exempt employees to check or respond to emails or messages during non-work hours. A non-exempt employee shall not be authorized to incur hours worked or overtime for using email or logging into the city's network outside their normally scheduled work hours, unless explicitly requested by the employee's supervisor.

Mobile communications device users using city-owned devices or connecting personal devices to the city's non-public networks shall sign the relevant waiver forms prior to obtaining network access credentials for the device.

CITY-PROVIDED DEVICES & PERSONAL DEVICES

If a position requires a mobile device for day-to-day use, the employee will have the choice to be provided a City-issued device or use their own personal device for City business while receiving a stipend for that use. Criteria for receiving a city device or a stipend include:

- The position requires the ability to respond to business requests on a regular basis
- The position requires the employee to frequently work off-site during business hours or on an on-call basis
- Position job duties require immediate or emergency response during regular business hours and after business hours
- Position job duties require frequent access of wireless networks outside of the office environment

CITY PROVIDED DEVICES

The City may provide and maintain mobile data devices for certain eligible employees, if the employee requests to be issued a city device. City-issued communication devices are for dedicated business use. Incidental personal calls or texts on city-issued devices will be acceptable. Frequent personal use that interferes with an employee's job functions is prohibited. Personal use may be considered excessive if it causes the city to increase its allotted minutes or payment plan for that department. Frequent personal use, regardless of time of use, may result in reimbursement to the city of any cost associated with personal use.

Work Related Applications

Work related applications may be purchased for a city-owned device with prior approval by the department head. Applications that negatively interact with the city-owned device or with the city's network are prohibited on city-owned devices.

Device Ownership

All devices remain city property and shall be returned to the city upon termination of employment or if the device is no longer necessary for work-related purposes.

Purchasing

The IT Division is responsible for all purchases of city-owned devices.

Accessibility

Cellphone, smartphone, and other mobile data devices are purchased, installed, maintained, and owned by the City of Waconia to facilitate business communications. The contents of communications either made or stored are accessible at all times by city management. These systems shall be treated like other shared filing systems.

City Records

All electronic communications on city-owned devices are city records. The contents may be obtained and disclosed without your permission. **Therefore, the user should not assume that messages are either private or confidential.**

PERSONAL MOBILE DATA AND SMARTPHONE DEVICES ALLOWANCE

If in an approved position, a stipend may be provided for privately-owned personal mobile data devices (including smartphones) that are purchased by the mobile communications device user and used for city business.

Availability

An employee receiving a stipend for a smartphone device must make the phone number available to his or her supervisor, human resources, and the IT division.

Repair and Maintenance

Mobile communications device users receiving a stipend for a communications device are personally responsible for ensuring the device is in good working order. The IT Division is not responsible for upkeep, support, or replacement of personal devices that are used for city business. IT support will be limited to instructions for the mobile communications device user on how to sync email, schedules, and tasks (if available), and use of city-supplied security products (if available). The city assumes no liability for any direct or indirect damages arising from the user's use of personal data device.

Connecting a personal device to the city's network opens the city's network to security vulnerabilities. Mobile communications device users connecting a personal device to the city's network are responsible for taking appropriate steps to keep their device operating systems current and updated and to protect their connected devices from virus, malware, and security threats. The city reserves the right to deny connection to the network for any personal devices the IT Manager deems to be a significant security risk to the city's network or resources. If an application on a personal device is found to negatively interact with the city's network, the city may prohibit connection of that device to the city's network until the application is removed.

Stipends

If an employee elects to use their personal phone for city business versus a city-issued device, they will receive a stipend of \$520 annually (\$20/check). All stipends may be eliminated if job duties change such as the criteria above are no longer met. Department directors should review employee needs for communication devices on an annual basis.

Compliance with Internal Revenue Service (IRS) Regulations

Stipend payments by the city are considered a taxable benefit and will be included as taxable income to the recipient.

Work-Related Applications

Work-related applications may be purchased by the city and used on a personally owned device with prior approval by the department head or City Administrator. Some applications may be required for download for specific users.

Data Request

In the event of a data request, an employee may be required to turn over text messages, phone call records, photos, browsing data, or emails related to the specific request.

RESPONSIBILITY

An employee who is found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

PERSONAL USE OF PERSONAL CELL PHONES

Employees may not use their personal cell phones/wireless device during normal work hours. Personal cell phones may be used during break periods and are not to be carried by employees during the performance of their regular duties.

There may be instances where employees need to have their work phone calls forwarded to a personal cell phone/wireless device. Supervisors are responsible for managing this practice. Employees should obtain prior authorization from their Supervisors before forwarding of any phone to a personal cell phone/wireless device. City employees may also need to sync or access their work calendars via a personal cell phone/wireless device/ or web based portal. Employees should obtain prior authorization from their Supervisor before syncing their work calendar to a personal cell phone/wireless device or web based portal. In these instances, the City will not reimburse employees for the use of their personal cell phone/wireless device or any internet access fees incurred by the employee.

HANDS FREE WHILE DRIVING

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Additionally, reading or sending text messages, making or receiving phone calls, emailing, video calling, scrolling, typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.

Please note that in accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard, or to prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in performance of official duties. While there is this exception in the law, we hold all our employees to the same standard of not using mobile devices while driving.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

AI CHATBOTS

Objective: This policy aims to define the use, limitations, and responsibilities associated with the deployment and interaction with AI chatbots within our organization. The goal is to ensure that AI chatbots enhance efficiency, support employees, and maintain the highest standards of data and security.

Definitions:

- **AI Chatbot:** An artificial intelligence-driven program designed to simulate conversation with users, providing information, support, or performing tasks.
- **User:** Any city employee, contractor, or visitor who interacts with the AI chatbot.

Acceptable Use:

- AI chatbots should only be used for their intended purposes as defined by their design and deployment objectives (e.g., customer service, internal support, information dissemination).
- Users must use the AI chatbots in compliance with all applicable city policies, including but not limited to data privacy, confidentiality, and IT security policies.
- Any misuse of AI chatbots, including but not limited to the dissemination of false information, harassment, or inappropriate content, is strictly prohibited.

Data Privacy & Security:

- AI chatbots must be designed and operated in compliance with all relevant data protection regulations and city policies.
- Personal data collected or processed by AI chatbots must be handled securely and must not be used for purposes other than those explicitly stated.

Prohibited Inputs and Uses

- Users must not input any sensitive personal information, including but not limited to social security numbers, credit card information, or health records, into AI chatbots.
- Users must not input any non-public city-specific data or information, including but not limited to internal memos, unreleased reports, financial information, or closed discussions
- Users must refrain from entering any public city-specific data or information that could be misinterpreted or misused, unless explicitly required by the chatbot's function

- AI chatbots should not be used to perform any illegal activities, spread misinformation, or engage in any form of harassment or discrimination.
- Users should refrain from entering inappropriate, offensive, or discriminatory language and content into AI chatbots

Monitoring and Accountability

- The performance and interaction of AI chatbots will be regularly monitored to ensure they meet the city's standards and objectives.
- Users are encouraged to report any issues, inconsistencies, or inappropriate behavior exhibited by AI chatbots to the IT department promptly.

Training and Updates

- AI chatbots should undergo continuous improvement and regular updates to enhance their functionality and performance.
- Users will/should receive periodic training on the appropriate use and interaction with AI chatbots to maximize their effectiveness and mitigate any potential risks.

Compliance and Disciplinary Action

- Non-compliance with this policy may result in disciplinary action in accordance with city procedures.
- Users found to be in violation of the policy may face consequences, including loss of access to AI chatbots and other appropriate measures as deemed necessary by the city.

Review and Revision

- This policy will be reviewed periodically to ensure it remains up to date with technological advancements, regulatory changes, and organizational needs.
- Any revisions to this policy will be communicated to all users promptly.

TRAINING

Department Heads shall be responsible for addressing staff training needs as part of the development of their annual budgets to ensure each user is adequately trained to accomplish their job duties. Annual training needs shall be reviewed with Administration to determine if

there are cross-departmental needs. Training needs will be prioritized based on amount of need, training funds available, and applicability to job functions.

APPENDIX A: ALCOHOL AND OTHER DRUG USE BY EMPLOYEES IN THE WORKPLACE

Purpose: The purpose of this Policy is to set forth the City's policy regarding alcohol and other drug use in the workplace. Employees are expected and required to report to work on time and in appropriate mental and physical condition.

Applicability: This Policy is applicable to all City employees and shall be enforced by each Department Director and the City Administrator.

Definitions:

- A. **"Work-related Alcohol and Other Drug Abuse"** is defined as the use of mood-altering drugs, and/or controlled substances including, but not limited to, all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or the use of prescription drugs as to induce mental, emotional or physical impairment, behavior or appearance which adversely affects work performance.
- B. **"Adversely Affects Work Performance"** and **"Under the Influence"** shall be determined to be present if the employee is perceptibly impaired; has impaired alertness, coordination, reactions, responses or effort; if the employee's condition threatens the safety of himself or herself or others; or if the employee's condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of the City as an employer as determined by the Supervisor or Administrator or others observing the employee.
- C. **"Controlled Substances"** means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens, and marijuana as provided for by Minn. Stat. § 152.
- D. **"Mood-altering"** or **"Alter"** means changed behavior which may limit an employee's ability to safely and efficiently perform his or her job duties or poses a threat to the safety of the employee or others.

Non-Discrimination: The City's policy on work-related substance abuse is non-discriminatory in intent and application. In accordance with Minn. Stat. § 363.01, subd. 35, disability excludes any condition resulting from alcohol or drug abuse which prevents a person from performing essential functions of the job in question or creates a direct threat to property or the safety of individuals.

Consequence of Violations: Violations of this Policy may constitute just cause for discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

PROHIBITIONS

1. No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs that affect his or her alertness, coordination, reaction, response, judgment, decision-making, or safety.
2. No employee shall operate, use, or drive any equipment, machinery, or vehicle of the City while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his or her supervisor that he or she is not in appropriate mental or physical condition to operate, use, or drive City equipment.
3. During work hours, while on the City's premises or wherever the City's work is being performed, no employee shall use, sell, possess, or transfer any illegal drug, cannabis, or any prescription drug, except as medically prescribed and directed which does not adversely affect work performance. Additionally, employees shall not participate in these activities during rest breaks or during overtime work.

During work hours or while on the City's premises, no employee shall use, sell, possess, or transfer alcoholic beverages, with the following exceptions:

- Consumption, possession, sale, or purchase of alcohol when authorized by the City Administrator under executive authority.
- Possession of alcohol while being transported in a City vehicle in compliance with applicable statutory requirements and under the direction of the City Administrator.

Additionally, employees shall not participate in these activities during rest breaks or during overtime work.

4. Engaging in off duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform his or her work for the City. In such circumstances, the employee is subject to discipline.
5. When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in Definitions (d) above, the employee is under an affirmative duty to notify the appropriate supervisor of his or her temporary inability to perform the job duties of his or her position.
6. Department Directors or the City Administrator will notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on City premises.

7. Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the City. Employees are advised that in any situation after the intake of alcohol where the employee must continue conducting the City's business, any employee whose condition or behavior adversely affects his or her work performance shall be subject to possible discipline, up to, and including discharge.
8. Data Disclosure: Disclosure of information regarding employee alcohol and other drug use in the workplace must be consistent with applicable law. Questions in this area should be directed to the City Administrator.
9. Drug and Alcohol Testing: Any alcohol and other drug testing undertaken by appointing authorities shall be in accordance with Minn. Stat. § 181.950 - 957 (1987), the Minnesota Drug and Alcohol Testing in the Workplace Act. See Drug and Alcohol Testing Policy of the City of Waconia.

SUPPLEMENTAL POLICIES

City Departments may promulgate supplemental policies, which are not in conflict with this Policy, including prohibiting the use or consumption of alcohol and controlled substances within a specified period before the commencement of work. Such pre-work abstinence must be restricted to employees involved in sensitive security, treatment, or equipment operation and written notice must be disseminated to affected employees. Further, policies may be adopted only after meet and confer sessions are held with the City Administrator.

APPENDIX B: DRUG, ALCOHOL, & CANNABIS TESTING & DRUG FREE WORKPLACE ACT POLICY FOR NON-COMMERCIAL DRIVERS (NON-DOT)

Purpose & Objectives:

The city of Waconia ("city") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The city of Waconia does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The city of Waconia's Drug, Alcohol and Cannabis Testing Non-DOT policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the city's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the “policy acknowledgement.” A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Definition(s).

- A. **Alcohol:** Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.
- B. **Alcohol use or usage:** Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- C. **Applicant:** Means a person applying for a job with the city.
- D. **Cannabis:** Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.
- E. **Cannabis testing:** Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.
- F. **City:** Means the city of Waconia
- G. **City premises:** Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.
- H. **City vehicle:** Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.
- I. **Collection site:** Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

- J. **Confirmatory test:** Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.
- K. **Drug:** Includes any “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.
- L. **Drug and/or alcohol testing, and drug and/or alcohol test:** Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
- M. **Drug paraphernalia:** Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.
- N. **Employee:** Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.
- O. **Initial screening test:** Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.
- P. **Job applicant:** Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

- Q. **Positive test result:** Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.
- R. **Random selection basis:** Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.
- S. **Reasonable suspicion:** Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- T. **Safety-sensitive position:** Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person. The City of Waconia declares that all Public Services positions, including, but not limited to, supervisory and management positions, are tested upon hire, whether the employee has or is expected to obtain a Class A CDL. In addition, all fire positions, including, but not limited to, management positions, are designated as safety sensitive positions.
- U. **Under the influence:** Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

POLICY

All present employees and all job applicants shall be subject to drug and alcohol testing in conjunction with the provisions of Minn. Stat. § 181.950 - 957, and the following provisions:

PERSON'S SUBJECT TO TESTING AND CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED

Under this policy, the city may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

(1) Pre-Employment Testing:

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among

other conditions. The city will not request or require a job applicant to undergo cannabis testing related to “lawful consumable products” pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of “Drug” or if otherwise required by state or federal law. If the job offer is withdrawn based drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant’s provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy.

The same tests must be required of all job applicants conditionally offered employment for the position.

(2) Reasonable Suspicion Testing:

Consistent with Minn. Stat. § 181.951, subd. 3, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city’s policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection

service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the Assistant City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

(3) Treatment Program Testing:

In accordance with Minn. Stat. § 181.951, subd. 6, the city may request or require an employee to undergo drug, alcohol or cannabis testing, if the employee has been referred by the city for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

(4) Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the city may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

RIGHT OF REFUSAL

Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds:

An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine sample.

COST OF REQUIRED TESTING

The city will pay for the cost of all drug, alcohol or cannabis testing, requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

TAMPERING WITH THE URINE OR BLOOD SAMPLE

If an employee tampers with his or her own urine or blood sample, the employee may be subject to discipline including, but not limited to, discharge.

PROHIBITION AGAINST DRUGS & ALCOHOL

Use and Possession of Alcohol or Drug(s):

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drugs used as intended by the manufacturer.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while “on call” and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired by Alcohol, Drugs or Cannabis:

Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; while on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired:

A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal Drug Convictions:

Any employee convicted of any criminal drug statute must notify his or her supervisor [and the city's Human Resources Division/City Administrator] in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs:

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to

his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

REVIEW & NOTIFICATION OF TEST RESULTS

Notification of Negative Test Results:

In the case of job applicants and in accordance with Minn. Stat. § 181.953, (Human Resources) will notify a job applicant of a negative drug result within three days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A “Negative Test Results Notification” form will be sent to the job applicant, and the job applicant may request a copy of the test result report from (Human Resources).

In the case of current employees and in accordance with Minn. Stat. § 181.953, (Human Resources) will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A “Negative Test Results Notification” form will be sent to the employee, and he or she may request a copy of the test result report from (Human Resources/the City Administrator)

Notification of Positive Test Results:

In the event of a confirmed positive blood or urine alcohol drug, or cannabis test result, the city will notify the employee of a positive result within three days of receipt of the result. (Human Resources/The City Administrator) will send to the employee or job applicant a “Positive Test Results Notification” letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results:

Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the city to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the city will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest:

A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the city in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the city will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the city's job offer will be reinstated, and the city will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the city will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports:

In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens:

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

CONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

Job Applicants:

The city's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees:

- **No Adverse Action without Confirmatory Test.** The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- **Suspension Pending Test Result.** The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

DISCIPLINE & DISCHARGE

Confirmatory Positive Test Result:

The city will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The city has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:

Nothing in this policy limits the right of the city to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

Emergency Call Back to Work Provisions:

If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs, or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

NON-DISCRIMINATION

The city of Waconia policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Furthermore, the city will not retaliate against any employee for asserting his or her rights under this policy.

EMPLOYEE ASSISTANCE PROGRAM

The city has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The city's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol, cannabis, or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting HealthPartners.

You can connect with the EAP by:

- Call **866.326.7194**
- Log on to **hpeap.com** using password **hpeap**
- Download the **iConnectYou** mobile app and register using passcode **111032** to text or video chat with us

Policy Contact for Additional Information

If you have any questions about this policy or the city's drug, alcohol and cannabis testing procedures, you may contact your immediate supervisor, Assistant City Administrator, or the City Administrator to obtain additional information.

By this policy, the city of Waconia has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a

drug-free workplace. Each city employee will receive a copy of this policy and will be required to read it.

APPENDIX C: FEDERAL I OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT AND RELATED REGULATIONS IMPLEMENTATION POLICY

Purpose:

The City of Waconia (“City”) has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, higher insurance rates, and an increase in theft of city property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation (“DOT”), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver’s license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and to comply with applicable federal law, drivers and applicants are required to review this policy and sign the “Certificate of Receipt” portion.

Because changes in applicable law and the City’s practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act and Federal Motor Carrier Safety Administration (FMCSA) regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing:

All employees are subject to testing who job duties include performing “safety-sensitive duties” on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)
- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

Definitions:

- A. **Accident:** Except as provided in paragraph (2) of this definition, an occurrence involving a commercial motor vehicle operating on a public road which results in:
 1. A fatality;

2. Bodily injury to a person who, because of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring disabling damage because of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

The term accident does not include:

1. An occurrence involving only boarding and alighting from a stationary motor vehicle; or
 2. An occurrence involving only the loading or unloading of cargo; or
 3. An occurrence during the operation of a passenger car or a multipurpose passenger vehicle (as defined in 571.3 of this title) by a motor carrier and is not transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 77.823 of this title.
- B. **Alcohol**: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
 - C. **Alcohol Concentration (or content)**: the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (EBT) under this policy and federal regulations.
 - D. **Alcohol Use**: the consumption of any beverage, mixture, or preparation, including medication, containing alcohol.
 - E. **Applicant**: a person applying to drive a commercial motor vehicle
 - F. **Appointing Authority**: the City Council of the City of Waconia who has authority to appoint personnel.
 - G. **BAT (Breath Alcohol Technician)**: an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.
 - H. **Chain of Custody**: procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures shall require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.
 - I. **City, City of Waconia, or Employer**: the City of Waconia, Minnesota, acting through its City Administrator or a designee of the City Administrator.
 - J. **City Premises**: Means all job sites, facilities, offices, buildings, structures, equipment, vehicles, and parking areas, whether owned, leased, used, or under the control of the City.

- K. **Collection Site:** A place designated by the Cit where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances.
- L. **Commerce:** both of the following:
 - A. Any trade, traffic, or transportation within the jurisdiction of the United States between a place and a state and a place outside of such state, including a place outside of the United States; and
 - B. Any trade, traffic and transportation in the United States which affects any trade, traffic, and transportation described in paragraph (a) of this definition.
- M. **Commercial Motor Vehicle:** a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle;
 - A. Has a gross combination rating of 26,000 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - B. Has a gross vehicle weight rating of 26,001 or more pounds; or
 - C. Is designed to transport 16 or more passengers, including the driver; or
 - D. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous materials regulations set forth under 49 C.F.R. Part 172, Subpart F.
 - E. A commercial motor vehicle does not include a fire truck or other emergency fire equipment.
- N. **Confirmation Test:** for alcohol testing it means a second test, following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing it means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test, and which uses a different technique in chemical principal from that of the screen test in order to insure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)
- O. **Confirmation Retest:** for controlled substances it means a third analytical procedure to reconfirm the presence of a specific drug or metabolite. If the test result of the primary specimen is positive the driver may request that the MRO direct the split specimen be tested in any different DHHS certified laboratory for presence of the drug(s).
- P. **Consortium:** an entity, including a group or association of employers or contractors, that provides alcohol or controlled substance testing as required by federal regulations, or other U.S. Department of Transportation alcohol or controlled substances testing rules, and that acts on behalf of the employers.

- Q. **Controlled Substance:** has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedule 1-5 as they may be revised from time to time (21 C.F.R. Part 1308).
- R. **DHHS:** the Department of Health and Human Services or any designee of the Secretary, or the Department of Health and Human Services.
- S. **DOT Agency:** an agency (operating administration) of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing in accordance with 49 C.F.R. Part 40.
- T. **Driver:** any person who operates or maintains a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; part-time and temporary drivers; leased drivers and independent owner/operator contractors who are either directly employed by or under lease to the employer or who operate a commercial motor vehicle at the direction of or with the consent of the employer. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to the City for employment to drive a commercial motor vehicle.
- U. **Drug:** means any substance (other than alcohol) that is a controlled substance as defined in 49 C.F.R. Part 382 and 49 C.F.R. Part 40.
- V. **EBT (Evidential Breath Testing Device):** an EBT provided by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices."
- W. **Employer:** the City of Waconia acting through its City Administrator or a designee of the City Administrator.
- X. **Federal Law:** means the Omnibus Transportation Testing Act; the U.S. Department of Transportation regulations found at 49 C.F.R. Part 382; and all laws, regulations, and rules relating to the implementation of the provisions contained therein including, but not limited to, those found at 49 C.F.R., Part 40.
- Y. **Federal Motor Carrier Safety Administration (FMCSA):** Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.
- Z. **MRO (Medical Review Officer):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employers' drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result together with driver's medical history and any other relevant biomedical information.
- AA. **Performing (a safety-sensitive function):** a driver is performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- BB. Positive Test Result:** Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.
- CC. Reasonable Suspicion:** means that the City believes the appearance, behavior, speech, or body odors of a driver are indicative of the use of a controlled substance or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol use.
- DD. Refuse to submit** (to an alcohol or a controlled substances test) - **a driver:**
- A. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this part,
 - B. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy and federal regulation, or
 - C. Engages in conduct that clearly obstructs the testing process.
- EE. Safety-Sensitive Function:** any of the following:
- A. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the City; or
 - B. All time inspecting equipment as required by federal regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; or
 - C. All driving time which shall mean all time spent at the driving controls of a commercial motor vehicle in operation; or
 - D. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth, which shall mean a berth conforming to the requirements of federal regulations; or
 - E. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate a commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded; or
 - F. All time spent performing the driver requirements of the federal statutes related to accidents; or
 - G. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
- FF. Screening Test** (also known as **Initial Test**): in alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of

alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

GG. **State of Readiness:** a driver who is on call, ready to be dispatched to perform safety-sensitive functions while on duty.

HH. **Substance Abuse Professional:** means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

II. **Violation Rate:** the number of drivers found during random tests given pursuant to this policy and federal regulations to have an alcohol concentration of 0.04 or greater, plus the number of drivers who refuse a random test required by this policy and federal regulations, divided by the total reported number of drivers in the industry given random alcohol tests pursuant to this policy and federal regulations, plus the total reported number of drivers in the industry who refuse a random test required by this policy and federal regulations.

PROHIBITED CONDUCT

Conduct related to alcohol and controlled substances

- A. A driver tested under this policy and federal law who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform safety-sensitive functions, including driving a commercial motor vehicle. The driver shall not perform safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than twenty-four hours following administration of the test and the driver will not be compensated during the time off. The driver may use benefit hours during the absence if accrued and available.
- B. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater or while using any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substances does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- C. No driver shall report for duty, remain on duty, or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- D. The City, having actual knowledge that a driver has an alcohol concentration of 0.04 or greater and/or used a controlled substance, shall not permit the driver to perform or continue to perform safety-sensitive functions unless the use of the controlled substance is permitted pursuant to the written instruction of the physician

- E. No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol in any quantity.
- F. No driver shall use alcohol while performing safety-sensitive functions.
- G. A driver shall inform the driver's supervisor of any therapeutic drug use.
- H. The City, having actual knowledge that a driver is using alcohol while performing safety-sensitive functions or has tested positive for controlled substances, shall not permit the driver to perform or continue to perform safety-sensitive functions.
- I. No driver shall perform safety-sensitive functions within four hours after using alcohol.
- J. The City, having actual knowledge that a driver has used alcohol within four hours, shall not permit a driver to perform or continue to perform safety-sensitive functions.
- K. No driver required to take a post-accident alcohol test because of loss of human life or who receives a citation under state or local law for a moving traffic violation arising from an accident shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- L. No driver shall refuse to submit to a post-accident alcohol and/or controlled substance test, a random alcohol and/or controlled substance test, a reasonable suspicion alcohol and/or controlled substance test, or a follow-up alcohol and/or controlled substance test mandated by this policy and federal law.
- M. The City shall not permit a driver who refuses to submit to the mandated alcohol and/or controlled substance tests under this policy and federal law to perform or continue to perform safety-sensitive functions.

TYPES OF TESTS REQUIRED

PRE-EMPLOYMENT TESTING

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment-controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above and review the testing history if feasible before the employee first performs safety-sensitive functions for the city.

Beginning in 2020, an applicant must provide consent to the city, and successfully pass a full query of the Federal Motor Carrier Safety Administration’s Clearinghouse. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

POST-ACCIDENT TESTING

As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

<i>Type of Accident Involved</i>	Citation Issued to the DOT Covered CDL Driver	Test must be Performed by the City
<i>Human fatality</i>	Yes	Yes
	No	Yes
<i>Bodily injury with immediate medical treatment away from scene</i>	Yes	Yes
	No	No
<i>Disabling damage to any motor vehicle requiring tow away</i>	Yes	Yes
	No	No

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post – Accident Controlled Substance Testing

Drivers are required to submit a urine sample for post-accident-controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post- Accident Alcohol Testing

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

RANDOM TESTING

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to

the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2020, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

REASONABLE SUSPICION TESTING

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing, and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

RETURN-TO-DUTY TESTING

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

FOLLOW-UP TESTING

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been

administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

COST OF REQUIRED TESTING

The City will pay for the cost of pre-employment, post-accident, random, and reasonable substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

PROHIBITED CONDUCT

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

UNDER THE INFLUENCE OF ALCOHOL WHEN REPORTING FOR DUTY OR WHILE ON DUTY

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on vacation leave for hours missed from work.

ON DUTY USE OF ALCOHOL

No driver may use alcohol while performing safety-sensitive functions.

PRE-DUTY USE OF ALCOHOL

No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours, they are to notify their supervisors before performing any safety-sensitive functions.

ALCOHOL USE FOLLOWING AN ACCIDENT

No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCE TEST

No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment-controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

ALTERING OR ATTEMPTING TO ALTER A URINE SAMPLE OR BREATH TEST

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the

employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

CONTROLLED SUBSTANCE USE

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the city's workplace. The federal government still classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City.* Employees are still subject to being tested under our policies, as well as for being disciplined, suspended, or terminated after testing positive for cannabis while at work.

CONTROLLED SUBSTANCE TESTING

No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

SPECIMEN COLLECTION

SPECIMEN COLLECTION PROCEDURES

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

ALCOHOL TESTING

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva

screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”) at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver’s first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a “negative” test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver’s inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

CONTROLLED SUBSTANCE TESTING

The City will use a “split urine specimen” collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver’s privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or “primary,” and B, or “split”) with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide enough urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical

issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing enough urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

REVIEW OF TEST RESULTS

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second “B” container) tested at the driver’s expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee’s failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the test and there will be no adverse action taken against the employee or job applicant.

NOTIFICATION OF TEST RESULTS

EMPLOYEES

The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

RIGHT TO CONFIRMATORY RETEST

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver’s split specimen. Action required by federal regulation because of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

DILUTE SPECIMENTS

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

CONSEQUENCES FOR DRIVERS ENGAGING IN PROHIBITED CONDUCT

JOB APPLICANTS

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

EMPLOYEES

Drivers who are known to have engaged in prohibited behavior regarding alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- **Removal from Safety-Sensitive Functions**

No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home but be escorted to his or her home. The driver will then be placed on vacation, for hours missed from work.

- **Notification of Resources Available**

The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- **Discipline**

The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

- **Evaluation, and Return to Duty Testing**

Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

- **Follow-Up Testing**

If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

- **Refusal to test**

All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

- **Responsibility for Cost of Evaluation and Rehabilitation**

Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

- **Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse**

In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:

- ✓ A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- ✓ A negative DOT return-to-duty test result;
- ✓ The driver's refusal to submit to a DOT test for drug or alcohol use;
- ✓ Actual knowledge a driver has used alcohol or controlled substances, based on the employer's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse except as provided in § 382.121) of:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209;
 - Controlled substance use pursuant to § 382.213;
- ✓ Employers will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by a SAP.

LOSS OF CDL LICENSE FOR TRAFFIC VIOLATIONS IN COMMERCIAL AND PERSONAL VEHICLES

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

MAINTENANCE AND DISCLOSURE OF RECORDS

Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the city will be required to query and report to the agency's Commercial

Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

POLICY CONTACT FOR ADDITIONAL INFORMATION

If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact your immediate supervisor or Human Resources to obtain additional information.

GOOD FAITH EFFORT

The City of Waconia will make a continuing good faith effort to maintain a drug free workplace through the implementation of the City of Waconia Policy Implementing the Federal Omnibus Transportation Employee Testing Act and Related Regulations.²

² This policy implementing the Federal Omnibus Transportation Employee Testing Act is based upon the final federal regulations at the time of the adoption of this policy. Any revisions in the federal rules shall take precedence over this policy to the extent that the policy has not incorporated the revised rules.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Accepting Waterford 6th & 7th Addition Development Municipal Improvements					
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. 2024-271 Accepting Waterford 6th & 7th Addition Development Municipal Improvements							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City entered into development agreements with JMH Land Development Company, LLC for the developments known as Waterford 6th and 7th Additions. Municipal improvements such as roadways, sidewalks, and utilities were completed and signed off on by the City's inspector and engineer on December 5, 2024. The City is still holding the letters of credit for municipal improvements until a maintenance bond is received from the developer. The developer is required to provide a 2 year bond from their contractor for the work performed. Once the bond is received (which is anticipated to be soon), staff will release these letters of credit for municipal improvements. As part of the development agreements for these phases, the City Council is to accept the improvements. Upon acceptance, staff will determine the total valuation and add them to the asset listing for the City, These new municipal improvements will then be depreciated in value throughout their useful life. The City will continue to hold landscape letters of credit until these improvements are signed off on by the City's Public Services Department.							
<u>Attachments:</u> 1. Resolution No. 2024-271 Accepting Waterford 6th & 7th Addition Development Municipal Improvements							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-271**

**RESOLUTION ACCEPTING WATERFORD 6TH & 7TH ADDITION DEVELOPMENT
MUNICIPAL IMPROVEMENTS**

WHEREAS, the final municipal improvements have been completed and signed off on by the City's engineer for the Waterford 6th & 7th Addition developments; and

WHEREAS, the total asset valuation for the development's assets; including utilities, streets, and sidewalks will be determined and segregated by the City's engineer; and

WHEREAS, a two-year warranty bond from the developer's contractor is required prior to full release of the City's municipal improvement letters of credit.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby accepts the Waterford 6th & 7th Addition development municipal improvements.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approving Liquor License Applications Renewals					
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. 2024-272 Approving Liquor License Applications from February 1, 2025 through January 31, 2026							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Applications for liquor licenses have been submitted and reviewed for the establishments listed in the attached resolutions. Liquor licenses will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and 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, proof of payment of state and local taxes, approval by the State Department of Revenue and the Bureau of Criminal Apprehension. Attachments: 1. Resolution No. 2024-272 Approving Liquor License Applications 2. Liquor License List 02-01-2025 Thru 02-31-2026							
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. 2023-272**

RESOLUTION APPROVING LIQUOR LICENSE APPLICATIONS

WHEREAS, Applications for liquor license renewals have been received in the Office of the City Clerk for the following licenses:

On-Sale Intoxicating Liquor
On-Sale Sunday Liquor
Off-Sale Intoxicating Liquor
Club
Wine
On-Sale 3.2% Malt Liquor
Off-Sale 3.2% Malt Liquor
Micro-Distillery Cocktail
Micro-Distillery Off Sale

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves Liquor Licenses for the term February 1, 2025, through January 31, 2026, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, proof of payment of state and local taxes, approval by the State Liquor Control, the State Department of Revenue, and the BCA, and other conditions as noted above.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

LIQUOR LICENSES
February 1, 2025 - January 31, 2026

American Legion Post #150
Sunday Liquor
Club

J. Carver Distillery
Micro-Distillery Cocktail
Micro-Distillery Off Sale
Sunday Liquor

Bode Gray's
Sunday Liquor
On-Sale Intoxicating Liquor

MGM Liquor
Off-Sale Intoxicating Liquor

Chumly's
Sunday Liquor
On-Sale Intoxicating Liquor
Off-Sale Intoxicating Liquor

Kwik Trip, Inc #460
Off-Sale 3.2% Malt Liquor

Colony Plaza
Off-Sale Intoxicating Liquor

Kwik Trip, Inc. #1173
Off-Sale 3.2 Malt Liquor

D'Vinci's
Wine
On-Sale 3.2% Malt Liquor

New Perspective
Wine
On-Sale 3.2% Malt Liquor

Garage Bar & Bowl
Sunday Liquor
On-Sale Intoxicating Liquor
Off-Sale Intoxicating Liquor

Northwoods Entertainment
Sunday Liquor
On-Sale Intoxicating Liquor

Hopper's
Sunday Liquor
Sale Intoxicating Liquor
Off-Sale Intoxicating Liquor

Lola's Lake House
Sunday Liquor
On-Sale Intoxicating Liquor
Off-Sale Intoxicating Liquor

Iron Tap
Sunday Liquor
On-Sale Intoxicating Liquor
Off-Sale Intoxicating Liquor

Mackenthuns
Off-Sale 3.2% Malt Liquor

Pangea

Wine

On-Sale 3.2% Malt Liquor

El Loro

Sunday Liquor

On-Sale Intoxicating Liquor

The Saloon

Sunday Liquor

On-Sale Intoxicating Liquor

Off-Sale Intoxicating Liquor

Target

Off-Sale Intoxicating Liquor

Waconia Baseball Association

On-Sale Intoxicating Liquor

Waconia Brewing Co.

Tap Room

On Sale and Sunday

Waconia Liquors Inc.

Off-Sale Intoxicating Liquor



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024					
Item Name:	Approve 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. 2024-273 Approving Tobacco License Applications						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
<u>Attachments:</u> 1. Resolution No. 2024-273 Approving Tobacco License Applications 2. 2025 Tobacco License 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. 2024-273**

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, 2025, through January 31, 2026

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
2025 CIGARETTE LICENSES
FEBRUARY 1, 2025 THRU JANUARY 31, 2026**

Casey's (GKSS Radin LLC)
1303 Oak Avenue

Kwik Trip #1173
100 Sparrow Road

Chumly's
112 Main Street West

Mackenthun's Fine Foods
851 Marketplace Drive

Colony Plaza
140 West Highway 5

MGM (JDK Liquors)
825 Marketplace Drive

Holiday Station Store #467
10700 10th Street West

Waconia Smoke & Vape LLC
144 Depot Drive

Hopper's Bar
119 Olive Street South

Waconia Tobacco & Vape Inc.
236 1st Street

Kwik Trip #460
809 Vista Blvd

Walgreens
121 Depot Drive



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Application for an Exempt Permit from the Ridgeview Foundation to Conduct a Raffle on March 3, 2025					
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. 2024-274 Approving an Application for an Exempt Permit from the Ridgeview Foundation to Conduct a Raffle on March 3, 2025.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has received an application for an Exempt Permit from the Ridgeview Foundation to conduct a Raffle on March 3, 2025 at the Ridgeview Foundation, 4909 Maple Street Suite in Waconia.							
<u>Attachments:</u>							
1. Resolution No. 2024-274 Approving Application for Exempt Permit for Ridgeview Foundation to Conduct a Raffle							
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. 2024-274**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
RIDGEVIEW FOUNDATION TO CONDUCT A RAFFLE**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Ridgeview Foundation, 490 Maple Street South, Suite #110 in Waconia for Monday, March 3, 2025; and

WHEREAS, the Ridgeview Foundation requested this exempt permit in order to conduct a “Raffle” at the Ridgeview Foundation, 490 Maple Street South, Suite #110S in Waconia as stated on the application for said exempt permit; and

WHEREAS, 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.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Application for Exempt Permit for a Raffle to be conducted at the Ridgeview Foundation, 490 Maple Street South, Suite #110 in Waconia on March 3, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance, and proof of compliance with state and local requirements

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on February 1, 2025 and on March 21, 2025, Bingo and a Raffle.					
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. 2024-275 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct a Raffle on February 1, 2025.							
Adopt Resolution No. 2024-276 Approving an Application for an Exempt Permit from the Church of St. Joseph to Conduct Bingo and a Raffle on March 21, 2025							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City has received applications for Exempt Permits from the Church of St. Joseph to conduct a Raffle on February 1, 2025 and Bingo and a Raffle on March 21, 2025.							
Attachments:							
1. Resolution No. 2024-275 Approving Exempt Permit for St. Josephs Church Raffle 2. Resolution No. 2024-276 Approving Exempt Permit for St. Josephs Church for Bingo and Raffle							
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. 2024-275**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
CHURCH OF ST. JOSEPH TO CONDUCT A RAFFLE**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Church of St. Joseph, 41 East 1st Street in Waconia for Saturday, February 1, 2025; and

WHEREAS, the Church of St. Joseph requested this exempt permit in order to conduct a “Raffle” at the St. Joseph Education Center, 41 East 1st Street in Waconia as stated on the application for said exempt permit; and

WHEREAS, 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.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Application for Exempt Permit for a Raffle to be conducted at the St. Joseph Education Center, 41 East 1st Street in Waconia on February 1, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance, and proof of compliance with state and local requirements

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-276**

**RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT
CHURCH OF ST. JOSEPH TO CONDUCT BINGO AND A RAFFLE**

WHEREAS, an application for an Exempt Permit has been received in the Office of the City Administrator from the Church of St. Joseph, 41 East 1st Street in Waconia for Sunday, March 21, 2025; and

WHEREAS, the Church of St. Joseph requested this exempt permit in order to conduct Bingo and a “affle at the St. Joseph Education Center, 41 East 1st Street in Waconia as stated on the application for said exempt permit; and

WHERAS, 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.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Application for Exempt Permit for Bingo and a Raffle to be conducted at the St. Joseph Education Center, 41 East 1st Street in Waconia on March 21, 2025, contingent upon completion of all forms, payment of fees, receipt of certificate of insurance, and proof of compliance with state and local requirements

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approve Temporary On-Sale Liquor Licenses for the Church of St Joseph for February 2, 2025 and March 21, 2025.					
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. 2024-277 Approving Temporary On-Sale Liquor License for the Church of St. Joseph on February 2, 2025 Adopt Resolution No. 2024-278 Approving Temporary On-Sale Liquor License for the Church of St. Joseph on March 21, 2025							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City received two applications for temporary on-sale liquor licenses from Church of St. Joseph for events to be held on February 1, 2025 and March 21, 2025. Sale and consumption of alcoholic beverages will be limited to the Education Center Commons and Gymnasium at 41 East First Street Staff recommends approval of this request.							
Attachments:							
1. Resolution No. 2024-277 Approving Temporary On-Sale Liquor License Event on February 1, 2025 2. Resolution No. 2024-278 Approving Temporary On-Sale Liquor License on March 21, 2025							
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. 2024-277**

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

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Church of St Joseph at 41 1st Street for an event to held on February 1, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Church of St Joseph on February 1, 2025, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

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

Nicole Waldron, Acting Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-278**

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

WHEREAS, An application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Church of St Joseph at 41 1st Street for an event to held on March 21, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Church of St Joseph on March 21, 2025, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and local requirements.

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

Nicole Waldron, Acting Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Approve a Special Event Permit - Polar Plunge					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)							
Adopt Resolution No. 2024-279 Approving a Polar Plunge Special Event Permit							
EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)							
The Special Olympics Polar Plunge has submitted a Special Event Permit application for the event scheduled for February 8, 2025. The event has relocated from Lake Waconia Regional Park to the area around Lola's Lakehouse. The plunge location will be on the ice adjacent to Lola's Lakehouse. Event organizers are submitting a special event permit for street closure on Oak Street North, between Lake Street North to the shoreline of Lake Waconia. Organizers expect approximately 500 plungers and 100 spectators. The closure of Oak Street North is requested from Thursday, February 8th through Monday, February 12th to allow for the erection of a 20 x 100 heated tent that will be utilized for a changing area for plunge participants. Additionally portable restrooms will be placed on the street as well. The applicant shall submit a traffic control plan developed by a certified vendor showing signage and barricade placement. Staff has reviewed the application and site plan submitted and are requesting that a minimum of a 10' lane width be maintained on the west side of Oak Street North so that the residential properties can access their properties and to allow for emergency vehicle access to the homes and hydrant locations. Another condition requested by staff is that when encumbered by tent structure, street barricades, and portable toilets, will change how snow removal is addressed. The encumbrance would require smaller equipment and a different operational approach. It is recommended that the condition placed on the permit is that any snow removal effort that is above and beyond normal effort shall be billed at the applicable rates identified in the City fee schedule.							
Attachments:							
1. Resolution No. 2024-279 Approving Special Event Permit and Temporary Noise Permit 2. Special Event Permit Application 3. Polar Plunge Site Diagram 4. Warning Lights Closure Layout							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
X Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2024-279**

**RESOLUTION APPROVING SPECIAL EVENT AND TEMPORARY NOISE PERMIT
SPECIAL OLYMPICS POLAR PLUNGE**

WHEREAS, the City of Waconia has received permit application for a special event to occur on municipal streets, parks, and trails submitted by Catherine Jensen and the Special Olympics of Minnesota; and

WHEREAS, the Polar Plunge event will occur on February 8th from 8:00 a.m. to 4:00 p.m. with amplified sound utilized for music and announcements that exceed the City's noise restrictions; and

WHEREAS, municipal property to be used on Thursday, February 6th through February 10th include the 100 block of Oak Street North; and

WHEREAS, the applicant shall furnish a traffic control plan for the closed street from a certified vendor depicting at a minimum of a 10 foot travel lane on the west side of Oak Street North; and

WHEREAS, the encumbered street will require a different level of operational service in the event of snow and ice control operations for which the applicant shall be billed for time and vehicle service above and beyond the normal course of service needs; and

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

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

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk



SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

TIMING FOR APPLICATION SUBMISSION

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

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

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

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

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

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- ☐ Amplified Sound to be used – COMPLETE SECTION 3 (B)
- ☒ Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- ☐ Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL’S OFFICE IF REQUIRED
- ☒ Tents or other membrane structures to be erected as part of the event
- ☐ Fireworks Display as part of the event

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

Section 2. REQUIRED LICENSE INFORMATION – complete every question				
A. Information about who is completing and submitting this application				
1. First Name Catherine		2. Last Name Jensen		
3. Primary Telephone Number 763-270-7138	4. Type of Phone: ☐ Cell ☒ Business ☐ Home ☐ Other	5. Alternate Phone Number 507-217-6620	6. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	
7. Email Address catherine.jensen@somn.org				
8. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☒ Other Event Manager		
B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT				
10. First Name		11. Last Name		
12. Primary Telephone Number	13. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other	
16. Email Address		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other		
C. Mailing Address Information				
18. Name of organization or individual to whom correspondence should be sent about this permit Special Olympics Minnesota / Attn: Polar Plunge or Catherine Jensen				
19. Email Address catherine.jensen@somn.org				
20. Mailing Address 900 2nd Ave S, Ste 300		21. City Minneapolis	22. State MN	23. Zip Code 55402
24. Please send official notices relating to this license to: ☐ Mailing Address ☒ Email				
D. License Holder Information				
Provide information about who this license will be issued to				
25. Entity license will be issued to Special Olympics Minnesota				
26. Business Federal Tax ID Number/Tax Exempt Number 41 - 1228157		27. Business State Tax ID Number 6438036		
28. Business Address 900 2nd Ave S, Ste 300		29. City Minneapolis	30. State MN	31. Zip Code 55402
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Polar Plunge				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 2/8/2025				
34. Time of Event 12 pm		35. Set up start time and clean up finish time 8 am - 4 pm		

36. Location of Event –Street Address 318 E Lake St	37. City Waconia	38. State MN	39. Zip Code 55387
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) <i>***A detailed diagram of the site plan is also required to be submitted</i>			
We will be using the street next to Lola's Lakehouse (Oak Street North) to set up a changing tent for pa			
41. Is your event in a City park? ☐ Yes ☒ No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- 500	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any \$75 donation to plunge	46. Purpose of event proceeds (if applicable) raise \$ and awareness for Special Olympics Minnesota		
47. Describe how attendance will be monitored and limited if necessary we monitor the number of registered plungers on our website plungemn.org/events/waconia/ . We estimate there will be an additional 100 people on site as spectators to watch the plunging.			
48. Describe any entertainment being provided We will have an entertainment company on site to play music and be our emcee for the duration of the event (11:30 am - 1:30 pm)			

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

No additional food/beverage will be on site, participants are encouraged to support Lola's Lakehouse during/after the event.

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

Carver County Sheriff's office partners with us for this event, so they will be on site and coordinating with any other EMS needed.

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

51. Will you be providing additional trash receptacles?

☒

Yes

Company providing this service: Republic Services

Number of receptacles: 10 yd dumpster

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

We will have a dumpster on site from Friday - Monday and are great about having the

☐

No

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

52. Will you be providing toilets and wash stations?

☒

Yes

Company providing this service: OnSite

Number of toilets: 4

Number of wash stations: 1

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

The biffs will be on site Friday - Monday.

☐

No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ☐ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☒ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

I have talked to Ethan Nelson about sound previously and he has said we do not need an amplified sound permit.

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- ☐ Yes, for a very limited duration less than 15 minutes
- ☒ Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- ☐ No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

intended closure would be of Oak Street North for Thursday 2/6 - Monday 2/10. We have been on site and measured the tent placement - the tent will stop before the resident driveways, so they should have no issues going in and out, but we would want to limit the street use to anyone but those residents. The tent will not block access to the fire hydrant at the end of the street. We are also planning to send out a notification to surrounding neighbors, inviting them to the event and letting them know that the Plunge is coming!

57. Are you proposing a street closure that will impact residential properties?

- ☒ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure
- ☐ No

58. Are you proposing a street closure that will impact commercial properties?

- ☒ Yes
 - ☐ No
- If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

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

☐ Yes – if yes, please answer the following questions

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

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

☐ Temporary Liquor License (requires a separate application)

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

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

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

☐ Other

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

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

☐ Yes

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

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

☐ Club

☐ Charitable Organization

☐ Religious Organization

☐ Non-Profit Organization

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

State University

☐ Brewer or Microdistillery

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

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

☐ Yes

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

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

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

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

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

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

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

☐ Yes

☐ No

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

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

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

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

☒ Yes

☐ No

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

This has already been submitted to Ethan Nelson

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

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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

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

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

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

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

I, (print name) Catherine Jensen, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant Catherine Jensen Date 11/11/2024

Tents

Plunge Hole

Bear

Snow Fencing

Small Bleachers

Tent Doors

Power

Dumpster

Restrooms

Tunnel

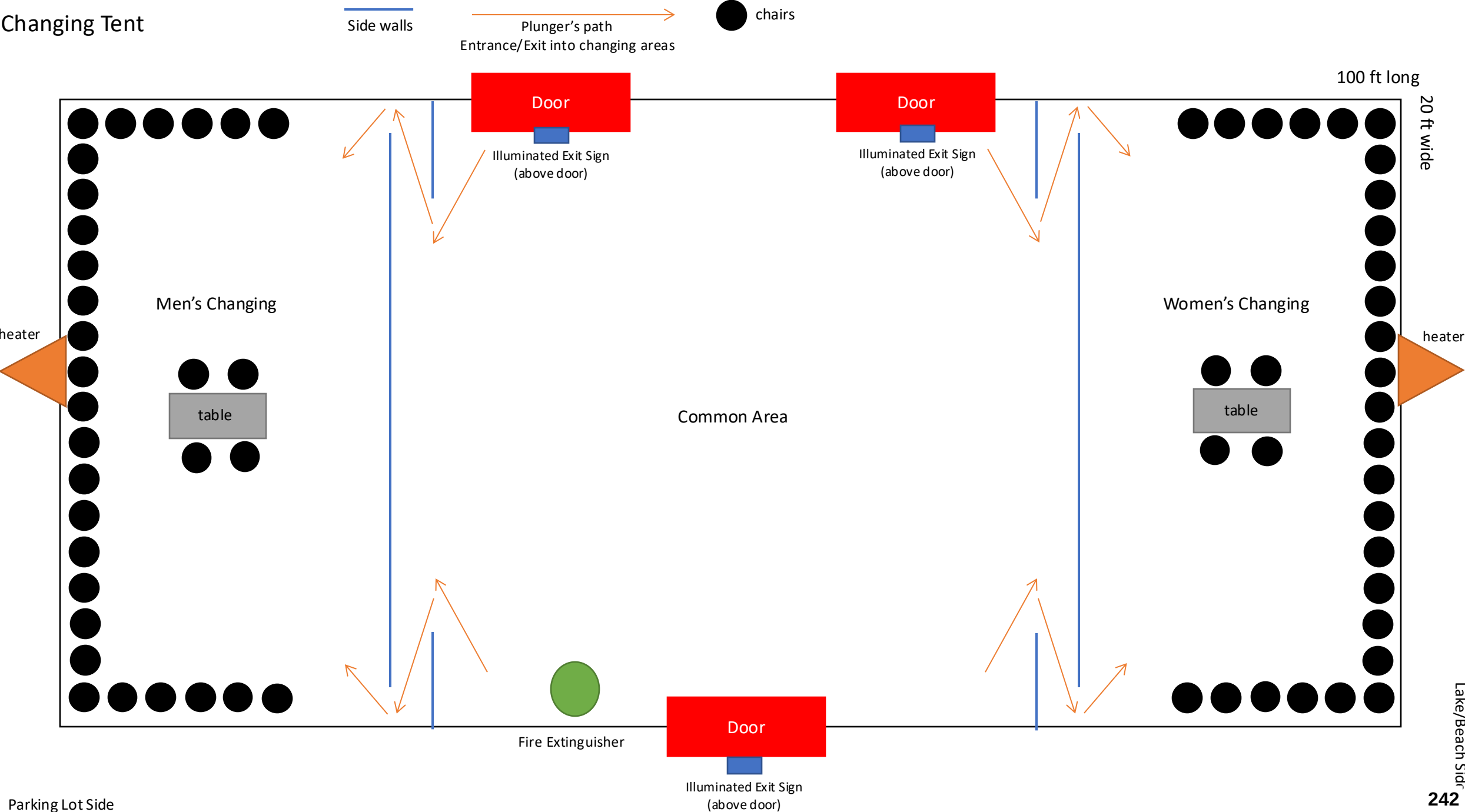
Shuttle drop off / pick-up

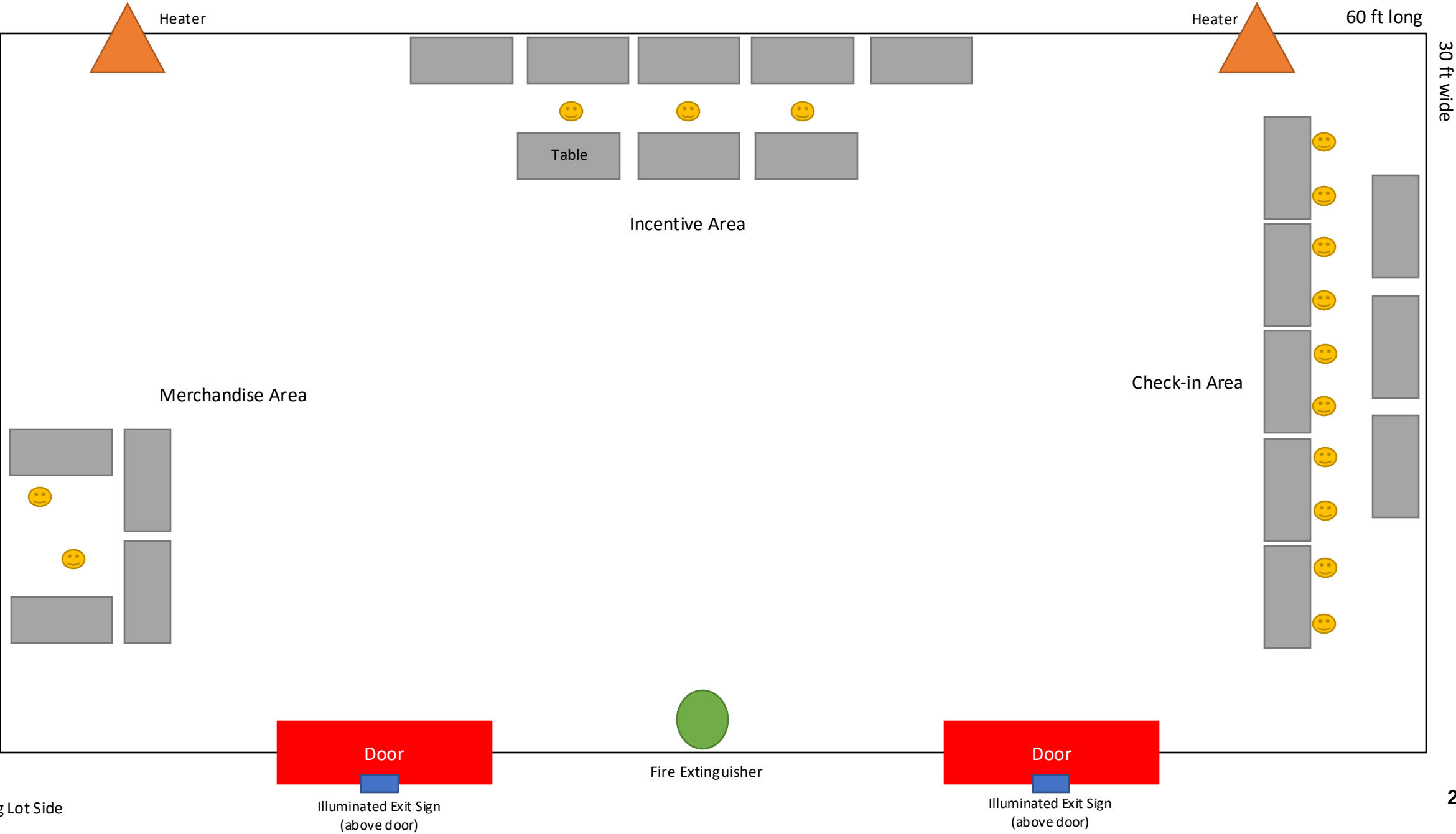
Fire hydrant

Sheriff's Office 38' Trailer



Changing Tent







Special Olympics MN:
Waconia Polar Plunge 2025
Thursday 2/6-Monday 2/10

- WL to deliver in place by end of day Tuesday
- Customer to setup and takedown as needed
- Saturday: Main event
- WL to pick up Tuesday following

Equipment List

- 1- Road Closed for Event Date / Time
- 6- Type III Barricades
- 1- Road Closed
- 1- Road Closed to Thru Traffic
- 1- Residential Access Only
- 1- Parade Boards
- 15- Pedestrian Barricades (7ft)
- 5- Portable Delineators





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Use of Ice Arena Municipal Lot for Hockey Fights Cancer Event					
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. 2023-280 Approving Use of Parking Lot for Blue Line Club Hockey Fights Cancer Event							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Boy's Blue Line Club, a local club that helps run events and pay for items for the boy's hockey team, and the Waconia Ice Arena are requesting to host a Hockey Fight's Cancer event on January 11, 2025 in honor of a recent Waconia graduate. The event takes place in the ice arena and they plan to have mobile food and coffee trucks outside the rink in the public parking lot for this event. The Blue Line Club is requesting use of the public parking lot for mobile food and coffee trucks during the hours of 9:00 a.m. to 5:00 p.m. for this event. Attachments: 1. Resolution No. 2024-280 Approving Use of Ice Arena Parking Lot for Benefit 2. Ice Arena Food Truck Location Map							
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. 2024-280**

**RESOLUTION APPROVING USE OF ICE ARENA
PARKING LOT FOR
BLUE LINE CLUB BENEFIT**

WHEREAS, a request to use the parking lot has been submitted by the Waconia Ice Arena and Boy's Blue Line Club for a Hockey Fights Cancer benefit on January 11, 2025 between the hours of 9:00 am and 5:00 pm.; and

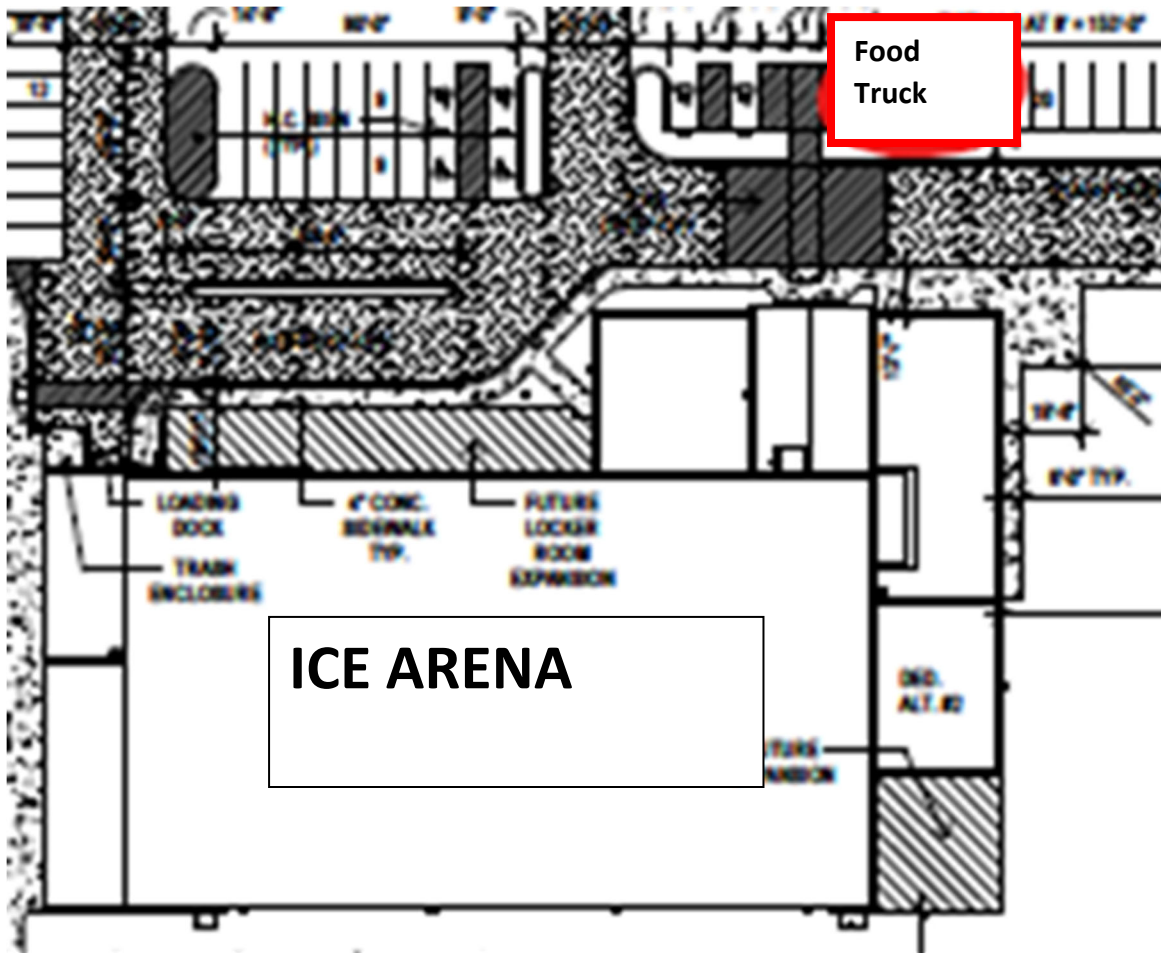
WHEREAS, said groups are requesting food trucks be allowed to be present at this event; and.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the use of parking lot request.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024					
Item Name:	New Firefighter Oath and Badge Pinning					
Originating Department:	Fire					
Presented by:	Jackie Schulze					
Previous Council Action (if any):	May 6, 2024: Approving Probationary Firefighter to Active Status (Erik Olson) December 16, 2024: Approving Probationary Firefighter to Active Status (Mike Mawdsley)					
Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Public swearing in and badge pinning of Firefighters Mike Mawdsley and Erik Olson						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Firefighters Mike Mawdsley and Erik Olson have both moved from probationary to active status in 2024. We request that Mayor Waldron swear in Mike Mawdsley and Erik Olson and allow their person(s) of choice to pin their badges and formally welcome them as active members of the Waconia Fire Department.						
<u>Attachments:</u>						
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			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Approving Final Tax Levy Collectible in 2025
Originating Department:	Finance
Presented by:	Nicole Meyer

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 No. 2024-281 Approving the Final Tax Levy Collectable in 2025

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

The City Council has conducted numerous budget work sessions and held a public information meeting on Monday, December 2, 2024 to address the proposed 2025 levy as part of the budgeting process. The attached resolution reflects the proposed final 2025 levy to be certified.

A snapshot of the financial model identifies the estimated impact on the 2025 City tax rate and estimates the final impact to an average valued home. With the final proposed levy, the City's tax rate will increase from 44.778% to approximately 47.622%. The total final tax levy collectable in 2025 is \$13,012,694.

Finance staff will provide a summary presentation of the 2024 levy and budget at the meeting.

Attachments:

1. [Resolution No. 2024-281 Approving the Final Tax Levy Collectible in 2025](#)
2. [Financial Model Updated 12-11-2024](#)

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 NO. 2024-281**

**RESOLUTION APPROVING THE FINAL TAX LEVY
COLLECTIBLE IN 2025**

BE IT RESOLVED, by the City Council, of the City of Waconia, County of Carver, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2025 upon the taxable property in said City of Waconia for the following purposes:

GENERAL LEVY:

General Fund	\$8,881,784
(Not including Local Government Aid (LGA) as determined by the Minnesota Department of Revenue)	
General Fund - Economic Development	\$40,000

SPECIAL LEVIES:

2015C Improvement-Public Works (Refunded 2007C)	\$393,300
2019A Improvement-City Hall (Refunded 2010A)	\$226,250
2015A Improvement-1 st St W/2 nd St W/Vine St/Maple St & Highway 5	\$469,023
2016A Improvement-5 th St W/Maple St/Cherry St	\$231,479
2016 Lease –Construction of Baseball Grandstand	\$ 96,284
2017A Improvement-County Road 110/Community Dr/94 th St	\$581,428
2018A Improvement-2 nd St W/Cedar St	\$ 97,271
2019A Improvement-Waconia Parkway/Walnut St/Equipment Cert	\$ 30,200
2020A Improvement-Main St/Walnut St/3 rd St	\$171,098
2021A Improvement-Waconia Parkway South/East Frontage Road	\$305,865
2022A Improvement-3 rd /Maple St/Fire Station Construction	\$803,117
2023A Improvement-Main/Olive Street-Core Downtown Phase 1	\$325,955
2024A Improvement-Main/Olive Street-Core Downtown Phase 2	\$359,640

TOTAL 2025 PRELIMINARY LEVY	\$13,012,694
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The City Treasurer is hereby authorized to transmit a certified copy of this Resolution to the County Auditor of Carver County, Minnesota.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

WACONIA FINANCIAL MANAGEMENT PLAN
Updated: 12/11/2024

GENERAL FUND	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Forecast	2027 Forecast	2028 Forecast
REVENUE							
GENERAL PROPERTY TAX LEVY	6,004,232	6,490,575	7,808,162	8,881,784	9,459,100	9,932,055	10,428,657
Potential for Uncollectible Taxes	(20,563)	(13,873)	(78,082)	(88,818)	(94,591)	(99,321)	(104,287)
ECONOMIC DEVELOPMENT TAX LEVY	-	-	35,000	40,000	50,000	50,000	100,000
LOCAL GOVERNMENT AID (LGA)	9,282	-	-	-	-	-	-
TRANSFERS IN - ENTERPRISE & PEG & PIR DEBT	242,202	271,944	317,200	376,800	388,104	399,747	411,740
ADMINISTRATION, FINANCE, & TECH	1,278,323	852,216	728,321	730,816	752,740	775,323	798,582
PLANNING & INSPECTIONS	1,665,505	1,090,425	702,800	877,800	886,578	895,444	904,398
CENTRAL FACILITIES	73,512	81,302	90,972	83,123	85,617	88,185	90,831
FIRE	112,314	285,703	291,910	382,000	393,460	405,264	417,422
LAW ENFORCEMENT	171,270	171,274	295,455	302,881	311,967	321,326	330,966
STREETS	226,360	312,638	215,306	285,763	294,336	303,166	312,261
PARKS	17,035	23,781	8,700	12,200	12,566	12,943	13,331
RECREATION	9,779	9,313	9,800	9,800	10,094	10,397	10,709
TOTAL REVENUE	9,789,251	9,575,298	10,425,544	11,894,149	12,549,971	13,094,529	13,714,611
	7.3%	-2.2%	17.1%	14.1%	5.5%	4.3%	4.7%
EXPENDITURES							
ADMINISTRATION, FINANCE, & TECH	1,753,301	1,928,973	2,211,525	2,552,430	2,654,527	2,760,708	2,871,137
PLANNING & INSPECTIONS	1,030,907	771,485	719,681	817,275	849,966	883,965	919,323
FIRE	597,052	754,003	885,009	988,699	1,028,247	1,069,377	1,112,152
LAW ENFORCEMENT & COMMUNITY SAFETY	952,489	1,059,386	1,299,148	1,500,766	1,560,797	1,623,229	1,688,158
STREETS	1,556,707	1,731,741	2,139,008	2,080,085	2,163,288	2,249,820	2,339,813
PARKS	779,120	934,137	1,115,217	1,215,023	1,263,624	1,314,169	1,366,736
RECREATION	19,225	68,220	81,633	94,800	98,592	102,536	106,637
CENTRAL FACILITIES	307,956	326,556	408,375	470,324	489,137	508,702	529,051
ECONOMIC DEVELOPMENT	-	-	30,000	30,000	31,200	32,448	33,746
TRANSFERS OUT - Debt Service Tax Abatement	416,407	447,825	464,475	447,825	152,442	152,442	152,442
TRANSFERS OUT- Capital Equipment Support	300,000	325,000	440,000	650,000	700,000	750,000	900,000
TRANSFERS OUT- Safari Island Support	322,710	190,000	176,000	176,000	176,000	176,000	176,000
TRANSFERS OUT - Arena Support	530,000	530,000	543,800	543,800	543,800	543,800	164,050
TRANSFERS OUT - PIR Capital Support	589,000	535,000	425,000	545,000	600,000	700,000	900,000
TOTAL EXPENDITURES	9,154,874	9,602,327	10,938,871	12,112,027	12,311,620	12,867,195	13,259,244
Operating % Change	11.9%	4.9%	13.5%	10.7%	1.6%	4.5%	3.0%
INCREASE(DECREASE) IN FUND BALANCE	634,377	(27,029)	(513,327)	(217,878)	238,351	227,334	455,367
EFFECT on Fund Balance							
Fund Balance - January 1	4,024,600	4,658,977	4,631,948	4,118,621	3,900,743	4,139,094	4,366,427
Budgeted Increase(Decrease)	634,377	(27,029)	(513,327)	(217,878)	238,351	227,334	455,367
Projected Fund Balance - December 31	4,658,977	4,631,948	4,118,621	3,900,743	4,139,094	4,366,427	4,821,794
% of Operating	67%	61%	46%	40%	41%	42%	44%
GENERAL OPERATING LEVY	6,004,232	6,490,575	7,843,162	8,921,784	9,509,100	9,982,055	10,528,657
% Change	2.0%	8.1%	20.8%	13.8%	6.6%	5.0%	5.5%
SPECIAL DEBT LEVY	3,021,026	3,732,515	3,801,394	4,090,910	3,535,908	3,232,001	2,477,988
% Change	12.5%	19.1%	1.8%	7.1%	-15.7%	-9.4%	-30.4%
SPECIAL LEVY FOR INFRASTRUCTURE/EQUIPMENT	0	0	0	0	562,247	1,171,126	1,833,977
PROPOSED OVERALL TAX LEVY	9,025,258	10,223,089	11,644,556	13,012,694	13,607,255	14,385,181	14,840,622
LESS FISCAL DISPARITIES	1,055,102	990,589	918,979	1,121,794	1,121,794	1,121,794	1,121,794
NET LEVY TO TAXPAYERS	7,970,156	9,232,500	10,725,577	11,890,900	12,485,461	13,263,387	13,718,828
Overall Levy % Change	5.63%	15.84%	16.17%	10.86%	5.00%	6.23%	3.43%
TAXABLE MARKET VALUE	1,670,262,400	2,130,609,500	2,269,764,200	2,365,430,200	2,446,109,518	2,496,288,738	2,538,665,221
Change in Market Value	4.70%	21.61%	6.13%	4.04%	3.30%	2.01%	1.67%
EXISTING TAX CAPACITY	19,157,926	24,264,958	26,048,540	27,412,253	28,508,743	29,364,005	30,244,926
MWF/Cherry Street TIF Capacity reduction	177,980	162,252	190,419	259,328	100,000	100,000	100,000
TAX CAPACITY Revisions from MV Changes	-1,712,816	-1,748,340	-1,905,276	-2,183,382	-2,270,717	-2,338,839	-2,409,004
NET TOTAL TAX CAPACITY	17,267,130	22,354,366	23,952,845	24,969,543	26,138,026	26,925,167	27,716,246
Tax Capacity Change	4.50%	29.46%	7.15%	4.24%	4.68%	3.01%	2.94%
TAX RATE ON TAX CAPACITY	46.158%	41.301%	44.778%	47.622%	47.767%	49.260%	49.497%
TAX RATE % CHANGE	0.49%	-4.86%	3.48%	2.84%	0.15%	1.49%	0.24%
Average Valued Home	\$ 334,400	\$ 418,500	\$ 426,000	\$ 430,700	\$ 447,928	\$ 461,366	\$ 475,207
Average Valued Home with Market Value Exclusion	\$ 327,300	\$ 418,500	\$ 426,000	\$ 422,913	\$ 447,928	\$ 461,366	\$ 475,207
Estimated Annual City Portion of Tax Bill	\$ 1,510.75	\$ 1,728.43	\$ 1,907.54	\$ 2,013.98	\$ 2,139.64	\$ 2,272.70	\$ 2,352.15
Amount Increase or (Decrease)	\$ 98.81	\$ 217.68	\$ 179.11	\$ 106.44	\$ 125.66	\$ 133.06	\$ 79.45
Percent Increase or (Decrease)	7.00%	14.41%	10.36%	5.58%	6.24%	6.22%	3.50%



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Adopting the 2025 Final Budget					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
Previous Council Action (if any):							
Item Type (X only one):		Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-282 Adopting 2025 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council has conducted numerous budget work sessions and held a public information meeting to address the proposed 2025 budgets for all City funds as part of the budgeting process. The attached resolution reflects the proposed final 2025 summary budget of revenues and expenditures. The entire 2025 budget with all line-item details is available on the City's website www.waconia.org and a copy is displayed in the front lobby of City Hall at all times.							
Attachments:							
1. Resolution No. 2024-282 Adopting 2025 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds 2. 2025 All Funds Budget Summary Report Updated 12-11-2024							
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. 2024-282**

**RESOLUTION ADOPTING 2025 BUDGET FOR ALL GENERAL, ENTERPRISE,
SPECIAL REVENUE, CAPITAL PROJECT, AND DEBT SERVICE FUNDS**

WHEREAS, the 2025 budget for all City funds has been prepared in the manner prescribed by the Governmental Accounting Standards Board (GASB); and

WHEREAS, Exhibit A is the 2025 Summary Budget for all City funds; and

WHEREAS, additional budget detail is available at Waconia City Hall and on the City's website www.waconia.org ; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby adopts the 2025 budgets for all City funds including General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds.

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

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

Exhibit A



2025 Operating Budget Summary

By Division, Revenues vs Expenditures

All Funds

			Expenses	Revenues	Net
Administrative Services	Administration	101-411 Administration	(955,140)	9,435,882	8,480,742
	Central Facilities	101-445 Central Facilities	(470,324)	83,123	(387,201)
	Finance	101-412 Finance	(839,113)	87,900	(751,213)
	Technology	101-413 Technology	(758,177)	0	(758,177)
	Total Administrative Services		(3,022,754)	9,606,905	6,584,151
Community Development	Building Inspections	101-425 Building Inspections	(277,500)	862,000	584,500
	Economic Development	101-415 Economic Development	(30,000)	40,000	10,000
		202-415 Revolving Loan	(6,750)	41,076	34,326
	Planning	101-416 Planning	(539,775)	15,800	(523,975)
	Total Community Development		(854,025)	958,876	104,851
Culture & Recreation	Recreation - General	101-443 Recreation	(94,800)	9,800	(85,000)
	Recreation - Ice Arena	678-443 Ice Arena	(696,445)	649,250	(47,195)
	Recreation - Safari Island	231-443 Safari Island	(1,384,889)	1,386,451	1,562
	Total Culture & Recreation		(2,176,134)	2,045,501	(130,633)
Non-Departmental	Non Departmental	101-000 Transfers	(2,362,625)	376,800	(1,985,825)
		103-000 PIR	(11,746,400)	8,881,000	(2,865,400)
		105-000 Capital Equipment	(1,458,000)	1,250,000	(208,000)
		107-000 PEG		4,300	4,300
		301-000 2016 Lease Agreement - Grandstand	(135,908)	116,584	(19,324)
		303-000 PIR Debt	(390,425)	394,400	3,975
		304-000 2014A GO Bond	(153,000)	350	(152,650)
		305-000 2015A GO Bond	(676,175)	680,517	4,342
		306-000 2016A GO Bond	(544,300)	519,045	(25,255)
		307-000 2017A GO Bond	(882,850)	583,928	(298,922)
		308-000 2018A GO Bond	(116,700)	112,771	(3,929)
		309-000 2019A GO Bond	(288,950)	272,550	(16,400)
		310-000 2020A GO Bond	(324,950)	313,898	(11,052)
		311-000 2021A GO Bond	(369,275)	383,340	14,065
		312-000 2022A GO Bond	(880,625)	882,717	2,092
		313-000 2023A GO Bond	(357,425)	354,900	(2,525)
		314-000 2024A GO Bond	(157,246)	412,360	255,114
		378-000 Ice Arena Debt	(430,049)	405,000	(25,049)
		410-000 TIF 1 Workforce Housing	(295)	300	5
		411-000 TIF 2 Auburn Meadows	(176,275)	196,000	19,725
		412-000 TIF 3 Cherry Street	(295)	0	(295)
		413-000 TIF 4 Pine Business Park	(295)	0	(295)
		414-000 TIF 5 Olive South	(21,775)	23,600	1,825
		415-000 TIF 6 Olive & 2nd Street	(295)	300	5

2025 Operating Budget Summary

By Division, Revenues vs Expenditures

All Funds

			Expenses	Revenues	Net
		420-000 Clearwater Shores HIA	(6,001)	39,790	33,789
		701-000 Lodging Tax	(36,300)	36,300	
		Total Non-Departmental	(21,516,434)	16,240,750	(5,275,684)
Public Safety	Community Safety	101-427 Community Safety	(900)	0	(900)
	Fire	101-423 Fire Dept	(988,699)	382,000	(606,699)
	Law Enforcement	101-421 Law Enforcement	(1,499,866)	302,881	(1,196,985)
		Total Public Safety	(2,489,465)	684,881	(1,804,584)
Public Services	Public Services-Parks	101-441 Parks	(1,215,023)	12,200	(1,202,823)
		210-441 Park Dedication		1,000	1,000
	Public Services-Streets	101-431 Streets	(2,080,085)	285,763	(1,794,322)
	Utilities-Sewer	602-433 Utilities-Sewer	(6,100,237)	5,579,503	(520,734)
	Utilities-Stormwater	655-433 Utilities-Storm Water	(4,528,768)	3,039,424	(1,489,344)
	Utilities-Streetlights	668-433 Utilities-Streetlights	(315,933)	311,900	(4,033)
	Utilities-Water	601-433 Utilities - Water	(7,169,305)	5,300,285	(1,869,020)
		Total Public Services	(21,409,350)	14,530,075	(6,879,275)
		Total	(51,468,163)	44,066,988	(7,401,175)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Site Plan & Design Review - Tractor Supply Co. - 880 Marketplace Drive
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 No. 2024-283 approving the Site Plan & Design Review application for the proposed Tractor Supply Company proposed to be located at 880 Marketplace Drive.

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

BACKGROUND

Applicant: David Soto

Owner: Atwater Waconia MN LLC

Addresses: 870, 880, & 910 Marketplace Drive

PIDs#: 755040100, 755040090, & 755040080

Zoning: B-1, Highway Business District

Design District: Highway District

REQUEST

The applicant, David Soto, has submitted an application for Site Plan & Design Review to construct a 21,930 square foot Tractor Supply Company building on the subject properties identified above.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 - District Regulations, Subd. 2.F - B-1, Highway Business District
2. Section 900.06 - Supplementary Regulations, Subd. 9 - Architectural Design Standards
3. Section 900.07 - Landscaping and Fencing
4. Section 900.08 - Performance Standards
5. Section 900.09 - Off-Street Parking, Loading, and Access Regulations
6. Section 900.10 - Sign Regulations
7. Section 900.12 - Administration, Enforcement and Procedures
 - a. Subdivision 10. - Site Plan Review

SITE PLAN REVIEW

City Ordinance requires Site Plan Review “*in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.*” City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.

ZONING

The property is zoned B-1, Highway Business District which allows rural retail use as a permitted use with special restrictions subject to the following:

1. Outdoor storage and display of new merchandise without screening shall be permitted along the storefront, adjacent to the building, and in other areas designated on a site plan approved by the City Council that are not within drainage and utility easement areas;
2. Outdoor storage and display of rental equipment shall be permitted without screening in areas designated on a site plan approved by the City Council that are not within drainage and utility easement areas;

3. A moveable loading dock may satisfy loading berth requirements and (i) shall not require screening while in use and (ii) shall be considered screened if stored in the rear of the building and outside the drive aisle when not in use; and
4. Tubed aluminum or black vinyl chain link fencing up to 12 feet in height is permitted when used for outdoor storage and display areas immediately adjacent to the retail building.
5. Except as expressly allowed by the proceeding provisions, no outdoor storage is allowed.

LOT REQUIREMENTS

The subject properties are located in the B-1, Highway Business District. Section 900.05, Subd. 2.F of the City Ordinance states “The purpose of this district is to provide for an appropriate range of businesses that will be utilized by area residents as well as vehicular traffic generated from the surrounding area.” The Lot Requirements for the Highway Business District are indicated in Table 1-1 below.

Table 1-1.	B-1 - Lot Requirements	Proposed/Existing
Lot Area	17,500 sq. ft. min.	188,179 sq. ft./4.3 acres
Lot Width	100 ft. min.	Conforming
Maximum Hardcover Surface	80% max.	69.99%
Maximum Principal Structure Height	35 ft. max.	32 ft. 8 inches*
Front Yard Setback	25 ft. min.	288.78 ft.
Side Yard Setback - Street	20 ft. min.	54.89 ft./168.71 ft.
Rear Yard Setback	20 ft. min.	64.5 ft.

*Building height measured to the top of the roof peak

The structure setbacks, building height, and hardcover surface requirements stated above have been satisfied based on a review of the Site Development Plan– C102 dated November 26, 2024 and the Exterior Elevations – A2 dated November 21, 2024.

Based on staff review the proposed project meets all hardcover, structure height, and setbacks required in the zoning district.

SCREENING OF EQUIPMENT

The proposed plans do not indicate any mechanical equipment. Any future mechanical, rooftop or ground mounted, are required to be screened from view.

OFF-STREET PARKING

The off-street parking requirements for retail sales are as follows: Four (4) spaces for each 1,000 square feet of gross floor space, less storage space.

Building Area = 21,930 sq. ft.- 4,464 storage space = 17,466 square feet of retail floor space
 $17,466 \text{ sq. ft.} / 1,000 = 17.47 \times 4 = 69.84 \text{ spaces required/or } 70 \text{ spaces required}$

The applicant is proposing 71 total parking spaces, which conforms to City Code requirements.

LANDSCAPING

Section 900.07, Subd. 2.B of the City Ordinance requires one (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.

The site perimeter is greater than the total building floor area calculation, which requires 34.9/35 trees. In addition the City Code requires additional plantings for properties located on Highway 5. The standard is stated below and this is in addition to the typical requirements.

Additional plantings shall be required for properties fronting on State Highway #5. The following will be required for every 40 feet of frontage along Highway #5:

- a. One (1) three-inch minimum deciduous tree, or*
- b. One (1) eight-foot minimum coniferous tree*

The plans accurately reflect the required number of trees with the correct Highway 5 oversizing stated above. The total number of trees to be planted is 49, which conforms to City Code requirements.

SIGNS

The applicant has included concept signage as shown on Exhibit J. All signage shall require a permit through the City and shall conform to Section 900.10.

Section 900.10 prohibits pylon signs in all districts. If the applicant intends to install freestanding signage in the area identified it shall be consistent with rules and regulations identified in for the B-1 and B-4 Districts. Specifically, one (1) monument sign is allowed per premises of record and the maximum square footage is based on street frontage (see applicable section of the City Code).

Additionally, wall signs are regulated under 900.10, B-1 and B-4 Districts. Please review the applicable section of the City Code to determine the most appropriate application of the rule. But, in summary, one wall sign covering a maximum of 10% for the building face is allowed. The current plan indicates two (2) signs on the front face including the tractor supply sign and the garden center sign. The plan needs to be revised accordingly.

The applicant has indicated that they will apply for sign permits based on the City's sign regulations, noting that pylon signs are not allowed.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. The proposed lighting plan is in conformance with City Code requirements.

VEHICULAR ACCESS

Three proposed access points to local streets, including two entrances on Marketplace Drive and one entrance on Mill Lane.

Concrete aprons are required from Marketplace Drive and Mill Street to the back of the sidewalk. Additionally, the applicant shall verify that the Mill Street entrance is aligned with the distillery access across Mill Street.

PEDESTRIAN ACCESS

The applicant is proposing a sidewalk connecting to the Marketplace Drive sidewalk located along the southern boundary of the project.

TRASH

City Ordinance requires *“All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”*

The application indicates “an enclosed dumpster will be located along the rear wall.” The plans reflect the walls of the trash enclosure will be constructed of 8” smooth face CMU with the paint color to match the building with wooden gates.

GRADING, DRAINAGE & UTILITIES

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utilities. Any approval of the plan should include a condition requiring the applicant to work with the City Engineer to revise the utility and grading information to the satisfaction of the City prior to any work commencing on site.

PLANNING & SITE PLAN ANALYSIS AND STAFF REVIEW COMMENTS:

1. The proposed rural retail use is consistent with the requirements stated in City Code. Previously, at the request of the applicant, the City Council approved Ord. No. 775 which defined rural retail and identified the specific performance standard associated with the use.

SEWER AVAILABILITY CHARGE (SAC) AND CITY TRUNK FEES

New construction, a new business, a change in location or change in the use of space in a way that creates more potential demand on the wastewater system will require submission to the Metropolitan Council for a Sewer Availability Charge (SAC) determination. The SAC determination made by the Metropolitan Council informs the City sewer and water trunk fees associated with the potential development, redevelopment and/or remodeling of the subject property, location, or business. City Code requires that for every SAC unit determined by the Metropolitan Council, the project will require the payment of one City sewer trunk fee and one City water trunk fee. The 2024 SAC and City trunk fees are included below for convenience.

SAC Charge	\$2,485 per SAC unit determined by the Metropolitan Council
Sewer Trunk Fee	\$3,600 per SAC unit determined by the Metropolitan Council
Water Trunk Fee	\$5,100 per SAC unit determined by the Metropolitan Council
Stormwater Trunk Fee	\$11,200 per acre
Stormwater Access Fee	\$1,6000 per acre

*Please note that the city reviews the trunk and access fees annually and staff anticipate some slight increases to the per unit costs indicated above.

DESIGN REVIEW - HIGHWAY DISTRICT

City Ordinance requires Design Review with the understanding that *“the visual character and historic resources of the City are important attributes of its quality of life.”* City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

Based on the review by the Planning Commission the application meets all sections of the Highway District Design Standards.

CONCLUSION/RECOMMENDATION

The Planning Commission, at their regular meeting on December 5th, 2024, reviewed the pertinent information related to the Site Plan & Design Review application to construct a 21,930 square foot Tractor Supply Company building on the subject properties. The Planning Commission recommended approval via a 5-0 vote.

If the City Council approves the Site Plan & Design Review applications, the Planning Commission and staff would recommend the approval upon the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to revise the grading, drainage, and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit/ escrow funds to guarantee the proper installation and growth of the approved landscape plan. The letter of credit/escrow funds shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit/escrow funds shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.

5. Final placement of the required tree and/or any replacement species shall be approved by the Public Services Department to ensure the placement does not interfere with any on site utilities and complies with City Code requirements.
6. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
7. A sign permit shall be required for all signage and shall conform to Section 900.10.
8. The applicant shall combine the three parcels into one (1) parcel via an application with Carver County and provide documentation that this has been completed prior to building permit issuance.
9. Any future mechanical, rooftop or ground mounted, is required to be screened from view and the screening plans shall be submitted to staff for review and approval prior to permit issuance.
10. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.

Attachments:

1. [Resolution No. 2024-283 Approving Site Plan & Design Review at 870, 880, and 910 Marketplace Drive](#)
2. [Location Map](#)
3. [Applicant Statement](#)
4. [ALTA Survey](#)
5. [Site Plan](#)
6. [Exterior Elevations](#)
7. [Photometric Plan](#)
8. [Dimension Floor Plan](#)
9. [Exhibit I Detail Sheet](#)
10. [Sign Details](#)
11. [Propane Tank](#)
12. [Civil & Landscape Set](#)

<i>FINANCIAL IMPLICATIONS:</i>		<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses:			
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required	Planning Commission		
	Parks and Recreation Board		
	Safari Island Advisory Board		
	Other		

**CITY OF WACONIA
RESOLUTION 2024-283**

**RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW FOR THE
PROPERTIES LOCATED AT 870, 880 & 910 MARKETPLACE DRIVE**

WHEREAS, Mr. David Soto (the “**Applicant**”), has submitted a Site Plan & Design Review application for the properties located at 870, 880 & 910 Marketplace Drive (the “**Properties**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the Properties are described as Lots 1, 2 & 3, Block 3, WACONIA MARKETPLACE and identified as PID#s 755040100, 755040090 & 755040080; and

WHEREAS, the Properties are zoned B-1, Highway Business District and are located within the Highway Design Standards District; and

WHEREAS, the Applicant is proposing the construction of a 21,930 square foot standalone Tractor Supply Company building; and

WHEREAS, the City’s Planning Commission, at their regular meeting on December 5th, 2024, recommended approval of the Site Plan & Design Review application via a 5-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer and Public Services Director to revise the grading, drainage, and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit/ escrow funds to guarantee the proper installation and growth of the approved landscape plan. The letter of credit/escrow funds shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit/escrow funds shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. Final placement of the required tree and/or any replacement species shall be approved by the Public Services Department to ensure the placement does not interfere with any on site utilities and complies with City Code requirements.
6. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
7. A sign permit shall be required for all signage and shall conform to Section 900.10.

8. The applicant shall combine the three parcels into one (1) parcel via an application with Carver County and provide documentation that this has been completed prior to building permit issuance.
9. Any future mechanical, rooftop or ground mounted, is required to be screened from view and the screening plans shall be submitted to staff for review and approval prior to permit issuance.
10. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan & Design Review application submitted by David Soto for the properties located at 870, 880 & 910 Marketplace Drive subject to the conditions, findings and recommendations of the Planning Commission and staff stated above.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

LOCATION MAP



November 7, 2024

Lane Braaten
Community Development Director
City of Waconia
201 Vine Street
Waconia, MN 55387

Via Email
LBraaten@waconia.org

Re: Site Plan for Tractor Supply Company Retail Site on Marketplace Drive

Dear Mr. Braaten:

We represent Atwater Waconia MN LLC with regard to its application for site plan approval to construct a new Tractor Supply Company ("TSC") retail store in Waconia to be located on the south side of Highway 5 and at the northeast quadrant of the intersection of Mill Lane and Marketplace Drive (the "Property"). TSC is excited to bring a rural retail use to Waconia and this letter provides background information regarding the proposed development of the Property.

1. TSC Background

For over 85 years, TSC (NASDAQ: TSCO) has been passionate about serving the needs of recreational farmers, ranchers, homeowners, gardeners, pet enthusiasts, and all those who enjoy living "Life Out Here." TSC is the largest rural lifestyle retailer in the U.S., ranking #291 on the Fortune 500. TSC employs more than 50,000 Team Members who are known for delivering legendary service and helping customers pursue their passions, whether that means being closer to the land, taking care of animals, or living a hands-on, DIY lifestyle. In-store and online, TSC provides what customers need—anytime, anywhere, any way they choose—at the low prices they deserve.

TSC prides itself on unique merchandising, which has driven its financial success and earned high marks in brand and customer satisfaction. Part of this success stems from embracing the "Life Out Here" lifestyle and showcasing items in outdoor displays that celebrate both the lifestyle and the brand.

As of December 30, 2023, TSC operated 2,216 stores in 49 states. For more information on TSC, visit www.tractorsupply.com.

2. The Property

The Property consists of three contiguous parcels located at 870, 880, and 910 Marketplace Drive in Waconia, as shown in Exhibit A. The Property measures 4.43 acres (roughly 188,179 square feet) and is platted as Lots 1, 2, and 3, Block 3 of WACONIA MARKETPLACE. The Property is assigned PID numbers 755040080, 755040090, and 755040100. The Property is currently served by trunk utilities for water, sewer, and sanitary sewer and does not require any

new roadways. A platted drainage and utility easement surrounds the north, west, and southern portions of the Property and includes a wetland area in the northwesterly corner. An existing sidewalk runs along the southern edge and a trail runs along the western and northern edges of the Property. The Property is generally flat with a westerly slope and is well-suited for development of the TSC store, as shown on the site grading plan in Exhibit D.

The Property is located in the B-1 Highway Business District (the “B-1 zoning district”), which applies to the neighboring properties to the west, east, and southeast along the south side of Highway 5, as noted on zoning map inset below. The B-1 zoning district is designed to allow for a range of businesses that serve area residents as well as vehicular traffic generated from the surrounding area. Several business uses are allowed with special restrictions, making them permitted when certain conditions and standards are met to ensure compliance with the underlying zoning district. Permitted uses include commercial activities related to retail sales and service businesses intended to attract both local and area residents, which aligns with the intended use of the TSC store at this location.

Consistent with the B-1 zoning district, the surrounding area is characterized by heavy commercial activity along the adjacent Highway 5, which utilizes local streets to provide direct and adequate access to other nearby businesses, including industrial uses in the I-1 zoning district immediately to the south and southwest.



3. The Use

TSC proposes to develop a *rural retail* use for the Property. This is a newly created permitted use with special restrictions in the B-1 zoning district, providing more flexibility to retail businesses regarding the outdoor storage and display of merchandise, as approved by Resolution 2024-204 and Ordinance No. 775. A rural retail use allows for outdoor storage and display along the storefront, within a fenced area adjacent to the retail building, and in designated areas on a site plan. This flexibility is only allowed for businesses that meet those certain requirements in Code §§ 900.04 and 900.05.07, which address property characteristics and categories of retail merchandise that are consistent with outdoor lifestyle products. TSC has worked with City staff over the last several months to ensure compliance with these requirements. As shown on the site development plan attached in Exhibit C, TSC will incorporate each of these elements.

4. The Building

The Property will include a retail building with a total of +/-21,930 square feet, as noted on the civil drawings, with 17,466 square feet designated for the sales floor, as noted on Exhibit C, and the remainder for the stockroom. The primary entrance will be on the west elevation, directly accessible from the parking area. There will be two doorways and a 10-foot roll-up door on the south elevation that connect the building to the fenced outdoor display area. The east elevation (rear of building) will include a service and delivery entrance and a roll-up door.

The building will be set back over 25 feet from the Property lines. The one-story building will measure 24 feet at the top of block, with a maximum height of 32' 8" at the peak rooftop, as shown on building elevation in Exhibit E.

The design elements used by TSC are intended to create an attractive, orderly, and welcoming atmosphere for customers. They have been selected to present a coordinated appearance. The primary building materials will be 8-inch split-face concrete masonry units (CMUs), with accent materials including galvanized steel panels. The building design includes facade articulation and roof design features to meet the City's Highway Design Standards District requirements, providing visual interest consistent with the district's guidelines. Additional details are shown on the civil, architectural, and elevation plans submitted along with this letter.

5. The Parking Area

The Property will include 71 parking spaces, including spaces for handicapped parking and oversized vehicles, arranged into three parking aisles. The parking spaces will be 10 feet wide and 20 feet deep, meeting the Code requirements, as shown in Exhibit C. Each parking aisle will connect to the primary drive aisle, which will loop around the building, fenced outdoor display area, and parking. Both the parking aisles and the drive aisle will be 28 feet wide.

There will be three access points to local streets, including two entrances on Marketplace Drive and one entrance on Mill Lane, each designed to meet the city engineer's requirements. The Mill Lane access point will provide easy access for the customers to the storefront parking aisle. It will also allow emergency vehicles to reach both the front and rear of the retail building and fenced outdoor display area without requiring maneuvers in the parking area. This layout will facilitate simple access to the rear of the building for delivery vehicles. The 28-foot width of the parking and drive aisles is adequate to allow emergency vehicles and WB-65 tractor trailers making turning movements on the Property.

The Code requires one parking space per 250 square feet of gross floor space for retail businesses, less storage space. As noted above, the building includes a total of 17,466 square feet of sales area, which equates to 70 parking spaces.¹ The parking shown on the proposed site plan exceeds the minimum parking space requirement.

Landscaping will be provided in the parking area as shown on the landscaping plan attached as Exhibit G.

¹ For reference motor vehicle sales and service establishments are also required to provide one space per 250 square feet of "gross floor space" meaning that the *outdoor display areas for motor vehicle sales businesses are not included in the calculation* for required parking and the same should be true for TSC.

6. Outdoor Display Areas

TSC will utilize outdoor display areas on the Property in a manner that is consistent with the special restrictions for rural retail use in the B-1 zoning district. These areas include: (i) along the storefront, (ii) within the fenced outdoor display area, and (iii) in the trailer display area. Each of these is discussed below.

a. Sidewalk Display

The sidewalk display will consist of an area between the parking lot and the front of the store, extending from the north edge of the retail building to the south edge of the fenced outdoor display area. Merchandise displayed in this area will be neatly positioned and organized.

b. The Fenced Outdoor Display Area

The fenced outdoor display area is located immediately south of the retail building and is shown on the site plan as the area in yellow. This area will be approximately 18,375 square feet and enclosed by fencing up to 12 feet in height, constructed from black vinyl chain link, shown in Exhibit E. The fence height and proposed material are permitted for rural retail uses. The fence will include two manual and one automatic rolling gates, allowing access into this area without entering the retail store. When closed, the fencing will provide a contiguous boundary around the fenced outdoor display area.

The fenced outdoor display area will feature two distinct retail elements typical of TSC stores. First, the Live Goods Center will be placed within the fenced area, along the south side of the retail building at the westerly storefront. This is a canopied structure, approximately 1,627 square feet, used to display live plants and plant materials. A doorway on the building will lead directly from the retail store into the Live Goods Center, though customers will also be able to access it from within the fenced outdoor display area.

Second, a 19,000-gallon propane tank will be located in the southwest corner of the outdoor display area for the sale of propane in refillable tanks. This is a common feature at TSC stores nationwide and is important to TSC's rural customer base, shown in Exhibit I. This area will only be accessible from the fenced outdoor display area. It will be located far from vehicle traffic and protected by concrete-filled bollards to ensure safety, following stringent safety protocols.

c. Trailer Display Area

Trailers will be displayed along the western portion of the site, shown in Exhibit C. Available for both purchase and rent, these trailers are displayed as permitted under site plan approval for a rural retail use. This display, located in the southwest corner of the Property, will cover approximately 3,000 square feet. All display trailers are flatbeds and will not obstruct visibility.

7. The Loading Area

The loading area will be located along the eastern elevation at the rear of the building. TSC will utilize a prefabricated steel loading dock and ramp outside of the drive aisles on the Property. Deliveries to TSC are minimal, typically once per week by truck and trailer. The site plan provides adequate truck movement and circulation space, allowing a full-size tractor trailer to navigate around the parking areas and building, approach the loading area, and exit the site without difficulty on Marketplace Drive.

The loading area will be screened by the building on the west and by landscaping on the north, east, as shown on the landscaping plan in Exhibit G. Additionally, an enclosed dumpster will be located along the rear wall.

8. Landscaping

The Property will be landscaped as shown on the landscaping plan attached as Exhibit G, in accordance with the City requirements. A variety of trees and bushes will be planted throughout the Property to soften its appearance from Highway 5, local streets, and neighboring properties. Perimeter plantings will screen the view of the loading area and rear portions of the building.

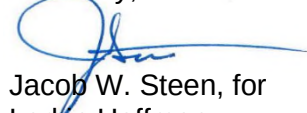
9. Wetlands

A wetland area is located in the northwest corner of the site, designated for stormwater management, as shown in Exhibit H. Final delineation of this wetland area is to be determined, pending further assessment and coordination with the appropriate regulatory agencies.

In closing, TSC is excited about its future in Waconia. City approval of this project will bring in-demand rural retail to the city and meet the strong, unmet local demand for outdoor lifestyle goods and materials. TSC has collaborated with Waconia staff to present this plan, and for all the reasons discussed above, we respectfully request that the City approve TSC's site plan development application.

Please contact me with any questions about this letter or the information contained within.

Sincerely,



Jacob W. Steen, for
Larkin Hoffman

Direct Dial: 952-896-3239

Direct Fax: 952-842-1738

Email: jsteen@larkinhoffman.com

cc: David Soto
Peter Coyle, Esq.
J. Michael Melchert, Esq.

ALTA/NSPS LAND TITLE SURVEY FOR:

Atwater Waconia MN, LLC
An Illinois limited liability company

Legal Description

Lots 1, 2 and 3, Block 3, WACONIA MARKETPLACE, according to the recorded plat thereof, Carver County, Minnesota.

Note Corresponding to Schedule B, Part II

The following are survey related exceptions set forth in Schedule B, Part II of the herein referenced Title Commitment :

- 3

Item 3 - Observed above ground encroachments as shown hereon. See 'Statement of Encroachments'.
- 9

Item 9 - Drainage and utility easement(s) as shown on the recorded Plat of Waconia Marketplace filed July 17, 2002, as Doc. No. 320351. Partially released by Release of Easements dated September 1, 2002, filed September 27, 2002, as Document No. A326113 affect property as shown.
- 10

Item 10 - Utility and drainage easement dated December 16, 1996, filed December 30, 1996, as Document No. 205260 affects property as shown.
- 11

Item 11 - Easements claimed by Northern States Power Company as created in Book F of Misc., Page 505, as Document No. 32112 and Book F of Misc., Page 560, as Doc. No. 32886. Partially released by Partial Release as Doc. No. 164635, and Partial Release, as Doc. No. 185419 have been released as shown in Doc. No. A326113 and do not affect the property. (easement not shown)
- 13

Item 13 - Power and light transmission line easement as originally granted in Book F of Misc., page 506 as Doc. No. 32113, and as amended in Book 6 of Satis., page 183 as Doc. No. 96856. Remaining portion of easement lies within the abandoned railroad right of way which the location cannot be determined.
- 14

Item 14 - Item deleted.
- 15

Item 15 - Item deleted
- 16

Item 16 - Easement in favor of Northern States Power Company as contained in Easement as Doc. No. A326106 affects property as shown.
- 17

Item 17 - Property subject to Declaration of Easements, Covenants, Conditions, and Restrictions Affecting Land as Doc. No. A471610. Amended by First Amendment to Declaration of Easements, Covenants, Conditions, and Restrictions Affecting Land as Doc. No. 655825. Further amended by Second Amendment to Declaration of Easements, Covenants, Conditions, and Restrictions Affecting as Doc. No. A729214. Items not plottable.
- 18

Item 18 - Terms and conditions of Trail Easement as Document No. A607953 affects property as shown.
- 19

Item 19 - Property subject to terms and conditions of Declaration of Restrictive Covenants as Document No. A655828. Items not plottable
- 20

Subject to the following matters as shown on the survey prepared by Demarc Land Surveying & Engineering, dated October 5, 2023, and designated as Job No. 90506:
a) Concrete sidewalk located on the property without the benefit of an easement still affect property as shown.

NOTE: The Schedule B, Part II Exceptions not listed on the Survey are not survey matters.

Table A Certification Items

1. Monuments placed at all major corner of the boundary of the property, unless already marked or referenced by existing monuments are shown hereon.
2. Address of the property: 910, 880 and 870 Marketplace Drive, Waconia, MN 55387
3. By graphic interpretation only, this property is in Flood Zone "X" (Areas generally outside Special Flood Hazard Area 1% annual chance flood) per FEMA panel map number 27019C0183D, effective on 12/21/2018
4. Area of Property as described: 186,249 sq. ft
5. Elevations shown based on a benchmark located as shown hereon. See Miscellaneous Note #7
- 6 (a)(b). Zoning information per letter from the City of Waconia dated May 2nd 2024.
- 7(a). No buildings on site
- 7(c). No buildings on site
8. Substantial above ground features observed in the process of conducting field work as shown.
9. No parking stalls on site
- 11(a)(b). Observed evidence of existing utilities as shown hereon. Underground utility information shown per maps by others. Not all underground utilities may be shown, before any digging contact Gopher State One Call (651-454-0002 or 811)
13. Adjoining owners information per County Tax Records.
14. Distance to nearest intersection street as shown hereon.
17. The Surveyor is unaware of any changes in street right-of-way lines either completed or proposed as available from the controlling jurisdiction. There is no observable evidence of recent street or sidewalk construction or repairs.
18. Appurtenant easements per Schedule B, Part II of listed title commitment are shown hereon.
19. Surveyor has professional liability insurance in the amount of \$1,000,000 which is effective through the year 2024.

ALTA/NSPS Land Title Survey Certification

To Atwater Waconia MN LLC, an Illinois limited liability company; Tractor Supply Company, a Delaware corporation; Dubin Singer Phillips PC; Commercial Partners Title; and Chicago Title Insurance Company as follows:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA, and NSPS, and includes Items 1, 2, 3, 4, 6(a)(b), 7(a)(c), 8, 9, 11(a), 13, 14, 17, 18 and 19 of Table A thereof.
The field work was completed on September 19, 2023
Dated this 5th day of October, 2023.
Revised 4/29/2024 Attorney comments letter dated 11/1/23
Revised 5/3/2024 per email request dated 5/2/24
Revised 8/21/2024 gopher one utility locations
Revised 10/10/2024 pond depth, inverts

Prepared by:

7601 73rd Avenue North
Minneapolis, Minnesota 55428
F.B. No. Proj. No. 90506

Signed:

Gregory R. Prashch Registration No. 24992

field by:

drawn by:

File No. F:\survey\waconia marketplace- carver col1-3 blk 301 Surveying - 9050601 CAD101 Source01 Survey Base.dwg

Miscellaneous Notes

- MN 1

Legal description and easements per title commitment from Commercial Partners Title, Order Number CP72679, dated March 27, 2024, issued on April 17, 2024.
- MN 2

The Schedule B, Part II Exceptions not listed on the Survey are not survey matters.
- MN 3

The surveyed property is the same as that described in the title commitment (Commitment No. CP72679) issued by Commercial Partners Title, a division of Chicago Title Insurance Company, dated March 27, 2024, issued on April 17, 2024.
- MN 4

The Lots of the surveyed property and the adjoining parcels and public rights-of-ways are contiguous with no gaps, gores or overlaps.
- MN 5

Property Address: 910, 880 and 870 Marketplace Drive, Waconia, MN 55387
PID No.: 755040080, 755040090 and 755040100
- MN 6

Total Area of Parcel = 186,249 sq. ft.
- MN 7

Vehicle access is gained to the subject property from Marketplace Drive, a public right of way.
- MN 8

Property located in Section 23, Township 116, Range 25, Carver County, Minnesota.
- MN 9

Basis of bearings per Carver County coordinates.
- MN 10

Benchmark: Top nut of hydrant located at the intersection of Marketplace Drive and Mill Street as shown hereon. Elevation = 970.78 feet
- MN 11

The surveyed property is the same as that described in the title commitment (Commitment No. CP72679) issued by Commercial Partners Title, a division of Chicago Title Insurance Company, dated March 27, 2024, issued on April 17, 2024.
- MN 12

The Lots of the surveyed property and the adjoining parcels and public rights-of-way are contiguous with no gaps, gores, or overlaps.
- MN 13

As to item 7 of exception letter date 11/1/2023 the lines in question are former easement lines that are vacated and underlying description lines for the description of the plat which no longer affect this property.
- MN 14

The Schedule B, Part II Exceptions not listed on the Survey are not survey matters.
- MN 15

The surveyed property is the same as that described in the title commitment (Commitment No. CP72679) issued by Commercial Partners Title, a division of Chicago Title Insurance Company, dated March 27, 2024..
- MN 16

The Lots of the surveyed property and the adjoining parcels and public rights-of-way are contiguous with no gaps, gores, or overlaps.

Statement of Encroachments

- A

Public using concrete sidewalk located on property without the benefit of an easement.

Legend

- Denotes Found Iron Monument
- Denotes Iron Monument Set
- ⊗

Bollard
- ✱

Light
- ⚡

Power Pole
- Ⓢ

Sanitary Manhole
- Ⓜ

Storm Manhole
- Manhole (use not determined)
- ▒

Catch Basin
- ⚓

Sign
- Ⓣ

Telephone Pedestal Riser
- Ⓜ

Communication Pedestal Riser
- ⚡

Flared End Section
- GAS —

Gas Main
- UT —

Underground Communications
- UE —

Underground Electric
- < < —

Sanitary Sewer
- < < —

Storm Sewer
- I —

Watermain
- W —

Overhead Wires
- SBL —

Minimum Building Setback Line
- FO —

Underground Fiber Optic

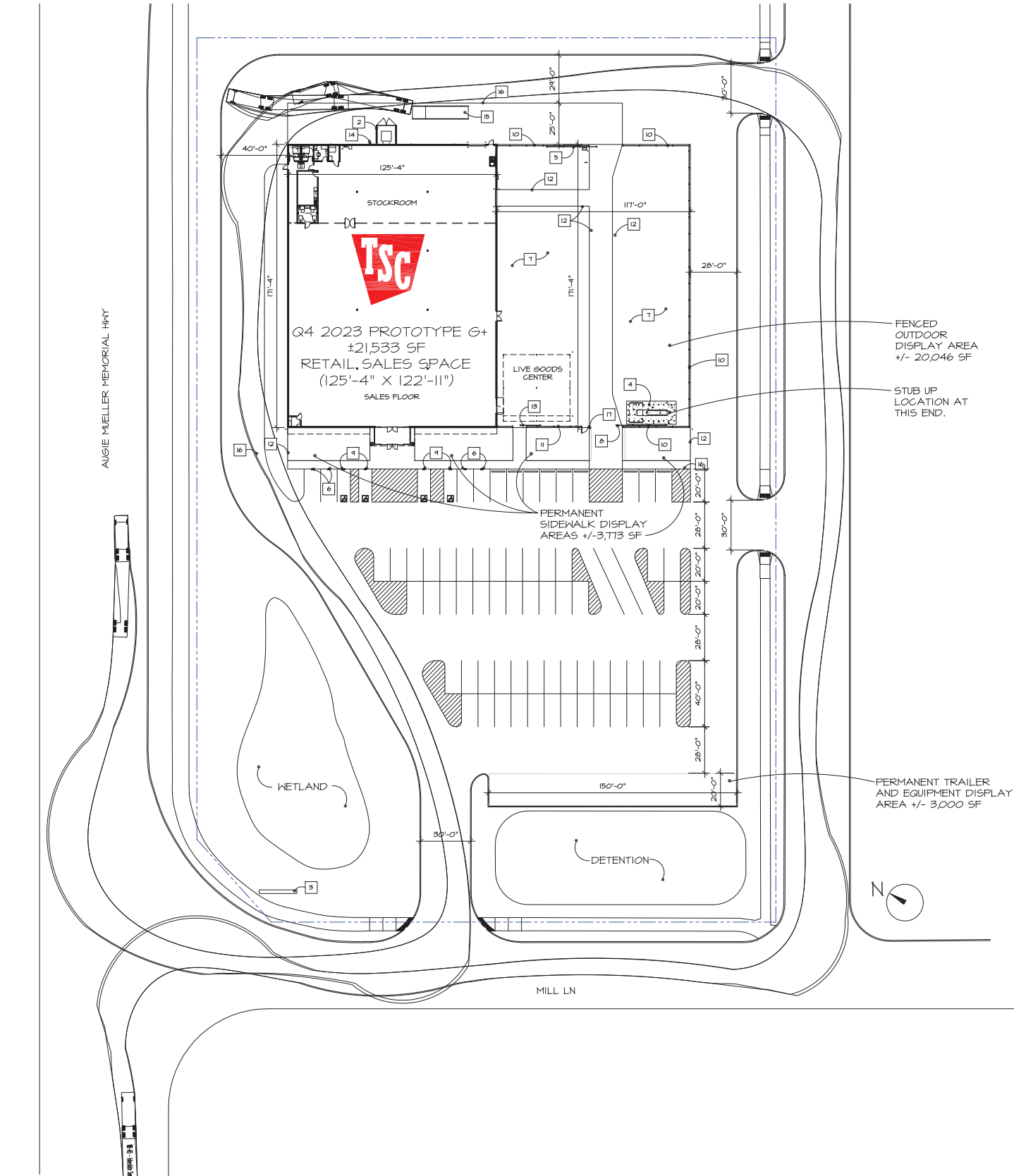
Current Zoning Information

Source of Information: Report from National Due Diligence Services			
City Address: 201 South Vine Street, Waconia, MN 55387			
City Phone: 952-442-2184			
Subject Property Address: 840 Marketplace Drive, Waconia, MN 55387			
Zoning District(s): B-1			
Zoning Definition: B-1 Highway Business District			
Building Setback Requirements for principal structures			
	Observed	Required	Notes
Front Yard Setback	N/A	25 feet	50' setback from arterial streets such as Hwy 5, per §900.06 3.C.1.a, does not apply to the subject property per Ethan Nelson, Assistant Planner;
Side Yard Setback	N/A	15 feet	
Rear Yard Setback	N/A	20 feet	
Corner Yard Setback	N/A	20 feet	
Parking Tabulation			
	Observed	Required	Notes
Regular Spaces	N/A	see note	Parking requirements dependent on use of property.
Handicapped Spaces	N/A	see note	
Total Parking Spaces	N/A	see note	
Height Restrictions			
	Observed	Max. Allowed	Notes
Maximum Height	N/A	35 feet	
Bulk Restrictions			
	Observed	Required	Notes
Lot Area	55,442Sq. Ft.	17,500 sq.ft	
Max. Hardcover Surface	vacant	80%	
Other:	N/A	N/A	

NOTE: Because there may be a need for further interpretation of the applicable zoning codes, we refer you to the above referenced municipality and the applicable zoning codes.



THIS SET OF DRAWINGS IS A PRELIMINARY DESIGN AND NOT A FINAL DOCUMENT.



1 AS-1 ARCHITECTURAL SITE PLAN
SCALE = 1/20

GENERAL NOTES:

1. CONTRACTOR TO VERIFY ALL NEW FENCING MEASUREMENTS ON-SITE AND IMMEDIATELY ALERT TSC PROJECT MANAGER AND/OR ARCHITECT OF DISCREPANCIES PRIOR TO COMMENCING WITH WORK.
2. ALL FENCED YARDS SHOULD BE INSTALLED OVER CONCRETE AND/OR ASPHALT ONLY. NEVER INSTALL OVER DIRT, GRASS, OR LANDSCAPING.
3. CONTRACTOR TO VERIFY LOCATION OF PROPANE TANK AND CONDUIT STUB-UP WITH TSC PROJECT MANAGER PRIOR TO CONDUIT INSTALLATION.
4. CONTRACTOR TO PAINT 6" YELLOW SAFETY STRIP AT THE SIDEWALK ALONG THE ENTIRE TSC SPACE.
5. CONTRACTOR TO PAINT STRIPES YELLOW ON CONCRETE AND WHITE ON ASPHALT, TYP.
6. SEE A-1 AND CIVIL DRAWINGS FOR MORE SITE INFORMATION, TYP.
7. VERIFY ALL UTILITIES ON SITE.
8. SEE CIVIL AND STRUCTURAL DRAWINGS FOR ALL CONCRETE SPECIFICATIONS, TYP.
9. CONTRACTOR TO PROVIDE CONCRETE WHEEL STOPS AT ALL PARKING SPACES FLUSH WITH SIDEWALKS.
10. ARCHITECTURAL SITE PLAN FOR REFERENCE ONLY. SEE CIVIL DRAWINGS FOR SITE WORK, TYP.
11. GC TO INSTALL BOLLARDS AT ALL OUTSIDE CORNERS OF FOD AND/OR BUILDING, GREENHOUSE, DRIVE THRU CANOPY, AND REAR GATE OPERATOR AT DRIVE AISLES FOR TRUCK AND/OR TON MOTOR PATHS. VERIFY LOCATIONS WITH TSC PROJECT MANAGER PRIOR TO BIDS.

NOT ALL NOTES MAY BE USED.

LEGEND:

- PROPERTY AND SETBACK LINES (ASSUMED)
- NEW FENCE - SEE SPECIFICATIONS
- PERMANENT SIDEWALK AND TRAILER DISPLAY AREAS

NOT ALL NOTES MAY BE USED.

FENCED OUTDOOR DISPLAY FIXTURE INSTALLATION NOTES:

1. G.C. TO VERIFY WITH TSC STORE MANAGER THAT ALL RACKS ARE PROPERLY BUILT AND POSITIONED.
2. DRILL HOLES FOR ANCHORING RACK. GENERALLY THE HOLE IN THE FOOT OF THE RACK IS 1/2" IN DIAMETER, HOWEVER, THIS MAY VARY. G.C. IS TO DETERMINE IN THE FIELD THE MOST APPROPRIATE SIZE REQUIRED TO ANCHOR RACKS.
3. RACKS ARE TO BE SECURELY ANCHORED WITH ANCHOR BOLTS IN EVERY AVAILABLE HOLE.
4. FOLLOWING INSTALLATION, REMOVE ANY RESIDUAL DEBRIS AND CLEAN AREA.

GATE OPERATOR INSTALLATION GUIDELINES:

1. CONTRACTOR IS TO ORDER AND INSTALL LIFMASTER SL50S FOR AUTOMATIC OPERATION OF REAR GATE.
2. AUTOMATIC OPERATION SHALL INCLUDE FEEDBACK LOOP WITHIN FENCED DISPLAY AREA. COORDINATE PLACEMENT WITH STRIPED STOP BAR AND TSC PROJECT MANAGER.
3. INSTALL AND PROGRAM (2) RADIO REMOTE CONTROLS AND KEYPAD FOR MANUAL OVERRIDE. COORDINATE KEYPAD LOCATION WITH TSC PROJECT MANAGER.

PROPANE RESPONSIBILITY NOTES:

- IF PROPANE IS DELIVERED PRIOR TO FIXTURE DATE:
1. GENERAL CONTRACTOR IS RESPONSIBLE FOR INFRASTRUCTURE RELATED TO PROPANE TANK INSTALLATION.
 2. GENERAL CONTRACTOR IS RESPONSIBLE FOR ELECTRICAL PERMITTING AND FINAL CONNECTION TO PUMP DISPENSING CONTROL PANEL.
 3. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR GAS PERMITTING OF THE TANK.
 4. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR INSTALLATION AND FINAL GAS CONNECTION OF THE TANK.
 5. SEE ELECTRICAL DRAWINGS FOR MORE INFORMATION.
- IF PROPANE IS DELIVERED AFTER TO FIXTURE DATE:
1. GENERAL CONTRACTOR IS RESPONSIBLE FOR INFRASTRUCTURE RELATED TO PROPANE TANK INSTALLATION.
 2. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR ELECTRICAL PERMITTING AND FINAL CONNECTION TO PUMP DISPENSING CONTROL PANEL.
 3. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR GAS PERMITTING OF THE TANK.
 4. AMERIGAS OR OTHER SPECIFIED PROPANE PROVIDER IS RESPONSIBLE FOR INSTALLATION AND FINAL GAS CONNECTION OF THE TANK.
 5. SEE ELECTRICAL DRAWINGS FOR MORE INFORMATION.

KEYED NOTES:

1. NEW LIGHT POLE LIGHT FIXTURE. SEE ELECTRICAL AND CIVIL DRAWINGS FOR MORE INFORMATION.
2. DUMPSTER ENCLOSURE LOCATION - SEE DETAIL #1 ON SHEET AS-3. COORDINATE WITH TSC PROJECT MANAGER PRIOR TO INSTALLATION.
3. LOCATION OF EXISTING PYLON SIGN.
4. PLACE BULK PROPANE TANK TO SIT LEVEL, SHIM AS REQUIRED. SEE DETAIL #10 ON SHEET AS-2 FOR PLACEMENT INFORMATION. COORDINATE/VERIFY FINAL PLACEMENT WITH TSC PROJECT MANAGER.
5. 20'-0" SLIDING CHAIN LINK GATE WITH AUTOMATIC SYSTEM AT REAR. SEE DETAIL #5 ON SHEET AS-2 FOR MORE INFORMATION.
6. CONTRACTOR TO PROVIDE AND INSTALL NEW MCUE VERTICAL SIGNAGE AT DESIGNATED VETERAN AND BUY ONLINE PARKING SPACES (2 OF EACH) PER TSC STANDARD CRITERIA PLANS. COORDINATE/VERIFY EXACT LOCATIONS WITH TSC PROJECT MANAGER. SIMILAR DETAIL #1 ON SHEET AS-2.
7. INSTALL FIXTURES IN FENCED AREA PER GUIDELINES ON THIS SHEET. SEE TSC FINAL FIXTURE PLAN FOR LOCATIONS.
8. 20'-0" MANUAL SLIDING CHAIN LINK GATE AT FRONT. SEE DETAIL #5 ON SHEET AS-2 FOR MORE INFORMATION.
9. ACCESSIBLE PARKING SIGNAGE WITH NEW MCUE SIGNS. PER DETAIL #1 ON SHEET AS-2. G.C. TO VERIFY & COORDINATE WITH LOCATIONS WITH CURRENT ADA GUIDELINES AND CIVIL DRAWINGS.
10. NEW 12'-0" HIGH CHAIN LINK FENCE EXCEPT IN FRONT OF LIVE GOODS CENTER. SEE SPECIFICATION ON THIS SHEET AND EXTERIOR ELEVATIONS, TYP.
11. NEW 8'-0" HIGH CHAIN LINK FENCE IN FRONT OF LIVE GOODS CENTER. SEE SPECIFICATIONS ON THIS SHEET AND EXTERIOR ELEVATIONS, TYP.
12. 4" PAINTED STRIPE INDICATING EXTENT OF DRIVE AISLE AND DISPLAY AREA. COORDINATE WITH FINAL FIXTURE PLAN, TYP.
13. 8'-0" WIDE MANUAL ROLLING CANTILEVER GATE AT LIVE GOODS CENTER.
14. PROPOSED GAS METER LOCATION. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
15. STEEL DOCK RAMP PROVIDED AND INSTALLED BY TSC CONTRACTOR. SEE DETAIL #4 ON SHEET AS-2. COORDINATE FINAL LOCATION WITH FIXTURE PLAN.
16. EDGE OF CONCRETE. SEE CIVIL DRAWINGS FOR MORE INFORMATION.
17. 4'-0" SWING GATE WITH HARDWARE. SEE DETAIL #14 ON SHEET AS-2.

NOT ALL NOTES MAY BE USED.

8' FENCE SPECIFICATIONS:

1. FABRIC: 46" 4 GA. GALVANIZED (2" MESH) CHAIN LINK FABRIC.
2. TOP & BOTTOM RAIL: 1 3/8" O.D. FULL HEIGHT PIPE, 2.21 LBS. PER FOOT (MIN). TOP RAIL TO BE JOINED WITH A 1 3/8" SLEEVE. BOTTOM RAIL AT 18" ABOVE GRADE.
3. LINE POST: 2 1/2" O.D. FULL HEIGHT PIPE, 3.65 LBS. PER FOOT (MIN). LINE POST TO BE SET 10' ON CENTER MAX. SPACING. CONCRETE FOOTING TO BE 8" DIA. BY 30" DEEP CONCRETE.
4. TERMINAL POST: 3" O.D. FULL HEIGHT PIPE, 5.74 LBS. PER FOOT (MIN). SET IN 8" DIA. BY 36" DEEP CONCRETE FOOTING.
5. GATE POST: 4" O.D. FULL HEIGHT PIPE, 4.10 LBS. PER FOOT (MIN). 8" DIA. 36" DEEP CONCRETE FOOTING.
6. (2) GATES: (I) ONE 8'-0" & (II) ONE 4'-0" SWING GATE, WITH FRAMEWORK OF 1 3/8" FULL HEIGHT PIPE, 2.21 LBS. PER FOOT (MIN). GATES BRACED & TRUSSED AS NECESSARY, SAME FABRIC AS FENCE. SEE PLAN FOR WIDTH.
- 6A. SWING GATES: DESIGN AS PER MANUFACTURER'S DESIGN STANDARDS.
7. TENSION WIRE: 1 GA. COIL SPRING GALVANIZED TENSION WIRE ATTACHED TO BOTTOM OF FENCE FABRIC WITH 1/2" ALUMINUM HOG RING SPACED 24" O.C.
8. FITTINGS: HEAVY BRACED BAND AND CARRIAGE BOLT. PRESSED STEEL LOOP CAP, PRESSED STEEL CAP, 1/2" X 3/8" TENSION BAR, HEAVY TENSION BAND AND CARRIAGE BOLT.
9. TIE WIRE: 8 3/4" 12 GA. STEEL TIE WIRE AND 6 3/4" 12 GA. STEEL WIRE SPACED 15" O.C. FOR RAILS.
10. POST FOOTINGS: TRUCK POURED CONCRETE.

12' FENCE SPECIFICATIONS:

(FOR WIND SPEEDS UP TO 130 MPH)

1. FABRIC: 142" 4 GA. GALVANIZED (2" MESH) CHAIN LINK FABRIC.
2. TOP & BOTTOM RAIL: 1 3/8" O.D. FULL HEIGHT PIPE, 2.21 LBS. PER FOOT (MIN). TOP RAIL TO BE JOINED WITH A 1 3/8" SLEEVE. BOTTOM RAIL AT 18" ABOVE GRADE. THE MAXIMUM SPACING OF INTERMEDIATE HORIZONTAL RAILS TO BE 48" MAX.
3. LINE, GATE AND TERMINAL POST: 4" O.D. 1/2" WALL THICKNESS (MIN). LINE POST TO BE SET 10' ON CENTER MAX. SPACING. CONCRETE FOOTING TO BE 8" DIA. BY 60" DEEP CONCRETE.
4. TENSION WIRE: 1 GA. COIL SPRING GALVANIZED TENSION WIRE ATTACHED TO BOTTOM OF FENCE FABRIC WITH 1/2" ALUMINUM HOG RING SPACED 24" O.C.
5. FITTINGS: HEAVY BRACED BAND AND CARRIAGE BOLT. PRESSED STEEL LOOP CAP, PRESSED STEEL CAP, 1/2" X 3/8" TENSION BAR, HEAVY TENSION BAND AND CARRIAGE BOLT.
6. TIE WIRE: 8 3/4" 12 GA. STEEL TIE WIRE AND 6 3/4" 12 GA. STEEL WIRE SPACED 15" O.C. FOR LINE POST AND 24" O.C. FOR RAILS.
7. POST FOOTINGS: TRUCK POURED CONCRETE.

TSC PARKING LOT STANDARD PAINT SPECIFICATIONS

1. 15 MIL APPLICATION (0.015 INCH THICKNESS)
2. NEW PAVEMENT SURFACE TO CURE FOR A PERIOD OF NOT LESS THAN 14 DAYS BEFORE APPLICATION OF MARKING MATERIALS.
3. REMOVE ALL DIRT, GRAVEL, DEBRIS, VEGETATION, OR OTHER MISCELLANEOUS OBJECTS FROM THE SURFACE WITH A BROOM, TRUCK OR EQUIVALENT RIGOROUS METHOD. PROVIDE A CLEAN, DUST-FREE AND COMPLETELY DRY SURFACE FOR PAINT APPLICATION. DO NOT APPLY PAINT OVER EXISTING TAPE MARKINGS.
4. CONFIRM AND RECORD PROPER AIR AND SURFACE TEMPERATURES OF 55° AND RISING AND LESS THAN 85°. IF THE SURFACE TEMPERATURE IS NOT WITH THE TEMPERATURE RANGE OR IF THE PAINT APPLICATION IS DONE UNDER ADVERSE CONDITIONS (AS DETERMINED BY THE TSC PROJECT MANAGER) SUCH AS ABOVE 75% HUMIDITY, NIGHT STRIPING, ETC., IN ORDER TO MEET TSC OPENING SCHEDULE, CONTRACTOR TO RE-SCHEDULE AND COMPLETE SURFACE STRIPING UNDER PROPER CONDITIONS A MINIMUM OF 30 DAYS PRIOR TO THE EXPIRATION OF THE (I) ONE YEAR CONSTRUCTION WARRANTY.
5. PROVIDE A 15 MIL THICK 4" WIDE CONTINUOUS STRIPE WHERE THE COLOR INDICATED. MINIMUM OF (2) TWO COATS.
6. PROVIDE PRIMER AND SEALER TO BE APPLIED PER THE MANUFACTURER'S RECOMMENDATIONS ON ALL CONCRETE SURFACES AND ON ASPHALT SURFACES THAT ARE MORE THAN TWO YEARS OLD, OXIDIZED AND/OR HAVE AGGREGATE EXPOSED



PRELIMINARY

5401 VIRGINIA WAY
BRENTWOOD, TN 37027
PHONE: (615) 440-4200



PROPOSED REMODEL:
MILL LANE
WACONIA, MN 55387

JOB NUMBER:
24-09
REVISIONS:

OCTOBER 17, 2024
AS-1
ARCHITECTURAL SITE
PLAN

UNLESS SHOWN AND SCALED THIS DRAWING IS A DRAFT AND NOT A LEGAL DOCUMENT.

EXTERIOR FINISH SCHEDULE

	A	8" AND/OR 4" SPLIT FACE CMU PAINT COLOR TO MATCH PAINT SKT532 - URBAN PUTTY, TYP. BELOW 4'-0" A.F.F. TYP.
	B	8" SPLIT FACE CMU PAINT COLOR TO MATCH PAINT SKT532 - URBAN PUTTY, TYP. ABOVE 4'-0" A.F.F. TYP. (AT FRONT ELEVATION ONLY)
	C	8" SMOOTH FACE CMU PAINT COLOR TO MATCH PAINT SKT533 - SANDERLING, TYP. BELOW 4'-0" A.F.F. TYP. (AT REAR AND SIDE ELEVATIONS ONLY)
	D	8" SMOOTH FACE CMU PAINT COLOR TO MATCH PAINT SKT532 - URBAN PUTTY, TYP. ABOVE 4'-0" A.F.F. TYP.

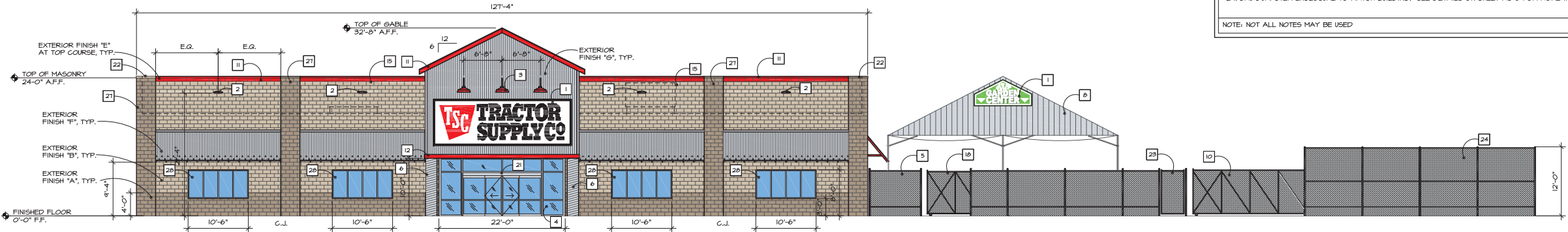
	E	8" SMOOTH FACE CMU PAINT COLOR TO MATCH PAINT SAFETY RED, TYP.
	F	22 GA. GALVANIZED CORRUGATED STEEL METAL FINISHING WITH MATTE COMMERCIAL WRAP AND 3" FIRE TREATED APA RATED SHEATHING, TYP.
	G	22 GA. GALVANIZED STEEL PANEL WITH MATTE FINISH OVER TYVEK-UNDERLAYMENT AND 3" FIRE TREATED CDX PLYWOOD, TYP.
	H	22 GA. GALVANIZED STEEL PANEL WITH MATTE FINISH OVER TYVEK-UNDERLAYMENT AND 3" FIRE TREATED CDX PLYWOOD, TYP.

NOTES:
1) NOT ALL FINISHES/PAINTS MAY BE USED.
2) SEE TSC CRITERIA PLANS FOR ALTERNATE PPS PAINT SPECIFICATIONS
3) SEE A-1 FOR EXTERIOR PAINTING SPECIFICATIONS/COLORS.

KEYED NOTES:

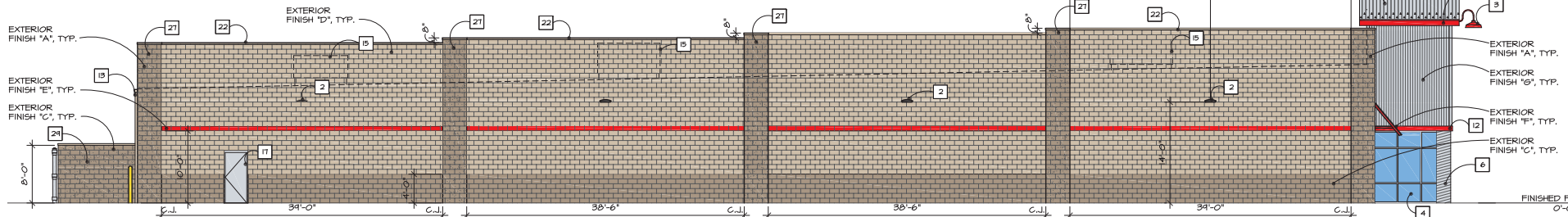
1. NEW SIGNAGE PROVIDED AND INSTALLED BY OTHERS. COORDINATE WITH VENDOR TO ENSURE LARGEST SIGN IS SPECIFIED. PROVIDE 3" FIRE RETARDANT PLYWOOD WHERE SIGNS ARE INDICATED, E.G. TO PROVIDE AND INSTALL JUNCTION BOX AND CIRCUIT TO PANEL.
2. EXTERIOR WALL PACK FIXTURE, TYP.
3. THREE (3) RED GOOSENECK FIXTURES MOUNTED AT 21'-6" A.F.F. TO BOTTOM OF FIXTURE, TYP.
4. ALUMINUM STOREFRONT WITH GRAY TINTED GLASS. SEE DOOR/WINDOW SCHEDULE ON SHEET A-11 FOR ADDITIONAL INFORMATION.
5. 8'-0" ALUMINUM BLACK VINYL CHAIN LINK FENCE IN FRONT OF LIVE GOODS CENTER STRUCTURE, TYP.
6. 24" DIAMETER CORRUGATED GALVANIZED PIPE ANCHORED TO STRUCTURAL PIPE COLUMN, TYP.
7. 12'-0" HIGH ALUMINUM BLACK VINYL CHAIN LINK FENCE, TYP.
8. LIVE GOODS CENTER STRUCTURE PROVIDED BY VENDOR, SEE VENDOR INFORMATION ON SHEET T-2 FOR MORE INFORMATION.
9. 36" X 36" ACCESS DOOR TO BE FIELD LOCATED WHERE THERE IS NOT INTERRUPTION OF TRUSS FRAMING. DOOR TO BE PART OF DH PAGE PACKAGE. SEE DOOR #10 ON DOOR SCHEDULE FOR MORE INFORMATION.
10. 20'-0" SLIDING GATE. SEE SHEETS AS-1 AND AS-2 FOR DETAILS AND SPECIFICATIONS.
11. ALL PRE-FINISHED FASCIA AND COPING AT FRONT FACADE TO MATCH SAFETY RED FINISH, TYP.
12. 24" DIAMETER CORRUGATED GALVANIZED PIPE ANCHORED TO STRUCTURAL PIPE COLUMN, TYP.
13. PRE-FINISHED METAL GUTTERS AND 6" DOWNSPOUTS TO MATCH UNGLAZED ALMOND, TYP. CONNECT DOWNSPOUT TO STORM SEWER WITH 6" SCHEDULE 40 PVC PIPE STUB OUTS WITH FITTINGS. SEE CIVIL DRAWINGS FOR MORE INFORMATION, TYP.
14. BARRYGRAFT B55A DOWNSPOUT BOOT OR APPROVED EQUAL, TYP.
15. ROOF TOP MECHANICAL UNITS CONCEALED BEHIND PARAPET WALL, TYP. SEE STRUCTURE AND MECHANICAL DRAWINGS FOR MORE INFORMATION.
16. ALUMINUM OR STEEL (PAINTED GRAY) LADDER WITH REQUIRED SECURITY PANEL AND GUARDRAILS (AS REQUIRED BY LOCAL CODES).
17. 3'-0" X 7'-0" HOLLOW METAL MAN DOOR. SEE DOOR SCHEDULE FOR MORE INFORMATION, TYP.
18. 8'-0" SLIDING GATE. SEE SHEETS AS-1 AND AS-2 FOR DETAILS AND SPECIFICATIONS.
19. 10'-0" X 10'-0" AUTOMATIC INSULATED COILING DOOR WITH TWO (2) BOLLARDS EACH SIDE.
20. LOUVERED VENT.
21. CLEAR ANODIZED AUTO SLIDING DOORS. SEE DOOR SCHEDULE FOR MORE INFORMATION, TYP.
22. PRE-FINISHED METAL COPING TO MATCH UNGLAZED ALMOND UNLESS NOTED OTHERWISE (RED), TYP.
23. 4'-0" GATE WITH EXIT HARDWARE, TYP.
24. 12'-0" ALUMINUM BLACK VINYL CHAIN LINK FENCE, TYP.
25. PRE-FINISHED METAL SCUPPERS AND 6" DOWNSPOUTS TO MATCH UNGLAZED ALMOND, TYP. CONNECT DOWNSPOUT TO STORM SEWER WITH 6" SCHEDULE 40 PVC PIPE STUB OUTS WITH FITTINGS. SEE CIVIL DRAWINGS FOR MORE INFORMATION, TYP.
26. 8"x8" PRE-FINISHED METAL OVERFLOW SCUPPER PER ROOFING MANUFACTURE REQUIREMENTS. MINIMUM OF 24" AND 8" ABOVE SCUPPER AND DOWNSPOUT.
27. 4" SPLIT-FACE CMU 40" WIDE PILASTER, TYP.
28. SPANDREL PANEL WINDOWS AT FRONT ELEVATION, TYP (FROM 3'-0" TO 8'-0" A.F.F.), TYP.
29. CMU DUMPSTER ENCLOSURE TO MATCH BUILDING. SEE DETAILS ON SHEET AS-3 FOR MORE INFORMATION.

NOTE: NOT ALL NOTES MAY BE USED



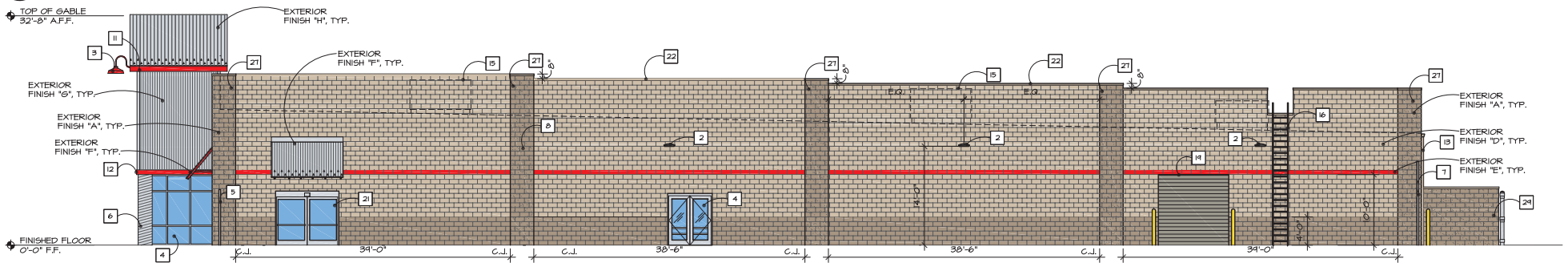
FRONT EXTERIOR ELEVATION

SCALE 1/8" = 1'-0"



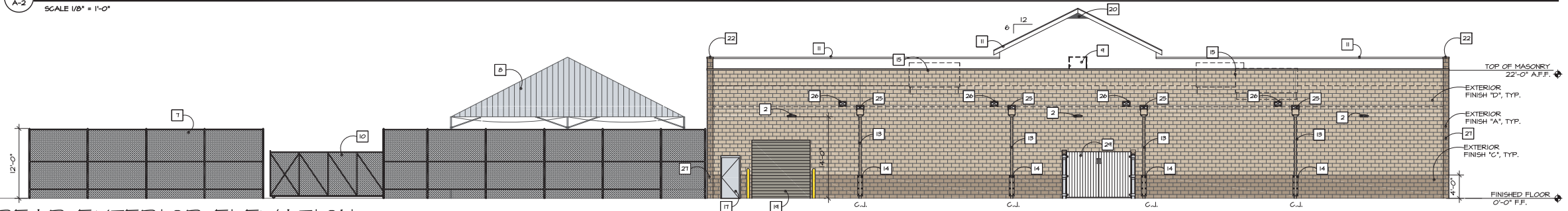
LEFT EXTERIOR ELEVATION

SCALE 1/8" = 1'-0"



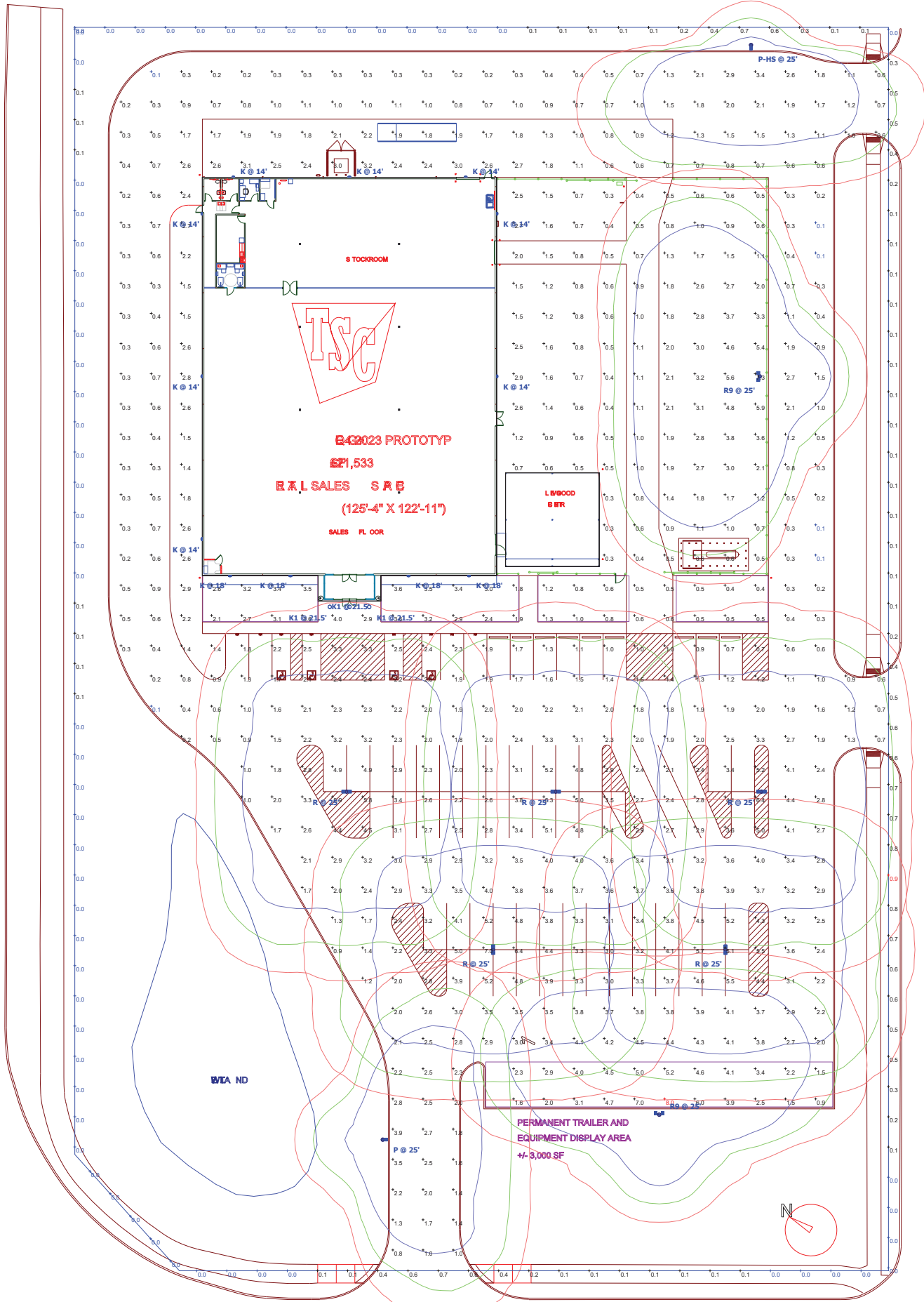
RIGHT EXTERIOR ELEVATION

SCALE 1/8" = 1'-0"



REAR EXTERIOR ELEVATION

SCALE 1/8" = 1'-0"



Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Property Line Light Levels	+	0.2 fc	0.9 fc	0.0 fc	N/A	N/A
Parking Lot Light Levels	+	2.1 fc	8.0 fc	0.1 fc	80.0:1	21.0:1

Schedule								
Symbol	Label	Quantity	Catalog Number	Description	Lamp	Lumens Per Lamp	Light Loss Factor	Wattage
	P	1	RSX1-LED-P3-50K-R3-MVOLT-SPA	Single Head Lithonia RSX1 Series LED Area Unit w/Type R3 Distribution (22ft. Pole Height w/3ft. Base) FULL CUTOFF DESIGN	LED/5000K (FULL CUTOFF DESIGN)	14022	0.95	109.44
	P-HS	1	RSX1-LED-P3-50K-R3-MVOLT-SPA-HS	Single Head Lithonia RSX1 Series LED Area Unit w/Type R3 Distribution (22ft. Pole Height w/3ft. Base) HOUSE SIDE SHIELDING & FULL CUTOFF DESIGN	LED/5000K (FULL CUTOFF DESIGN)	10698	0.95	109.442
	R	5	RSX1-LED-P3-50K-R3-MVOLT-SPA	Double Head Lithonia RSX1 Series LED Area Unit w/Type R3 Distribution (22ft. Pole Height w/3ft. Base) FULL CUTOFF DESIGN	LED/5000K (FULL CUTOFF DESIGN)	14022	0.95	218.88
	R9	2	RSX1-LED-P3-50K-R3-MVOLT-SPA	Double Head Lithonia RSX1 Series LED Area Unit w/Type R3 Distribution (22ft. Pole Height w/3ft. Base)	LED/5000K (FULL CUTOFF DESIGN)	14022	0.95	218.88
	K	12	DSXW1-LED-10C-1000-50K-T3M-MVOLT-DBXBD	Lithonia DSXW1 Series Wall Mount LED Unit w/Type T3M Distribution (18ft. and 14ft. Fixture Mounting Heights) FULL CUTOFF DESIGN	LED/5000K (FULL CUTOFF DESIGN)	3898	0.95	38.8
	K1	3	H-15118-97/HL-AHD-27°97/21/LED2/40/D/BCM-M	Hi-Lite H15118 Series LED Goosneck Unit (21.5ft. Mounting Height) Red Finish (FULL CUTOFF DESIGN)	LED/4000K (FULL CUTOFF DESIGN)	1170	0.95	21



Tractor Supply Co - Waconia, MN
Photometric Site Lighting Design

Designer
Adam Carrier
Date
11/21/2024
Scale
Not to Scale
Drawing No.
Summary

WALL LEGEND			
1 NOTE: 1) NOT ALL PARTITIONS MAY BE USED. 2) ALL METAL STUD PARTITIONS TO BE 20 GA. MINIMUM UNLESS NOTED OTHERWISE.	2 NEW EXTERIOR MASONRY WALL - 8" CMU WITH FOAM FILLED INSULATION (CORK FILL 500 OR EQUAL) JOINTS STRUCK INTERIOR AND EXTERIOR. SEE STRUCTURAL FOR REINFORCING, TYP.	3 NEW INTERIOR PARTITION - 6" METAL STUDS @ 16" O.C. TO DECK, UNLESS NOTED OTHERWISE.	4 NEW INTERIOR PARTITION - 3-5/8" METAL STUDS @ 16" O.C. TO DECK, UNLESS NOTED OTHERWISE.
	5 NEW INTERIOR PARTITION - 3-5/8" METAL STUDS AT 16" O.C., 10'-0" OR 9'-0" AFF. UNLESS NOTED OTHERWISE. SEE DETAILS ON SHEET A-6.1 AND 6.2 FOR MORE INFORMATION.	6 NEW INTERIOR PARTITION - 3-5/8" METAL STUDS AT 16" O.C. TO 12" ABOVE CEILING, UNLESS NOTED OTHERWISE.	

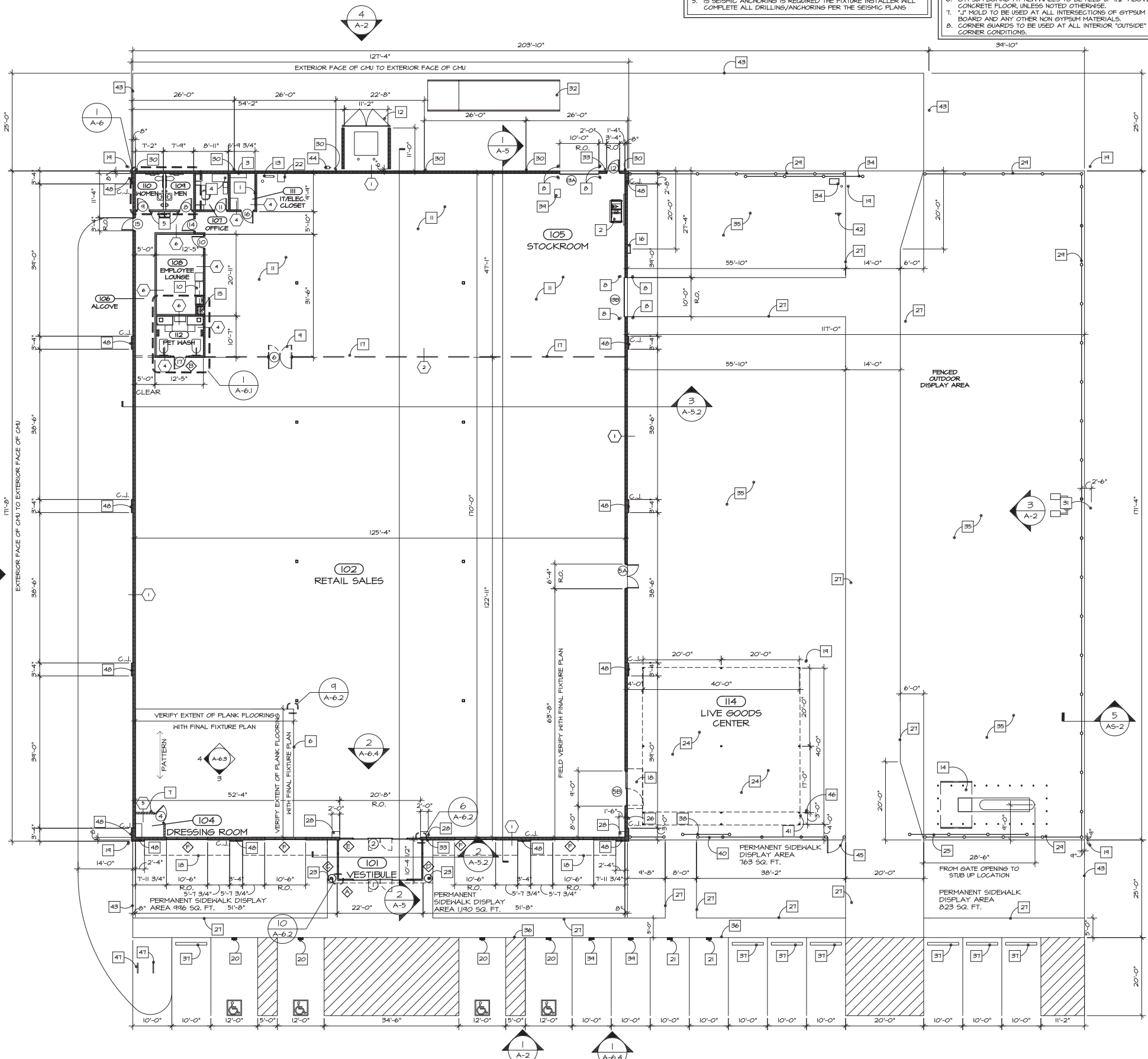
- WAREHOUSE FIXTURE INSTALLATION GUIDELINES:
- CONTRACTOR IS TO VERIFY WITH THE STORE MANAGER THAT ALL RACKS ARE PROPERLY BUILT AND POSITIONED.
 - DRILL HOLES FOR ANCHORING RACK. GENERALLY, THE HOLE IN THE FOOT OF THE RACK LEG IS 3/4" IN DIAMETER. VERIFY HOLE SIZE PER BOLT ISSUED BY RACKING MANUFACTURER (1) ONE ANCHOR PER FOOT.
 - RACKS ARE TO BE SECURELY ANCHORED WITH ANCHOR BOLTS PER MANUFACTURE SPECIFICATIONS.
 - FOLLOWING INSTALLATION, REMOVE ANY RESIDUAL DEBRIS AND CLEAN AREA.
 - IS SEISMIC ANCHORING IS REQUIRED THE FIXTURE INSTALLER WILL COMPLETE ALL DRILLING/ANCHORING PER THE SEISMIC PLANS.

- WALL FINISH NOTES:
- ALL NEW WALLS TO RECEIVE 3/4" GYPSUM BOARD ON BOTH SIDES AND EXTEND 4" ABOVE CEILING OR TO DECK AT OPEN CEILING, UNLESS NOTED OTHERWISE.
 - ALL PLUMBING WALLS TO RECEIVE WATER RESISTANT GYPSUM BOARD ON PLUMBING SIDE TO ABOVE CEILING.
 - ALL INTERIOR WALLS AT PET WASH TO RECEIVE 5/8" GEMENTHIOUS BOARD TO 48" AFF AND MOISTURE RESISTANT GYPSUM BOARD ABOVE.
 - ALL WALLS AT STOCKROOM TO RECEIVE 3/4" FIRE TREATED PLYWOOD TO 12'-0" A.F.F. WITH 3/4" GYPSUM BOARD ABOVE. SEE DETAILS ON A-6.1 FOR MORE INFORMATION ON STOCKROOM WALLS AT PET WASH.
 - ALL GYPSUM BOARD WALLS AT ALCOVE III TO BE SEALED TO DECK, TYP.
 - GYPSUM BOARD AT NEW WALLS TO BE HELD UP 1/2" ABOVE CONCRETE FLOOR, UNLESS NOTED OTHERWISE.
 - 1" HOLD TO BE USED AT ALL INTERSECTIONS OF GYPSUM BOARD AND ANY OTHER NON GYPSUM MATERIALS.
 - CORNER GUARDS TO BE USED AT ALL INTERIOR "OUTSIDE" CORNER CONDITIONS.

- GENERAL NOTES:
- CONTRACTOR TO PROVIDE AND INSTALL SOUND INSULATION ABOVE CEILING AND IN ALL PARTITIONS AROUND WOMEN'S 104, MEN'S 105 AND MANAGER'S OFFICE 106. 6" MINIMUM BATT AT BILLING.
 - SEE SHEET A-7 FOR CEILINGS, WALLS, AND FLOOR FINISHES AND NOTES.
 - CONTRACTOR TO COORDINATE ENGINEERING OF SPRINKLER SYSTEM MODIFICATION. SEE FP-1 FOR MORE INFORMATION.
 - CONTRACTOR TO PROVIDE FIRE DEPARTMENT REQUIRED KEY TO LOCK, COORDINATE LOCATION AND TYPE WITH LOCAL AUTHORITIES.
 - INTERIOR PAVEMENT TRANSITION AT DOOR SHALL BE FLUSH WITH EXTERIOR PAVEMENT. CROSS SLOPE SHALL NOT EXCEED 1:50 PER ADA REQUIREMENTS, COORDINATE WITH CIVIL AT CONCRETE PAD OR SIDEWALK.
 - CONTRACTOR TO RECEIVE, STORE, AND INSTALL OWNER'S CHECK OUT COUNTERS, CUSTOMER SERVICE COUNTER, AND RECEIVING TABLE. COORDINATE WITH FINAL TSC FIXTURE PLAN AND TSC PROJECT MANAGER.
 - PAINT ALL EXPOSED COLUMNS IN RETAIL SALES AREA PT-5, TYP.
 - CONTRACTOR TO FILL IN ALL SAN CUT CONTROL JOINTS WITH EUCO GRIKJOINT FILLER. INSTALL PER MANUFACTURER'S INSTALLATION. CLEAN JOINT PRIOR TO APPLICATION.
 - CONTRACTOR SHALL INSTALL A DETECTABLE WARNING AT ANY REQUIRED CURB RAMP, TYP.
 - CONTRACTOR TO PROVIDE WHEEL STOPS AT ALL PARKING SPACES AROUND THE BUILDING AND FOD THAT ARE FLUSH WITH THE ADJACENT SIDEWALK, TYP.
 - MCUE COVERS ARE REQUIRED FOR ALL PIPE BOLLARDS IN FOD, TYP.

- KEYED NOTES:
- PHONE BOARD LOCATION. SEE DETAIL 3/A-6.2 FOR ADDITIONAL INFORMATION.
 - CONTRACTOR TO INSTALL NEW BALER AND SERVICE DISCONNECT (SUSPEND LINE OVERHEAD). VERIFY / COORDINATE LOCATION WITH TSC PROJECT MANAGER. CONTRACTOR TO PROVIDE AND INSTALL 4" PVC PIPE 8'-0" LONG BEHIND BALER AT 36" A.F.F. FOR BALER WIRE. SERVICE DISCONNECT ALWAYS TO BE INSTALLED ON THE RIGHT HAND SIDE OF BALER.
 - NEW ELECTRICAL PANELS AND SERVICE. SEE ELECTRICAL DRAWINGS FOR MORE INFORMATION.
 - CONTRACTOR TO BOLT DOWN SAFE IN MANAGERS OFFICE. VERIFY LOCATION WITH TSC PROJECT MANAGER.
 - CONTRACTOR TO PROVIDE AND INSTALL NEW RESTROOM SIGNAGE. SEE DETAIL 4/A-6.2 FOR ADDITIONAL INFORMATION.
 - EXTENT OF VINYL PLANK FLOORING FOR EXPANDED CLOTHING AREA. USE ONE SIDED BEVEL PLANK AT POINT OF TRANSITION TO EXISTING VGT. VERIFY EXTENT OF PLANK FLOORING WITH TSC FIXTURE PLAN PRIOR TO INSTALLATION. AREA NOT TO EXCEED 3000 SQ. FT.
 - DRESSING ROOMS ARE STICK-BUILT AND INSTALLED BY CONTRACTOR. CONTRACTOR TO ASSEMBLE AND ANCHOR DRESSING ROOM BENCH TO WALL AND/OR FLOOR. CONTRACTOR TO PROVIDE AND INSTALL (2) 24" X 60" (1/4" POLISHED PLATE GLASS - 1 PIECE) ONE ON THE EXTERIOR SIDE OF ROOM WALL, PERPENDICULAR TO EXTERIOR SIDE WALL AND ONE ON THE INTERIOR WALL, PARALLEL TO THE FRONT WALL. HUNG WITH STANDARD MIRROR CLIPS PER MANUFACTURER RECOMMENDATIONS. WHERE BOTTOM EDGE OF TSH REFLECTING SURFACE IS AT 18" A.F.F., AND (4) FOUR HOOKS ON DRESSING ROOM WALL. MOUNT (2) TWO TO MEET ACCESSIBILITY ACCESS (48" MAX. A.F.F. / 48" MAX. A.F.F. IF MOUNTED OVER THE BENCH) AND (2) TWO AT 60" A.F.F. VERIFY LOCATION WITH FINAL FIXTURE PLAN AND TSC PROJECT MANAGER. SEE ENLARGED PLAN ON A-6.2.
 - NEW 6" CONCRETE FILLED PIPE BOLLARDS, TYPICAL AT EACH SIDE OF OVERHEAD OPENINGS. SEE DETAIL 1/A-6.2 FOR ADDITIONAL INFORMATION.
 - 6" TO SUPPLY AND INSTALL NEW DURULITE DOOR(S) AT NEW OPENING IN FIXTURE WALL AND PROPERLY SECURE ALL ANCHOR POINTS WHEN ANCHORING IN PLACE. VERIFY LOCATION WITH FINAL FIXTURE PLAN AND INSTALL AFTER FIXTURES HAVE BEEN INSTALLED.
 - CONTRACTOR TO INSTALL NEW TSC PROVIDED COUNTER AND SINK IN EMPLOYEE LOUNGE 108. SEE DETAIL 5/A-6.2 AND PLUMBING DRAWINGS FOR ADDITIONAL INFORMATION.
 - 5" CONCRETE SLAB IN STOCKROOM, TYP. SEE STRUCTURAL DRAWINGS FOR MORE INFORMATION.
 - DUMPSTER ENCLOSURE ON NEW CONCRETE SLAB, PER PLANS. SEE DETAIL 11 ON SHEET AS-3 FOR MORE INFORMATION.
 - NEW WATER SERVICE ENTRANCE, BACKFLOW PREVENTER, AND FIRE RISER. SEE PLUMBING DRAWINGS FOR MORE INFORMATION.
 - BULK PROPANE TANK AND CONCRETE SLAB. SEE DETAIL 110 ON AS-2 FOR MORE INFORMATION.
 - NEW MOP SINK AND TANKLESS WATER HEATER. SEE ELECTRICAL AND PLUMBING DRAWINGS FOR MORE INFORMATION.
 - PRE-MANUFACTURED ALUMINUM OR STEEL (PAINTED GRAY) LADDER WITH SECURITY GATE/PANEL AND GUARDRAILS (AS REQUIRED BY LOCAL CODES). INSTALL PER MANUFACTURER'S REQUIREMENTS AND SPECIFICATIONS. TSC STORE MANAGER TO PROVIDE LOCK FOR SECURITY GATE/PANEL.
 - CONTRACTOR TO PROVIDE AND INSTALL ANCHOR BOLTS FOR FIXTURE WALLS PER MANUFACTURER'S SPECIFICATIONS. TSC TO PROVIDE ANCHOR PLATES.
 - GALVANIZED CORRUGATED METAL AWNINGS ABOVE, TYP.
 - NEW PIPE BOLLARD TO PROTECT CORNER. PLACE 12" OFF EACH WAY. SEE DETAIL #2 ON SHEET AS-2 FOR MORE INFORMATION.
 - CONTRACTOR TO PROVIDE AND INSTALL NEW MCUE ACCESSIBLE SIGNS PER DETAIL 11 ON SHEET AS-2. SEE CIVIL DRAWINGS FOR EXACT PLACEMENT.
 - CONTRACTOR TO PROVIDE AND INSTALL NEW MCUE VETERANS SIGNS PER DETAIL 11 ON SHEET AS-2.
 - PROPOSED LOCATION OF ELECTRICAL TRANSFORMER. MUST BE 10'-0" A.F.F. AND A MIN. OF 36" AWAY FROM RISER. SEE DETAIL 111 ON SHEET A-6.2.
 - 24" DIAMETER GALVANIZED CORRUGATED METAL PIPE ANCHORED TO STEEL COLUMN, TYP. SEE EXTERIOR ELEVATIONS.
 - NEW PIPE BOLLARD TO PROTECT CORNER. PLACE 12" OFF EACH WAY. SEE DETAIL #2 ON SHEET AS-2 FOR MORE INFORMATION.
 - CONTRACTOR TO PROVIDE AND INSTALL NEW MCUE ACCESSIBLE SIGNS PER DETAIL 11 ON SHEET AS-2. SEE CIVIL DRAWINGS FOR EXACT PLACEMENT.
 - CONTRACTOR TO PROVIDE AND MOUNT FIRE EXTINGUISHER CABINET ADJACENT TO JUNCTION BOX.
 - 4" PAINTED YELLOW STRIPES INDICATING EXTENT OF EGRESS/DRIVE AISLE, TRAILER DISPLAY, AND PERMANENT SIDEWALK DISPLAY AREAS, TYP.
 - AREA WHERE WATER LINE, CONDUIT, OUTLETS, FIRE EXTINGUISHERS, FIRE ALARM FIXTURES, SIGNAGE, ETC. MAY BE LOCATED ON CMU. COORDINATE WITH FINAL FIXTURE PLAN, TYP. FAILURE TO COORDINATE WITH FINAL FIXTURE PLAN MAY RESULT IN HAVING TO RELOCATE ITEMS AT THEIR COST.
 - 16'-0" CHAIN LINK FENCE. SEE AS-2 FOR SPECIFICATIONS, TYP.
 - SITE LIGHTING BASE LOCATED 30" MIN. FROM INSIDE FACE OF FENCE FABRIC, TYP.
 - STEEL DOCK RAMP SET ON CONCRETE. SEE DISTRIBUTOR INFORMATION ON T-2 AND DETAIL #4 ON SHEET AS-2. VERIFY FINAL LOCATION WITH TSC PROJECT MANAGER.
 - ONE (1) 20'-0" AUTOMATIC SLIDING GATE WITH TSC PROVIDED SIGNAGE ON INDUCTIVE LOOP OPERATION WITH LIFTMASTER SL585 FOR AUTOMATIC OPERATION AND INCLUDES (2) RADIO REMOTE CONTROLS.
 - BROOM FINISHED CONCRETE PAD AT SIDYARD. MINIMUM OF 4" DEEP OVER 6" DRAINABLE BASE MATERIAL OVER COMPACTED FILL. SEE CIVIL DRAWINGS FOR CONTROL JOINTS AND GRADING.
 - 5' SIDEWALK FLUSH WITH PARKING SPACES, TYP.
 - CONTRACTOR TO PROVIDED AND INSTALL CONCRETE WHEEL STOPS AT ALL PARKING SPACES FLUSH WITH CONCRETE SIDEWALK / BUILDING, TYP.
 - ONE (1) 8'-0" MANUAL ROLLING CANTILEVERED GATE AT FRONT OF LIVE GOODS CENTER, TYP.
 - FOR LIFT CHARGER TO BE LOCATED FOR COORDINATION WITH STORE PLANNING. CHARGER PROVIDED BY VENDOR AND INSTALLED BY CONTRACTOR.
 - 8'-0" HIGH CHAIN LINK FENCE IN FRONT OF LIVE GOODS CENTER, TYP.
 - LIVE GOODS CENTER GUTTERS TO CONNECT TO INTERNAL GROSSOVER DOWNSPOUT AND DISCHARGE ONTO PAVEMENT AWAY FROM BUILDING.
 - EXIT POLE SIGN, TYP.
 - EDGE OF CONCRETE SLAB, TYP.
 - PROPOSED GAS METER LOCATION. SEE CIVIL DRAWING FOR MORE INFORMATION.
 - 4'-0" GATE. SEE DETAIL #4 ON SHEET AS-2 FOR MORE INFORMATION.
 - BOLLARD POST FOR EMERGENCY STOP OF PROPANE TANK. SEE ELECTRICAL DRAWINGS FOR MORE INFORMATION.
 - BIKE RACKS PER CIVIL DRAWINGS, TYP.
 - 4" SPLIT FACE PILASTERS PER EXTERIOR ELEVATIONS (12" BLOCK AS ALTERNATIVE) TYP.

- SYMBOLS LEGEND:
- WINDOW DESIGNATION. SEE SHEET A-7.1 FOR MORE INFORMATION.
 - DOOR DESIGNATION. SEE SHEET A-7.1 FOR MORE INFORMATION.



DEPICTIVE AND DIMENSION FLOOR PLAN
SCALE 3/32" = 1'-0"



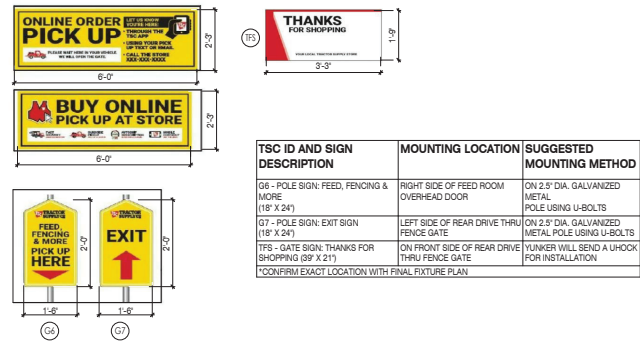
5401 VIRGINIA WAY
BRENTWOOD, TN 37027
PHONE: (615) 440-4200

TSC TRACTOR SUPPLY CO.

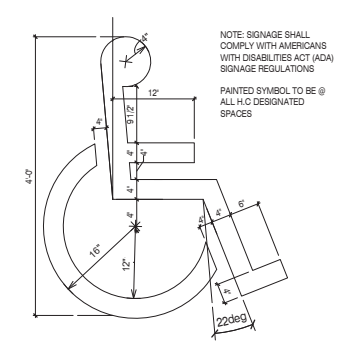
PROPOSED REMODEL:
840 MARKETPLACE DRIVE
WACONIA, MN 55587

JOB NUMBER:
24-09
REVISIONS:

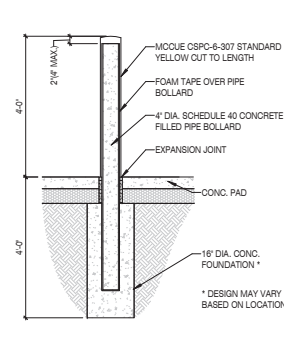
NOVEMBER 26, 2024
A-1
DEPICTIVE & DIMENSION
FLOOR PLAN



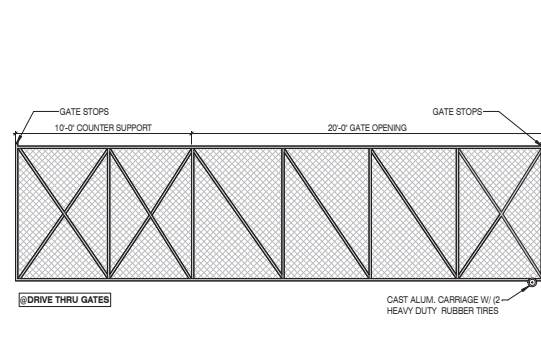
13 DETAIL
SCALE: NO SCALE
FOD LOT VERTICAL SIGNAGE



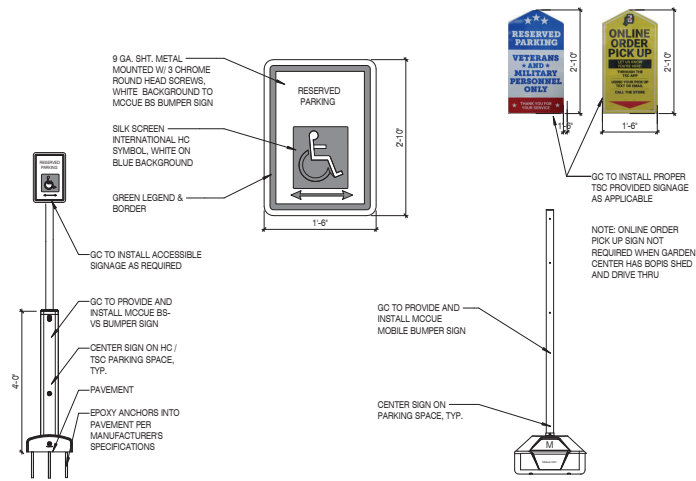
9 DETAIL
SCALE: 1" = 1'-0"
PAINTED HANDICAP PARKING LOGO



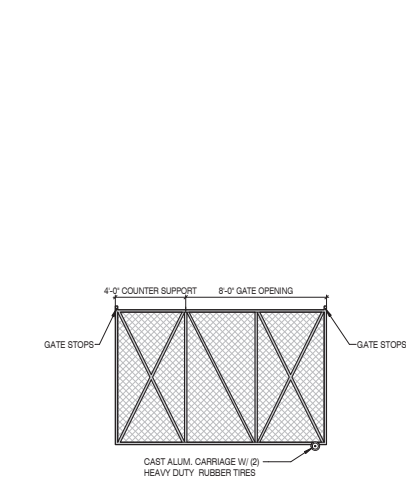
7 BOLLARD DETAIL
SCALE: 1/2" = 1'-0"
TYPICAL BOLLARD



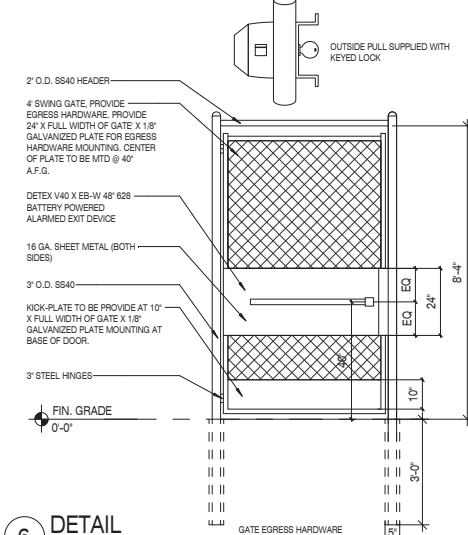
3 DETAIL
SCALE: 1/4" = 1'-0"
ROLLING CANTILEVERED GATE



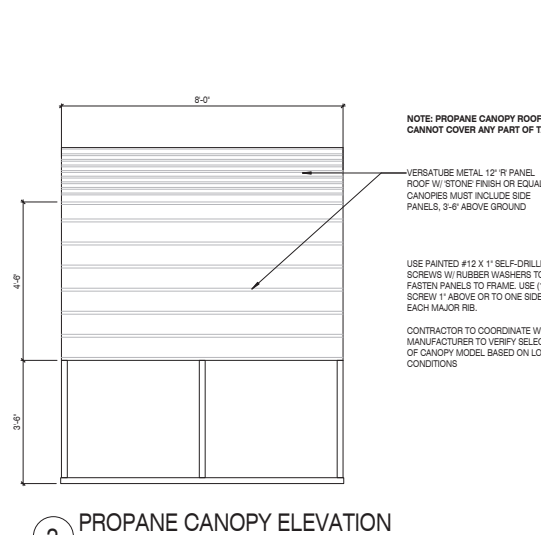
12 DETAIL
SCALE: 1/2" = 1'-0"
PARKING LOT VERTICAL SIGNAGE



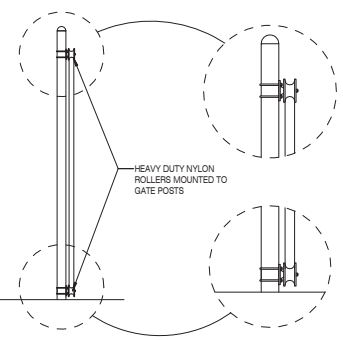
14 ALTERNATE ATTACHMENT DTL.
SCALE: 1/4" = 1'-0"
LIGHTS IN RETAIL SALES AREA



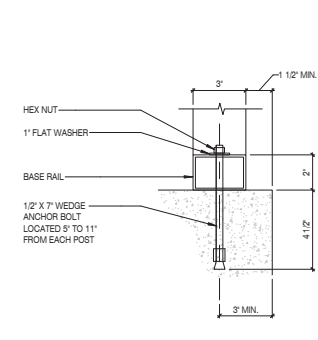
6 DETAIL
SCALE: 1/2" = 1'-0"
GATE EGRESS HARDWARE



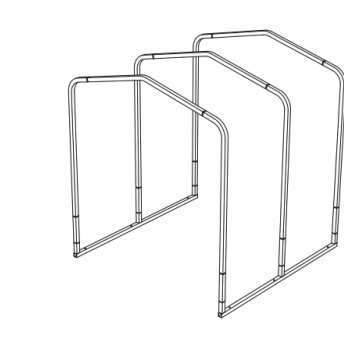
2 PROPANE CANOPY ELEVATION
SCALE: 1/2" = 1'-0"
SIDE



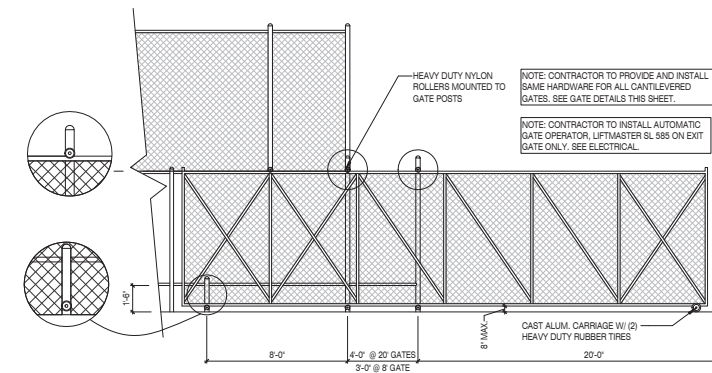
11 DETAIL
SCALE: 3" = 1'-0"
ROLLING CANTILEVERED GATE



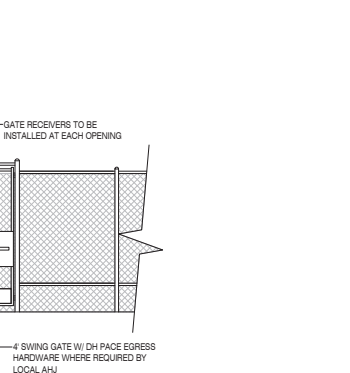
8 PROPANE CANOPY DETAIL
SCALE: 3" = 1'-0"
CONNECTION @ CONCRETE



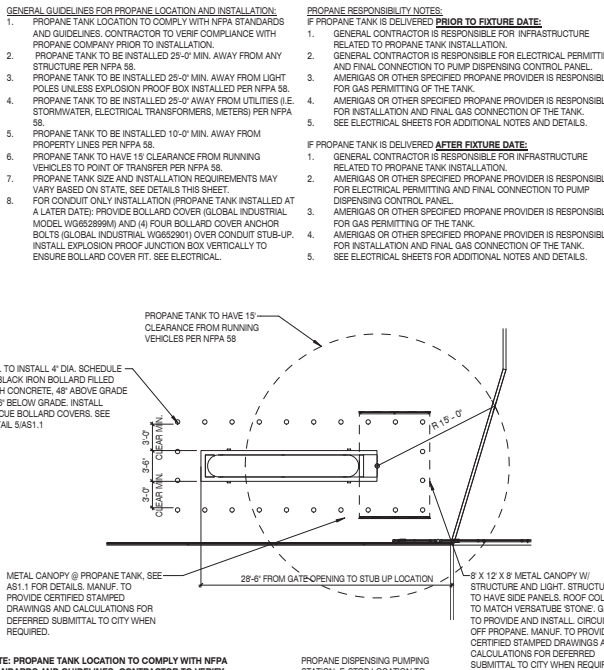
5 PROPANE CANOPY FRAME
SCALE: 1/4" = 1'-0"
ISOMETRIC



10 DETAIL
SCALE: 1/4" = 1'-0"
ROLLING CANTILEVERED GATE



4 PROPANE CANOPY ELEVATION
SCALE: 1/2" = 1'-0"
FRONT

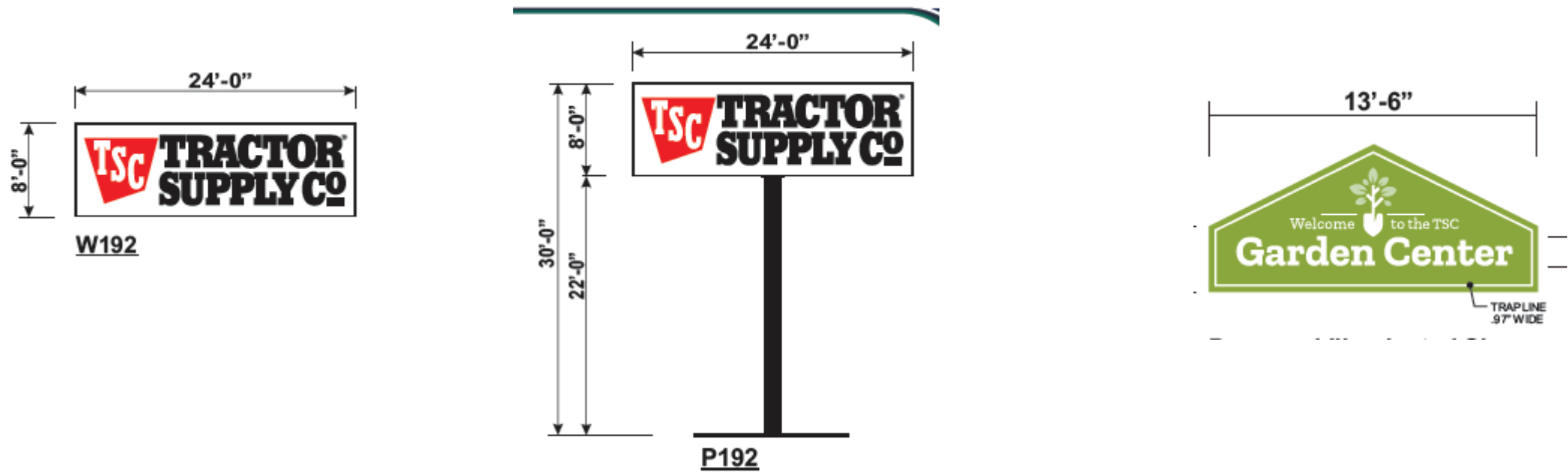


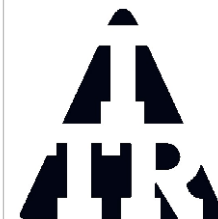
1 PROPANE PLAN
SCALE: 1/8" = 1'-0"
FRONT

EXHIBIT I

EXHIBIT J

Building sign size is 8'-0" x 24'-0" = 192 sq ft
Garden center sign size is 6'-3" x 13'-6" = 85 sq ft
Pylon - 7' x 21' @ 30' = 108 sq ft





INTERMOUNTAIN TRUCK
REBUILDERS

1 (801) 621-1315
2927 S American Way
Ogden, UT 84401

	NAME	DATE
DRAWN	GE	3/28/2016
VERSION	V1	3/28/2016

TITLE

010_1990GALLON
DISPENSER WITH
CANOPY

UL INFORMATION



INPUT POWER - 115/208-
230 60HZ 12.6 A. 6.6 A.

"POWER-OPERATED
DISPENSING DEVICE FOR
LPG-GAS"

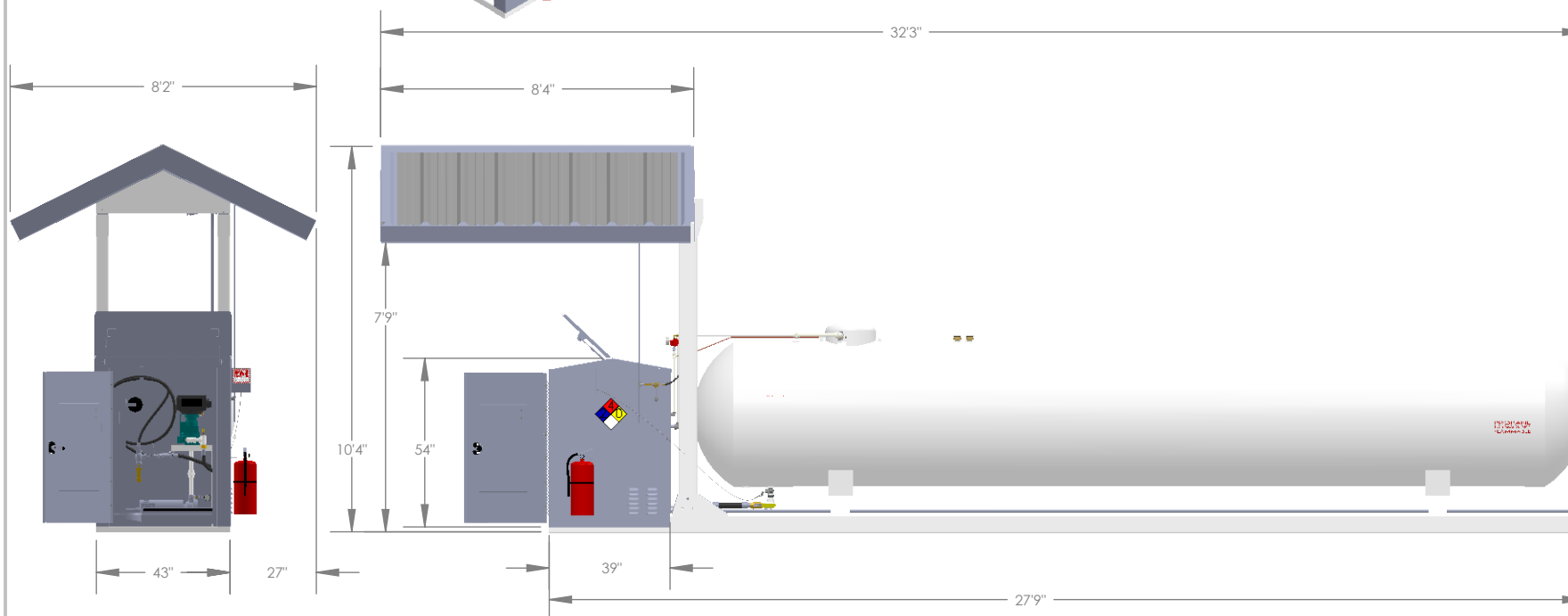
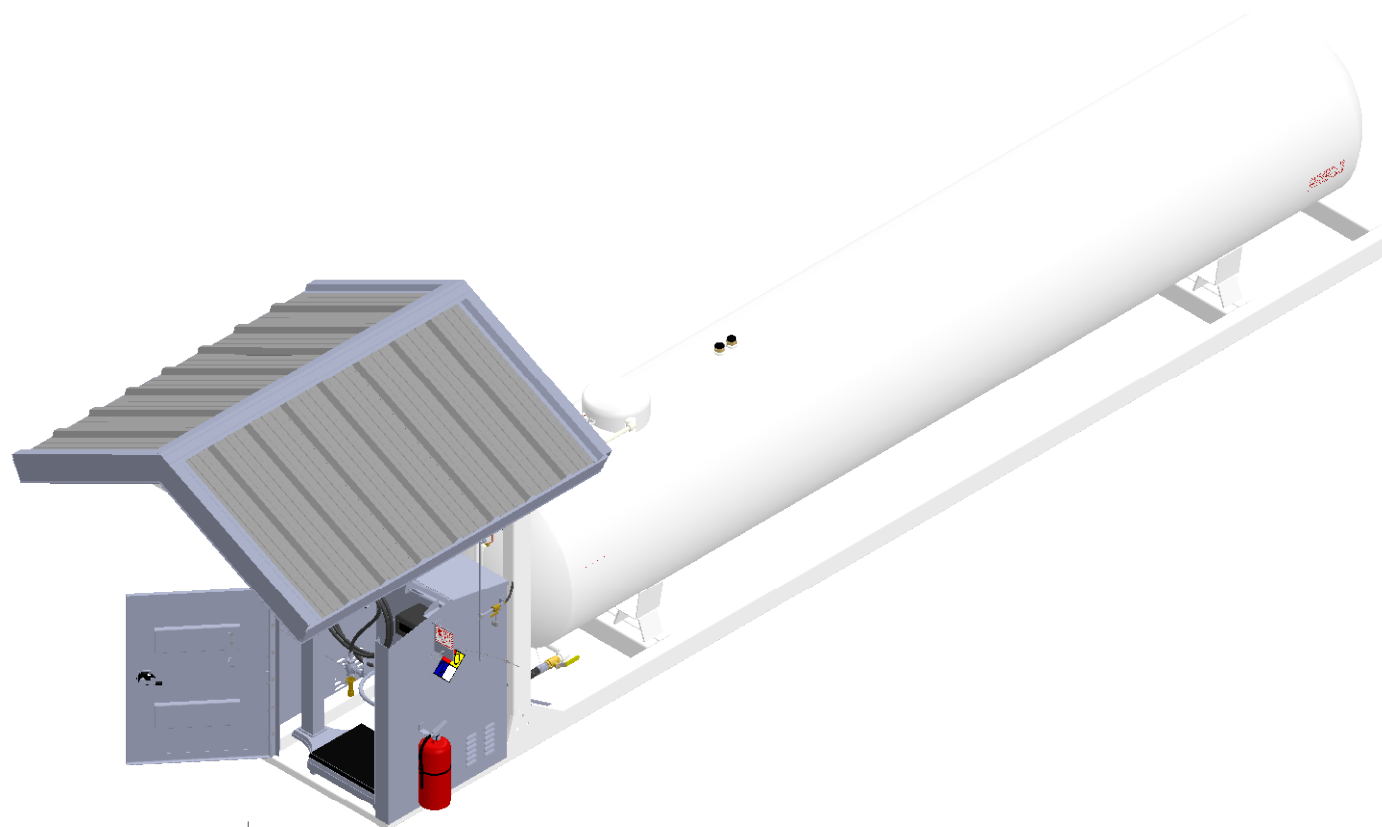
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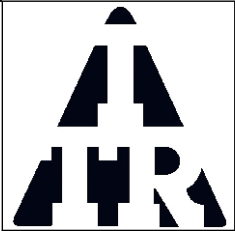
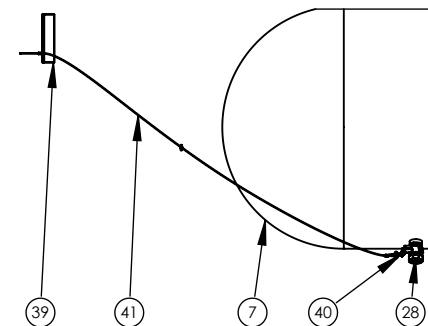
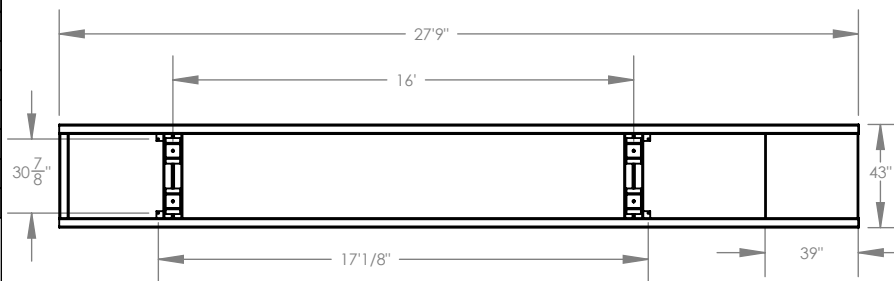
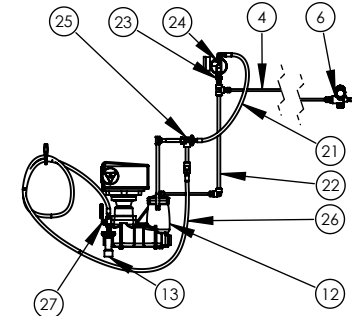
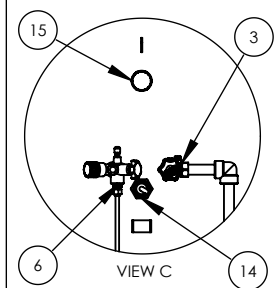
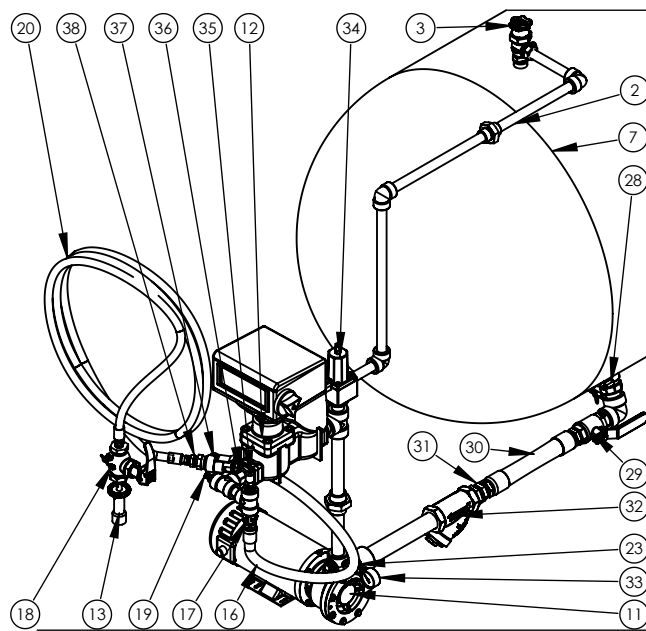
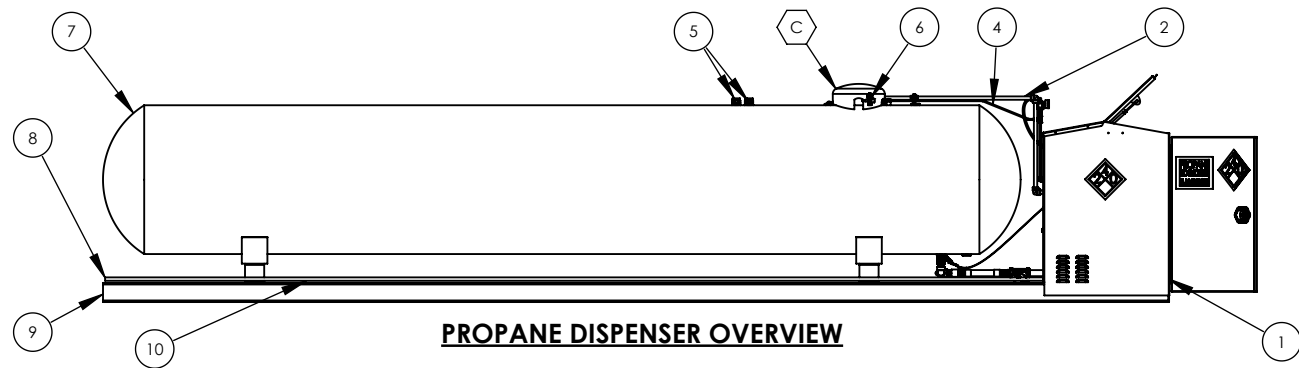
1 OF 6

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LIST OF MATERIALS

#	DESCRIPTION	QTY
1	009_2 CABINET	1
2	LIQUID RETURN LINE	1
3	ME 449 HEX 4.6 LIQUID TRANSFER VALVE	1
4	TYPE K COPPER VAPOR TRANSFER TUBE	
5	1 -1/4" REGO 8685GT RELIEF VALVE	1
6	3/4" REGO 7556RS 12.0 MULTI-VALVE	1
7	1990 GALLON ASME CODE 250 PSI PROPANE STORGAE TANK	1
8	ELECTRICAL INPUT RED, BLACK, GREEN, 220-240 VOLT INPUT	1
9	4X6 STEEL TUBE SKID	1
10	3/4" RIGID METAL ELECTRICAL CONDUIT	1
11	CORKEN C12 PUMP/ REDSEAL PL100 PUMP	1
12	LIQUA-TECH LPM102 METER / REDSEAL RL100 METER	1
13	ME 516 ACME FILLER COUPLINGS	2
14	SHERWOOD FG 3981-005A FLOAT GAUGE	1
15	1- 1/4" REGO 7579T FILL VALVE	1
16	PARKER LPG 3/4" WHIP HOSE	1
17	ME 880-6/28 EXCESS FLOW VALVE	1
18	ME821-4 DISPENSING VALVE	1
19	MEJ 400 BLEEDER VALVE	1
20	1/2" PARKER LPG HOSE	1
21	PARKER 1/4" LPG HOSE	1
22	3/4" SCHEDULE 80 VAPOR PIPE	1
23	ME 831 NEEDLE VALVE	2
24	MEGR6120-30 REGULATOR/ 4FMC40-30 GAUGE	1
25	APOLLO CKF9 3-WAY BALL VALVE	1
26	PARKER 1/4" LPG PURGER HOSE	1
27	ME831 NEEDLE VALVE	1
28	ME990-10-85 INTERNAL VALVE	1
29	JAMAR 1-1/4" 100-706 BALL VALVE	1
30	PARKER 1-1/4" LPG HOSE	1
31	24MP-20FPX SWIVEL	1
32	ME 654SP Y-STRAINER	1
33	4FLU4 0-300 GAUGE	1
34	3/4" BYPASS VALVE CORKEN/REDSEAL	1
35	MEH 25/450 HYDROSTATIC RELIEF VALVE	1
36	ME870-6 BACK CHECK VALVE	1
37	REGO A2141A6 PULLAWAY	1
38	12ME8AP STEEL BUSHING	1
39	E-STOP PLATE	1
40	VALVE SHUTOFF SPRING	1
41	E-STOP PULL CABLE	1



INTERMOUNTAIN TRUCK
REBUILDERS

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2927 S American Way
Ogden, UT 84401

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TITLE
**010_1990GALLON
DISPENSER WITH
CANOPY**

UL INFORMATION



E365554

INPUT POWER - 115/208-
230 60HZ 12.6 A. 6.6 A.

"POWER-OPERATED
DISPENSING DEVICE FOR
LPG-GAS"

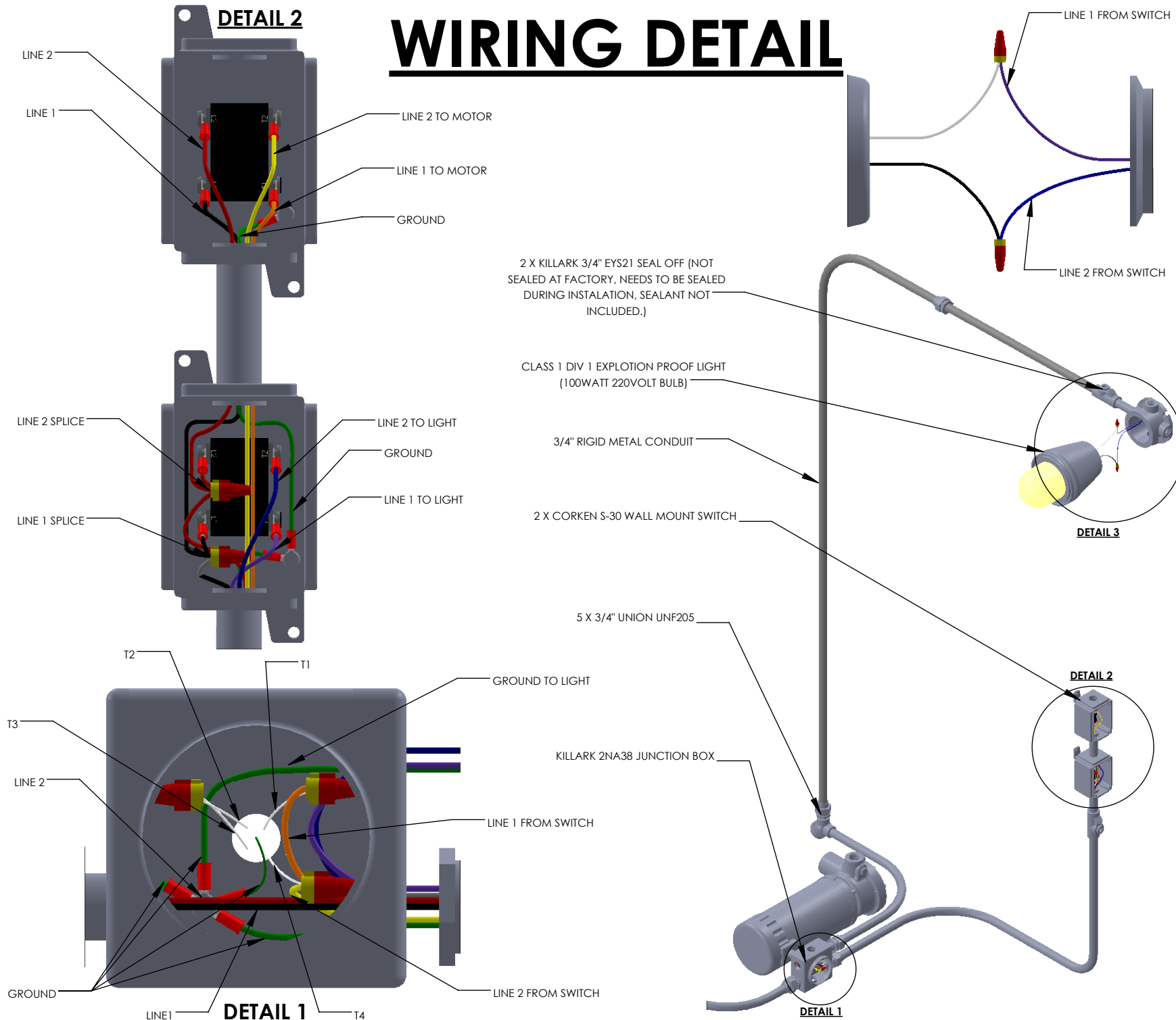
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WIRING DETAIL



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60HZ 12.6 A. 6.6 A.

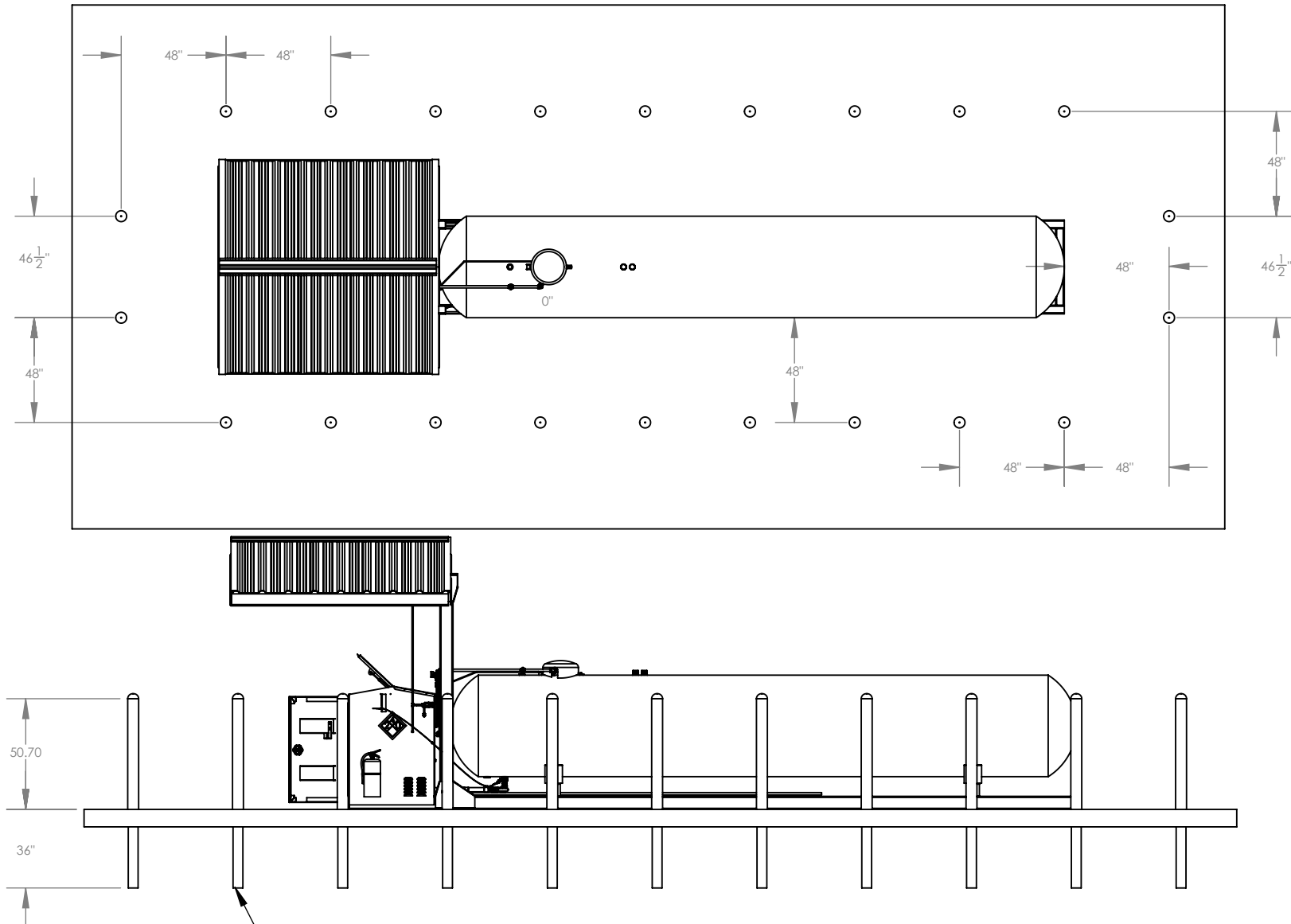
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CRASH POST DETAIL



4-1/2" SCHEDULE 40 STEEL
PIPE FILLED WITH AND SET IN
CONCRETE

**NOTE: ALTERNATE POST
LAYOUT REQUIRED FOR
TEXAS AND FLORIDA**



INTERMOUNTAIN TRUCK
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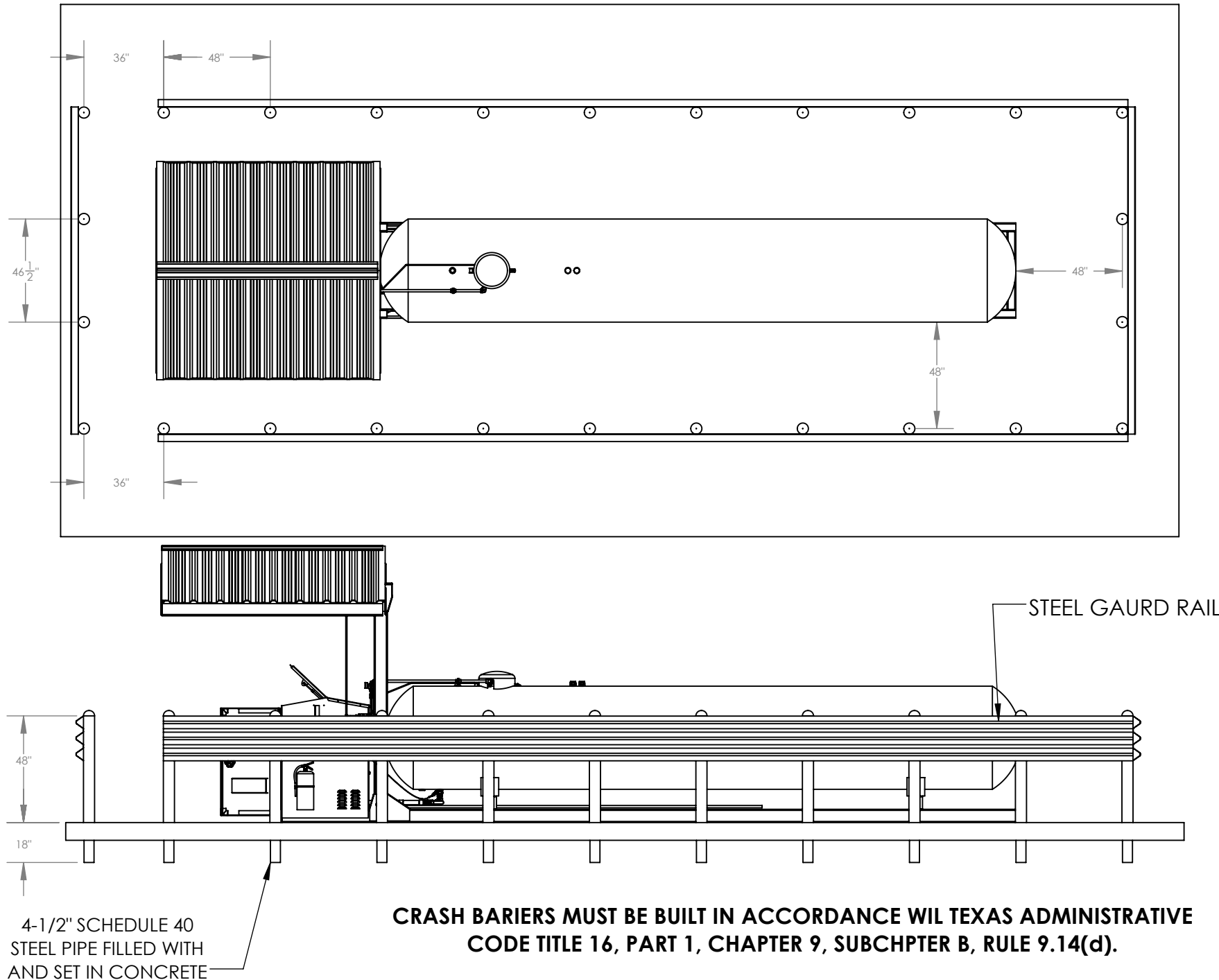
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TEXAS CRASH POST DETAIL



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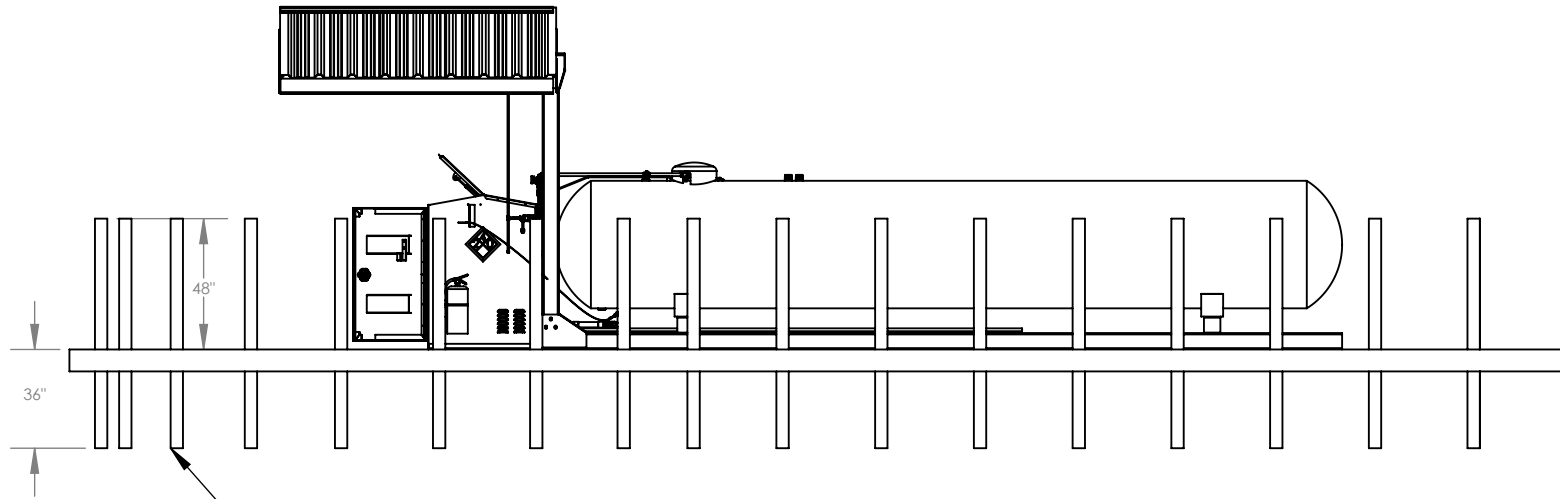
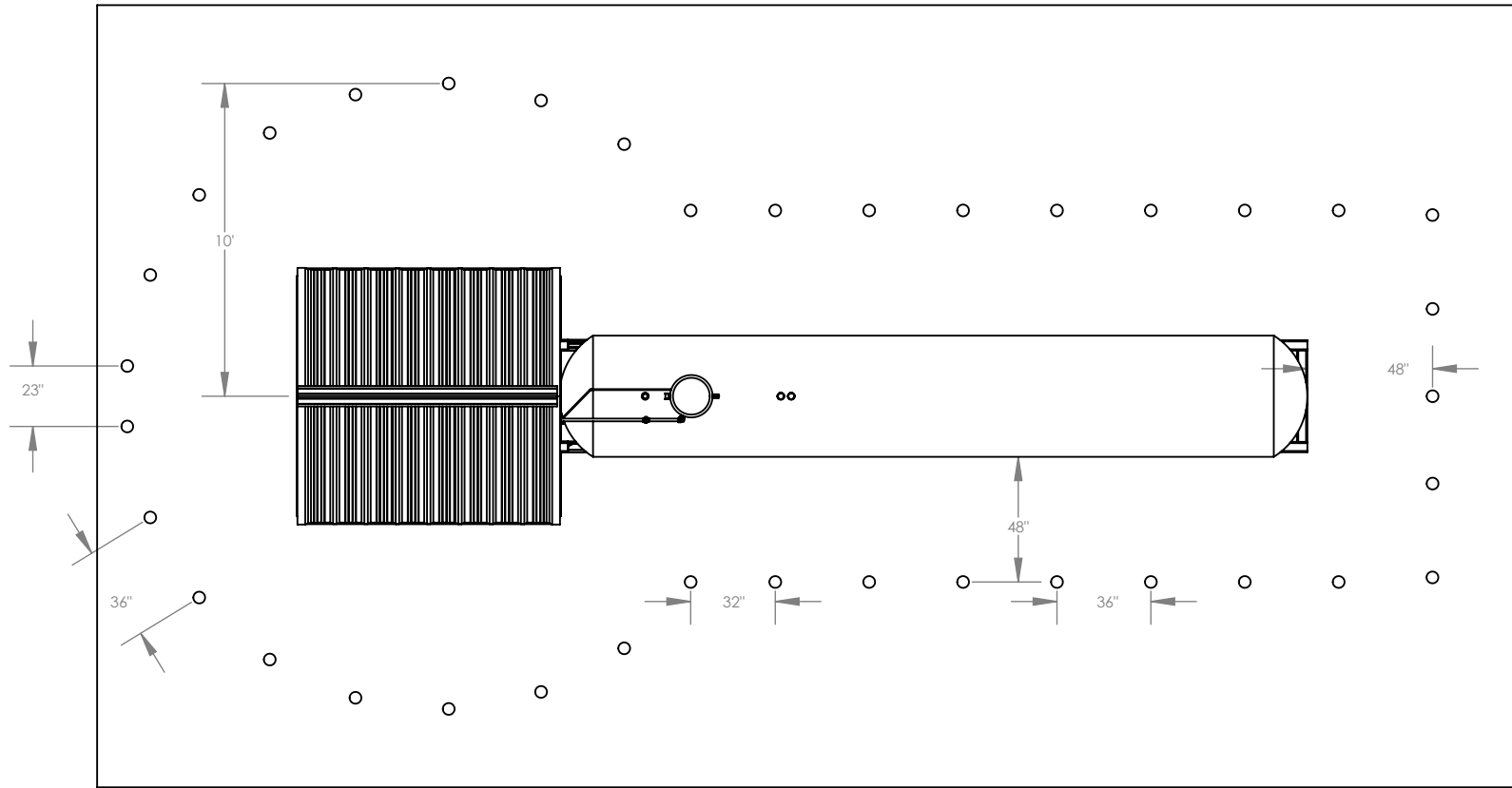
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280

FLORIDA CRAH POST DETAIL



4-1/2" SCHEDULE 40 STEEL PIPE FILLED
WITH AND SET IN CONCRETE

**CRASH PROTECTION MUST BE CONSTRUCTED IN ACCORDANCE
TO FLORIDA ADMINISTRATIVE CODE CHAPTER 5J-20.045**



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PAGE NUMBER

6 OF 6 281

PROJECT:

LOCATION:

CLIENT:



REVISIONS:

NORTH ARROW:



$= 30'$



SHEET:

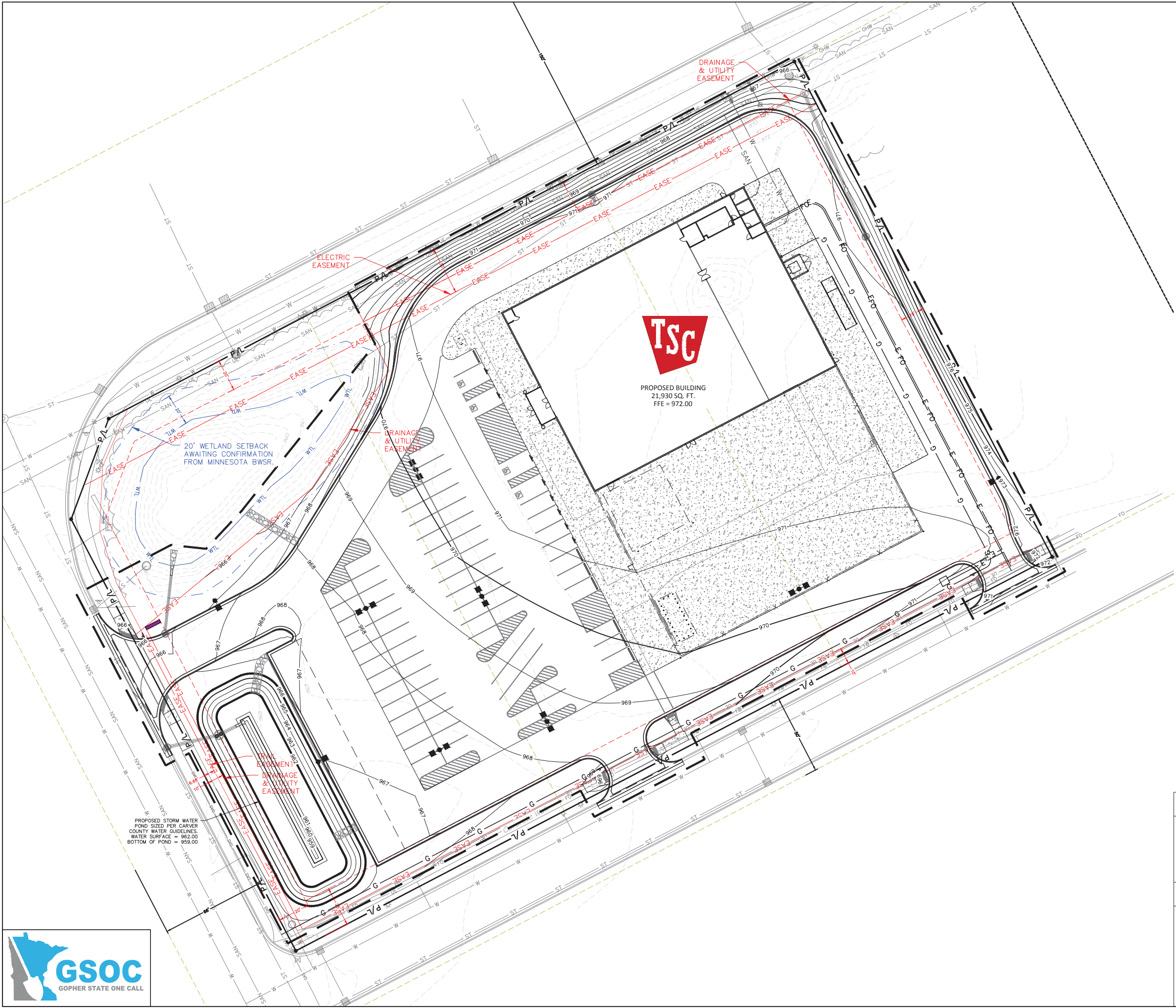
PROJECT MANAGER:

PROJECT NUMBER:	24.0777
DATE:	11/26/2024

SHEET NUMBER:

282

FILENAME: S:\Minnesota\Waconia\240777 - Waconia Tractor Supply\Design\C104 - SITE GRADING PLAN.dwg



PROPOSED STORM WATER POND SIZED PER CARVER COUNTY WATER GUIDELINES. WATER SURFACE = 962.00 BOTTOM OF POND = 959.00

GRADING NOTES

GENERAL CONTRACTOR OR THEIR SUB CONTRACTORS ARE RESPONSIBLE FOR VERIFYING OWNERSHIP OF AND COORDINATING THE DEMOLITION AND / OR RELOCATION / ELEVATION ADJUSTMENT OF ALL EXISTING PUBLIC OR PRIVATE UTILITIES WITHIN THE PROJECT LIMITS THAT MAY BE AFFECTED BY TOPOGRAPHICAL CHANGES, UTILITIES, OR OTHER PROPOSED CONSTRUCTION ON THE PROJECT, INCLUDING BUT NOT LIMITED TO ELECTRICAL / FIBER OPTIC / TELEPHONE / CABLE / GAS / WATER / SANITARY / STORM. DEMOLITION / RELOCATION OF THIS UTILITY WORK MUST BE IN ACCORDANCE WITH ALL STATE, FEDERAL, LOCAL, AND UTILITY OWNER REGULATIONS.

KEY INDEX

	PROJECT LIMITS
	PROPERTY LINE
	EASEMENT LINE
	WETLAND LINE
	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR

PRELIMINARY - NOT FOR CONSTRUCTION



788 N Jefferson Street, Suite 900
Milwaukee, Wisconsin 53202

kapurinc.com

PROJECT:
TRACTOR SUPPLY
COMPANY

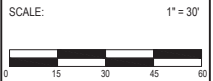
LOCATION:
840 MARKETPLACE
DRIVE, WACONIA,
MN 55387



RELEASE:
PRELIMINARY

REVISIONS:

#	DATE	DESCRIPTION



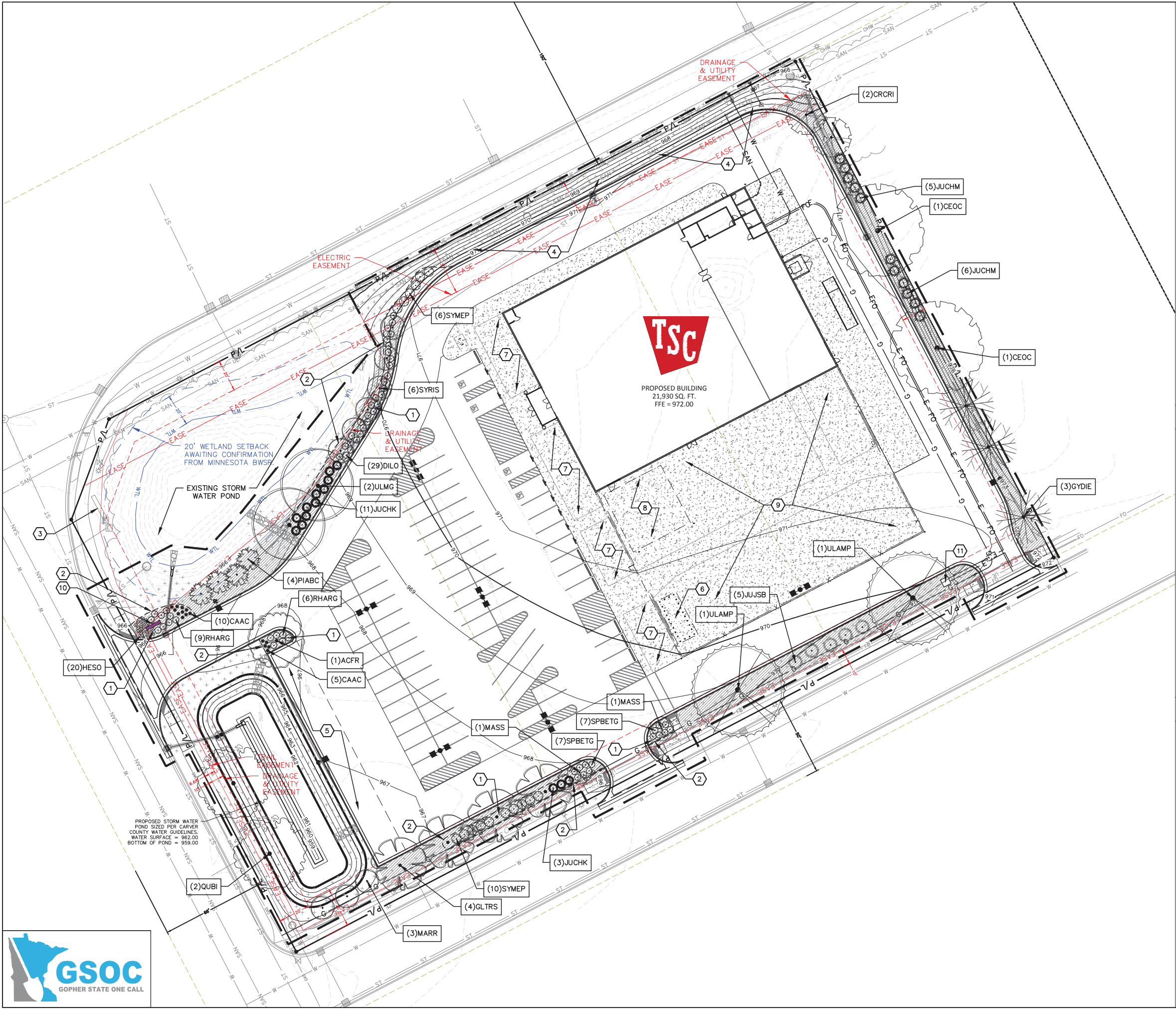
SEAL:

all in

SHEET:
SITE GRADING
PLAN

PROJECT MANAGER: GG
PROJECT NUMBER: 24.0777
DATE: 11/26/2024

SHEET NUMBER:
C104



PROPOSED STORM WATER
POND SIZED PER CARVER
COUNTY WATER GUIDELINES:
WATER SURFACE = 962.00
BOTTOM OF POND = 959.00

EXISTING STORM
WATER POND

20' WETLAND SETBACK
AWAITING CONFIRMATION
FROM MINNESOTA BWSF



PROPOSED BUILDING
21,930 SQ. FT.
FFE = 972.00

HATCH LEGEND

- PROJECT LIMITS
- PROPERTY LINE
- EASEMENT LINE
- WETLAND LINE

ALUMINUM EDGING

AREAS DISTURBED BY CONSTRUCTION TO BE
RESTORED WITH MINIMUM 4" TOPSOIL, LAWN GRASS
SEED, FERTILIZER, AND MULCH (TYP). USE SALVAGED
TOPSOIL OR IMPORT TOPSOIL IF REQUIRED.

CONTRACTOR TO COORDINATE AND SUPPLY A CODE
COMPLIANT IRRIGATION SYSTEM DESIGN, MATERIALS, AND
INSTALLATION AS A DESIGN-BUILD CONTRACT. THIS WORK
SHALL INCLUDE CONNECTION TO THE EXISTING WATER
SUPPLY SYSTEM, AND ELECTRONIC CONNECTION TO THE
EXISTING POWER SUPPLY SYSTEM. CONTRACTOR SHALL
ALSO PROVIDE AND COORDINATE PLACEMENT OF SLEEVES
UNDER PAVEMENT AND SIDEWALKS. SLEEVES SHALL BE
4" SCHEDULE 40 PVC PIPE. IRRIGATION SYSTEM SHALL
NOT SPRAY WATER ONTO ADJACENT PAVEMENTS.
PROVIDE AN IRRIGATION PLAN SHOP DRAWING THAT
INDICATES THE LOCATION, SIZE, MANUFACTURER AND
MODEL OF PROPOSED IRRIGATION PIPING, SLEEVES,
CONTROL VALVES, DRIP IRRIGATION LINES FOR PLANTING
BED AREAS, POINT OF WATER CONNECTION, BACKFLOW
PREVENTER AND IRRIGATION CONTROLLER.

- PLANT "CODE" REFERENCES TO THE PLANT SCHEDULE
- QUANTITY OF PLANTS IN THE PLANT GROUPING
- LEADER LINE
- PLANT SYMBOL (SYMBOL VARIES)

KEY INDEX

- SHREDDED HARDWOOD MULCH
- ALUMINUM EDGING AT PLANTING BED
- EXISTING MONUMENT SIGN (TO REMAIN - PROTECT
FROM DAMAGE DURING CONSTRUCTION)
- NO TREES PROPOSED IN THIS AREA BECAUSE OF
OVERHEAD UTILITY LINES, ELECTRIC EASEMENT
AND DRAINAGE & UTILITY EASEMENT.
- PERMANENT TRAILER DISPLAY AREA
- PROPANE TANK
- PERMANENT SIDEWALK DISPLAY AREA
- LIVE GOODS CENTER
- FENCED OUTDOOR DISPLAY AREA
- TRACTOR SUPPLY MONUMENT SIGN
- TRANSFORMER



788 N Jefferson Street, Suite 900
Milwaukee, Wisconsin 53202

kapurinc.com

PROJECT:
TRACTOR SUPPLY
COMPANY

LOCATION:
840 MARKETPLACE
DRIVE, WACONIA,
MN 55387



RELEASE:
PRELIMINARY

REVISIONS:		
#	DATE	DESCRIPTION



SCALE: 1" = 30'

SEAL:

all in

SHEET:
SITE LANDSCAPE
PLAN

PROJECT MANAGER: GG
PROJECT NUMBER: 240777
DATE: 11/26/2024

SHEET NUMBER:
L100

FILENAME: S:\Minnesota\Waconia\240111 - Waconia tractor supply\design\L200 - Site Landscaping Plan.dwg

Plant Schedule						
Code	Scientific Name	Common Name	Quantity	Spacing	Install Size	Mature Size
						(Height/Spread)
Canopy Trees: (Install in accordance with detail 1/L202)						
ACFR	Acer x freemanii 'Jeffersred'	Autumn Blaze Maple	1	Per Plan	2.5" caliper B&B	40'-50'/35'-40'
CEOC	Celtis occidentalis	Common Hackberry	2	Per Plan	2.5" caliper B&B	40'-60'/40'-60'
GLTRS	Gleditsia tricanthos 'Skycole'	Skyline Honeylocust	4	Per Plan	2.5" caliper B&B	50'-60'/35'-45'
GYDIE	Gymnocladus dioicus 'Espresso'	Espresso Kentucky Coffee Tree	3	Per Plan	2.5" caliper B&B	50'/35'
QUBI	Quercus bicolor	Swamp White Oak	2	Per Plan	2.5" caliper B&B	50'/40'
ULAMP	Ulmus americana 'Princeton'	Princeton Elm	2	Per Plan	2.5" caliper B&B	60'-80'/40'-60'
ULMG	Ulmus 'Morton Glossy'	Triumph Elm	2	Per Plan	3" caliper B&B	55'/45'
Ornamental Trees: (Install in accordance with detail 1/L202)						
CRCRI	Crataegus crus-galli var. inermis	Thornless Cockspur Hawthorn	2	Per Plan	3" caliper B&B	20'-30'/25'-35'
MARR	Malus x 'Royal Raindrops'	Royal Raindrops Crabapple	3	Per Plan	2.5" caliper B&B	20'/15'
MASS	Malus x 'Spring Snow'	Spring Snow Crabapple	2	Per Plan	2.5" caliper B&B	20-25'/15-20'
SYRIS	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	6	Per Plan	3" caliper B&B	25'/15'
Evergreen Trees: (Install in accordance with detail 2/L202)						
JUCHM	Juniperus chinensis 'Mountbatten'	Mountbatten Chinese Juniper	11	Per Plan	6' tall B&B	15'/6'-8'
JUJSB	Juniperus chinensis 'J.N. Select Blue'	Siar Power Juniper	5	Per Plan	6' tall B&B	17'/7'-9'
PIABC	Picea abies 'Cupressina'	Columnar Norway Spruce	4	Per Plan	8' tall B&B	30'/10'
Deciduous Shrubs: (Install in accordance with detail 3/L202)						
DILO	Diervilla lonicera	Dwarf Bush Honeysuckle	29	Per Plan	18" tall pot	2'-3'/4'-5'
RHARG	Rhus aromatica 'Gro-Low'	Gro-Low Sumac	15	Per Plan	5 Gallon pot	2'-3'/6'-8'
SPBETG	Spirea betulifolia 'Tor Gold'	Glow Girl Spirea	14	Per Plan	18" tall pot	3'-4'/3'-4'
SYMEP	Syringa meyeri 'Palibin'	Meyer Lilac (Dwarf Korean Lilac)	16	Per Plan	24" tall pot	4'-4.5'/5'-7'
Evergreen Shrubs: (Install in accordance with detail X/L201)						
JUCHK	Juniperus chinensis 'Pfitzeriana Kallay'	Kallays Compact Juniper	14	Per Plan	18' spread pot	3'/6'-8'
Perennials: (Install in accordance with detail 4/L202)						
CAAC	Calamagrostis x acutiflora Karl Foerster	Karl Foerster Reed Grass	15	Per Plan	#1 cont.	5'-6'/18"-24"
HESO	Hemerocallis 'Stella De Oro'	Stella De Oro Daylily	20	Per Plan	#1 cont.	16"-18"/16"-24"
NOTE: Plant quantities indicated in the plant schedule are for convenience only. Installation contractor is responsible for verifying plant count or the landscape plan. When discrepancies between the plant schedule, labels and the landscape plan occur, the quantity drawn on the landscape plan shall be the official quantity.						

1

L201

PLANT SCHEDULE

REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION

1. ALL PLANT MATERIAL SHALL BE OBTAINED FROM A NURSERY LOCATED IN ZONE 5, CONFORM TO APPLICABLE REQUIREMENTS OF THE CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AND BOTANICAL NAMES SHALL BE ACCORDING TO THE CURRENT EDITION OF "STANDARDIZED PLANT NAMES" PREPARED BY THE AMERICAN JOINT COMMITTEE ON HORTICULTURE NOMENCLATURE.
2. CONTRACTOR TO PROVIDE TO THE LANDSCAPE ARCHITECT SAMPLES OF ALL BARK AND MINERAL/STONE MULCHES, DECORATIVE GRAVELS, MAINTENANCE STRIP STONE, OR OTHER GROUND COVER MATERIALS FOR APPROVAL PRIOR TO INSTALLATION.
3. BARK MULCH TO BE FRESHLY ACQUIRED HARDWOOD SHREDDED BARK MULCH. NOT DOUBLE MILLED, EXCESSIVE DIRT AND DUST LIKE MATERIAL OR OLD MATERIAL IS NOT ACCEPTABLE.
4. LANDSCAPE EDGING TO BE ALUMNUM EDGING IN COLOR BLACK.
5. ALL PLANTING AREAS, TO RECEIVE A 3-INCH THICK LAYER OF HARDWOOD SHREDDED BARK MULCH OVER TYPAR PROFESSIONAL WEED BARRIER FABRIC WITH LANDSCAPE EDGING. EDGING TO BE INSTALLED BETWEEN DIFFERENT TYPES OF MULCHES, BETWEEN MULCHES AND TURF, AND/OR WHERE SPECIFICALLY NOTED ON THE PLAN.
6. INSTALL SHOVEL CUT EDGE AROUND ALL INDIVIDUAL TREES AND SHRUBS IN LAWN AREAS AND ALONG PAVEMENT WHERE PLANTING AREAS ABUT TO PREVENT HARDWOOD SHREDDED BARK MULCH FROM SPILLING OUT OF PLANTING AREA.
7. CONTRACTOR RESPONSIBLE FOR MAINTENANCE OF PLANT MATERIAL FOR 60 DAYS FROM INSTALLATION, INCLUDING WATERING, WEEDING, ETC.. CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF SEEDED AREAS FOR 60 DAYS FROM INSTALLATION, INCLUDING WATERING, WEEDING, ETC.. CONTRACTOR TO PROVIDE AND REVIEW MAINTENANCE INSTRUCTIONS WITH THE OWNER PRIOR TO THE COMPLETION OF THESE MAINTENANCE PERIODS. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
8. CLEANLY PRUNE AND REMOVE DAMAGED BRANCHES, DEAD WOOD, AND ROOTS IMMEDIATELY PRIOR TO PLANTING. DO NOT CUT LEADERS OR LEAVE "V" CROTCHES OR DOUBLE LEADERS UNLESS A MULTI-STEM TREE IS SPECIFIED.
9. REMOVE BURLAP, WIRE BASKET, ROPE, TWINE, AND ALL SYNTHETIC MATERIAL FROM THE ROOTS, TRUNK, OR CROWN OF PLANT.
10. REMOVE EXCESS SOIL ABOVE ROOT COLLAR.
11. PLANT TREES AND SHRUBS SO THAT THE ROOT COLLAR IS 2" ABOVE FINISHED GRADE OR SEVERAL INCHES ABOVE GRADE IF PLANT IS INSTALLED IN POOR SOILS.
12. PLANT TREES AND SHRUBS WITH SAME ORIENTATION AS WHEN HARVESTED FROM THE NURSERY OR TO SHOWCASE THE MOST AESTHETIC VIEW.
13. PLANT ALL TREES WITH THREE SLOW RELEASE FERTILIZER PACKETS, SPACED EQUIDISTANT AROUND THE EDGE OF THE ROOT BALL.
14. PLANT ALL SHRUBS WITH ONE SLOW RELEASE FERTILIZER PACKET, PLACED BELOW THE ROOTING SYSTEM.
15. WATER AND TAMP BACKFILL AND ROOTS OF ALL NEWLY SET PLANT MATERIAL SO THE SOIL AND ROOTS ARE THOROUGHLY SOAKED AND AIR POCKETS ARE REMOVED.
16. FOR INDIVIDUAL TREES & SHRUBS PLANTED IN TURF AREAS, PROVIDE CONTINUOUS 3" SOIL SAUCER TO CONTAIN WATER & MULCH (TREES ON SLOPES SHALL BE SAUCERED ON THE DOWNHILL SIDE)
17. INSTALL 3" THICK SHREDDED HARDWOOD BARK MULCH RING 3'-0" DIA. FOR DECIDUOUS TREES AND ALL INDIVIDUAL SHRUBS IN LAWN AREAS, 5'-0" DIA. FOR EVERGREEN TREES. KEEP MULCH 2" AWAY FROM TRUNKS.
18. STAKING - ONLY STAKE EVERGREEN TREES 5'-0" OR GREATER IN HEIGHT OR TREES THAT ARE 3 INCHES OR GREATER IN CALIPER. TREES WILL BECOME STRONGER FASTER WHEN THE TOP 2/3 OF THE TREE IS FREE TO SWAY. DO NOT ATTACH WIRE DIRECTLY TO TREES OR THROUGH HOSES - UTILIZE GROMMETED, SYNTHETIC STRAPS AT LEAST 2" WIDE AROUND THE TREE, ATTACH STRAPPING TO STAKE WITH CABLE, WIRE, EYE BOLTS AND TURNBUCKLES. STAKES SHALL BE DRIVEN DEEPLY INTO THE GROUND TO PREVENT DISLODGING. CHECK AT LEAST EVERY THREE MONTHS FOR BINDING OR OTHER PROBLEMS. STAKES AND TIES SHOULD BE REMOVED SIX MONTHS TO ONE YEAR AFTER PLANTING.
22. REFER TO SPECIFICATIONS 329200 TURF AND GRASSES, AND 329300 PLANTS FOR ADDITIONAL INFORMATION.
23. LIGHT POLES AND UNDERGROUND UTILITIES INDICATED ON THIS PLAN ARE SHOWN FOR CONVENIENCE ONLY. SEE SITE LIGHTING PLAN FOR OFFICIAL LIGHT POLE LOCATIONS AND SURVEY/CIVIL PLANS FOR OFFICIAL GRADING AND UNDERGROUND UTILITY LOCATIONS. ADJUST TREE LOCATIONS IN THE FIELD AS NECESSARY TO AVOID LIGHT POLES AND UNDERGROUND UTILITIES

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LANDSCAPE NOTES

REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION

LANDSCAPE CALCULATIONS		
City of Waconia, Minnesota - Landscaping Requirements		
Site Zoning = B-1 (Highway Business District) Total parking spaces = 71 parking spaces Total building area = 21,933 square feet Total site perimeter length = 1743 linear feet Frontage along State Highway "5" = 552.3 linear feet		
Landscape requirements	Required	Provided
B-1 (Highway Business District) Landscape Requirements		
One (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.		
21,933 sf of total building floor area / 1,000 sf x 1 tree = 21.9 trees	22 trees	Not applicable
(1743 lf of total site perimeter / 50 lf) x 1 tree = 34.9 trees	35 trees (greater therefore minimum required)	35 trees provided
The light from automobile headlights and other sources shall be screened whenever it may be directed onto adjacent residential windows.	Headlight screening towards adjacent residential windows across State Highway "5" required	Headlight screening towards adjacent residential windows across State Highway "5" provided
Loading docks and loading berths that face a residentially zoned area shall be screened so as not to be seen from the residential area.	Loading docks and loading berths that face a residential zoned area shall be screened.	Loading docks and loading berths do not face a residential zoned area - screening not required.
Parking lots that serve a highway business use or health care use or public district that face or abut a residentially zoned area shall be screened so as to minimize the visual impact of the large expanses of asphalt and automobiles. This screening can be accomplished by an earth berm with shrub plantings or by a hedge with various deciduous and coniferous trees or by other combination approved by the planning commission.	Parking lot screening required to minimize the visual impact of the large expanses of asphalt and automobiles.	Parking lot screening provided to minimize the visual impact of the large expanses of asphalt and automobiles.
Trees planted to satisfy the requirements of the 3 rows above, shall not be counted towards the requirement of one (1) tree per 1000 square feet of building or one (1) tree per 50 feet of site perimeter unless otherwise specified by the planning commission.	Trees planted to satisfy the requirements of the 3 rows above, shall not be counted towards the requirement of one (1) tree per 1000 square feet of building or one (1) tree per 50 feet of site perimeter.	Trees planted to satisfy the requirements of the 3 rows above, are not counted towards the requirement of one (1) tree per 1000 square feet of building or one (1) tree per 50 feet of site perimeter.
Additional plantings shall be required for properties fronting State Highway #5. One (1) three-inch minimum deciduous tree or one (1) eight-foot minimum coniferous tree will be required for every forty (40) feet of frontage along Highway #5	552.3 lf of State Highway "5" frontage / 40 lf = (13.8) 3" caliper deciduous tree -or- 8' tall coniferous tree requirec	(10) 3" caliper deciduous trees and (4) 8' tall coniferous trees = (14) total trees provided (All trees are located outside of the electric easement and drainage & utility easement that runs along State Highway "5".
Landscape Requirements Applicable to All Districts		
Unless otherwise directed by the planning commission, all plantings shall be placed on the private property on which the development is taking place.	All plantings shall be placed on the private property on which the development is taking place.	All plantings are placed on the private property on which the development is taking place.
All off-street parking areas over one hundred (100) stalls shall include unpaved, landscape islands.	(71) total off-street parking stalls provided - unpaved landscape islands are not required	Not applicable
The complement of trees fulfilling the requirements of this policy shall be not less than twenty-five (25) percent deciduous and not less than thirty-three (33) percent coniferous	Tree plantings shall not be less than 25% deciduous and not less than 33% coniferous	(29) deciduous trees / (49) total trees = 59.2% deciduous trees
		(20) coniferous trees/ (49) total trees = 40.8% coniferous trees

2

L201

LANDSCAPE CALCULATIONS

REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION



788 N Jefferson Street, Suite 900
Milwaukee, Wisconsin 53202

kapurinc.com

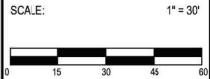
PROJECT:
TRACTOR SUPPLY
COMPANY

LOCATION:
840 MARKETPLACE
DRIVE, WACONIA,
MN 55387



RELEASE:
PRELIMINARY

REVISIONS:		
#	DATE	DESCRIPTION



SEAL:

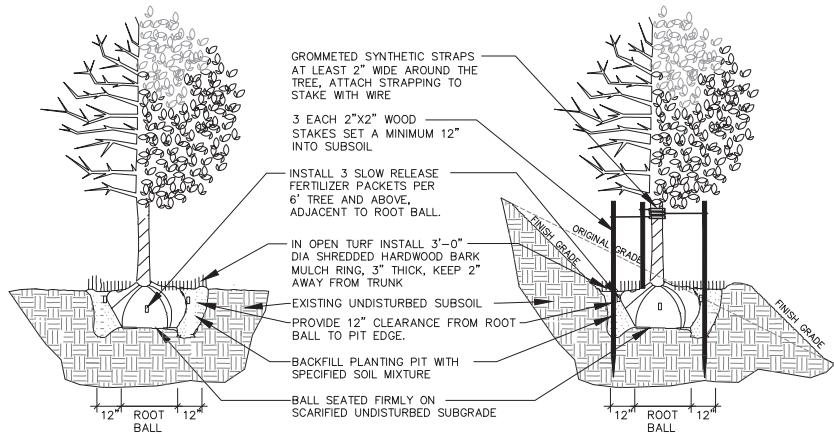
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SHEET:
SITE LANDSCAPE
DETAILS

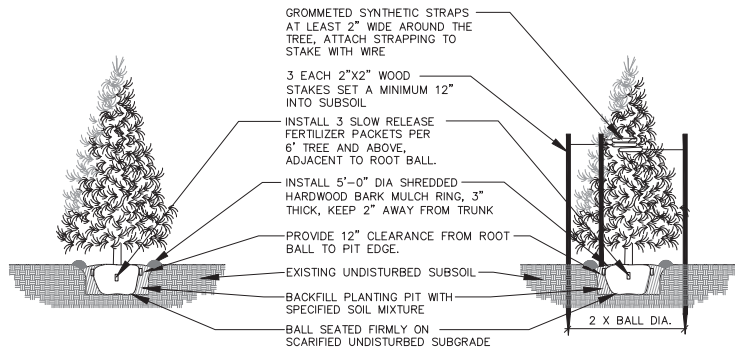
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PROJECT NUMBER: 240777
DATE: 11/28/2024

SHEET NUMBER:
L201

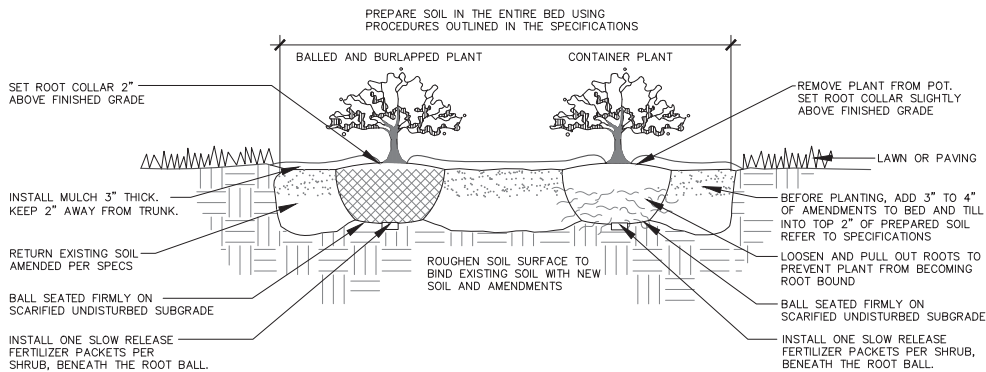
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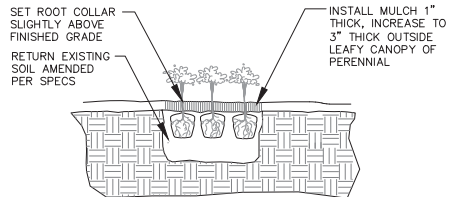
1
L202
N.T.S.
DECIDUOUS TREE PLANTING, STAKING, & PLANTING ON A SLOPE



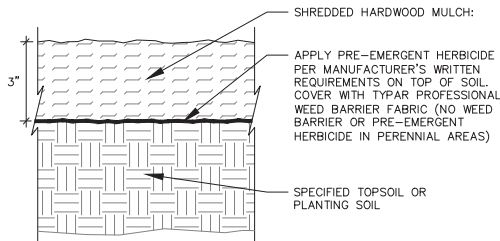
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L202
N.T.S.
EVERGREEN TREE PLANTING & STAKING



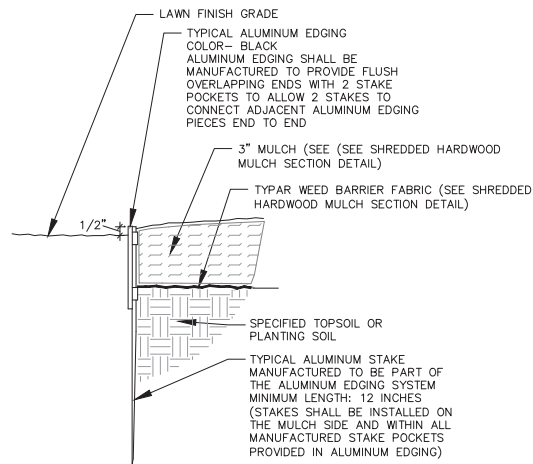
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L202
N.T.S.
DECIDUOUS & EVERGREEN SHRUB PLANTING



4
L202
N.T.S.
PERENNIAL PLANTING



5
L202
N.T.S.
SHREDDED HARDWOOD MULCH SECTION



6
L202
N.T.S.
ALUMINUM EDGING AT PLANTING BED SECTION

PROJECT:
**TRACTOR SUPPLY
COMPANY**

LOCATION:
**840 MARKETPLACE
DRIVE, WACONIA,
MN 55387**

CLIENT:



RELEASE:
PRELIMINARY

REVISIONS:

#	DATE	DESCRIPTION

NORTH ARROW:



SCALE: 1" = 30'



SEAL:

all in

SHEET:
**SITE LANDSCAPE
DETAILS**

PROJECT MANAGER: GG
PROJECT NUMBER: 240777
DATE: 11/26/2024

SHEET NUMBER:

L202



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 16, 2024					
Item Name:		Falk-Saltire/Holbrook Environmental Assessment Worksheet (EAW)					
Originating Department:		Community Development					
Presented by:		Lane Braaten					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution No. 2024-284 stating a Negative Declaration for the Preparation of an EIS for the Waconia Falk-Saltire Site/Holbrook project.. Motion to approve and authorize distribution of City responses to review agency comments regarding the Falk-Saltire/Holbrook EAW.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Minnesota Rules 4410 dictate the authority, scope, purpose and objective related to all projects for which environmental review is necessary. Based on the review of the Holbrook preliminary plat information, and a review of MN Rules 4410, the applicant has submitted the required Environmental Assessment Worksheet (EAW) for review and consideration. Staff and the applicant have provided the necessary draft to the required entities and noticed the EAW in the local newspaper and on the City website. The 30-day public review period for the Waconia Falk-Saltire EAW began on October 22, 2024 and was closed on November 22, 2024. Staff has attached copies of the letters received by the City in response to the Waconia Falk-Saltire Site Environmental Assessment Worksheet (EAW) for the Holbrook project. Entities that commented include: • Carver County • Metropolitan Council • Minnesota State Historic Preservation Office (SHPO) • Minnesota Department of Natural Resources (DNR) • Minnesota Pollution Control Agency (MPCA) Based on a review of the relevant materials it appears that all requirements of the environmental review for the proposed project have been met. And, based on the criteria in Minnesota Rules part 4410.1700, the proposed Holbrook project does not have the potential for significant environmental effects. Therefore, an Environmental Impact Statement (EIS) is not required for the proposed Waconia Falk-Saltire site. Staff would recommend adoption of the attached resolution(s) reflecting the findings and decision.							
Attachments:							
1. Resolution No. 2024-284 Negative Declaration for EIS Waconia Falk Saltire Site 2. EAW Finds of Fact Falk-Saltire Site 3. EAW Findings Of Fact Attachments							
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. 2024-284**

**RESOLUTION OF A NEGATIVE DECLARATION
FOR THE PREPARATION OF AN ENVIRONMENTAL IMPACT STATEMENT (EIS)
WACONIA FALK SALTIRE SITE**

WHEREAS, the City of Waconia (the “City”) is the Responsible Governmental Unit (RGU) for the environmental review of the proposed project; and

WHEREAS, the proposed project is identified as the Waconia Falk Saltire Site in the EAW document and is also being reviewed under the title of Holbrook under the City’s subdivision regulations; and

WHEREAS, in accordance with Minnesota Rules Chapter 4410, the RGU has completed the public comment period for the Holbrook project; and

WHEREAS, the mandatory EAW was published and distributed in accordance with Chapter 4410.1500; and

WHEREAS, a notice of the mandatory EAW was published in the EQB Monitor on October 22, 2024 and a copy of the document was made available on the City of Waconia website and at City Hall; and

WHEREAS, the deadline for comment on the EAW was November 22, 2024; and

WHEREAS, based upon the oral and written comments received, the City of Waconia has prepared written responses and found there is no potential for significant environmental impacts as a result of the project. The comments and responses are appended to this resolution, as are the Findings of Fact.

NOW, THEREFORE, BE IT RESOLVED, the City of Waconia, in its capacity as the RGU, makes a negative declaration for the preparation of an Environmental Impact Statement (EIS) for the Waconia Falk Saltire Site.

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

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

FINDINGS OF FACT
AND
RECORD OF DECISION

WACONIA FALK-SALTIRE SITE
ENVIRONMENTAL ASSESSMENT WORKSHEET

City of Waconia
Carver County, MN

December 2024

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ATTACHMENT 1. COMMENTS RECEIVED

ATTACHMENT 2: UPDATED NHIS REVIEW LETTER

RESPONSE TO COMMENTS, FINDINGS OF FACT AND RECORD OF DECISION

NEW MARKET ENVIRONMENTAL ASSESSEMENT WORKSHEET

CITY OF WACONIA CARVER COUNTY, MINNESOTA

I. ADMINISTRATIVE BACKGROUND

The City of Waconia (the “City”) is the Responsible Governmental Unit for this project, and Pulte Group (“Pulte”) is the Project Proposer. An Environmental Assessment Worksheet (EAW) has been prepared for this project (“Proposed Project”) in accordance with Minnesota Rules Chapter 4410. The EAW was developed to assess the potential impacts of the project and other circumstances to determine if an Environmental Impact Statement (EIS) is needed.

The EAW was filed with the Minnesota EQB and circulated for review and comments to the required EAW distribution list. A “Notice of Availability” for the initial EAW was published in the EQB Monitor on October 22, 2024. A Notice of Availability and a Press Release were published in the Waconia Patriot and on the City’s website. These notices provided a brief description of the project and information on where copies of the EAW were available and invited the public to provide comments that would be used in determining the need for an EIS for the Proposed Project.

All comments received during the EAW comment period were considered in determining the potential for significant environmental impacts. Comments received during the Comment Period can be found in Attachment 1 of this document.

II. RESPONSE TO COMMENTS

The public review period for the Waconia Falk-Saltire Site Environmental Assessment Worksheet (EAW) began on October 22, 2024, and was closed on November 22, 2024. The following responses were prepared to address questions and comments received during the public review period.

The following agencies provided comment letters, organized alphabetically:

Carver County

Metropolitan Council

Minnesota Department of Administration – State Historic Preservation Office

Minnesota Department of Natural Resources (MnDNR)

Minnesota Department of Pollution Control (MPCA)

A copy of each letter is included within Attachment 1. Consistent with state environmental rules, responses have been prepared below for all substantive comments received during the comment period.

AGENCY COMMENTS AND RESPONSES

1. CARVER COUNTY

Comment:

EAW Section 8, Table 6, page 13

"Table 6 on page 13 mentions infiltration/bioretenion without underdrains. Please note that due to the heavy clay soils in the county, bioretention features will likely require tile per CCWMO guidelines."

Response:

Comment noted. The Project must comply with the permanent stormwater treatment system requirements in the NPDES Construction Stormwater Permit. The stormwater calculations and stormwater management system design must also comply with all City and watershed requirements. The stormwater plan must be reviewed and approved as part of the land use permit process.

Comment:

EAW Section 9, Table 8, page 14

"The city of Waconia is the WCA LGU for areas within its boundaries. Depending on the timing of development and annexation, the city may serve as LGU for some wetland applications. . . Similarly, after annexation, the city of Waconia will issue the following permit types: Building permits, HVAC, Plumbing, Electrical permits, Fire & Sprinkler Alarm permits"

Response:

Comment noted. Carver County is the WCA LGU because the Project Site has not yet been annexed into the City of Waconia. Once the Site is annexed, the City will become the WCA LGU and will issue the listed permit types. Likewise, the City will become the permitting authority for the Building Permit process.

Comment:

EAW Section 10.a.v, page 18.

"This section states that the Project is consistent with CCWMO and Carver County plans as identified and discussed in EAW Section 10.b. EAW Section 10.b is not included in the EAW."

Response:

Comment noted. The referenced Section was misnumbered due to an oversight. The correction to the language in Item 10 is noted in Section III.B.

Comment:

EAW Section 11.b, page 19. a.

"The required estimate of the volume and acreage of soil excavation was not provided . . . A discussion of impacts from project activities that impact soils was not provided. Please note the developer is required to follow CCWMO topsoil management standards which requires decompaction of 6 inches of subsoil and placement of 6 inches of topsoil meeting county standards in all graded areas of the project that will remain pervious. The topsoil management standard helps mitigate the impacts of development on soils."

Response:

Comment noted. Item 11.b. states that, “[a]pproximately 1,178,658 CY of excavation and grading is anticipated.”

Item 11.b. also states that:

“ . . . some of the lean clays encountered on the Site are moisture sensitive and likely will be difficult for reuse and compaction. Any materials to be used as engineered fill should be tested and approved by the geotechnical engineer prior to placement.”

The soil profile at the site is highly variable. The EAW recommends additional soil borings and/or test pits prior to construction. The Project Proposer will be required to follow CCWMO topsoil management standards.

Comment:

EAW Section 12.a.i, Table 11, page 21

“Reitz Lake is impaired for Aquatic Consumption (Hg) and Aquatic Recreation (Nutrients). Unnamed stream ‘M-055-022-001-001’ is impaired for Aquatic Recreation (E.coli). The following public waterways are missing from the table: MAJ-070222787 (CD2-3), MAJ-070214178 , MAJ-070214265, MAJ-070216479.”

Response:

Comment noted. Table 11 has been corrected to recognize Reitz Lake and M-055-022-001-001 as Impaired Waterbodies. The listed public waterways have also been added to Table 11. These corrections are noted in Section III.B of this response package.

Comment:

EAW Section 12.b.ii. page 25.

“This item discusses the CCWMO’s volume control standard. Please note per the CCWMO volume control standard, many volume control BMP types require 5 vertical separation between the bottom of a filtration practice and a nearby normal water level (pond, stream, etc) or 4 feet of separation from a delineated wetland edge. The current development concept (Figure 2) locates many BMPs next to wetlands may make volume reduction requirements difficult to meet. Additionally, the County encourages the use of upland preservation to meet CCWMO volume control standards. These can provide dual benefit in protecting woodland areas on the site.”

Response:

Comment noted. The Project Proposer will be required to follow CCWMO volume control standards.

Comment:

EAW Section 12.b.iv.1, page 28.

"This section states that Carver County is the LGU for WCA. Please note that Carver County is the WCA LGU for townships within the county. Once the area is annexed into the city of Waconia, the city will be the WCA LGU."

Response:

Comment noted. Carver County is the WCA LGU because the Project Site has not yet been annexed into the City of Waconia. Once the Site is annexed, the City will become the WCA LGU.

Comment:

EAW Section 20.a Transportation, page 37-38.

*Table 20: "Number of multi-family units is listed as 216, while in the TIA it is listed as 205. Single-family and villa: 339 units * 2 stalls each = 686 stalls needed. Should be 678. Total stalls needed also needs to be updated . . ."*

Response:

Comment noted. The numbers listed in Table 20 reflect an overestimation of the required parking stalls. It is anticipated that the Proposed Project will be able to accommodate more stalls than required. However, the Table has been updated to reflect the units listed in the TIA. This correction is noted in Section III.B of this response package.

Table 21: "As mentioned above, multi-family dwelling units must be adjusted to reflect what is in the TIA . . . Table 21 provides estimates of AM and PM peak trips generated but does not specify the time of day that AM and PM peaks will occur. Specific times must be provided."

Response:

Comment noted. The numbers listed in Table 21 reflect an overestimation of the required parking stalls. It is anticipated that the Proposed Project will be able to accommodate more stalls than required. However, the Table has been updated to reflect the units listed in the TIA and the AM and PM peaks. This correction is noted in Section III.B of this response package.

"Page 37 of the EAW references a "full memo" of the traffic analysis that is provided in Appendix C, however, no Appendix C is provided in the document. Rather, a summary of the TIA is linked on this website. The language of this passage must be updated to explain the correct nature and location of the traffic study information."

Response:

Comment noted. The Traffic Analysis was not included in the EAW Appendix due to an oversight; however, the Analysis was available on the City's website and by request during the public comment period. This correction is noted in Section III.B.

"Subsection A does not provide any mention of transit or other alternative transportation modes. Even if no such options exist, this must be specified in the EAW."

Response:

Comment noted. Item 20 is corrected to include consideration of non-motorized transportation options and transit services, including the Regional Bike Transportation Network Tier 2 alignment. This correction is noted in Section III.B of this response package.

Comment:

EAW Section 20.b Transportation, page 38

“The total number of daily and peak hour trips generated cited from the TIA do not match the total provided in the previous subsection of the EAW (section 20 subsection A).”

Response:

Comment noted. The total number of daily and peak hour trips generated have been updated to reflect the numbers cited in the TIA. This correction is noted in Section III.B of this response package.

“The intersections and road names listed on page 38 of the EAW must exactly match how they are listed in the TIA (TIA page 4).”

Response:

Comment noted. The intersections and road names listed on page 38 have been updated to match how they are listed in the TIA. This correction is noted in Section III.B of this response package.

Comment:

EAW Section 20.c Transportation, page 38-39

“Rather than referencing discussions that take place in the TIA, this subsection must give examples of how specific intersections not meeting acceptable levels of service (LOS) will be mitigated. These descriptions should discuss measures such as signal timing adjustments or lane configuration changes.”

Response:

As described in the EAW, impacts to the roadways as a result of the increased development density must be properly accounted for and necessary improvements must be completed as part of the site development process.

“At the County’s request, Westwood Professional Services provided an updated TIA intersection recommendation summary table. While this table is included in the online TIA summary document (linked above), it should also be included in the body of the EAW since it responds directly to the County’s request and is easier to understand than the text-heavy descriptions currently provided.”

Response:

Comment noted. The referenced table has been added to Item 20. This correction is noted in Section III.B of this response package.

Comment:

Future CSAH 92 Improvements.

"The plans outlined in the Falk/Saltire EAW and TIA generally align with the CSAH 92 Planning Study, however, further clarification regarding some aspects of the plan is needed . . . aside from mentioning these improvements will take place on the "northern portion" of Little Avenue, neither the Falk/Saltire EAW nor TIA provide further details; thus, it is not clear how much of Little Avenue will be "improved," nor is it clear what the full nature of these improvements will be. The County requests greater detail on the Little Avenue improvement plans be provided in future planning stages."

Response:

Comment noted. The Project Proposer is required to prepare and submit development and construction plans as part of the land use permitting process. The final plans must include the detailed improvements to Little Avenue contemplated as part of Phase I, and any timing for subsequent improvements in future phases. The County Road improvements, and phased improvements, must be coordinated between the Project Proposer, County and City prior to the commencement of any site work.

"Developers should communicate to the County when they anticipate 40% buildout to occur as soon as it becomes clear so the timeline for the roundabout construction can be adjusted if necessary."

Response:

Comment noted.

"The TIA and CSAH 92 Planning Study both state that it will be necessary to realign the intersection of Little Avenue/future CSAH 92 and CSAH 10, both for LOS and safety purposes. The TIA estimates that the future roundabout at this location will only perform at an acceptable LOS if these planned geometric changes are built."

Response:

Comment noted. The recommended mitigation identifies the realignment and geometric changes to the intersection. The timing of improvements must be coordinated between the City, Project Proposer, and County. The schedule, timing, and responsible party for improvements will be documented within the Planned Unit Development and Development Agreement process.

Comment:

Reference to City's Local Water Management Plan.

"The EAW should also reference the City's Local Water Management Plan and acknowledge the approach to stormwater management outlined in the plan."

Response:

Comment noted. Section 12.b.ii references the City's Local Surface Water Management Plan and discusses how the Project will be required to comply with the policies identified therein. This includes

utilizing best management practices (BMPs) to prevent erosion and control sedimentation and controlling for volume and water quality.

Comment:

Consistency with the 2040 Comprehensive Plan.

The Carver County 2040 Comprehensive Plan emphasizes balanced growth, preservation of agricultural land, and providing diverse housing options to accommodate anticipated population growth. The Falk/Saltire development aligns with these principles by offering a mix of single-family, multi-family, and commercial spaces that meet local demand for housing diversity. This project responds to pressures for new development in Carver County while keeping new construction clustered around already developed areas, allowing for efficient infrastructure expansion while limiting the loss of agriculture. Finally, the development includes substantial open spaces, such as protected floodplains and wetlands, balancing the need for new development with the Plan's objective to preserve natural areas.

Response:

Comment noted.

2. METROPOLITAN COUNCIL

Comment:

Item 9 - Permits and Approval Required

"The proposed development will require a Comprehensive Plan Amendment (see comments under Item 10) and the need for a Comprehensive Plan Amendment should be noted in Table 8."

Response:

Comment noted. A Comprehensive Plan Amendment must be submitted and approved as part of the development process. The Project Proposer and the City of Waconia will continue to work with the Metropolitan Council to complete the Comprehensive Plan Amendment prior to granting any other land use approvals for the Planned Unit Development. The correction to Table 8 is noted in Section III.B.

Comment:

Item 10 – Land Use

"The project proposes to develop approximately 31 acres that are outside of the 2040 growth boundary and, as noted in the narrative, a comprehensive plan amendment will be needed to adjust the 2040 growth boundary to include the entirety of the site and bring the southern portion into the appropriate staging period . . . The final project's density and product types must align with land use guidance established by the City's comprehensive plan. The project proposer can address this either by altering the proposed development to match the existing land use guidance or through a comprehensive plan amendment establishing land uses that align with the proposed development."

Response:

Comment noted. The Project Proposer will apply for a Comprehensive Plan Amendment as part of the development process. As previously noted, the City will process the Comprehensive Plan Amendment application consistent with the Metropolitan Council's rules and requirements. No other land use approvals will be granted until the Comprehensive Plan Amendment is completed.

The City's Comprehensive Plan identifies preferred land uses associated with the applicable parcels and areas. The specific land designation does not identify specific locations of said use(s) and therefore the mix of uses identified can be incorporated anywhere in the identified project area and remain consistent with the City's Comprehensive Plan.

Comment:

Item 10 – Land Use

“The County Road 10 and Lake Waconia-Carver Regional Trail Search Corridors could travel through this 241-acre area. Carver County will lead a planning process in the future to determine the alignment of the regional trail and Metropolitan Council Staff encourage the City of Waconia and project proposer to consult with Carver County to consider options for future bicycle and pedestrian infrastructure in the project site to better connect future residents to key destinations in Waconia and the region.”

Response:

Comment noted. The Concept Plan shows sidewalk connections throughout the development that will provide connections to any potential trail/sidewalk that may run within the County Road right-of-way once realigned. As part of the development review process the City and Project Proposer will work with the County since both access locations into the Project are from County Roadways. During the plat review process, the roadway alignments as well as any potential trail corridors will be addressed.

Comment:

Item 12 – Water Resources

“The development should not proceed until the referenced study of the city’s water supply system and sources can be done to assess infrastructure, treatment, and water appropriation permit needs. If additional capacity, including additional source water is needed, the City should contact the MN DNR to amend their Local Water Supply Plan. Once the plan is approved by the MN DNR the City’s Comprehensive Plan should be amended with that updated and approved Local Water Supply Plan . . .”

Response:

Comment noted. The City initiated the Water Study to better define the system and identify ways to increase production and treatment capacity in the near term so that the proposed Project can be served. The City will work with the Project Proposer in response to the results of the Water Study. If it is determined that an amendment to the Local Water Supply Plan is needed, the City will work with the MN DNR to amend the Water Supply Permit.

Comment:

Item 18 – Greenhouse Gas Emissions

“The discussion of the project’s expected greenhouse gas emissions is adequate, although consideration should be given to the potential for the proposed commercial uses to generate scope 1 emissions. Met Council staff urges the project proposer to commit to the proposed greenhouse gas mitigation strategies, especially electric vehicle ready charging infrastructure which can significantly reduce financial barriers to electric vehicle adoption.”

Response:

Comment noted. Item 18.b.iii. provides an estimate of the emissions generated during the entire lifespan of the Project. This calculation has been updated to include potential Scope 1 emissions generated from commercial uses and the correction is noted in Section III.B. It should be noted that construction of the commercial uses is anticipated to occur in subsequent years and the timing is uncertain.

Section 18.b.i. notes that the Project Proposer is considering greenhouse gas mitigation strategies, including electric vehicle charging infrastructure. These design strategies and sustainability measures will continue to be considered as part of the development process.

Comment:

Item 20 – Transportation

“The project proposer should provide the Traffic Analysis referred to in the transportation section of the EAW. This section references Appendix C as the Traffic Analysis, however there is no document attached to the EAW (Appendix C is County Property Information in the provided EAW). The transportation section should also include basic information on the mitigation strategies and not just refer to the Traffic Study, which is not included.

In addition to potential roadway capacity mitigation, the EAW should identify and discuss non-motorized transportation options and transit services (if any exist). The transportation section outlines the need to include the ‘availability of transit and/or other alternative transportation modes.’ The EAW does not do so. The EAW should also consider potential mitigation from providing non-motorized facilities for both internal circulation and connections to other parts of Waconia, which could alleviate some vehicle trip demand. Finally, the EAW should identify that there is a Regional Bicycle Transportation Network (RBTN) Tier 2 alignment along CSAH 10 (Engler Blvd.) connecting to Main Street and TH 5 . . .”

Response:

Comment noted. The Traffic Analysis was not included in the EAW Appendix due to an oversight; however, the full Analysis was available on the City's website and by request during the public comment period. This correction is noted in Section III.B.

Item 20 is corrected to include consideration of non-motorized transportation options and transit services, including the Regional Bike Transportation Network Tier 2 alignment. This correction is noted in Section III.B of this response package.

3. MINNESOTA DEPARTMENT OF ADMINISTRATION – STATE HISTORIC PRESERVATION OFFICE

Comment:

“Due to the nature and location of the proposed project, we recommend that an archaeological survey be completed. The survey must meet the requirements of the Secretary of the Interior's Standards for Identification and Evaluation and should include an evaluation of National Register eligibility for any properties that are identified . . . We will reconsider the need for survey if the project area can be documented as previously surveyed or disturbed. Any previous survey work must meet contemporary standards . . .”

Response:

Comment noted. Per the Office of the State Archaeologist (OSA) Public Viewer, there are no previously recorded archaeological sites or burials within the Proposed Project area (EAW Appendix A, Figure 11). The Project Proposer and the City of Waconia understand that based on the information contained on the OSA Public Viewer there have been identified archaeological sites and/or burials on the parcels lying south of 102nd Street, but there is no evidence to suggest that such features exist on the Project Site.

While there are no known archaeological features on the site, the project proposer will place the creek area within a dedicated conservation easement that will not be disturbed during construction and will be protected post-construction. The area is associated with the FEMA floodplain, wetland and other natural features that will remain undisturbed as a result of the Project. The remaining area has been actively farmed for decades and there has been no evidence documented that there are any archaeological features present onsite. Because of the historical use of the property, it is unlikely that unrecorded archaeological sites or burials remain, particularly given the extensive agricultural uses over much of the site.

At this time, the City and Project Proposer do not believe additional archaeological review is necessary. In the unlikely event something of archeological significance is found, all site work must be stopped until proper archaeological review and necessary mitigation is completed. Should federal U.S. Corps of Engineers (USACE) or other federal permits be necessary for the proposed project, this will trigger a federal nexus thereby requiring additional coordination for Section 106 of the National Historic Preservation Act of 1966 and 36 CFR SS 800. Under these conditions, consultation with the MN SHPO will need to be initiated by the USACE or the designated lead federal agency.

As the proposed project is not anticipated to involve any state or federal lands, funds, or permitting, it is not presently subject to cultural resources review under state or federal statutes. However, per the Minnesota Statewide Historic Inventory Portal (MnSHIP), there is a historic farmstead (CR-LKT-0040) within the northwest portion of the project area that has previously been determined eligible for National Register listing. The boundaries for this property were based upon the extents of the historic parcel and include approximately 120 acres. The farmstead inventory is described as comprising only eight (8) acres and off-site review of aerial imagery indicates that the extant farm buildings occupy an area of approximately two (2) acres. As the basis for the property's eligibility is tied to the integrity of these standing structures, impacts to the larger landscape will likely be negligible. However, if the proposed project involves any direct impacts to these buildings (such as demolition), the developer will be responsible for further cultural resources review to assess these impacts and identify possible mitigation measures. Coordination with the City and SHPO for this review may be necessary before any land-use changes or construction activities proceed.

4. MINNESOTA DEPARTMENT OF NATURAL RESOURCES (MnDNR)

Comment:

Item 12 – Water Resources

We recommend that BWSR-approved, weed-free, native seed mixes be used to the greatest degree possible in project landscaping, wetlands/buffers, and stormwater features in order to provide pollinator habitat.

Response:

Comment noted. The planting plan, including seed mixes, will be reviewed and approved as part of the land use permit process. The City will recommend that the Project Proposer use BWSR approved seed mixes, to the extent feasible, around stormwater management ponds and infiltration basins.

Comment:

Item 12 – Water Resources

“The planned increase in impervious surfaces will also increase the amount of road salt used in the project area . . . Consider promoting local business and city participation in the Smart Salting Training offered through the Minnesota Pollution Control Agency . . .

We also encourage cities and counties to consider how they may participate in the Statewide Chloride Management Plan and provide public outreach to reduce the overuse of chloride . . .”

Response:

Comment noted. The City began implementing calibration and equipment changes in 2010 to address road salt usage in alignment with the Statewide Chloride Management Plan. These changes reduced materials rates of salt per-pound by 70%¹. The City will continue its existing road salt management practice which will be applicable to all roadways within the development.

Comment:

Item 12 – Water Resources

“Please note that a DNR Water Appropriation Permit is required if the water pumped exceeds 10,000 gallons in a day, or one million gallons in one year. The DNR General Permit for Temporary Appropriation, with its lower permit application fee and reduced time for review, may be used for the dewatering if the dewatering volume is less than 50 million gallons and the time of the appropriation is less than 1 year.”

Response:

Comment noted. The suggested correction to Item 12 is provided in Section III.B. of this response package. If water usage in a day, or given year, is anticipated to exceed the MNDNR thresholds, the proper water appropriation permit must be obtained.

Comment:

Item 12 – Water Resources

“The EAW notes that the development will be served by city water. If Waconia needs to increase water usage for the municipal water supply in exceedance of the current DNR Water Appropriation Permit authorization, an amendment to the permit will be required.”

Response:

Comment noted. As previously noted, the City initiated a Water Study to better define the system and identify ways to increase production and treatment capacity in the near term so that the proposed Project can be served. The City will work with the Project Proposer in response to the results of the Water Study. If it is determined that an amendment to the Water Appropriation Permit is needed, the Project Proposer and City will work through the appropriate process with the MNDNR.

¹ Statewide Chloride Management Plan, MPCA

Comment:

Item 14 – Rare Features

“The Natural Heritage Review expired October 17, 2024. The project proposer can resubmit by selecting Clone Project as Draft at the top of the project page for MCE #2023-00800. For environmental review purposes, the results of a Natural Heritage Review are valid for one year; the results are only valid for the project location and project description provided with the request. If project details change or the project has not occurred within one year, please resubmit the project for review within one year of initiating project activities.”

Response:

Comment noted. The Project Proposer resubmitted the NHIS request, and the new letter has been appended to this response package. The updated letter is noted in Section III.B. of this package.

Comment:

Item 14 – Rare Features

“We recommend conducting tree clearing from November 1 through March 31st in order to limits impacts to nesting birds and roosting bats present in the area.”

Response:

Comment noted. Site construction practices and requirements – including tree clearing – will be addressed as part of the land use permit process.

5. MINNESOTA POLLUTION CONTROL AGENCY (MPCA)

Comment:

Item 12 – Water Resources

In addition to the water quality and volume control standards discussed in the Section 12, the project must also meet the permanent stormwater treatment system requirements in the NPDES Construction Stormwater Permit. Under the CSW permit, the system needs to be designed to treat a water quality volume of one inch over the net increase of impervious surface. Volume reduction practices, such as infiltration, must be considered first unless prohibited for reasons outlined in the permit. Wet sedimentation basins may be used if infiltration is not possible; however, they are not considered volume reduction practices or green stormwater infrastructure.

Response:

Comment noted. The Project must comply with the permanent stormwater treatment system requirements in the NPDES Construction Stormwater Permit. The stormwater calculations and stormwater management system design must also comply with all City and watershed requirements. The stormwater plan must be reviewed and approved as part of the land use permit process.

Comment:

Item 12 – Water Resources

Projects disturbing more than 50 acres and located within one mile of a special water are subject to a mandatory SWPPP review by MPCA staff prior to the issuance of the CSW Permit. The complete SWPPP must be included with the application and submitted at least 30 days before the start of construction activity.

Response:

Comment noted. The Project Proposer will be required to complete a SWPPP as part of the land use permit process.

Comment:

Item 9 – Permits and Approvals

If USACE permit is required, the MPCA 401 Cert will be required. Add to table.

Response:

Comment noted. Table 8 has been corrected to include the MPCA 401 Certification, if required. This correction is noted in Section III.B. of this response package.

“

Comment:

Item 12 – Water Resources

Add MPCA AUID to table.

Response:

Comment noted. The Assessment Unit Identification (AUID) numbers have been added to Table 11. This correction is noted in Section III.B of this response package.

Comment:

Item 12 – Water Resources

There are 3 AUIDs that go through the project area: 07020012-622, 07020012-621 (has an E. coli impairment), and 07020012-644.

Response:

Comment noted. Table 11 has been corrected with Assessment Unit Identification (AUID) numbers and recognizes AUID 07020012-621 as an Impaired Stream. Item 12.a.i. addresses Carver Creek as an Impaired Water Body, and AUID 07020012-621 has been included in this discussion. The correction is noted in Section III.B of this response package.

Comment:

Item 12 – Water Resources

With the proposed concentration of housing and roads, the development would benefit from having planned areas to put snow.

Response:

Comment noted. The Project Proposer and the City will work to establish procedures for snow removal as part of the land use approval process.

Comment:

Item 12 – Water Resources

To better protect the streams passing within the project boundary, there is an opportunity to do better than minimum standards. This could be done by designing for a lower runoff volume, more nutrient and sediment reductions, and provide wider vegetated buffers.

Response:

Comment noted. The stormwater calculations and stormwater management system design must comply with all City and watershed requirements. The stormwater plan must be reviewed and approved as part of the land use permit process.

Comment:

Item 12 – Water Resources

Having a maintenance plan for the vegetated areas and stormwater BMP areas will ensure the BMPs continue to provide benefit.

Response:

Comment noted. The Project Proposer will be required to submit a landscape and stormwater maintenance plan as part of the land use permit process.

III. FINDINGS OF FACT

a. Project Description

The Proposed Project is a multi-phase residential and mixed-use development in Waconia, Minnesota. The development will be built on approximately 241 acres and the initial phase will be developed with 339 residential lots with detached units, curvilinear roads, and open spaces. Future phases of the project include an apartment Outlot and mixed-use Outlots that will include residential and commercial uses. Subsequent phases are expected to be developed with approximately 216 multi-family units and approximately 45,600 SF of retail/commercial space.

b. Corrections to the EAW

Table 8 is corrected to include:

Unit of Government	Type of Application	Status
State		
Minnesota Pollution Control Agency (MPCA)	MPCA 401 Certification	To be applied for, if required
Local		
City of Waconia (Metropolitan Council)	Comprehensive Plan Amendment	To be applied for

Item 10 is corrected to include:

The Project is consistent with the CCWMO and Carver County plans as identified and discussed in 10a(v).

Table 11 is corrected to include:

Public Water Name	Type	AUID/Kittle Number	PWI Number(s)	303d Impaired Waters
Reitz Lake	Public Water Basin	10-0052-00	10-52P	Yes
Carver Creek	Public Ditch/Altered Natural Watercourse	07020012-806	M-055-022	Yes
Unnamed Stream	Public Ditch/Altered Natural Watercourse/ Public Watercourse	07020012-621	M-055-022-001-001	Yes
Unnamed Stream	Public Ditch/Altered Natural Watercourse	07020012-644	M-055-022-001	No
Unnamed Stream	Public Ditch/Altered Natural Watercourse	07020012-622	M-055-022-001	No
Unnamed Stream	Stream (Intermittent)	MAJ-070214178	-	No
Unnamed Stream	Stream (Intermittent)	MAJ-070222787	-	No
Unnamed Stream	Stream (Intermittent)	MAJ-070214265	-	No
Unnamed Stream	Stream (Intermittent)	MAJ-070216479	-	No

Item 12.a.i. is corrected to include:

Reitz Lake is an Impaired Lake for Aquatic Consumption (Hg) and Aquatic Recreation (Nutrients).
AUID 07020012-621 is identified as an Impaired Stream because of the presence of E. coli.

Item 12.iii. is corrected to include:

If the water use exceeds 10,000 gallons per day (GPD) or one million gallons per year a water appropriation permit must be obtained from the MNDNR. The Project Proposer must evaluate the expected water usage as part of the land use permit process and is required to obtain the necessary permit from the MNDNR.

Item 18.b.iii. is corrected to include potential Scope 1 emissions generated from the proposed commercial uses:

The project does not have an estimated lifetime. However, it is estimated that the project will emit a total of 189,437 CO₂e metric tons over the next 50 years. The proposer will evaluate implementing the sustainability measures listed in Item 18.b.i. to reduce operational emissions to the extent practicable. The proposed project will be built in compliance with state regulations and city building codes.

$$\begin{aligned} &\text{Construction Emissions} * \text{Years of Construction} + \text{Operational Emissions} * 50 \text{ Years} = \\ &\quad \text{Estimated Cumulative 50 Year Emissions} \\ &\quad 10,228 * 4 + 2,970.5 * 50 = 189,437 \end{aligned}$$

Item 20.a. is updated to include the following:

The City of Waconia does not currently have a regular route transit service. Carver Area Rural Transit provides a rural dial-a-ride service for residents. There are no bikeways currently on the

site; however, the Regional Bike Transportation Network (RBTN) has identified County Road 10 E as a proposed Tier 2 Regional Bicycle Transportation Corridor.

Table 20 is corrected to include:

Land Use	Size	Requirement	Stalls Needed
Single-Family and Villa	339 Units	2 Stalls/Unit	678
Multi-Family	205 Units	1 Bedroom – 1.6 Stalls 2 Bedroom – 1.8 Stalls 3 Bedroom or more – 2.25 Stalls	328 – 462
Retail/Commercial	45,600 SF	Four (4) spaces for each one thousand (1,000) square feet	183
TOTAL			1,189 – 1,323

Table 21 is corrected to include:

ITE Code	Land Use	Dwelling Units	Daily Trips	Trips Generated			
				AM Peak (7:15 – 8:15 AM)		PM Peak (4:15 – 5:15 PM)	
				Enter	Exit	Enter	Exit
210	Single-Family Detached Housing	339	3,197	59	178	201	118
220	Multifamily Housing (Low-Rise)	205	1,382	20	62	66	39
822	Strip Retail Plaza (>40k)	45.6	2,483	65	43	151	150
TOTAL			7,062	144	283	418	307

Section 20.b. is corrected to include:

1. TH 5 and CSAH 59/E Main Street
2. CSAH 10/E 13th Street and TH 284
3. CSAH 10/E 13th St and CSAH 59/E Main Street
4. CSAH 10 and Interlaken Court/Interlaken Boulevard
5. CSAH 10 and Klein Drive West
6. CSAH 10 and Little Avenue
7. CSAH 10 and Klein Drive East
8. CSAH 10 and 102nd St
9. 102nd Street and Little Avenue
10. 102nd Street and TH 284

Section 20.b. is further corrected to include:

Intersection		Existing 2024 Intersection Control	Recommended 2026 Intersection Control	Recommended Intersection Control – 20% buildout	Recommended Intersection Control – 40% buildout	Recommended (2045) Intersection Control – Full Buildout
1	TH 5 & CSAH 59/Main Street	Signal	Signal	Signal – timing change	Signal – timing change	Signal – timing change
2	CSAH 10/E 13 th St & TH 284	Single – Lane roundabout	Single – Lane roundabout	Single – Lane roundabout	Single – Lane roundabout	Multi– Lane roundabout
3	CSAH 10/E 13 th St & CSAH 59	Signal	Signal	Signal	Signal	Signal
4	CSAH 10 & Interlaken Ct/Blvd	TWSC	TWSC	TWSC	TWSC	TWSC
5	CSAH 10 & Klein Dr West	TWSC	TWSC	TWSC	Roundabout	Roundabout
6	CSAH 10 & Little Ave	TWSC	TWSC	TWSC		
7	CSAH 10 & Klein Dr East	TWSC	TWSC	TWSC	TWSC	TWSC
8	CSAH 10 & 102 nd	TWSC	TWSC	TWSC	TWSC	TWSC
9	102 nd & Little Ave	AWSC	AWSC	AWSC	AWSC	AWSC
10	102 nd & TH 284	TWSC	TWSC	TWSC	TWSC	TWSC

TWSC – Two-way Stop Control

AWSC – All-way Stop Control

Appendix B is updated to include NHIS response dated November 25, 2024 (also provided as Attachment 2 to this Findings of Fact).

Appendix C of the corrected EAW is updated to include the Traffic Study Analysis.

IV. DECISION REGARDING NEED FOR ENVIRONMENTAL IMPACT STATEMENT

a. Type, Extent and Reversibility of Impacts

The City of Waconia finds that the analysis completed for the EAW is adequate to determine whether the project has the potential for significant environmental impacts.

The EAW described the type and extent of impacts anticipated to result from the Proposed Project. This document provides clarifications and summarizes the dominant and recurring issues within the EAW. Water Supply and Transportation related items within the EAW and within comments received were found to be impacted by the Proposed Project. As described in the EAW and within the corrections stated herein, the appropriate water supply and traffic mitigation strategies must appropriately address and mitigate potential impacts as a result of the Project. The City has initiated a water supply study to determine what improvements, if any, must be completed to serve the Project. Impacts to the roadways as a result of the increased development density must be properly accounted for and necessary improvements must be completed as part of the site development process. The Project Proposer and the City will enter into a Developers Agreement as part of the land use application permit process that will address site construction, water supply, and agreed upon roadway improvements.

b. Cumulative Potential Effects of Related or Anticipated Future Projects

No cumulative effects were identified during the comment period. The cumulative impacts identified in the EAW, in conjunction with EAW corrections noted herein, were evaluated and determined that if the identified mitigative steps are implemented and all permitting processes are followed that there are no anticipated cumulative environmental impacts as a result of the Proposed Project.

c. Extent to which Environmental Effects are Subject to Mitigation by Ongoing Public Regulatory Authority

The mitigation of environmental impacts will be designed and implemented in coordination with the applicable regulatory agencies. All mitigation efforts will be subject to the plan approval and permitting process. Permits and approvals that have been obtained, or those that may be required prior to construction, are identified on Table 1.

Unit of Government	Type of Application	Status
Federal		
US Army Corps of Engineers (USACE)	Section 404 Clean Waters Act – Wetland Permit MPCA 401 Certification, if required	To be applied for, if required
State		
Minnesota Pollution Control Agency (MPCA)	National Pollutant Discharge Elimination System (NPDES) Stormwater Construction Permit	To be applied for
	Stormwater Pollution Prevention Plan (SWPPP)	To be applied for
	Business Operator/Users (as needed)	To be applied for, if needed
Minnesota Department of Natural Resources	MN Natural Heritage Database Review	Complete
	Dewatering permit	To be applied for, if needed
Minnesota Department of Health (MDH)	Water main plan review and water supply connection	To be applied for
	Well abandonment	To be applied for
Minnesota State Historic Preservation Office (SHPO)	Historic resource review	Complete
Local		
City of Waconia	Preliminary and Final Plat	Application submitted September 2024
	Driveway Permits	To be applied for
	Sign Permits	To be applied for
	Comprehensive Plan Amendment	To be applied for
Carver County and Carver	Wetland Conservation Act	To be applied for

County Watershed Management Organization (CCWMO)	Wetland Mitigation and Replacement Plan	To be applied for
	Road/Access Permits	To be applied for
	SWPPP	To be applied for
	Building Permits	To be applied for
	HVAC, Plumbing, Electrical Permits	To be applied for
	Fire Sprinkler and Alarm Permits	To be applied for
	Watershed and Land Disturbance Permit Application	To be applied for

d. Extent to which Environmental Effects can be Anticipated and Controlled as a Result of Other Environmental Studies.

The City of Waconia finds:

1. The Proposed Project is reasonably similar to other residential and mixed-use projects in the Twin Cities Metropolitan Area. Other projects of similar scope, accompanied by similar land use, natural resources, surface water, traffic studies, and associated mitigation, have, in general, successfully mitigated potential environmental impacts.
2. The EAW, in conjunction with this document, contains or references the known studies that provide information or guidance regarding environmental effects that can be anticipated and controlled.
3. No EIS that addresses a similarly sized project is known to be available in the City of Waconia or the surrounding area.
4. In light of the results of the environmental review and permitting processes for similar projects, the City of Waconia finds that the environmental effects of the project can be adequately anticipated and controlled.

Based on the original EAW, comments received from agencies and individuals, the responses to comments, and the criteria above, the City of Waconia finds that the Waconia Falk-Saltire Site does not have the potential for significant environmental effects and does not require the preparation of an EIS.

V. RECORD OF DECISION

Based on the EAW, the Response to Comments and the Findings of Fact, the City of Waconia concludes the following:

1. All requirements for environmental review of the Proposed Project have been met.
2. The EAW and the development processes related to the Proposed Project have generated information which is adequate to determine whether the Proposed Project has the potential for significant environmental effects.
3. Areas where potential environmental effects have been identified, the City of Waconia has included proper mitigative responses to be included within the final design of the Proposed Project. Mitigation will

be required to be provided where impacts are expected to result from project construction, operation, or maintenance. Mitigative measures will be required to be incorporated into the Proposed Project design and have been or will be coordinated with state and federal agencies during the applicable permit process.

4. Based on the criteria in Minnesota Rules part 4410.1700, the Proposed Project does not have the potential for significant environmental effects.
5. An Environmental Impact Statement is not required for the proposed Waconia Falk-Saltire Site.

A light gray topographic map with contour lines serves as the background for the upper half of the page.

ATTACHMENT 1

COMMENTS RECEIVED

Carver County	2
Metropolitan Council	7
Minnesota State Historic Preservation Office (SHPO)	9
Minnesota Department of Natural Resources (DNR)	10
Minnesota Pollution Control Agency (MPCA)	12



Public Services Division
Carver County Government Center
600 East 4th Street
Chaska, MN 55318-2102

November 22, 2024

Lane Braaten
Community Development Director
City of Waconia

RE: *Falk-Saltire EAW*

Dear Mr. Braaten,

Thank you for the opportunity to review and comment on the Falk-Saltire EAW. Carver County recognizes the importance of the EAW as a tool to identify and mitigate potential environmental and other impacts from a proposed project. The county appreciates and supports the opportunity to provide feedback early in the development process. Comments from the following County departments have been compiled into one letter: Planning & Water Management, Land Management, and Public Works.

1. **EAW Section 8, Table 6, page 13.** Table 6 on page 13 mentions infiltration/bioretention without underdrains. Please note that due to the heavy clay soils in the county, bioretention features will likely require tile per CCWMO guidelines.
2. **EAW Section 9, Table 8, page 14**
 - a. The city of Waconia is the WCA LGU for areas within its boundaries. Depending on the timing of development and annexation, the city may serve as LGU for some wetland applications.
 - b. Similarly, after annexation, the city of Waconia will issue the following permit types:
 - i. Building permits
 - ii. HVAC, Plumbing, Electrical permits
 - iii. Fire & Sprinkler Alarm permits
3. **EAW Section 10.a.v, page 18.** This section states that the Project is consistent with CCWMO and Carver County plans as identified and discussed in EAW Section 10.b. EAW Section 10.b is not included in the EAW.
4. **EAW Section 11.b, page 19.**
 - a. The required estimate of the volume and acreage of soil excavation was not provided.
 - b. A discussion of impacts from project activities that impact soils was not provided. Please note the developer is required to follow CCWMO topsoil management standards which requires decompaction of 6 inches of subsoil and placement of 6



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inches of topsoil meeting county standards in all graded areas of the project that will remain pervious. The topsoil management standard helps mitigate the impacts of development on soils.

5. EAW Section 12.a.i, Table 11, page 21.

- a. Reitz Lake is impaired for Aquatic Consumption (Hg) and Aquatic Recreation (Nutrients)
- b. Unnamed stream 'M-055-022-001-001' is impaired for Aquatic Recreation (E.coli)
- c. The following public waterways are missing from the table
 - i. MAJ-070222787 (CD2-3)
 - ii. MAJ-070214178
 - iii. MAJ-070214265
 - iv. MAJ-070216479

6. EAW Section 12.b.ii. page 25. This item discusses the CCWMO's volume control standard. Please note per the CCWMO volume control standard, many volume control BMP types require 5 vertical separation between the bottom of a filtration practice and a nearby normal water level (pond, stream, etc) or 4 feet of separation from a delineated wetland edge. The current development concept (Figure 2) locates many BMPs next to wetlands may make volume reduction requirements difficult to meet. Additionally, the County encourages the use of upland preservation to meet CCWMO volume control standards. These can provide dual benefit in protecting woodland areas on the site.

7. EAW Section 12.b.iv.1, page 28. This section states that Carver County is the LGU for WCA. Please note that Carver County is the WCA LGU for townships within the county. Once the area is annexed into the city of Waconia, the city will be the WCA LGU.

8. EAW Section 20.a Transportation, page 37-38

- a. Table 20: Parking Requirements
 - i. Number of multi-family units is listed as 216, while in the TIA it is listed as 205.
 - ii. Single-family and villa: 339 units * 2 stalls each ≠ 686 stalls needed. Should be 678.
 - iii. Total stalls needed also needs to be updated to account for the above errors.



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Table 20: Parking Requirements

Land Use	Size	Requirement	Stalls Needed
Single-Family and Villa	339 Units	2 Stalls/Unit	686
Multi-Family	216 Units	1 Bedroom – 1.6 Stalls 2 Bedroom – 1.8 Stalls 3 Bedroom or more – 2.25 Stalls	346 – 486
Retail/Commercial	45,600 SF	Four (4) spaces for each one thousand (1,000) square feet	183
TOTAL			1,215 – 1,355

- b. Table 21: Trip Generation Summary. As mentioned above, multi-family dwelling units must be adjusted to reflect what is in the TIA.

Table 21: Trip Generation Summary

ITE Code	Land Use	Dwelling Units	Daily Trips	Trips Generated			
				AM Peak		PM Peak	
				Enter	Exit	Enter	Exit
210	Single-Family Detached Housing	339	3,197	59	178	201	118
220	Multifamily Housing (Low-Rise)	216	1,456	21	65	69	41
822	Strip Retail Plaza (>40k)	45.6	2,483	65	43	151	150
TOTAL			7,136	145	286	421	309

Source: ITE Trip Generation Manual, 11th Edition

- c. Page 37 of the EAW references a “full memo” of the traffic analysis that is provided in Appendix C, however, no Appendix C is provided in the document. Rather, a summary of the TIA is linked on this website. The language of this passage must be updated to explain the correct nature and location of the traffic study information.
- d. Table 21 provides estimates of AM and PM peak trips generated but does not specify the time of day that AM and PM peaks will occur. Specific times must be provided.
- e. Subsection A does not provide any mention of transit or other alternative transportation modes. Even if no such options exist, this must be specified in the EAW.

9. EAW Section 20.b Transportation, page 38

- a. The total number of daily and peak hour trips generated cited from the TIA do not match the total provided in the previous subsection of the EAW (section 20 subsection A).
- b. The intersections and road names listed on page 38 of the EAW must exactly match how they are listed in the TIA (TIA page 4).



10. EAW Section 20.c Transportation, page 38-39

- a. Rather than referencing discussions that take place in the TIA, this subsection must give examples of how specific intersections not meeting acceptable levels of service (LOS) will be mitigated. These descriptions should discuss measures such as signal timing adjustments or lane configuration changes.
- b. At the County's request, Westwood Professional Services provided an updated TIA intersection recommendation summary table. While this table is included in the online TIA summary document (linked above), it should also be included in the body of the EAW since it responds directly to the County's request and is easier to understand than the text-heavy descriptions currently provided.

11. Additional Comments

- a. **Future CSAH 92 Improvements.** The CSAH 92 Planning Study outlines future road alignments, traffic management, and access spacing requirements for the planned expansion of CSAH 92 from Trunk Highway (TH) 5 to CSAH 10. The plans outlined in the Falk/Saltire EAW and TIA generally align with the CSAH 92 Planning Study, however, further clarification regarding some aspects of the plan is needed.
 - i. Improvements to Little Avenue: Little Avenue (the proposed development's eastern boundary) is currently an unimproved dirt road that is slated to be upgraded as part of the first phase of the project's development. This will enhance access, help manage projected traffic, and aligns with the County's CSAH 92 improvement plans, as Little Avenue will eventually serve as a collector road for and connect to the CSAH 92 corridor. However, aside from mentioning these improvements will take place on the "northern portion" of Little Avenue, neither the Falk/Saltire EAW nor TIA provide further details; thus, it is not clear how much of Little Avenue will be "improved," nor is it clear what the full nature of these improvements will be. The County requests greater detail on the Little Avenue improvement plans be provided in future planning stages.
 - ii. Future roundabout at CSAH 10: The EAW and TIA indicate that a roundabout at CSAH 10 and Little Avenue will be needed by 40% buildout of the development to maintain an acceptable LOS. This will accommodate the future expansion of CSAH 92 and is also cited as being necessary in the CSAH 92 Planning Study. The Study lists the roundabout as a mid-term project, with completion occurring sometime between 2025 and 2030. Developers should communicate to the County when they anticipate 40% buildout to occur as soon as it becomes clear so the timeline for the roundabout construction can be adjusted if necessary.
 - iii. Intersection realignment: The TIA and CSAH 92 Planning Study both state that it will be necessary to realign the intersection of Little Avenue/future CSAH 92 and CSAH 10, both for LOS and safety purposes. The TIA estimates



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that the future roundabout at this location will only perform at an acceptable LOS if these planned geometric changes are built.

- b. Reference to City's Local Water Management Plan.** The EAW should also reference the City's Local Water Management Plan and acknowledge the approach to stormwater management outlined in the plan.
- c. Consistency with the 2040 Comprehensive Plan.** The Carver County 2040 Comprehensive Plan emphasizes balanced growth, preservation of agricultural land, and providing diverse housing options to accommodate anticipated population growth. The Falk/Saltire development aligns with these principles by offering a mix of single-family, multi-family, and commercial spaces that meet local demand for housing diversity. This project responds to pressures for new development in Carver County while keeping new construction clustered around already developed areas, allowing for efficient infrastructure expansion while limiting the loss of agriculture. Finally, the development includes substantial open spaces, such as protected floodplains and wetlands, balancing the need for new development with the Plan's objective to preserve natural areas.

Thank you again for the opportunity to comment on this EAW.

Respectfully,

Kristen Larson
Kristen Larson
Planner

cc. Darin Mielke, Assistant Public Works Director
Justin Broughman, Transportation Planner
Paul Moline, Deputy Public Services Division Director
Jason Mielke, Land Use Manager



November 19, 2024

Lane Braaten, Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

RE: City of Waconia – Environmental Assessment Worksheet (EAW) – Falk Saltire Site
Metropolitan Council Review No. 23020-1
Metropolitan Council District No. 4

Dear Lane Braaten:

The Metropolitan Council received the EAW for the Falk Saltire Site project in Waconia on October 22, 2024. The proposed project is located north of 102nd Street, west of Little Avenue, and south of County Road 10/Engler Boulevard. The proposed development consists of a multi-phased residential and mixed-use development on approximately 241 acres.

The staff review finds that the EAW is complete and accurate with respect to regional concerns and does not raise major issues of consistency with Council policies. An EIS is not necessary for regional purposes.

We offer the following comments for your consideration.

Item 9 (Permits and Approval Required) (MacKenzie Young-Walters, 651-602-1373)

The proposed development will require a Comprehensive Plan Amendment (see comments under Item 10) and the need for a Comprehensive Plan Amendment should be noted in Table 8.

Item 10 (Land Use) (MacKenzie, 651-602-1373)

The project proposes to develop approximately 31 acres that are outside of the 2040 growth boundary and, as noted in the narrative, a comprehensive plan amendment will be needed to adjust the 2040 growth boundary to include the entirety of the site and bring the southern portion into the appropriate staging period. Additionally, it appears that detached single family homes with an estimated density of 3.1 units per acre are being proposed for portions of the site that are guided for low density residential (2-4 units per acre), medium density residential (4-10 units per acre), high density residential (8-22 units per acre), mixed used (10-30 units per acre), and urban reserve (1 unit per 40 acres). The final project's density and product types must align with land use guidance established by the City's comprehensive plan. The project proposer can address this either by altering the proposed development to match the existing land use guidance or through a comprehensive plan amendment establishing land uses that align with the proposed development.

Item 10 (Land Use) (Colin Kelly, 651-602-1361)

The County Road 10 and Lake Waconia-Carver Regional Trail Search Corridors could travel through this 241-acre area. Carver County will lead a planning process in the future to determine the alignment of the regional trail and Metropolitan Council Staff encourage the City of Waconia and project proposer to consult with Carver County to consider options for future bicycle and pedestrian infrastructure in the project site to better connect future residents to key destinations in Waconia and the region.

Item 12 (Water Resources) (John Clark, 651-602-1452)

The development should not proceed until the referenced study of the city's water supply system and sources can be done to assess infrastructure, treatment, and water appropriation permit needs. If additional capacity, including additional source water is needed, the City should contact the MN DNR to amend their

Local Water Supply Plan. Once the plan is approved by the MN DNR the City's Comprehensive Plan should be amended with that updated and approved Local Water Supply Plan.

Efficient water use and water conservation are essential elements of any development. Efficient appliances and infrastructure in homes and businesses help to lessen use. Likewise, water reuse, drought tolerant landscapes, native plantings, along with efficient and well-maintained irrigation systems that include smart irrigation controllers lessen outdoors water use. Incorporating efficient water use and conservation principles into site design and development can lessen the stress on the City's water treatment and distribution system as well as on the groundwater sources that the City relies on for its supply.

Item 18 (Greenhouse Gas Emissions) (MacKenzie Young-Walters, 651-602-1373)

The discussion of the project's expected greenhouse gas emissions is adequate, although consideration should be given to the potential for the proposed commercial uses to generate scope 1 emissions. Met Council staff urges the project proposer to commit to the proposed greenhouse gas mitigation strategies, especially electric vehicle ready charging infrastructure which can significantly reduce financial barriers to electric vehicle adoption.

Item 20 (Transportation) (Joe Widing, 651-602-1822)

The project proposer should provide the Traffic Analysis referred to in the transportation section of the EAW. This section references Appendix C as the Traffic Analysis, however there is no document attached to the EAW (Appendix C is County Property Information in the provided EAW). The transportation section should also include basic information on the mitigation strategies and not just refer to the Traffic Study, which is not included.

In addition to potential roadway capacity mitigation, the EAW should identify and discuss non-motorized transportation options and transit services (if any exist). The transportation section outlines the need to include the "availability of transit and/or other alternative transportation modes". The EAW does not do so. The EAW should also consider potential mitigation from providing non-motorized facilities for both internal circulation and connections to other parts of Waconia, which could alleviate some vehicle trip demand. Finally, the EAW should identify that there is a Regional Bicycle Transportation Network (RBTN) Tier 2 alignment along CSAH 10 (Engler Blvd.) connecting to Main Street and TH 5. Currently there are no non-motorized facilities along CSAH 10 where the project is proposed.

This concludes the Council's review of the EAW. The Council will not take formal action on the EAW. If you have any questions or need further information, please contact MacKenzie Young-Walters, Principal Reviewer, at 651-602-1373 or via email at mackenzie.young-walters@metc.state.mn.us.

Sincerely,



Angela R. Torres, AICP, Senior Manager
Local Planning Assistance

CC: Tod Sherman, Development Reviews Coordinator, MnDOT - Metro Division
Deb Barber, Metropolitan Council District 4
MacKenzie Young-Walters, Sector Representative/Principal Reviewer
Reviews Coordinator

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November 22, 2024

Lane Braaten, Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

RE: EAW – Waconia Falk-Saltire Site
T116 R25 S30, Waconia, Carver County
SHPO Number: 2025-0085

Dear Lane Braaten:

Thank you for providing this office with a copy of the Environmental Assessment Worksheet (EAW) for the above-referenced project.

Due to the nature and location of the proposed project, we recommend that an archaeological survey be completed. The survey must meet the requirements of the Secretary of the Interior's Standards for Identification and Evaluation and should include an evaluation of National Register eligibility for any properties that are identified. For a list of consultants who have expressed an interest in undertaking such surveys, please visit the website preservationdirectory.mnhs.org, and select "Archaeologists" in the "Specialties" box.

We will reconsider the need for survey if the project area can be documented as previously surveyed or disturbed. Any previous survey work must meet contemporary standards. **Note:** plowed areas and right-of-way are not automatically considered disturbed. Archaeological sites can remain intact beneath the plow zone and in undisturbed portions of the right-of-way.

Please note that this comment letter does not address the requirements of Section 106 of the National Historic Preservation Act of 1966 and 36 CFR § 800. If this project is considered for federal financial assistance, or requires a federal permit or license, then review and consultation with our office will need to be initiated by the lead federal agency. Be advised that comments and recommendations provided by our office for this state-level review may differ from findings and determinations made by the federal agency as part of review and consultation under Section 106.

If you have any general questions regarding our review of this project, please contact me at 651-201-3285 or kelly.graggjohnson@state.mn.us. For questions regarding archaeology, please contact Lucy Harrington, Environmental Review Archaeologist, at (651) 201-3283 or lucy.harrington@state.mn.us.

Sincerely,

Kelly Gragg-Johnson

Kelly Gragg-Johnson
Environmental Review Program Specialist

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287

mn.gov/admin/shpo ■ mnshpo@state.mn.us

AN EQUAL OPPORTUNITY AND SERVICE PROVIDER

Division of Ecological and Water Resources
Region 3 Headquarters
1200 Warner Road
Saint Paul, MN 55106
November 21, 2024

Transmitted by Email

Lane Braaten
Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

Dear Lane Braaten,

Thank you for the opportunity to review the Waconia Falk-Saltire Site Environmental Assessment Worksheet (EAW) in Carver County. The Minnesota Department of Natural Resources (DNR) has reviewed the document and respectfully submits the following comments for your consideration:

1. Page 24, Stormwater. We recommend that BWSR-approved, weed-free, native [seed mixes](#) be used to the greatest degree possible in project landscaping, wetlands/buffers, and stormwater features in order to provide pollinator habitat.
2. Page 24, Stormwater. The planned increase in impervious surfaces will also increase the amount of road salt used in the project area. Chloride released into local lakes and streams does not break down, and instead accumulates in the environment, potentially reaching levels that are toxic to aquatic wildlife and plants. Consider promoting local business and city participation in the Smart Salting Training offered through the Minnesota Pollution Control Agency. There are a variety of classes available for road applicators, sidewalk applicators, and property managers. More information and resources can be found at this [website](#). Many winter maintenance staff who have attended the Smart Salting training — both from cities and counties and from private companies — have used their knowledge to reduce salt use and save money for their organizations.

We also encourage cities and counties to consider how they may participate in the [Statewide Chloride Management Plan](#) and provide public outreach to reduce the overuse of chloride. Here are some [educational resources](#) for residents as well as a [sample ordinance](#) regarding chloride use.

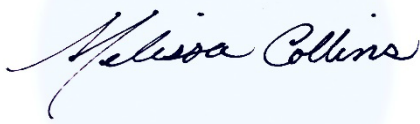
3. Page 26, Water Appropriation. Please note that a DNR Water Appropriation Permit is required if the water pumped exceeds 10,000 gallons in a day, or one million gallons in one year. The DNR General Permit for Temporary Appropriation, with its lower permit application fee and

reduced time for review, may be used for the dewatering if the dewatering volume is less than 50 million gallons and the time of the appropriation is less than 1 year.

4. Page 26, Water Appropriation. The EAW notes that the development will be served by city water. If Waconia needs to increase water usage for the municipal water supply in exceedance of the current DNR Water Appropriation Permit authorization, an amendment to the permit will be required.
5. Page 31, Rare Features. The Natural Heritage Review expired October 17, 2024. The project proposer can resubmit by selecting Clone Project as Draft at the top of the project page for MCE #2023-00800. For environmental review purposes, the results of a Natural Heritage Review are valid for one year; the results are only valid for the project location and project description provided with the request. If project details change or the project has not occurred within one year, please resubmit the project for review within one year of initiating project activities.
6. Page 31, Rare Features. We recommend conducting tree clearing from November 1 through March 31st in order to limits impacts to nesting birds and roosting bats present in the area.

Thank you again for the opportunity to review this document. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Melissa Collins". The signature is written in a cursive style and is positioned above a light blue rectangular background.

Melissa Collins

Regional Environmental Assessment Ecologist | Ecological and Water Resources

Minnesota Department of Natural Resources

Phone: 651-259-5755

Email: melissa.collins@state.mn.us

CC: Dean Lotter, Pulte Group

Equal Opportunity Employer

November 19, 2024

Lane Braaten, Community Development Director
The City of Waconia
201 South Vine Street
Waconia, Minnesota 55387
lbraaten@waconia.org

RE: Falk-Saltire Properties – Environmental Assessment Worksheet

Dear Lane Braaten,

Thank you for the opportunity to review and comment on the Environmental Assessment Worksheet (EAW) the Falk-Saltire Properties project (Project) located in Waconia, Carver County, Minnesota. The Project consists of a multi-phase residential and mixed-use development in Waconia, Minnesota. The development will be built on approximately 241 acres and the initial phase will be developed with 339 residential lots with detached units, curvilinear roads, and open spaces. Future phases of the project include an apartment outlot and mixed-use outlots for residential and commercial use. Subsequent phases are expected to be developed with approximately 216 multi-family units and approximately 45,600SF of retail/commercial space. Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff has the following comments for your consideration.

Construction Stormwater

- In addition to the water quality and volume control standards discussed in the Section 12, the project must also meet the permanent stormwater treatment system requirements in the NPDES Construction Stormwater Permit. Under the CSW permit, the system needs to be designed to treat a water quality volume of one inch over the net increase of impervious surface. Volume reduction practices, such as infiltration, must be considered first unless prohibited for reasons outlined in the permit. Wet sedimentation basins may be used if infiltration is not possible; however, they are not considered volume reduction practices or green stormwater infrastructure.
- Projects disturbing more than 50 acres and located within one mile of a special water are subject to a mandatory SWPPP review by MPCA staff prior to the issuance of the CSW Permit. The complete SWPPP must be included with the application and submitted at least 30 days before the start of construction activity.

Watershed

- Table 8: If USACE permit is required, the MPCA 401 Cert will be required. Add to table.
- Table 11: Add MPCA AUID to table.
- There are 3 AUIDs that go through the project area: 07020012-622, 07020012-621 (has an E. coli impairment), and 07020012-644.
- With the proposed concentration of housing and roads, the development would benefit from having planned areas to put snow.

- Planning to store snow in areas that won't increase icy areas as the pile melts will be the most beneficial.
- The goal is to develop with winter maintenance in mind and using less salt.
 - o With the proximity to the streams, planning for winter maintenance during development may help keep the waterbody off the impaired waters list for chloride.
- To better protect the streams passing within the project boundary, there is an opportunity to do better than minimum standards. This could be done by designing for a lower runoff volume, more nutrient and sediment reductions, and provide wider vegetated buffers.
- Having a maintenance plan for the vegetated areas and stormwater BMP areas will ensure the BMPs continue to provide benefit.
 - This includes assigning who will oversee maintenance and what is allowed.
 - Protecting the buffered from mowing and having a vegetation management plan could reduce future landowner conflicts.

We appreciate the opportunity to review this Project. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permit actions by the MPCA. Ultimately, it is the responsibility of the Project proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this EAW, please contact me by email at chris.green@state.mn.us or by telephone at 507-476-4258.

Sincerely,

Chris Green

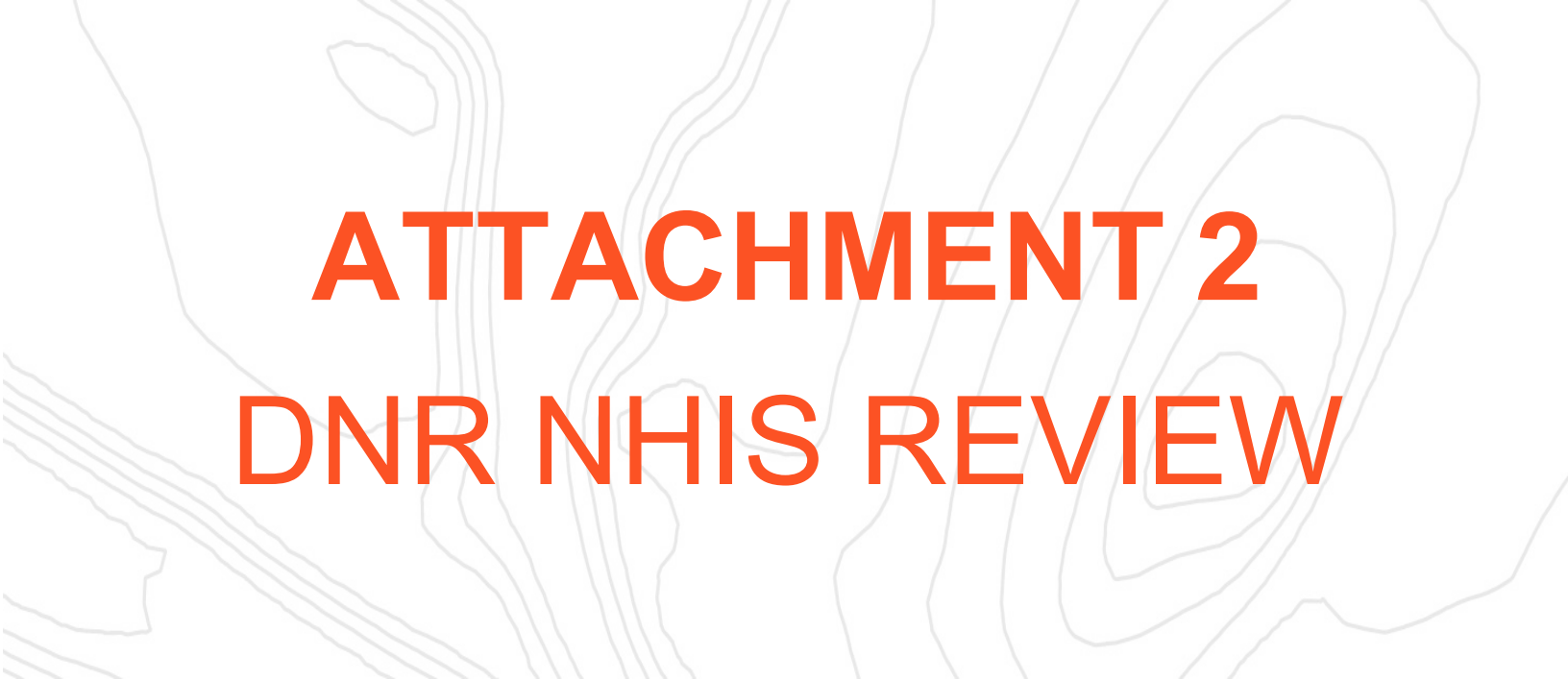
This document has been electronically signed.

Chris Green, Project Manager
Environmental Review Unit
Resource Management and Assistance Division

CG:rs

Sent Via Email

cc: Dan Card, MPCA
Miranda Nichols, MPCA
Nicole Peterson, MPCA
Lauren Dickerson, MPCA
Innocent Eyoh, MPCA
Deepa deAlwis, MPCA
Amy Timm, MPCA

The background of the top half of the page is a light gray topographic map with various contour lines and shapes representing geographical features.

ATTACHMENT 2

DNR NHIS REVIEW

Department of Natural Resources (DNR) Natural Heritage Review

15



Formal Natural Heritage Review - Cover Page

See next page for results of review. A draft watermark means the project details have not been finalized and the results are not official.

Project Name: Waconia Fal k-Sal Site: Clone Of 2023-00800

Project Proposer: Pulte

Project Type: Development, Residential

Project Type Activities: Tree Removal;Groundwater Impacts (e.g., contamination, dewatering, change in hydrology, potential for aquifer breach);Waterbody or watercourse impacts (e.g., dewatering, discharge, excavation, fill, runoff, sedimentation, changes in hydrology));Wetland impacts (e.g., dewatering, tiling, drainage, discharge, excavation, fill, runoff, sedimentation, changes in hydrology)

TRS: T116 R24 S19, T116 R24 S30, T116 R25 S25

County(s): Carver

DNR Admin Region(s): Central

Reason Requested: State EAW

Project Description: The proposed project is a residential subdivision with approximately 10 acres of mixed-use development. The proposed project includes 336 residential lots ...

Existing Land Uses: The majority of the site is an active agricultural use with vacant areas.

Landcover / Habitat Impacted: The site will be fully developed with residential and mixed-uses. The project will include protection of the majority of wetland areas, and protection ...

Waterbodies Affected: Carver Creek runs through the southwest corner of the site. The proposed development plan is setback from the creek and open space/buffer areas are provided.

Groundwater Resources Affected: None are known or anticipated at this time.

Previous Natural Heritage Review: No

Previous Habitat Assessments / Surveys: No

SUMMARY OF AUTOMATED RESULTS

Category	Results	Response By Category
Project Details	Comments	Tree Removal - Recommendations
Ecologically Significant Area	No Comments	No Further Review Required
State-Listed Endangered or Threatened Species	No Comments	No Further Review Required
State-Listed Species of Special Concern	No Comments	No Further Review Required
Federally Listed Species	Comments	RPBB High Potential Zone



November 25, 2024

Project Name: Waconia Fal k-Sal Site: Clone Of 2023-00800

Project Proposer: Pulte

Project Type: Development, Residential

Project ID: MCE #2023-00800-02

DRAFT SUBMISSION - NOT VALID FOR OFFICIAL USE - PRELIMINARY RESULTS

This document does not meet the requirements of a Natural Heritage Review and may NOT be used to meet the requirements for permitting, licensing, formal environmental review, etc. This document is based on draft project details and is for planning purposes within your organization only.

To receive an official Natural Heritage Review letter, please click on the Edit Details tab, make any needed changes to the project details, change Project Submission to Final, and Click on Save.

PRELIMINARY COMMENTS - FOR PLANNING PURPOSES ONLY

As requested, the above project has been reviewed for potential effects to rare features. Based on this review, the following rare features may be adversely affected by the proposed project:

Project Type and/or Project Type Activity Comments

- The Natural Heritage Information System (NHIS) tracks bat roost trees and hibernacula plus some acoustic data, but this information is not exhaustive. Even if there are no bat records listed below, all of Minnesota's bats, including the federally endangered northern long-eared bat ([Myotis septentrionalis](#)), can be found throughout Minnesota. During the active season (approximately April-November) bats roost underneath bark, in cavities, or in crevices of both live and dead trees. Tree removal can negatively impact bats by destroying roosting habitat, especially during the pup rearing season when females are forming maternity roosting colonies and the pups cannot yet fly. To minimize these impacts, the DNR recommends that tree removal be avoided from June 1 through August 15.

Ecologically Significant Area

No ecologically significant areas have been documented in the vicinity of the project.

State-Listed Endangered or Threatened Species

No state-listed endangered or threatened species have been documented in the vicinity of the project.

State-Listed Species of Special Concern

No state-listed species of special concern have been documented in the vicinity of the project.

Federally Listed Species

- The area of interest overlaps with a U.S Fish and Wildlife Service (USFWS) Rusty Patched Bumble Bee [High Potential Zone](#). The [rusty patched bumble bee](#) (*Bombus affinis*) is federally listed as

endangered and is likely to be present in suitable habitat within High Potential Zones. From April through October this species uses underground nests in upland grasslands, shrublands, and forest edges, and forages where nectar and pollen are available. From October through April the species overwinters under tree litter in upland forests and woodlands. The rusty patched bumble bee may be impacted by a variety of land management activities including, but not limited to, prescribed fire, tree-removal, haying, grazing, herbicide use, pesticide use, land-clearing, soil disturbance or compaction, or use of non-native bees. If applicable, the DNR recommends reseeding disturbed soils with native species of grasses and forbs using [BWSR Seed Mixes](#) or [MnDOT Seed Mixes](#). To ensure compliance with federal law, please conduct a federal regulatory review using the U.S. Fish and Wildlife Service's online [Information for Planning and Consultation \(IPaC\) tool](#). Please note that all projects, regardless of whether there is a federal nexus, are subject to federal take prohibitions. The IPaC review will determine if prohibited take is likely to occur and, if not, will generate an automated letter. The [USFWS RPBB guidance](#) provides guidance on avoiding impacts to rusty patched bumble bee and a key for determining if actions are likely to affect the species; the determination key can be found in the appendix.

DRAFT

Waconia Fal k-Sal Site: Clone Of 2023-00800

Aerial Imagery With Locator Map



0 0.17 0.35 0.7 1.05 1.4 Miles

Project_Boundary

Project Type: Development, Residential

Project Size (acres): 231.09

County(s): Carver

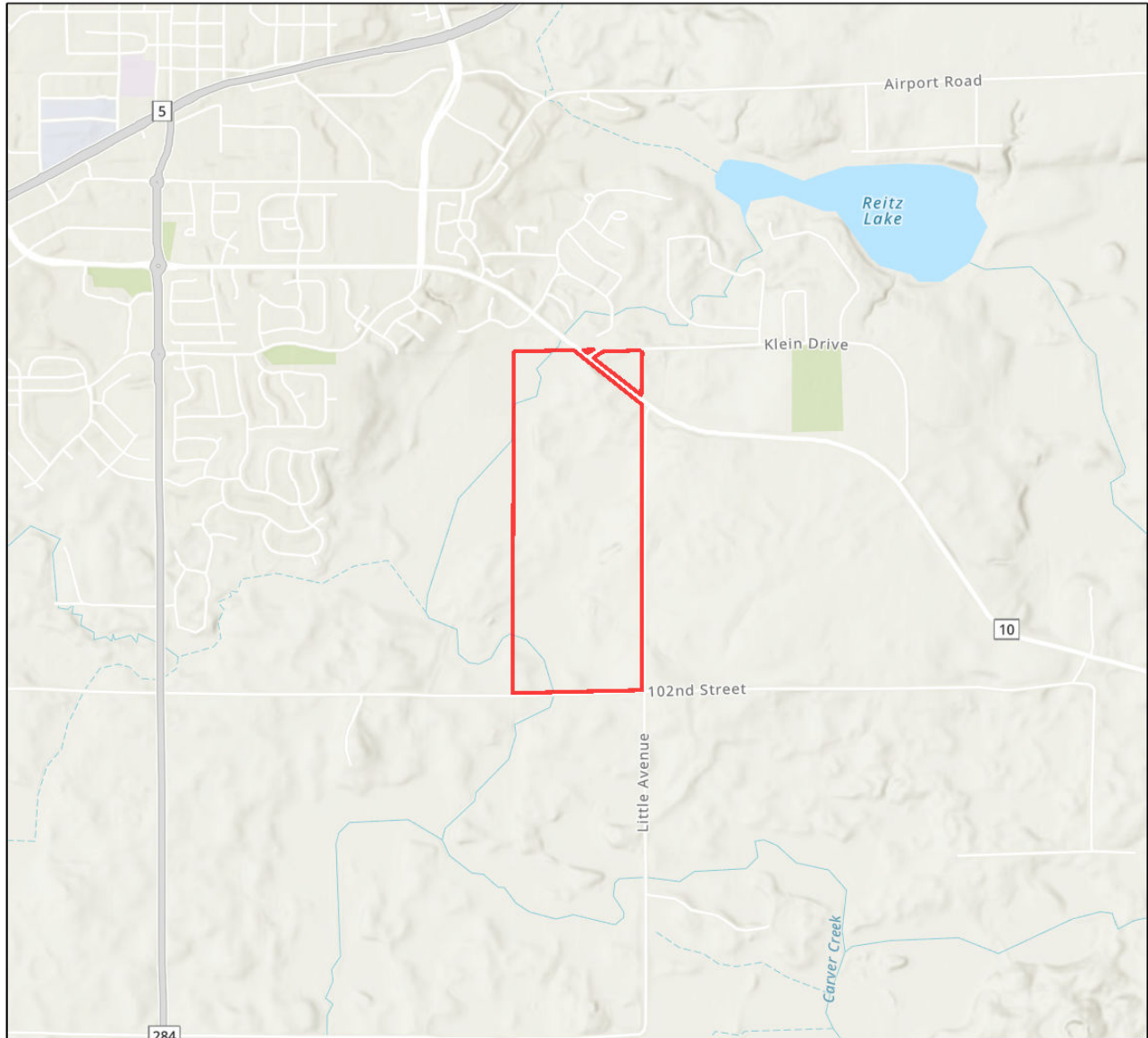
TRS: T116 R24 S19, T116 R24 S30, T116 R25 S25

Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS
Earthstar Geographics
Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom,



Waconia Fal k-Sal Site: Clone Of 2023-00800

USA Topo Basemap With Locator Map



0 0.17 0.35 0.7 1.05 1.4 Miles

Project_Boundary

Project Type: Development, Residential

Project Size (acres): 231.09

County(s): Carver

TRS: T116 R24 S19, T116 R24 S30, T116 R25 S25

Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS
Esri, NASA, NGA, USGS, FEMA
Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom,





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Approve Holbrook Preliminary Plat, PUD Zoning Request & Comprehensive Plan Amendment - 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue
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 No. 2024-285 approving the Preliminary Plat Application titled Holbrook and the request to zone the properties PUD.

Adopt Resolution No. 2024-286 approving the Comprehensive Plan Amendment re-guiding the south 30 acres as L, Low Density Residential and updating the Development Staging Plan and the future growth boundary.

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

BACKGROUND:

Applicant(s): Pulte Homes of Minnesota, LLC/Dean Lotter

Address:	9550 Little Avenue	9780 Little Avenue	10080 Little Avenue
PID#:	070300200	070300300	070300100
Property Owners	Saltire LLC	David M Lovaasen	Saltire LLC

Existing Comprehensive Plan Guidance(s):

1. UR, Urban Reserve
2. L, Low Density Residential
3. M, Medium Density Residential
4. H, High Density Residential
5. MXD, Mixed Use
6. P, Park
7. W/O, Wetland/Open Space

Extension of Subdivision Regulations

Pursuant to Minnesota Statutes, Section 462.358, Subd.1. a., the City Council approved the extension of subdivision regulations to the afore-mentioned properties via Resolution 2024-158 on September 3rd, 2024. Therefore, the application is being reviewed prior to the annexation of the properties. If the development is ultimately approved by the City Council, the properties will be required to be annexed prior submittal of a final plat.

REQUESTS:

1. The City has received a Preliminary Plat application titled Holbrook, which proposes to plat the subject properties identified above into 339 single-family home parcels and 5 outlots, which will be retained by the underlying property owner.
2. The City has received an application to zone the subject properties PUD, Planned Unit Development District, which would allow reduced lot sizes, reduced setbacks and increased impervious surface allowances to permit four (4) different single-family parcel sizes in the neighborhood.
3. The City has received a Comprehensive Plan Amendment to allow the southerly 35 acres of 10080 Little

Avenue (PID#070300100) to be guided for single-family residential development within the 2020-2030 staging plan versus its current guidance of UR, Urban Reserve.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05, Subd. 2.A - R-1, Single-Family Residential District
2. Section 900.05, Subd. 2.B - R-2, Single-Family Residential District
3. Section 900.05, Subd. 2.C - R-3, Medium Density Residential District
4. Section 900.05, Subd. 2.O - PUD, Planned Unit Development District
5. Section 900.06, Subd. 6 - Flood Plain Overlay Regulations
6. Section 900.06, Subd. 7 - Shoreland Overlay District
7. Section 900.06, Subd. 8 - Environmental Protection Regulations
8. Section 900.07 - Landscaping and Fencing
9. Section 900.08 - Performance Standards
10. Section 900.09 - Off-Street Parking, Loading, and Access Regulations
11. Section 900.10 - Sign Regulations
12. Section 900.12 - Administration, Enforcement and Procedures
13. Section 1000 – Subdivision Ordinance

EXISTING CONDITIONS:

The subject parcels, which include just over 240 acres, are currently undeveloped and remain primarily agricultural in nature. There are also natural features such as wetlands, heavily wooded areas, and shoreland areas associated with the unnamed lake/wetland in the northwest area and a portion of Carver Creek located in the southwest corner of the proposed project area.

PRELIMINARY PLAT REVIEW:

SUBDIVISION DESIGN FEATURES

The City of Waconia staff have reviewed the proposed Preliminary Plat application for the Holbrook residential development drafted by Westwood Professional Services, Inc. dated May 3rd, 2024, and provide the following review and comments:

Streets/Access

The applicant is proposing three accesses to the development, all of which are proposed to access off of Little Avenue (existing)/County Road 92 (future).

All of the streets are proposed to be public, and the street and right-of-way widths appear to be consistent with City standards. Little Avenue is planned to be future County Road 92, so this shall require review and approval by Carver County.

Easements

Section 1000.06, Subd. 4 of the City Ordinance requires drainage and utility easements at least 10 feet wide, centered on the rear and side lot lines of abutting lots and shall have continuity from block to block and lot to lot. The applicant is proposing drainage and utility easements which conform to City standards.

Blocks

The blocks proposed in the Holbrook development are in conformance with the standards set forth in City Ordinance.

Lots

The applicable portions of the subject properties are guided L, Low Density Residential and M, Medium Density Residential. City Ordinance indicates that areas annexed into the City Limits shall be placed in a zoning district consistent with the Comprehensive Plan. The Low-Density Residential designation will result in property being placed in the R-1, Single Family Residential District or R-2, Single-Family Residential District when annexed into the City Limits and the medium density guidance will result in R-2 or R-3 zoning. The typical lot sizing required

for the R-1, R-2 and R-3 districts are listed below for review.

<u>R-1, Single-Family Residential</u>	<u>R-2, Single-Family Residential</u>	<u>R-3, Medium Density Residential</u>
Lot Requirements: Lot Area = 10,500 sq. ft. minimum Lot Width = 75 ft. Maximum Hardcover Surface = 35% Setbacks – Principal Structure Front = 25 ft. Side (street) = 25 ft. Side (interior) = 10 ft. Rear = 30 ft.	Lot Requirements: Lot Area = 7,850 sq. ft. minimum Lot Width = 50 ft. Maximum Hardcover Surface = 35% Setbacks – Principal Structure Front = 25 ft. Side (street) = 15 ft. Side (interior) = 10 ft. Rear = 30 ft.	Lot Requirements: The standards in the R-3, Medium Density Residential District are dependent on the type of medium density residential proposed.

The applicant is requesting the property be zoned PUD, Planned Unit Development District to allow for four (4) different sized single-family parcels. The proposed PUD details are discussed later in this document and compared to the typical zoning required by the Comprehensive Plan.

Outlots

Below is a listing of the proposed outlots, the intended use/designation of each, the size, and the proposed ownership.

Outlot	Use/Designation	Gross Area	Proposed Ownership
A	Future Development	0.06 Acres	Property Owner
B	Future Development	4.14 Acres	Property Owner
C	Future Development	1.00 Acres	Property Owner
D	Future Development	6.09 Acres	Property Owner
E	Future Development	8.02 Acres	Property Owner
F	Wetland/Ponding/Trail	37.67 Acres	City
G	Wetland/Ponding	29.37 Acres	City
H	Wetland/Ponding/Trail	10.18 Acres	City
I	Wetland/Ponding/Trail	25.39 Acres	City
J	Open Space/Tributary	1.29 Acres	City
K	Open Space/Buffer	1.48 Acres	HOA
L	Open Space/Buffer	1.20 Acres	HOA
Park 1	Park	0.70 Acres	City
Park 2	Park	7.95 Acres	City

Signs

The applicant has not proposed any signage as part of this application. If the applicant is requesting signage that varies from what the Ordinance typically allows the sign plan should be reviewed and approved as part of the PUD process. Additionally, any neighborhood monument signage should be located in an outlot, which would be owned and maintained by the neighborhood homeowners association.

Public Land Dedication, Open Space

City Ordinance requires at least 10% of the gross land in a subdivision shall be dedicated for parks, schools, playgrounds and open space. The City, upon consideration of the particular type of development proposed in the subdivision, may require larger or lesser amounts of lands for such purposes or payment in lieu of land if deemed appropriate.

The Park & Recreation Board initially reviewed the Falk-Saltire (Holbrook) Sketch Plan at their regular meetings on September 7th, 2023. The Board reviewed the pertinent information and recommended the acceptance of the approx. 8 acre park in the southwest corner of the development and recommended an additional small park be sited in the northern half of the development.

In response to the Park Board recommendation the applicant has included the dedication of Park 1, which is a 0.70 acre parcel located in the northern half of the site, and Park 2, which includes 7.95 acres adjacent to the creek in the southwest corner of the development. The remainder of the park dedication shall be paid as cash in lieu of dedication. Included below is the park dedication calculation based on the expected 10% land dedication stated in City Code.

Net Area: 127.73 acres

10% Park Dedication: 12.73 acres

Provided Park Area: 8.65 acres

Cash in Lieu: 4.08 acres x \$67,500/acre ("fair market value") = \$275,400

Pedestrian Ways and Trails

City Ordinance states *"Subdividers shall define and construct a meaningful pedestrian circulation system subject to City approval which connects to the major trail system and to schools, parks and shopping areas and shall provide easements to accommodate such movement. Said pedestrian ways shall be coordinated with those of adjacent subdivisions and the Comprehensive Plan."*

Sidewalks

The applicant is proposing sidewalks on one side of each street throughout the development with the exception of the short cul-de-sacs located throughout the development. All sidewalks within the development shall be a minimum of 6 feet wide.

Trails

- **Existing**

There are no existing trails near the proposed development.

- **Proposed**

The applicant is proposing the following 10-foot-wide trail connections/installations:

- Trail extending south from Outlot E along Unnamed Lake 10-60P to its intersection with Street 2 between Lot 30/Block 6 and Lot 7/Block 8.
- Trail around the wetland identified in Outlot H
- Trail extending from Street 2 south through Outlot I to its intersection with Street 2 between Lot 30/Block 16 and Lot 43/Block 17.
- **Planned**

The City's Comp Plan identifies future trail along the County Road 92 corridor. The applicant shall pay cash in lieu of the trail installation.

Preservation of Natural Features and Amenities

Section 1000.06, Subd. 7.G states *"Existing features which would add value to residential development or to the local government as a whole, such as trees, as herein defined, watercourses and falls, beaches, historic spots, and similar irreplaceable assets, shall be preserved in the design of the subdivision."*

The subject parcels generally include agricultural uses along with single-family homes and/or appropriate agricultural accessory buildings. There are a number of wetland areas identified in the plan set and a large wetland identified as Unnamed Lake 10-60P. The majority of the wetland areas are protected in outlots which are planned to be dedicated to the city. Additionally, the plan identifies wetland buffers and wetland buffer setbacks. These areas will also be required to be signed to insure property owners are aware of the protected areas. Finally, there is a significant tree area in the central portion of the development which also includes some steep slopes.

Landscaping

City Ordinance requires the following landscaping for properties zoned R-1, Single-Family Residential, R-2, Single-Family Residential and R-3, Medium Density Residential:

1. A planting strip and/or earth berm, not exceeding a slope of 3:1, shall be placed in all newly platted residential developments that abut an arterial road as identified in the City's Comprehensive Plan.

2. Each newly platted lot in the R-1 and R-2 zoning districts shall have two (2) trees.
3. Landscaping for PUD districts shall be consistent with the landscaping requirements applicable to the R-1, R-2, and possibly the R-3 districts.
4. Lights from automobiles shall be screened whenever it may be directed onto residential windows to the extent that it will cause an unreasonable disturbance.
5. Shade trees shall be planted every forty (40) feet to sixty (60) feet within the right-of-way on both sides of any portion of road within the subdivision.
6. Unless otherwise directed by the Planning Commission, all plantings shall be placed on the private property on which the development is taking place.
7. All areas not otherwise improved in accordance with approved site plans or subdivisions shall be sodded, seeded, or otherwise established with vegetation approved by the City, and maintained in accordance with this subdivision. All grass and vegetative plantings shall occur over a minimum of six (6) inches of topsoil borrow meeting Minnesota Department of Transportation Specification 3877, Table 3877-1. 100% of the material including soil clumps must pass a 1" sieve. Prior to sod installation, all topsoil borrow material must be approved by the City. The grading shall consist of a uniform and smooth surface. Any sags or rises shall be corrected prior to the placement of sod or seed. Further, all grass and vegetative plantings shall be completed no later than six (6) months from the date of issuance of a Certificate of Occupancy. Grass shall be clean and free of noxious weeds and pests or diseases and shall be of a species normally grown as permanent lawns and suitable to this climate.
8. The owner shall provide the City with cash, corporate surety bond, approved letter of credit or other surety satisfactory to the City to guarantee the proper installation and growth of the approved landscape plan.
9. The landscape plantings shall be consistent with the minimum planting size stated in Section 900.07, Subd. 2.F, which are identified below.
 - Minimum Size of Plantings
 - Deciduous trees = 2.5 inches in diameter as measured six inches above the ground.
 - Coniferous = 6 feet in height
10. All trees used in site development shall be indigenous to the appropriate hardiness zone and physical characteristics of the site.
11. The deciduous trees proposed to satisfy the minimum requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous.

The landscape plan shall be revised to include a planting strip on the east side of Park 1 for future screening, safety and noise remediation from future County Road 92. This comment is not applicable if the Planning Commission and Council determine Park 1 shall be moved to an alternate location.

The proposed landscape plan generally conforms to City Ordinance requirements.

Environmental Protection Regulations

Tree Preservation

City Ordinance allows developments in residential districts to remove or disturb up to thirty (30) percent of the total tree inches of significant trees. Any removal or disturbance beyond this threshold shall require reforestation or restitution.

Reforestation/Restitution Requirement. - If a development exceeds the allowable removal or disturbance threshold specified above, the subdivider shall either reforest appropriate areas within the site (or outside the site if appropriate locations within the site are not available) or pay restitution, or provide a combination thereof. For each one (1.0) tree inch that is removed or disturbed beyond the threshold, the subdivider shall replant one and one-quarter (1.25) inches of new trees or provide the City with one hundred and twenty five dollars (\$125.00) in restitution, per inch removed beyond the threshold.

Tree Survey/Preservation Plan. - A tree survey and tree preservation plan shall be submitted with all preliminary plat applications, and with all lot division applications involving the creation of one or more new development parcels. The tree survey and tree preservation plan shall be prepared and signed by a registered surveyor or forester at the developers expense.....

The applicant has provided an Overall Tree Preservation Plan consistent with City Ordinance requirements. The tree inventory, preservation and replacement details are included below.

Total Significant Trees/Caliper Inches On Site	24,370 caliper inches	100% of Significant Trees
Total Caliper Inches Saved	11,587 caliper inches	47.5% Saved
Total Caliper Inches Removed	12,783 caliper inches	52.5% Removed
30% Allowed Tree Removal	7,311 caliper inches	
Excess Caliper Inches Removed Above Allowed	5,472 caliper inches	
Required Replacement (Excess x 1.25)	6,840 replacement caliper inches/2,736 trees	

The landscaping plan includes information indicating that 4,051 caliper inches of trees, which meet Section 900.07 of the City Code, are proposed to be planted as part of the Holbrook project. The remaining 2,789 caliper inches shall be paid in tree restitution which is \$125 per caliper inch removed beyond the threshold. Language shall be included in the development agreement indicating the payment of the applicable tree restitution fee.

Wetland Protection

City Code identifies wetlands as a valuable resource that receive surface water runoff and provide possible contact with ground water. Further, it is the intent of the City Code to establish a program of sound management through regulations that strive toward zero degradation of the wetlands by conserving, protecting and enhancing these environmentally sensitive resources.

Wetland Protection Analysis

1. A significant portion of the wetland areas will be located within outlots to be dedicated to the City and they will not be altered.
2. The wetland buffer area and wetland buffer setbacks have been identified on the plan set and the areas will be signed to insure property owners are aware of the sensitive areas.

Shoreland Overlay District Regulations

The Shoreland area shall include all land within 1,000 feet of the ordinary high water mark of a protected water of ten (10) acres or more, within 300 feet of a river or stream, or the landward extent of a floodplain on such a river or stream, whichever is greater.

Shoreland Overlay District Analysis

1. A significant portion of the proposed development is located within 1,000 feet of Un-named Lake 10-60P, which is identified in the City Code as a Natural Environment Lake.
2. City Code requires a 125 ft. minimum lot width and a minimum lot square footage of 20,000 sq. ft. for non-riparian single-family parcels, which are sewered and located within 1,000 of 10-60P.
3. A section of un-named creek (unofficially Bent Creek) is located in the southwest quadrant of the development. Therefore, portions of the subject property are located within the Shoreland Overlay District as they are located within 300 ft. of the river/creek. The Shoreland Classification for these areas are identified as Tributary in the Shoreland Overlay District.
4. City Code requires a 75 ft. minimum lot width and allows a maximum impervious surface of 25% for shoreland tributary watercourse parcels.
5. The applicant has submitted a rezoning application to allow the property to be developed as a Planned Unit Development District to allow reduced lot sizing, reduced setbacks and increased impervious surface. The City incorporates Part 6120.3800, titled Planned Unit Development, into the Shoreland Overlay District ordinance language.

Floodplain Overlay District Regulations

The purpose of these regulations is to promote public health, safety, and general welfare by preserving the natural

characteristics and functions of watercourses and floodplains in order to moderate flood and storm water impacts, minimize losses and disruptions caused by flooding, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

Floodplain Overlay District Analysis

1. Portions of the property are located within the Floodplain Overlay District. All construction in areas regulated by this district shall meet the requirements stated in Section 900.06, Subd. 6. Flood Plain Overlay Regulations.

Grading, Drainage & Utilities

The City Engineer and Public Services Director have conducted an initial review of the grading, drainage and utility plans. Any approvals by the City Council should include a condition requiring the applicant to work with the City Engineer to revise the utility, grading, drainage, plans to the satisfaction of the City Engineer and Public Services Director.

Stormwater Management

An initial review of the site's stormwater management has been completed by the Public Services Director and City Engineer. Any recommendation of approval should include a condition requiring the applicant revise the stormwater plans to the satisfaction of the City Engineer and Public Services Director.

ZONING REQUEST - PUD, PLANNED UNIT DEVELOPMENT DISTRICT:

The 2040 Comprehensive Plan identifies portions of the subject properties as the categories shown in the table below. The lot requirements for each of the residential districts were described earlier in this report. Please note that the applicant is proposing to develop the portions of the subject parcels identified as low and medium density residential in addition to the land identified as park. The mixed-use and high density guided portions of the property will be retained by the underlying property owner and developed and reviewed in the future.

Category	Land Uses	Zoning Districts
Low-Density Residential	Single-family, detached housing on parcels with a minimum size of 10,500 square feet. The density range should be from 2 to 4 units per acre.	R-1, Single-Family District R-2, Single-Family District
Medium-Density Residential	Single-family and two-family dwellings, townhouses and other forms of housing having an individual outdoor entrance for each housing unit. The density range should be from 4 to 10 units per acre.	R-2, Single Family District R-3, Medium Density District R-4, Mixed Residential District
High Density Residential	All forms of attached housing ranging from 8 to 22 units per acre.	R-5, High Density Residential District

Urban Reserve	Rural area within the Waconia Orderly Annexation Area. Includes farming and very low density housing (not exceeding one house per 40 acres). Land in the Urban Reserve is not planned to be annexed until after year 2040, if ever.	A, Agricultural District
Mixed Use	Commercial retail or service businesses, offices and high-density housing. Commercial and residential development may be combined vertically in the same building. Parking may be in structures to maximize land development intensity. Park spaces should be small and may occur in the form of plazas.	PUD, Planned Unit District R-5, High Density Residential District
Park - Planned	Locations of future parks shown on Figure 3-5, Land Use Plan Map are only conceptual	P, Public District Any Residential district
Wetland/Open Space	Includes wetlands and floodplains	C, Conservation District Any other zoning district

City Ordinance states a PUD is intended to be used to achieve the following as summarized by staff:

1. Protection of natural and historic resources,
2. Flexibility in site planning,
3. Mixing and clustering of land uses and housing types,
4. Higher level of amenity,
5. Affordable housing,
6. A more efficient use of land,
7. Conservation of energy resources, 8. Creation of a sense of community.

Required Development Standards: A PUD shall comply with all of the requirements of this ordinance except for Sections 900.05, District Regulations. In addition the following shall apply:

- a. The minimum building and parking setback from any exterior PUD property line or abutting street shall be 40 feet. Refer to Section 900.06, Subd. 3 for required yard expansion adjacent to arterial streets.
- b. The maximum height of structures shall not exceed 45 feet except as provided for by Section 900.06, Subd. 2 of this ordinance.
- c. Overall gross residential PUD densities shall be in the range specified for the site by the Comprehensive Plan.
- d. Maximum hardcover surface shall be as follows for the following classes of use:
 1. Low and Low/Medium Density Residential 0-4 U/A 50%
 2. Medium Density Residential 5-12 U/A 60%
- e. Where the PUD site is designated by the Comprehensive Plan for more than one land use, the approximate same ratio of land area shall be reflected in the PUD for each use as exists in the Comprehensive Plan.
- f. Signage variances may be approved by PUD provided a sign plan is approved with the Development Plan. Generally, Section 900.10, Sign Regulations, will be used as a guide in evaluating the signage plan.
- g. Subdivision review shall be carried out simultaneously with the review of the PUD. The plans required by this Section shall be submitted in a form which will satisfy the requirements of the Subdivision Ordinance for the preliminary and final plat.

Findings. The Planning Commission and City Council shall not approve a PUD unless they shall find as follows:

- a) The proposed development is not inconsistent with the City's Comprehensive Plan,
- b) The development satisfies most, if not all, of the objectives of this District, and
- c) The PUD will not be detrimental to surrounding neighborhoods.

The applicant is requesting the four (4) following parcel types and lot requirements for Holbrook, which staff has compared to the typical lot requirements for the R-1 and R-2 zoning Districts:

Lot Requirements	R-1	R-2	40' Single-Family (MI)	52' Single-Family (MI)	60' Single-Family (Pulte)	65' Single-Family (Pulte)
Lot Area	10,500 sq. ft. min.	7,850 sq. ft. min.	5,303 sq. ft. min.	6,634 sq. ft. min.	7,930 sq. ft. min.	8,515 sq. ft. min.
Lot Width	75 ft. min.	50 ft. min.	40 ft. min.	52 ft. min.	60 ft. min.	65 ft. min.
Max. Hardcover	35% max.	35% max.	50%	50%	45%	45%
Front Yard Setback	25 ft. min.	25 ft. min.	25 ft. min.	25 ft. min.	25 ft. min.	25 ft. min.
Side Street Setback	25 ft. min.	15 ft. min.	20 ft. min.	20 ft. min.	25 ft. min.	25 ft. min.
Side Interior Setback	10 ft. min.	10 ft. min.	5 ft./5ft. min. 10 ft. total	5 ft./5 ft. min. 10 ft. total	5 ft./10 ft. min. 15 ft. total	5 ft./10 ft. min. 15 ft. total
Rear Yard Setback	30 ft. min.	30 ft. min.	30 ft. min.	30 ft. min.	30 ft. min.	30 ft. min.
Building Height*	35 ft. max.	35 ft. max.	*	*	*	*

*No mention of building height was indicated in the plan set. The developers shall review building height requirements stated in City Code prior to the meeting to ensure the 35 ft. height maximum is consistent with their proposed development.

All parcels shall be subject to the 50 ft. required rear yard setback from Laketown Parkway, the 40 ft. side yard setback from Laketown Parkway and the 50 ft. structure setback from wetlands.

Note: Decks attached to the principal structure are considered part of the principal structure and shall be required to meet all principal structure setbacks indicated in the table above. Additionally, driveways are required to meet all side yard setbacks indicated in the underlying zoning district.

PUD, Planned Unit Development Review

1. The City Council should determine if the proposed development is consistent with the City's Comprehensive Plan; if it satisfies most, if not all, of the objectives of the Districts (summarized above); and the PUD will not be detrimental to surrounding neighborhoods.
2. The development data indicates an overall net density of 3.82 units per acre. The comprehensive plan indicates a density range of 2 to 4 units per acre for low density residential and 4 to 10 units for medium density. An overall density of 3.82 appears to be consistent with the guidance for the properties proposed to be developed.
3. The Comprehensive Plan considers housing goals and needs that discuss housing diversity, life-cycle housing and allowing the market to build a wide variety of housing types. The Planning Commission and Council should consider if the proposed Planned Unit Development is consistent with these goals and the stated vision of the community.
4. The development summary indicates the 40 ft. single family home parcels (72 lots), 52 ft. single family

parcels (116 lots), 60 ft. single family parcels (71 lots), and 65 ft. single family parcels (80 lots). The setbacks, while slightly altered, appear to be generally consistent with the underlying zoning districts. The requested additional hardcover will allow for larger homes to be constructed on the subject parcels and the request is consistent with the maximum hardcover identified in the City's PUD ordinance.

COMPREHENSIVE PLAN AMENDMENT:

The applicant has requested the City of Waconia amend the City's Future Land Use Plan and Development Staging Plan in association with the Holbrook plat. Approval of the request would allow the development of the south 35+ acres of the subject property, which is currently outside of the growth boundary for the City. The section of property in question is currently guided UR, Urban Reserve, which indicates that this property was not planned to be annexed until after 2040. The applicant is requesting guidance of L, Low Density Residential and to allow the grading and development of the property as early as 2025.

SUPPLEMENTAL INFORMATION:

1. City staff contacted Carver County to determine if they were prepared to construct the planned future roundabout at County Road 10 and future County Road 92. County staff indicated that their plans have not changed, and the County is not prepared to build out the full CSAH 92 improvements at this time. The future RAB will be coordinated with the broader plan for regional connectivity.

PUBLIC NOTICE/COMMENT

The notices were published in the WACONIA PATRIOT on September 19th, 2024 and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. All comments received have been attached to this report for consideration by the City Council (see attached).

CONCLUSION/RECOMMENDATION

The Planning Commission, on October 3rd, 2024, held the required public hearing and continued the application to the November 7th, 2024 Planning Commission meeting to receive additional information related to future traffic improvements. On November 7th, 2024 the Planning Commission reviewed all pertinent information related to the Holbrook Preliminary Plat, Rezoning and Comp Plan Amendment and recommended approval via a 5-0 vote.

If the City Council chooses to approve the Holbrook Preliminary Plat, Rezoning and Comp Plan Amendment, the Planning Commission and city staff would recommend the approvals with the following conditions:

1. The Holbrook Preliminary Plat shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.
4. The applicant shall obtain a General Construction Stormwater Permit (NPDES) from the Minnesota Pollution Control Agency and submit a copy to the City prior to any land disturbing activities.
5. All indirect costs related to the permitting, review, and plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The City shall provide the necessary street signage. The applicant shall provide the necessary escrow funds to cover all street signage and installation costs.
7. The applicant shall be responsible for the section of regional trail along the future County Road 92 corridor. The applicant shall submit payment in lieu of installation for applicable trail costs.
8. The watermain, sanitary sewer, grading, and stormwater issues shall be resolved to the satisfaction of the City Engineer and Public Services Director prior to commencement of construction activities for the Holbrook residential development.
9. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
10. Compliance with applicable items contained in Section 900.06, Subd. 6. Flood Plain Overlay Regulations.
11. Execution of a Developer's Agreement prior to execution of the Final Plat.
12. The sidewalk and trails shall be constructed as proposed and as conditionally revised by the City Council.

All sidewalks within the development shall be 6 feet wide.

13. The applicant shall dedicate Park 1 and Park 2 identified in the plans and pay \$275,400 cash in lieu to satisfy the park dedication requirements for the proposed Holbrook residential development. Park dedication remains due for the owner retained parcels located in the northeast portions of the property.
14. The applicant shall dedicate the right of way associated with the future roundabout at Hwy. 10 and future County Road 92 and the necessary future right-of-way to the north and south of the identified roundabout consistent with the future location of County Road 92 to the City of Waconia.
15. The applicant shall dedicate the right of way along 102nd Street to the City of Waconia.
16. The applicant shall submit a phasing plan for review by City staff.
17. The applicant shall provide a letter of awareness to potential purchasers so they are aware of the agricultural and feedlot uses adjacent to the proposed development.
18. The applicant shall file an application of final plat approval within six (6) months following the approval of the Holbrook Preliminary Plat, unless an extension of time is requested in writing by the subdivider and granted by the Council prior to the six (6) month expiration date.

Attachments:

1. [Resolution No. 2024-285 Approving Holbrook Preliminary Plat and Planned Unit Development](#)
2. [Resolution No. 2024-286 Approving Comprehensive Plan Amendment Authorizing Submittal to the Metropolitan Council](#)
3. [Project Location Map](#)
4. [Narrative Holbrook Preliminary Plat](#)
5. [Site Plan](#)
6. [Holbrook Preliminary Plan Set](#)
7. [Shoreland PUD Density Information Sheet](#)
8. [Park Dedication Map](#)
9. [Phasing Plan](#)
10. [TIA Summary Falk Saltire](#)
11. [ISD #110 Comments](#)
12. [Public Hearing Comments](#)

<i>FINANCIAL IMPLICATIONS:</i> Funding Sources & Uses:	<i>ADVISORY BOARD RECOMMENDATIONS:</i> November 7th, 2024 - Planning Commission recommendation of approval via a 5-0 vote.	
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
RESOLUTION 2024-285**

**RESOLUTION APPROVING THE HOLBROOK PRELIMINARY PLAT
AND PUD, PLANNED UNIT DEVELOPMENT**

WHEREAS, Pulte Homes of Minnesota, LLC (the “Applicant”) has submitted a preliminary plat application titled Holbrook pursuant to Section 1000.04 of the City Code; and

WHEREAS, the proposed Holbrook preliminary plat consists of three hundred and thirty-nine (339) single-family lots and five (5) outlots; and

WHEREAS, the subject parcels are located at 9550, 9780 & 10080 Little Avenue, Waconia, MN, 55387 and identified as PID#s 070300200, 070300300, and 070300100; and

WHEREAS, the City of Waconia extended subdivision regulations over the subject parcels, which are located within Laketown Township, via the adoption of Resolution 2024-185 on September 3rd, 2024; and

WHEREAS, the Applicant has also submitted a request to zone the subject parcels PUD, Planned Unit Development to allow for four different single-family parcel sizes, with alternative lot requirements; and

WHEREAS, the preliminary plat and zoning request public hearing was conducted by the Planning Commission at their regular meeting on October 3rd, 2024; and

WHEREAS, the Planning Commission, via a 5-0 vote, recommended approval of the Holbrook preliminary plat application and PUD zoning request based on the following findings of fact:

1. The proposed preliminary plat is compatible with the City of Waconia Comprehensive Plan in that the proposed plan identifies housing options and proposes to construct low and medium density residential homes on the property and also provides for outlot areas which will be zoned for future commercial and high-density residential development.
2. The proposed development satisfies most of the objectives of the PUD, Planned Unit Development District including flexibility in site planning, variety of housing types and lot sizes, creation of a sense of community, and protection of woodlands and wetlands.
3. The proposed preliminary plat is in conformance with the design standards stated in Section 1000 of the Waconia City Ordinance.
4. The proposed planned unit development will not be detrimental to the surrounding neighborhoods.

WHEREAS, the Planning Commission recommends approval of the preliminary plat and PUD application with the following conditions:

1. The Holbrook Preliminary Plat shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.

4. The applicant shall obtain a General Construction Stormwater Permit (NPDES) from the Minnesota Pollution Control Agency and submit a copy to the City prior to any land disturbing activities.
5. All indirect costs related to the permitting, review, and plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The City shall provide the necessary street signage. The applicant shall provide the necessary escrow funds to cover all street signage and installation costs.
7. The applicant shall be responsible for the section of regional trail along the future County Road 92 corridor. The applicant shall submit payment in lieu of installation for applicable trail costs.
8. The watermain, sanitary sewer, grading, and stormwater issues shall be resolved to the satisfaction of the City Engineer and Public Services Director prior to commencement of construction activities for the Holbrook residential development.
9. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
10. Compliance with applicable items contained in Section 900.06, Subd. 6. Flood Plain Overlay Regulations.
11. Execution of a Developer's Agreement prior to execution of the Final Plat.
12. The sidewalk and trails shall be constructed as proposed and as conditionally revised by the City Council. All sidewalks within the development shall be 6 feet wide.
13. The applicant shall dedicate Park 1 and Park 2 identified in the plans and pay \$275,400 cash in lieu to satisfy the park dedication requirements for the proposed Holbrook residential development. Park dedication remains due for the owner retained parcels located in the northeast portions of the property.
14. The applicant shall dedicate the right of way associated with the future roundabout at Hwy. 10 and future County Road 92 and the necessary future right-of-way to the north and south of the identified roundabout consistent with the future location of County Road 92 to the City of Waconia.
15. The applicant shall dedicate the right of way along 102nd Street to the City of Waconia.
16. The applicant shall submit a phasing plan for review by City staff.
17. The applicant shall provide a letter of awareness to potential purchasers, so they are aware of the agricultural and feedlot uses adjacent to the proposed development.
18. The applicant shall file an application of final plat approval within six (6) months following the approval of the Holbrook Preliminary Plat, unless an extension of time is requested in writing by the subdivider and granted by the Council prior to the six (6) month expiration date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves The Holbrook Preliminary Plat and PUD, Planned Unit Development zoning request subject to the findings, conditions and recommendation of the Waconia Planning Commission stated above.

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

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2024-286**

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT
AND AUTHORIZING SUBMITTAL TO THE METROPOLITAN COUNCIL**

WHEREAS, The Planning Commission of the City of Waconia conducted a public hearing on Thursday, October 3rd, 2024 to consider a Comprehensive Plan Amendment submitted by Pulte Homes and M/I Homes (the “Applicants”); and

WHEREAS, the subject parcel is identified as PID# 070300100 and located at 10080 Little Avenue, Laketown Township; and

WHEREAS, the Applicants have requested to re-guide the southerly 35 acres as L, Low Density Residential versus its current designation as UR, Urban Reserve and identify the area as Transition Area 2, which would update the 2040 growth boundary and allow development between 2020-2030; and

WHEREAS, the Comprehensive Plan Amendment for the afore-mentioned portion of the subject parcel seeks to re-guide the property currently guided as L, Low Density Residential to allow for future residential development; and

WHEREAS, the Planning Commission made the following findings at their regular meeting on Thursday, November 7th, 2024 in support of the application:

1. The proposed change is consistent with the goals and objectives of the Waconia Comprehensive Plan as the property is currently identified as UR, Urban Reserve and the property was previously included in the 2030 Comprehensive Plan for future development. The City has identified this section of the property as part of the future growth area for the City.
2. The identified sewer capacity allows for additional growth in this area and would not have an adverse impact on public facilities and services, such as sewer and water.
3. The change does not have a significant adverse impact on the natural environment in that the current use of the property is agricultural in nature and future improvement to residential could further mitigate pollution concerns and issues.
4. The proposed land use helps the City meet its life-cycle housing objectives in that the Comp Plan Amendment will allow for a variety of housing types to be constructed on the subject property.

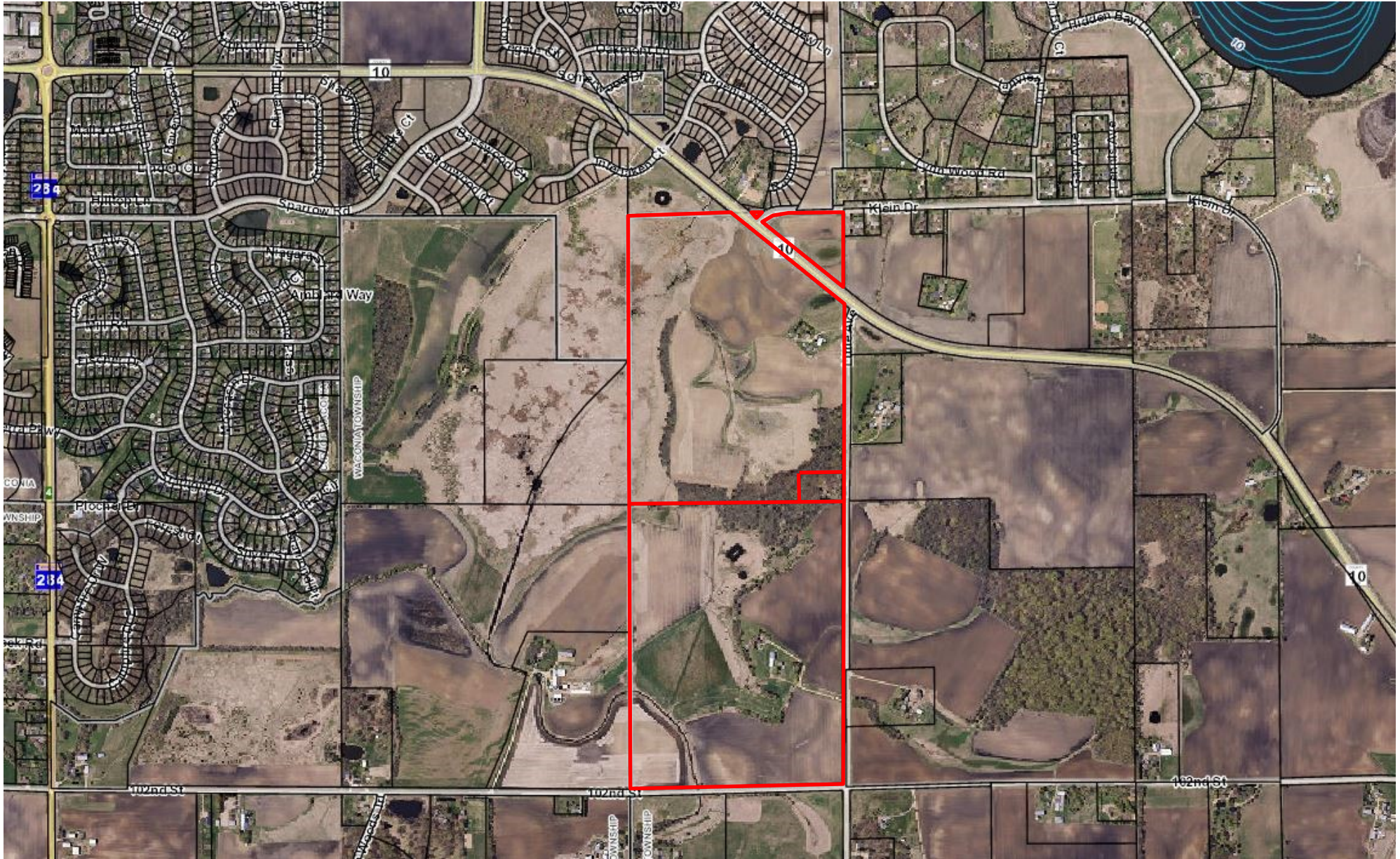
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the proposed Comprehensive Plan Amendment and authorizes submittal to the Metropolitan Council for review.

Passed and adopted by the City Council of the City of Waconia this 16th day of December 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

LOCATION MAP





Holbrook
SUBMITTAL FOR:
PUD, Preliminary Plat, Rezoning, and Comprehensive Plan Amendment

WACONIA, MINNESOTA
9/3/2024

Introduction

PulteGroup ("Pulte") is pleased to submit a Planned Unit Development (PUD), Preliminary Plat, Rezoning and Comprehensive Plan Amendment application, along with M/I Home of Minneapolis/St. Paul, LLC (M/I Homes), for a 339 single-family home development. Pulte will be the applicant, developer, and builder of 151 homes for this proposed neighborhood, and M/I Homes will develop and build 188 homes at this site as well for a total of 339 single family homes. Pulte's company mission statement is ***"Building Incredible Places Where People Can Live Their Dreams."*** Pulte currently operates under three distinct brands of homebuilding in the Twin Cities: Pulte Homes, Centex, and Del Webb. Our office is in Bloomington, Minnesota. We have a strong reputation for our superior floor plans and for being easy to work with. M/I Homes has been in business for over 40 years and has built over 140,000 homes in 17 markets within the United States. They entered the Twin Cities Market in 2015 by purchasing Hans Hagen Homes. Hans Hagen Homes was founded over 50 years ago and was one of the largest and oldest home builders in the Minneapolis market. Pulte and M/I Homes are determined to offer designs that make a house a home.

Applicant Team

The primary contact for Pulte is Dean Lotter, Director of Land Planning & Entitlement. City staff has been provided with Dean's contact information. The primary contact for M/I Homes is Emily Becker. Her contact information has been provided to City staff.

The planner, surveyor, civil engineer, and landscape architect are:

Westwood Engineering
Ryan Bluhm
12701 Whitewater Drive, Suite 300
Minnetonka, MN 55343

The Property

Legal Descriptions:

Parcel 1: The West Half of the Southwest Quarter (W 1/2 of SW 1/4), Section 30, Township 116, Range 24, Carver County, Minnesota.

Parcel 2: The West Half of the Northwest Quarter (W 1/2 of NW 1/4), Section 30, Township 116, Range 24, except the South 260 feet of the East 418.84 feet, Carver County, Minnesota.

Parcel 3: South 260' of East 418.84' of West 1/2 of Northwest 1/4

Property Identification Numbers:

Parcel 1: 070300200

Parcel 2: 070300100

Parcel 3: 070300300

Addresses:

Parcel 1: 9550 Little Avenue

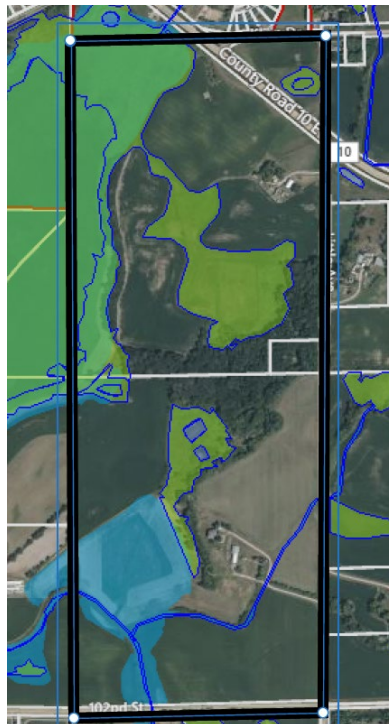
Parcel 2: 10080 Little Avenue

Parcel 3: 9780 Little Avenue

Site Plan

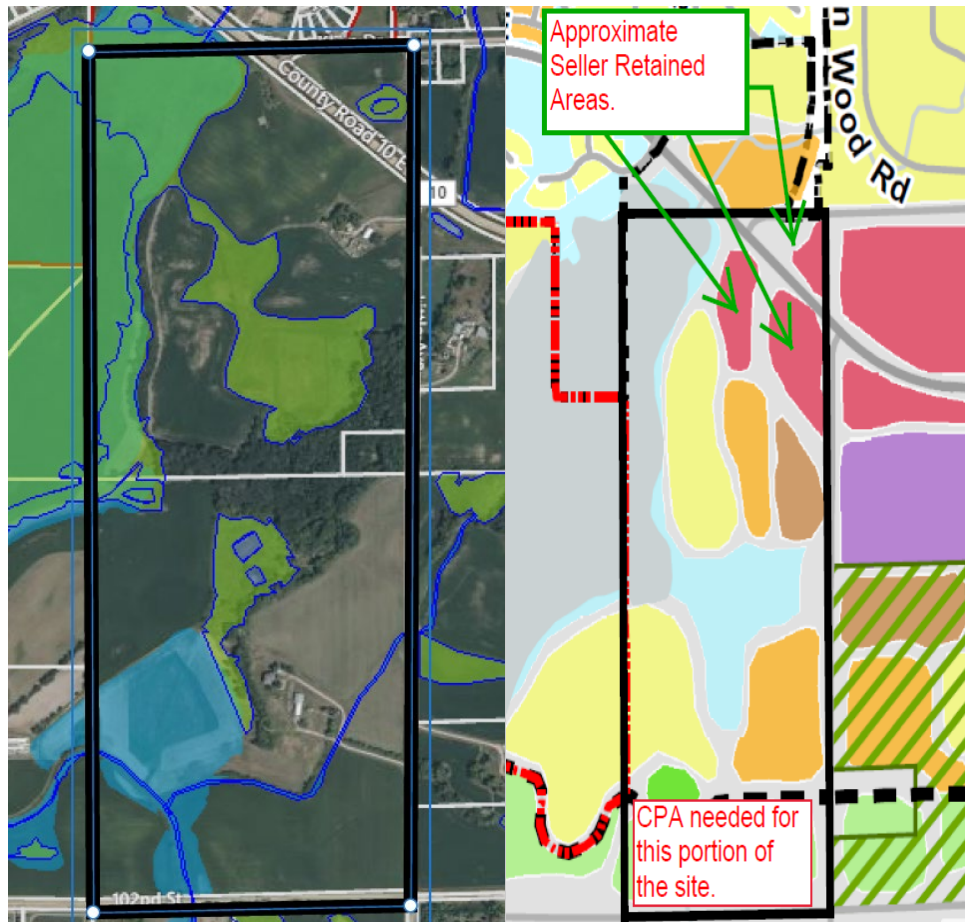
The Falk site is located predominantly south of County Road 10 in Laketown Township. Directly east of the property is Little Avenue, which will become the future County Road 92/Laketown Parkway. 102nd Avenue, or what is also known as the future County Road 10, runs along the southern property line. Farmland and wetlands are to the west of this site. As part of this application, the entire Falk site and Lovaasen property will need to be annexed into the City of Waconia.

Pulte and M/I Homes are partnering in this neighborhood to offer a variety of single-family homes in various price ranges to meet the market's wide range of buyers. The site has multiple constraints, including, but not limited to, rolling topography, a sizable amount of wetland areas, and the plans for county roads that will run along the property's east side and the south side. All these constraints informed the site plan we are proposing for city approval.



Comprehensive Plan

Comprehensive Plan Guidance and Amendment: Pulte and M/I Homes' proposal meets the low-density residential component of this site while leaving the medium and higher-density areas to be developed at a future time by other developers on the seller retained outlots. Additionally, the proposed neighborhood is within the current staging area of 2020-2030. There will be a comprehensive plan amendment needed to bring in the southern portion of the site into the city limits, as it was not part of the City's original comprehensive plan.



Rezoning

Planned Unit Development: Pulte Homes' and M/I Homes' are requesting that this site be developed as PUD to gain the necessary flexibility on lot sizing and side yard setbacks that will allow our proposal to meet the minimum density range set forth in the City's comprehensive plan. We believe the proposed development meets the city's PUD objectives in the following ways:

- A) Protection of natural and historical features including steep slopes, woodlands, wildlife, habitat, wetlands and water surface areas.

- We are requesting smaller lots in order to avoid as many wetlands, wetland buffers, steep slopes, and tributary impacts as possible. Our initial concept plan contemplated rerouting a tributary, but after careful consideration was made, we amended our plan to keep the tributary in place in order to reduce impact.
 - B) Improved human habitats by allowing for greater creativity, innovation and flexibility in site planning and architectural design.
- As previously mentioned, the site plan accommodates a number of wetlands and provides trails that will allow for enjoyment of the natural environment within the community. There will also be dedicated parkland for the enjoyment of the residents of both this community and the city as a whole. We also have anti-monotony requirements that will create architectural interest in the community, ensuring that very similar elevations are not adjacent to one another within the community to preserve visual interest.
 - C) Improved human habitat variety, diversity and interest through the mixing and clustering of land uses and housing types and varied lot sizes.
- The proposed site plan will provide a variety of housing options. Pulte's homes on 60-65 foot lots..... M/I Home's will offer two product types including the Carriage collection, which offer many open-concept layouts on smaller lots resulting in less yard maintenance, as well as the Hans Hagen villa collection, which offers single-level living on association-maintained yards and snow removal, making it a popular option for empty nesters and seniors.
 - D) A higher level of amenity than is normally achieved with traditional zoning.
- The development of this community will require annexation into the City of Waconia including the extension of utilities. A feasibility study has been approved by the City that outlines the benefits of this annexation.
 - E) The provision of affordable housing.
- This community will be priced according to the market and provides for different product types that will meet the needs of varying price points, from first time home buyers, to move-up buyers and empty nesters.
 - F) A more efficient use of land and public facilities and services.
- As previously mentioned, this development will require extension of existing city services. The proposed smaller lots will reduce required road and utility lengths, creating efficiency.
 - G) The conservation of energy resources through the protection of solar access, solar orientation, earth sheltering and the clustering of development.

- Development is clustered to reduce as much impact as possible on natural resources
- H) The creation of a sense of community by developing larger parcels of land as integrated units.
- The 241.1 acre parcel will accommodate 339 housing units as well as future mixed use.

The flexibility gained through a PUD will allow the applicants to provide four different home types that meet the needs of a variety of buyers. Successful applications have to meet local rules and regulations, watershed district rules, wetland permitting, comp plan guidance and Met Council density requirements to name a few. The best way for applicants to successfully navigate all these interests is through a PUD.

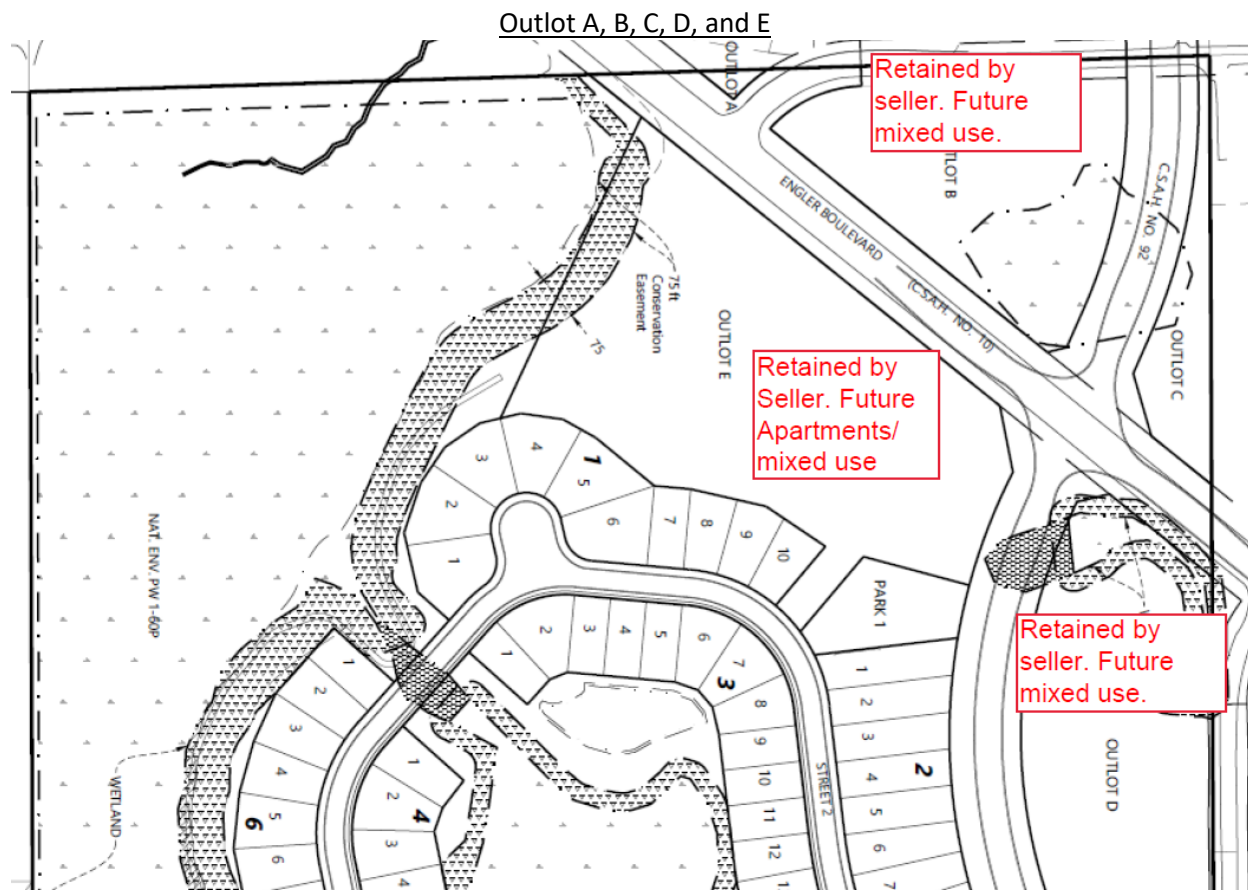
PUD LOT STANDARDS

STANDARD	40' SINGLE FAMILY (M&I)	52' SINGLE FAMILY (M&I)	60' SINGLE FAMILY (PULTE)	65' SINGLE FAMILY (PULTE)
MINIMUM LOT AREA	5,303 SF	6,634 SF	7,930 SF	8,515 SF
AVERAGE LOT AREA	6,481 SF	8,794 SF	9,840 SF	10,612 SF
MINIMUM LOT WIDTH	40'	52'	60'	65'
MINIMUM LOT DEPTH	135'	130'	130'	140'
SETBACKS				
FRONT	25'	25'	25'	25'
SIDE INTERIOR LOT	5' / 5'; 10' TOTAL	5' / 5'; 10' TOTAL	5' / 10'; 15' TOTAL	5' / 10'; 15' TOTAL
SIDE CORNER LOT	20'	20'	25'	25'
REAR	30'	30'	30'	30'
LAKETOWN PARKWAY (REAR)	50'	50'	50'	50'
LAKETOWN PARKWAY (SIDE)	40'	40'	40'	40'
WETLAND STRUCTURE SETBACK	50'	50'	50'	50'

In addition to the flexibility proposed above, we are also requesting to be allowed 50% impervious surface on the 40' and 52' single family homes and 45% impervious surface covered on the 60' and 65' lots. We are requesting this because of the smaller lot sizes. Including the park, the development as a whole (less retained future development outlots) provides 115.23 acres of open space including wetland and ponding areas.

Land to be retained by the seller: In the northeast corner of the Falk property, Outlots A, B, C, D, and E will be retained by the seller for future development. However, said outlots will be annexed into the Waconia City limits with the rest of the parcel. Outlots A, B, and C are between County Road 10 and Klein Road. Outlots D and E are south of County Road 10 and separated by the future County Road 92 alignment. Outlot E on the west is anticipated to be apartments, while Outlot D is expected to be

utilized for mixed use. A portion of Outlot B may also be used for mixed use. The seller will also retain Block 15, lot 20, and the home located on it.



Density: The gross acreage of the parcel is 241.1 acres. There are 61.21 acres of wetland, 8.40 acres of floodplain outside of wetlands, and 8.65 acres of park, and 36.21 acres of retained outlots that will be developed in the future (Outlots A-E), resulting in a net acreage of 126.63. With 339 proposed single family homes, this results in a net density of 2.68 units per acre. Waconia's Comprehensive Plan allows a density of 2 to 4 units per acre in areas guided for Low Density Residential, and so this development is within the allowed density range. Outlots A -E are 19.31 acres total. Future development of these outlots is guided for high density and mixed use and as a result could result in an additional 291 to 406 units. Once built out the entire site would yield a density of 4.32 units/acre at a minimum.

Grading of the entire site: Pulte and M/I will develop the site in two phases each; however, we intend to grade the entire site at one time, including seller retained parcels (Outlots D and E) and future 92 ROW from existing County Road 10 to north most access into the site. Grading the entire site increases efficiency and helps mitigate potential drainage issues. By completing the grading work in one phase, the site balances which benefits the project, and the seller retained parcels will be left as "shovel ready" parcels as they will be graded sites with access to utilities.

Exception Parcel or Parcel 3: What was once referred to as the exception parcel, also known as the Lovaasen parcel, will be developed along with the rest of the community as part of Pulte's first phase of development. Developing this parcel with the rest of the site creates greater uniformity with the

neighborhood. It also provides a more satisfactory entrance to the new neighborhood, and it develops a parcel that otherwise would have been more difficult to develop in the future.

Road Connections Interim and Future: Our proposed site plan considers the necessary ROW for the proposed future County Roads. Given that the Holbrook proposal pre-dates the County Road 92 and 10 realignments, the primary access to the development will come from Little Avenue. Three total access points will be on the properties' east side, connecting the proposed neighborhood to Little Ave at multiple locations. We will have an easement from the Seller to build an interim street access point through the seller's retained Outlot D. The easement and road will be in place until County Road 92 is constructed. Our proposal provides for multiple entry and exit points for future residents regardless of the timing of the county road projects.



Environmental Assessment Worksheet (EAW): Pulte and M/I Homes are coordinating with a consultant to complete an EAW. The schedule for the assessment runs concurrently with Pulte and M/I Homes land use application. We will be submitting an EAW report to city staff at the time of our preliminary plat application so that information can be considered along with our application.

Wetlands and Tributaries: Over 61 acres of wetlands and one tributary are within the site boundary. As we created our site plan for this project, minimizing impacts to wetlands was a priority. Through multiple iterations of the site plans, we devised a design where much of the neighborhood avoids sensitive areas. We have tried to minimize the impact on these areas to the greatest extent possible. Total acreage of wetlands and/or tributary to be impacted is approximately 1.259 acres of the 61 acres of wetlands. Of the 1.259 acres impacted, .293 acres will occur in the future when County Road 92 is graded as previously described.

An existing drainage ditch exists in the southeastern portion of the Falk property. It was our original intent to obtain a USACE permit that would allow us to relocate the ditch and enhance the ditch by improving the design and replacing invasive plant species with native plantings. We submitted an application to the USACE and started working through their process. Ultimately, Pulte and M/I Homes decided that it was in our interests to no longer pursue the permit which would give us the necessary

approval to move the ditch. Our preliminary plat reflects the decision to leave this ditch in its current location.

Rusty Patched Bumble Bee (RPBB): Per the U.S. Fish and Wildlife Service (USFWS) website, the proposed neighborhood is located within the high-potential zone for the RPBB. We contracted Kjolhaug to perform our environmental assessment for this community. The only native plant species identified was the gooseberry. There are not multiple varieties of plant species within the project's boundary. We are currently working with the USFWS to determine any potential impacts to the RPBB. The Environmental Assessment Worksheet is currently in progress, and during the public comment period, we anticipate the USFWS will conclude as we have that development of the site is unlikely to impact the RPBB population negatively.

Trees Data/Landscaping: Westwood Engineering conducted a tree survey on the Falk and exception parcel property. Our proposal's tree removal results in 5,678 trees needing to be mitigated. The City's code requires 1.25" of tree replacement for every inch removed. When applying this formula; the Holbrook neighborhood will need to provide 7,097.5 caliper inches of replacement trees and/or pay a tree mitigation fee. We are proposing 4,051 inches of the required 7,097.5 replacement inches through our landscaping plan. The remaining impact would be mitigated by paying Waconia a tree mitigation fee of \$304,700.

Park Open Space: While our proposal accounted for a larger parkland dedication in the southwest corner of the site, concerns were raised during our concept plan presentations about not having a small park in the northern portion of the site. We responded to this feedback and have provided for a second park in the northern part of the site. Lastly, we propose building a trail throughout the entire community for greater connectivity and recreation as well as a sidewalk along each street within the site.

Southwest Corner of the Site: The southwest corner of the Falk Site lends itself to being dedicated as parkland. When 102nd Ave becomes County Road 10, this park will be highly visible in future years, ultimately making it an inviting space for all residents in nearby areas to enjoy. The dedication of parkland in this location was acceptable to the Parks Commission, Planning Commission and City Council.

Utility Feasibility and Sewer Extension and Development Schedule: We appreciate the City's willingness to commission a feasibility study and have appreciated the opportunity to review the study and provide some feedback. As stated before, this site that we are proposing to develop is a complex one, from navigating the wetlands to addressing tree mitigation, planning for future county roads, rolling topography and, of course, serving the site with water and sewer. It should be known that having the trunk water and sewer lines built and available for connection by March of 2026 is of paramount importance to this project. We also ask that all parties remain open to discussions about how the costs of trunk water and sewer are collected via an availability charge versus area charges. It is our understanding from talks with city staff that since the future round about (RAB) at County Road 10 and County Road 92 is an intersection of two county roads that the City, nor this or future development projects in the area, should be charged for the construction of the intersection. We agree with this conclusion.

Pulte Homes

Pulte Homes is known for the extraordinary steps that we take to ensure that we are designing and building homes that meet the needs and desires of home buyers. We continually reach out to home

buyers and Pulte homeowners for feedback on improving our home designs. It is what we call Life Tested®. Through this intensive process, we have conceived of and incorporated innovative features. In striving to be in lockstep with the home-buying public continually, we update the design of our homes frequently. These changes are driven by the desires and tastes of the home-buying public through the process described above.

Pulte will continue to build homes like those we have built in the Interlaken development just to the north. We would build those homes on 60-foot lots, and on the 65-foot lots, we would build larger move-up homes for growing families needing extra living space. Please note that all the square footage below excludes the finished basement area.

60-foot lots

Homes: Northfield, Radcliff, and the Kensington

- 1949 to 2645 square feet
- 3 to 4 bedrooms
- 2 to 3 bathrooms
- 3-car garages



65-foot lots

Homes: Newberry, Linwood, Mercer, Ivy, Continental, and the Waverly

- 2391 to 3257 square feet
- 3 to 5 and 4 to 6 bedrooms
- 2.5 to 3.5 and 2.5 to 4 bathrooms
- 3-car garages



Energy Efficiency

The homes that Pulte will be constructing will have extremely high energy efficiency. Each home is tested using the Home Energy Rating System (HERS) index, which is the industry standard for measuring energy efficiency. Heating, cooling, and water heating constitute the largest cost of homeownership outside of the mortgage. The U.S. Department of Energy has determined that a typical resale home scores 130 on the HERS Index while a home built according to the 2004 International Energy Conservation Code is awarded a rating of 100 (lower is more energy efficient). Pulte Homes measures the HERS score of every new home constructed. The average HERS score for our single-family homes runs in the range of 47 to 53.

M/I Homes

M/I Homes will be building their Carriage Collection and Hans Hagen Collection (Villa) home lineups. M/I Homes has been in business for over 40 years and has built over 140,000 homes in 17 markets within the United States. We entered the Twin Cities Market in 2015 by purchasing Hans Hagen Homes. Hans Hagen Homes was founded over 50 years ago and was one of the largest and oldest home builders in the Minneapolis market.

40-foot lots

Homes: Bradley, Everett, Hannah, Reece

- 2,033 – 2305 square feet
- 3 to 4 bedrooms
- 2 bathrooms
- 2 car garage



52-foot lots

Homes: Alpine, Amelia, Aspen, Birch, Cedarwood, Cedarwood II, Elmwood IV, Grayson, Graystone, Hillcrest, Ivy, Langford, Leo, Magnolia, Sage, Sycamore II, Willow II

- 1,245-2,938 square feet
- 2-3 bedrooms
- 2-2.5 bathrooms
- Garage: 2-3



We're creating homes that are built to last, so our homes are energy efficient, water efficient, and sustainable, and use trusted brands for building materials and appliances. Additionally, our homes are backed with a Transferable Structural Warranty. No other builder in the industry has a more comprehensive warranty package than M/I Homes.

Restrictive Covenants

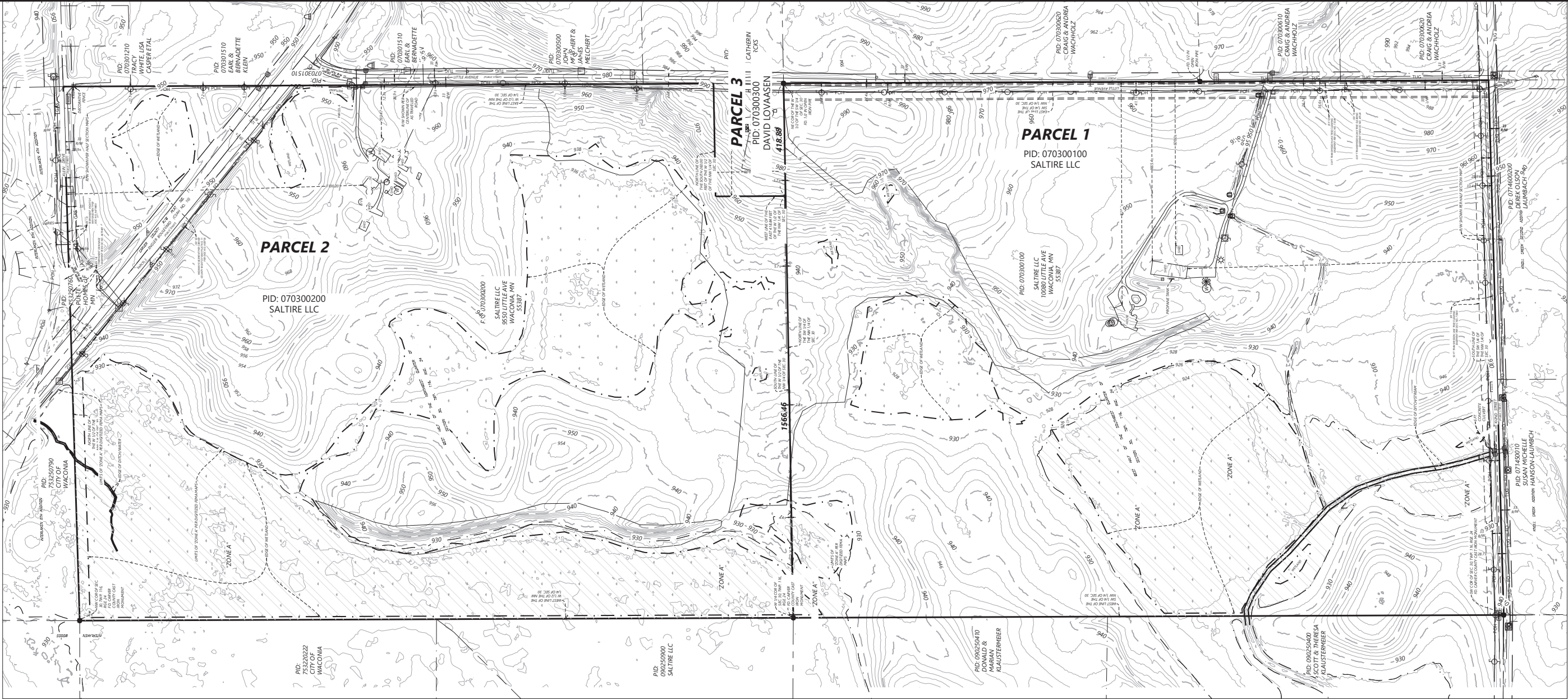
The development will have an HOA that will provide for the maintenance of the overall common elements in the community, including landscaping of the common areas as applicable. The HOA will also provide lawn care and snow removal for villa lots. Additionally, restrictions will be placed on outdoor storage and parking (no boats, campers, or trailers) in order to keep the community looking orderly and well maintained.

Summary

We are pleased to submit this preliminary plat application for your consideration. This is a unique site that poses many challenges. Pulte and M/I Homes are excited to partner with each other and the City of Waconia to offer four different home lineups in our proposed site plan. Along with providing needed housing options to Waconia, our proposal would also extend the necessary utility and road infrastructure to the area, making the City's goal of a business park obtainable. We look forward to presenting this proposal with the intent of ultimately seeking approval of our proposed development named Holbrook.

ILLUSTRATIVE SITE





Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

PROPERTY DESCRIPTION

Parcel 1:
The West Half of the Southwest Quarter (W1/2 SW1/4), Section 30, Township 116, Range 24, Carver County, Minnesota.

Parcel 2:
The West Half of the Northwest Quarter (W1/2 NW1/4), Section 30, Township 116, Range 24, except the South 260 feet of the East 418.84 feet, Carver County, Minnesota.

Parcel 3:
The South 260 feet of the East 418.84 feet of the West Half of the Northwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota

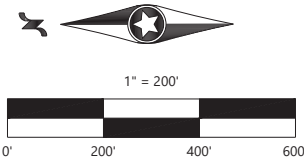
Abstract Property

GENERAL NOTES

- Bearings of property line shown hereon are based on the Carver County coordinate system. (1983NAD - 2011 Control Adjustment)
- Lengths of lines and distance between features are measured in US Survey Feet.
- Field data collection on which this map is based was performed while snow was covering all or part of the subject property. There is a possibility that existing improvements that would normally be observable without snow cover may exist.
- Wetlands shown were delineated by Kjolhaug Environmental Services Company.

LEGEND

	SEWER CLEANOUT		TELEPHONE BOX		BOUNDARY LINE		PUG
	SEPTIC COVER		FIBER OPTIC PEDESTAL		RIGHT-OF-WAY LINE		STORM SEWER
	CULVERT		STEEL/WOOD POST		LOT LINE		TELEPHONE UNDERGROUND
	WELL		SIGN		EASEMENT LINE		FIBER OPTIC
	WINDMILL		MAIL BOX		SECTION LINE		FENCE LINE
	ELECTRIC BOX		FOUND MONUMENT (SEE LABEL)		TREE LINE		CURB & GUTTER
	STREET LIGHT		CAST IRON MONUMENT (SEE LABEL)		GAS LINE		CONCRETE SURFACE
	GUY WIRE				POWER OVERHEAD		BITUMINOUS SURFACE
	POWER POLE						GRAVEL SURFACE



PRELIMINARY PLANS

DESIGNED: _____
CHECKED: _____
DRAWN: _____
HORIZONTAL SCALE: 200'
VERTICAL SCALE: 40' OR 20'

INITIAL ISSUE: 05/03/24
REVISIONS:

PREPARED FOR:

PULTE GROUP
1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

DATE: 08/29/24 LICENSE NO. _____

HOLBROOK
WACONIA, MN

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

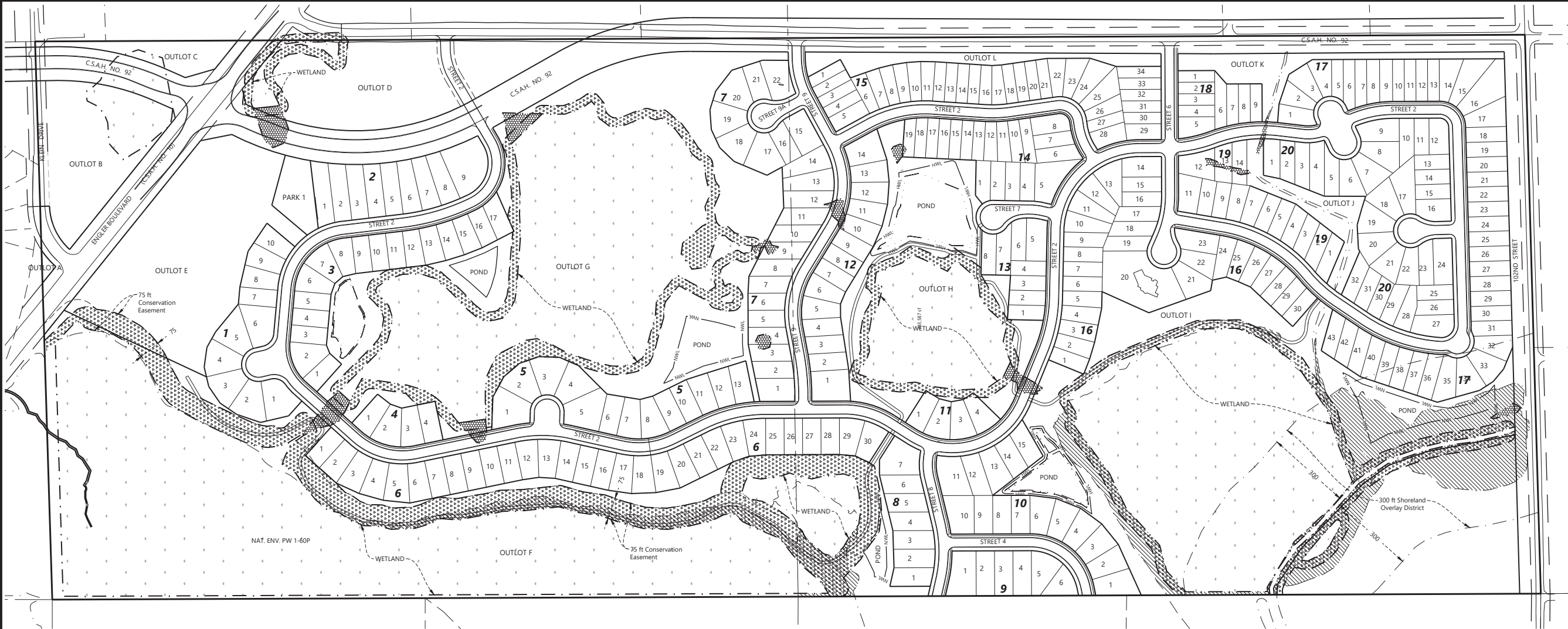
EXISTING CONDITIONS

PROJECT NUMBER: 0042349.00

SHEET NUMBER:

02 OF 55

DATE: 08/29/24



DEVELOPMENT DATA

CURRENT LAND USE GUIDING:	LDR, HDR & MXD
PROPOSED ZONING:	PUD
GROSS SITE AREA:	241.10 AC
RETAINED PARCELS (OUTLOTS A, B, C, D, & E): (CR 92, CR 10 & 102ND STREET)	36.21 AC
RETAINED LOT (Block 16, Lot 20):	1.04 AC
DELINEATED WETLANDS / CREEK TO REMAIN:	61.21 AC
FLOODPLAIN (BEYOND WETLANDS):	8.40 AC
NET DEVELOPABLE AREA:	134.24 AC
NEIGHBORHOOD PARKS:	8.65 AC
PARK 1	0.70 AC
PARK 2	7.95 AC
PROJECT PONDING/OPEN SPACE: (OUTLOTS F - L & PARKS)	115.22 AC
DEVELOPMENT SUMMARY:	
40' SINGLE FAMILY HOMES (MI)	72 LOTS
52' SINGLE FAMILY HOMES (MI)	116 LOTS
60' SINGLE FAMILY HOMES (PULTE)	71 LOTS
65' SINGLE FAMILY HOMES (PULTE)	80 UNITS
TOTAL HOMES:	339 HOMES
PROJECT DENSITY:	
NET DENSITY:	3.82 UN/AC
(339 UNITS/88.64 AC ADJUSTED DEVELOPABLE)	
(GROSS AREA LESS RETAINED OUTLOTS & R/W (36.21 AC), RETAINED LOT B16L20 (1.04 AC), OUTLOTS F-L (106.56 AC), PARKS (8.65 AC))	

PUD LOT STANDARDS

STANDARD	40' SINGLE FAMILY (MI)	52' SINGLE FAMILY (MI)	60' SINGLE FAMILY (PULTE)	65' SINGLE FAMILY (PULTE)
MINIMUM LOT AREA	5,303 SF	6,634 SF	7,930 SF	8,515 SF
AVERAGE LOT AREA	6,481 SF	8,794 SF	9,840 SF	10,612 SF
MINIMUM LOT WIDTH	40'	52'	60'	65'
MINIMUM LOT DEPTH	135'	130'	130'	140'
SETBACKS				
FRONT	25'	25'	25'	25'
SIDE INTERIOR LOT	5' / 5'; 10' TOTAL	5' / 5'; 10' TOTAL	5' / 10'; 15' TOTAL	5' / 10'; 15' TOTAL
SIDE CORNER LOT	20'	20'	25'	25'
REAR	30'	30'	30'	30'
LAKETOWN PARKWAY (REAR)	50'	50'	50'	50'
LAKETOWN PARKWAY (SIDE)	40'	40'	40'	40'
WETLAND STRUCTURE SETBACK	50'	50'	50'	50'

OUTLOT TABLE

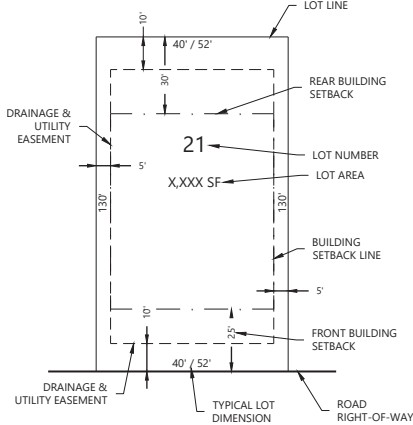
OUTLOT	USE	OWNERSHIP	GROSS AREA
A	FUTURE DEVELOPMENT	RETAINED	0.06 AC
B	FUTURE DEVELOPMENT	RETAINED	4.14 AC
C	FUTURE DEVELOPMENT	RETAINED	1.00 AC
D	FUTURE DEVELOPMENT	RETAINED	6.09 AC
E	FUTURE DEVELOPMENT	RETAINED	8.02 AC
F	WETLAND / PONDING	CITY	37.67 AC
G	WETLAND / PONDING	CITY	29.37 AC
H	WETLAND / PONDING	CITY	10.18 AC
I	WETLAND / PONDING	CITY	25.39 AC
J	OPEN SPACE / TRIBUTARY	CITY	1.29 AC
K	OPEN SPACE / BUFFER	HOA	1.48 AC
L	OPEN SPACE / BUFFER	HOA	1.20 AC
PARK 1	PARK	CITY	0.70 AC
PARK 2	PARK	CITY	7.95 AC

DEVELOPMENT NOTES:

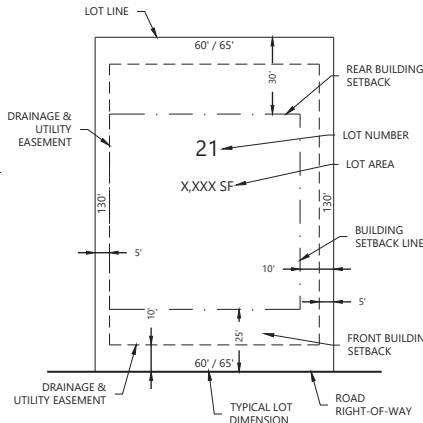
- 1.) ALL LOT DIMENSIONS ARE ROUNDED TO THE NEAREST FOOT.
- 2.) ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
- 3.) STREET NAMES ARE SUBJECT TO APPROVAL BY THE CITY.
- 4.) DRAINAGE AND UTILITY EASEMENTS SHALL BE PROVIDED AS REQUIRED. DRAINAGE AND UTILITY EASEMENTS WILL BE PROVIDED OVER ALL PUBLIC UTILITIES.
- 5.) STREET WIDTHS SHOWN ARE FROM BACK OF CURB TO BACK OF CURB.

Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

TYPICAL 40' / 52' SINGLE FAMILY LOT DETAIL (MI)

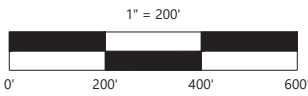


TYPICAL 60' / 65' SINGLE FAMILY LOT DETAIL (PULTE)



SITE LEGEND

EXISTING	PROPOSED	
---	---	PROPERTY LINE
---	---	LOT LINE
---	---	SETBACK LINE
---	---	EASEMENT LINE
---	---	CURB AND GUTTER
---	---	TIP-OUT CURB AND GUTTER
---	---	POND NORMAL WATER LEVEL
---	---	RETAINING WALL
---	---	EXISTING WETLAND
---	---	WETLAND BUFFER AREA
---	---	WETLAND FILL
---	---	FLOODPLAIN BEYOND WETLAND



PRELIMINARY PLANS

SHEET NUMBER:

03

OF

55

DATE: 08/29/24

PROJECT NUMBER: 0042349.00

PRELIMINARY PLAT

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

HOLBROOK

WACONIA, MN

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OF THE STATE OF MINNESOTA

CORY MEYER

DATE: 08/29/24 LICENSE NO. 26971

PULTE GROUP

1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

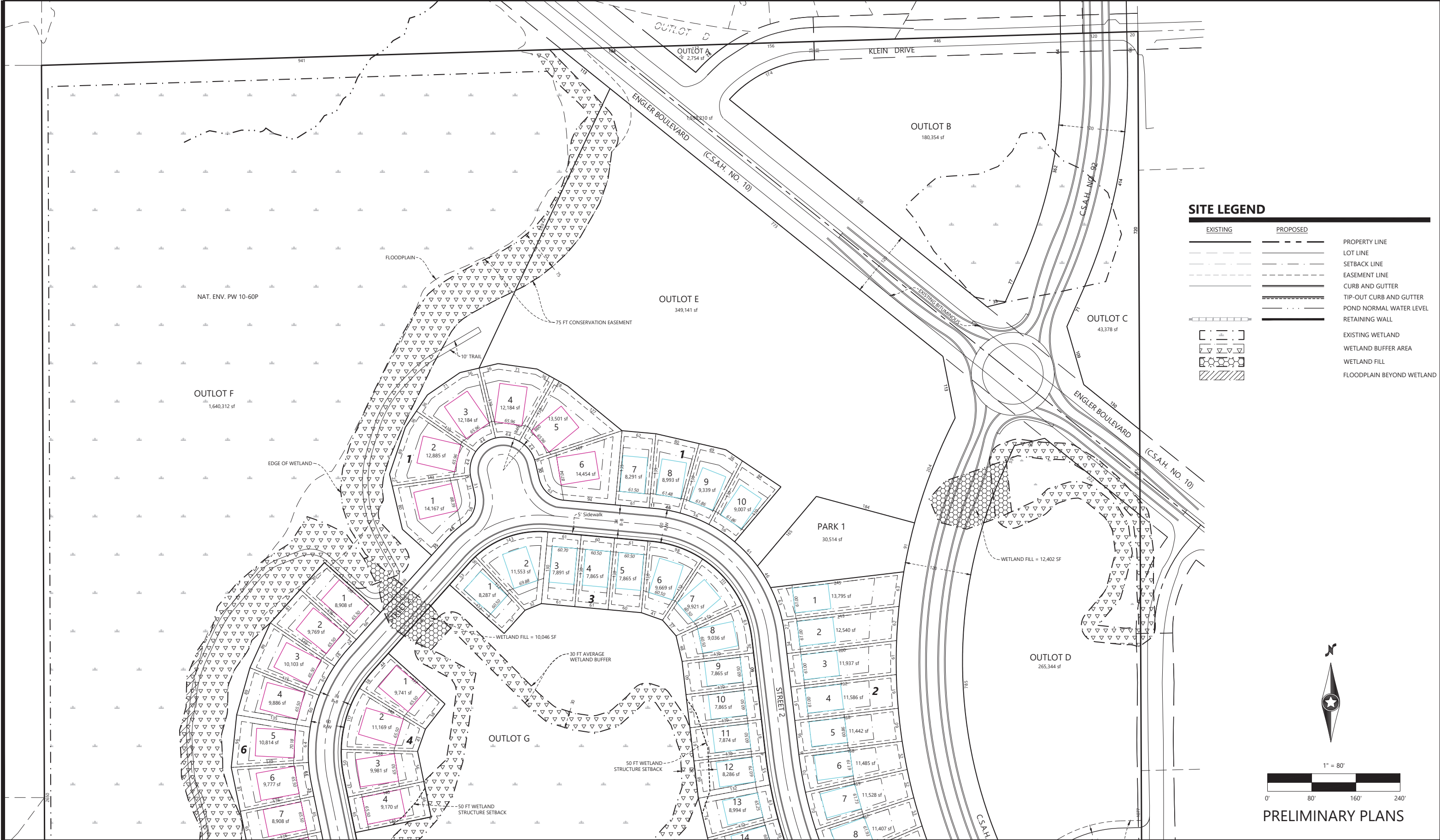
PREPARED FOR:

INITIAL ISSUE: 05/03/24

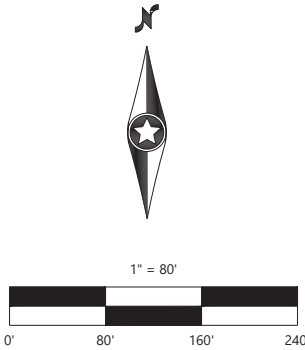
REVISIONS:



DESIGNED: _____
CHECKED: _____
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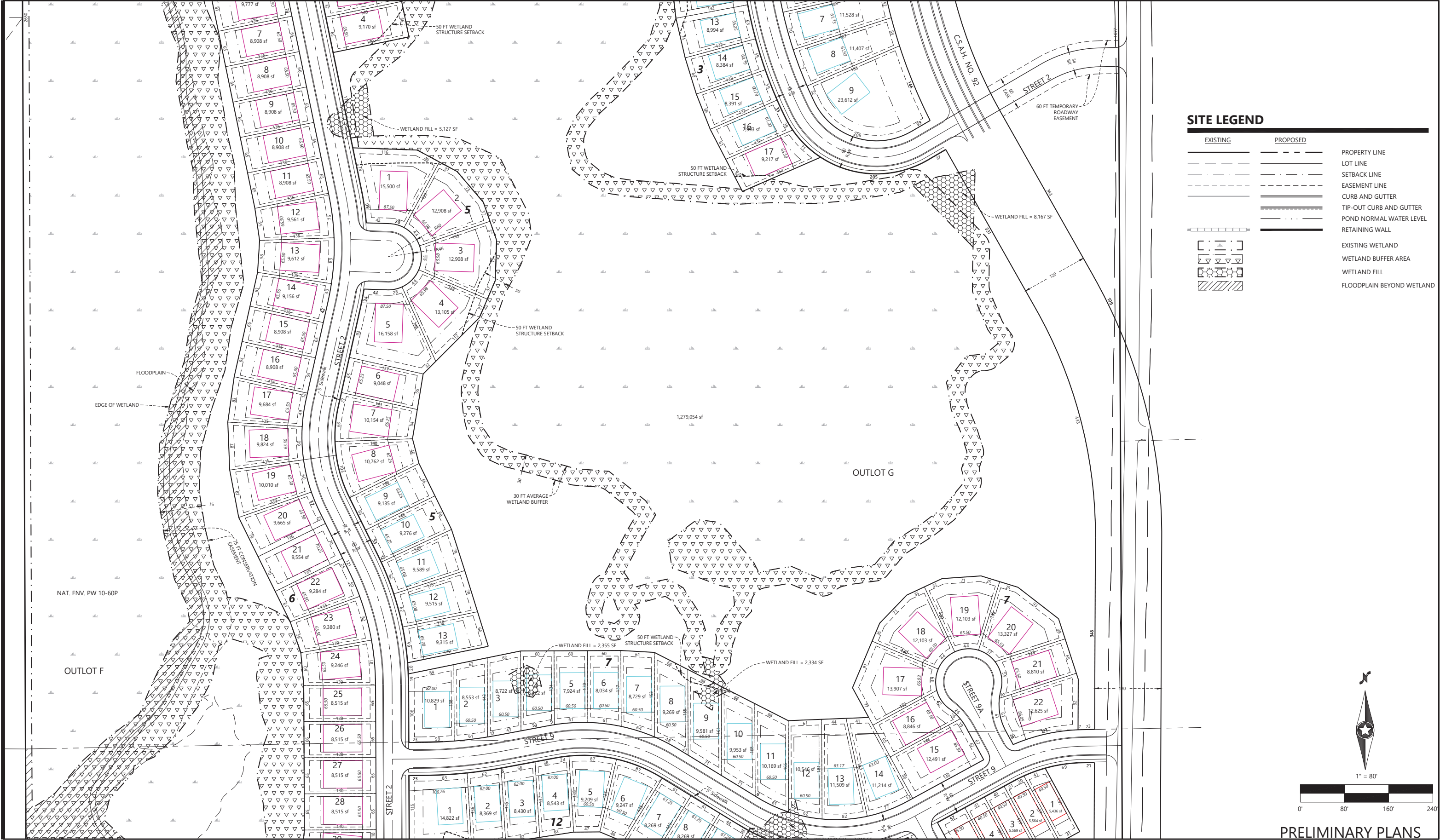


SITE LEGEND		
EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		SETBACK LINE
		EASEMENT LINE
		CURB AND GUTTER
		TIP-OUT CURB AND GUTTER
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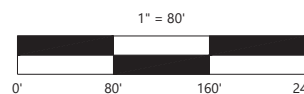
PRELIMINARY PLANS

DESIGNED: _____ CHECKED: _____ DRAWN: _____ HORIZONTAL SCALE: #### VERTICAL SCALE: ### OR ###	INITIAL ISSUE: 05/03/24 REVISIONS: <table><tr><td>△</td><td>_____</td></tr><tr><td>△</td><td>_____</td></tr><tr><td>△</td><td>_____</td></tr><tr><td>△</td><td>_____</td></tr><tr><td>△</td><td>_____</td></tr></table>	△	_____	△	_____	△	_____	△	_____	△	_____	PREPARED FOR: PULTE GROUP 1650 WEST 82ND STREET, SUITE 300 BLOOMINGTON, MN 55431	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA DATE: _____ LICENSE NO. _____	HOLBROOK WACONIA, MN	Westwood Phone (952) 937-5150 12701 Whitewater Drive, Suite #300 Fax (952) 937-5822 Minnetonka, MN 55343 Toll Free (888) 937-5150 westwoodps.com Westwood Professional Services, Inc.	PRELIMINARY PLAT PROJECT NUMBER: 0042349.00	SHEET NUMBER: 04 OF 55 DATE: 08/29/24
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EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		SETBACK LINE
		EASEMENT LINE
		CURB AND GUTTER
		TIP-OUT CURB AND GUTTER
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PRELIMINARY PLANS

INITIAL ISSUE: 05/03/24

REVISIONS:

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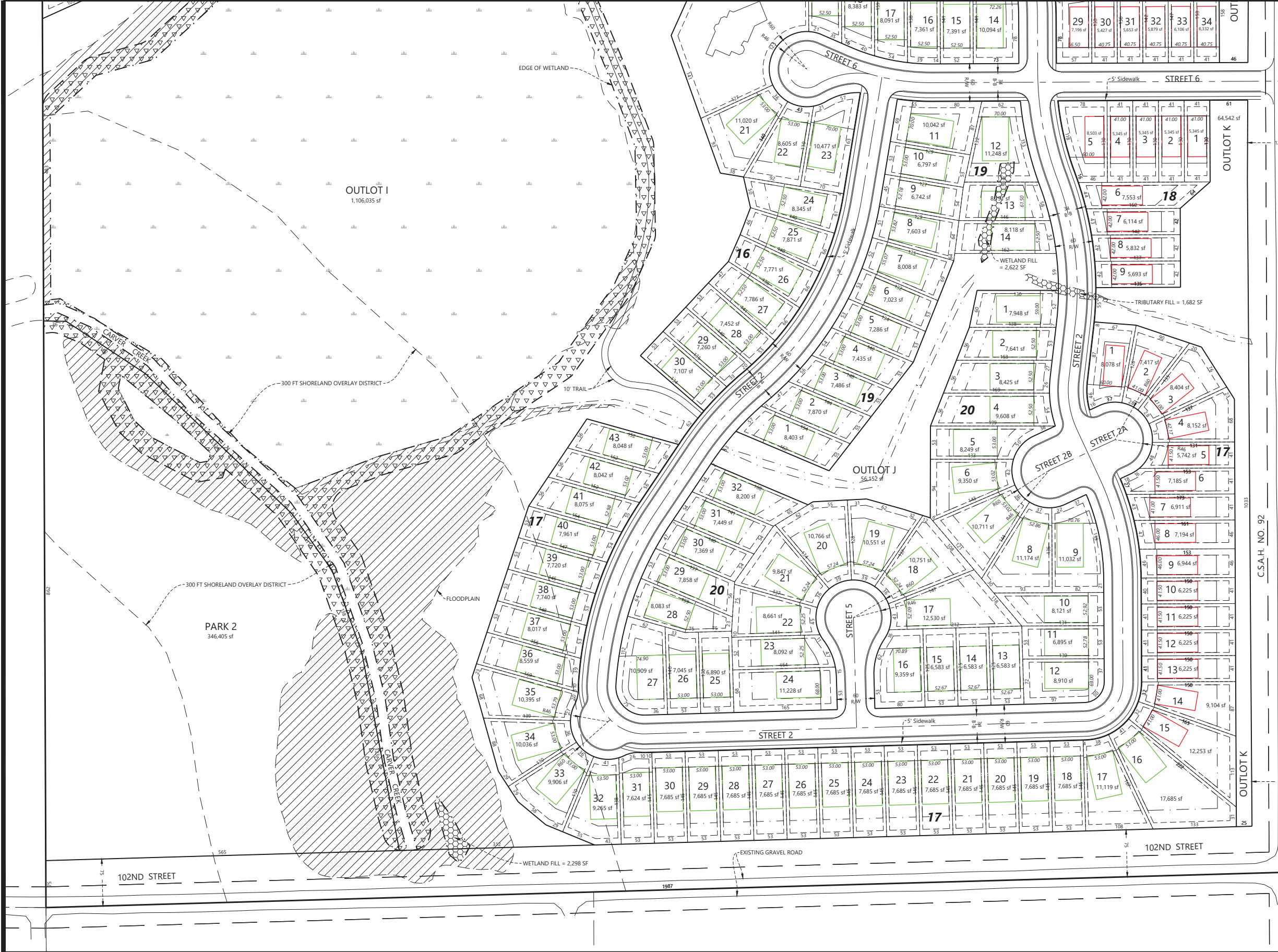
Westwood

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Westwood Professional Services, Inc.

SHEET NUMBER:
06 OF 55

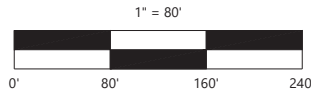
PROJECT NUMBER: 0042349.00 | DATE: 08/29/24



SITE LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
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		CURB AND GUTTER
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Common Ground Alliance



PRELIMINARY PLANS

DESIGNED:
CHECKED:
DRAWN:
HORIZONTAL SCALE: ###
VERTICAL SCALE: ### OR ###

INITIAL ISSUE: 05/03/24
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PRELIMINARY PLAT

SHEET NUMBER:
07 OF **55**
DATE: 08/29/24
PROJECT NUMBER: 0042349.00



TREE PRESERVATION REQUIREMENTS

SIGNIFICANT TREE	
- ANY HEALTHY TREE MEASURING SIX (6) INCHES IN DIAMETER OR LARGER AT A HEIGHT OF (36) INCHES ABOVE GROUND.	
TREE REMOVAL THRESHOLD	30%
- DEVELOPMENTS IN RESIDENTIAL DISTRICTS MAY REMOVE OR DISTURB UP TO THIRTY (30) PERCENT OF THE TOTAL INCHES OF SIGNIFICANT TREES. ANY REMOVAL OR DISTURBANCE BEYOND THIS THRESHOLD SHALL REQUIRE REFORESTATION OR RESTITUTION. DISEASED TREES SHALL NOT BE SUBJECT TO THE REQUIREMENTS OF THIS ORDINANCE.	
REFORESTATION REQUIREMENT	
- IF A DEVELOPMENT EXCEEDS THE ALLOWABLE REMOVAL OR DISTURBANCE THRESHOLD SPECIFIED ABOVE, THE SUBDIVIDER SHALL EITHER REFOREST APPROPRIATE AREAS WITHIN THE SITE OR PAY RESTITUTION, OR PROVIDE A COMBINATION THEREOF. FOR EACH 1.0" THAT IS REMOVED OR DISTURBED BEYOND THE THRESHOLD, THE SUBDIVIDER SHALL REPLANT 1.25" OF NEW TREES OR PROVIDE THE CITY WITH \$125.00 IN RESTITUTION, PER INCH REMOVED BEYOND THE THRESHOLD.	

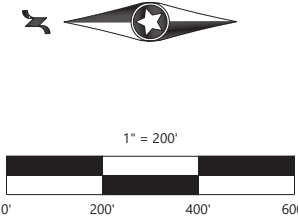
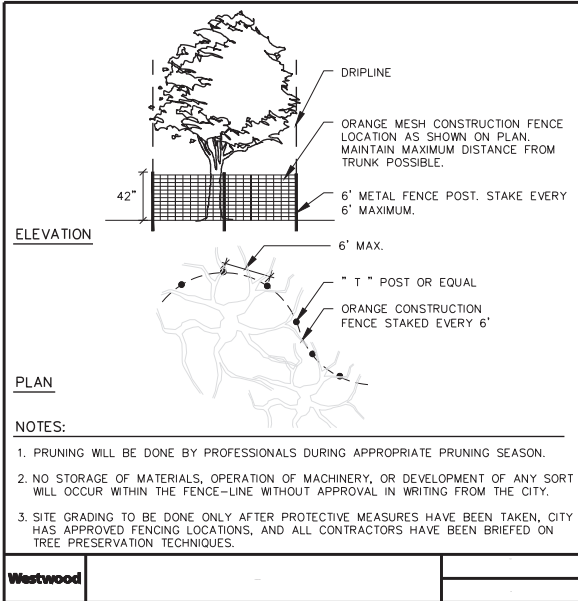
TREE REPLACEMENT CALCULATIONS

TREE REPLACEMENT CALCULATIONS	
TOTAL HEALTHY/NON-EXEMPT CALIPER INCHES ON-SITE	24,370 DBH IN.
TOTAL HEALTHY/NON-EXEMPT CALIPER INCHES SAVED	11,587 DBH IN.
TOTAL HEALTHY/NON-EXEMPT CALIPER INCHES REMOVED	12,783 DBH IN.
ALLOWABLE REMOVAL THRESHOLD	30%
ACTUAL REMOVAL OF SIGNIFICANT TREE INCHES	52%
TOTAL CALIPER INCHES REQUIRED FOR REPLACEMENT	6,840 CAL. IN.
(Replacement Rate: 1.25" per every 1" Removed)	
24,370 DBH IN. x 30% = 7,311 CAL. IN.	
12,783 DBH IN. removed - 7,311 CAL. IN. allowed = 5,472 CAL. IN.	
5,472 CAL. IN. x 1.25 IN. = 6,840 CAL. IN.	

LEGEND

	DENOTES EXISTING DECIDUOUS TREE TO REMAIN		DENOTES EXISTING CONIFEROUS TREE TO REMAIN
	DENOTES EXISTING DECIDUOUS TREE TO BE REMOVED		DENOTES EXISTING CONIFEROUS TREE TO BE REMOVED
	SF DENOTES SILT FENCE / GRADING & DISTURBANCE LIMIT		

TREE PROTECTION DETAIL



PRELIMINARY PLANS

DESIGNED: _____
CHECKED: _____
DRAWN: _____
HORIZONTAL SCALE: 200'
VERTICAL SCALE: 40' OR 20'

INITIAL ISSUE: 05/03/24
REVISIONS:
△ _____
△ _____
△ _____
△ _____
△ _____

PREPARED FOR:
PULTE GROUP
1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

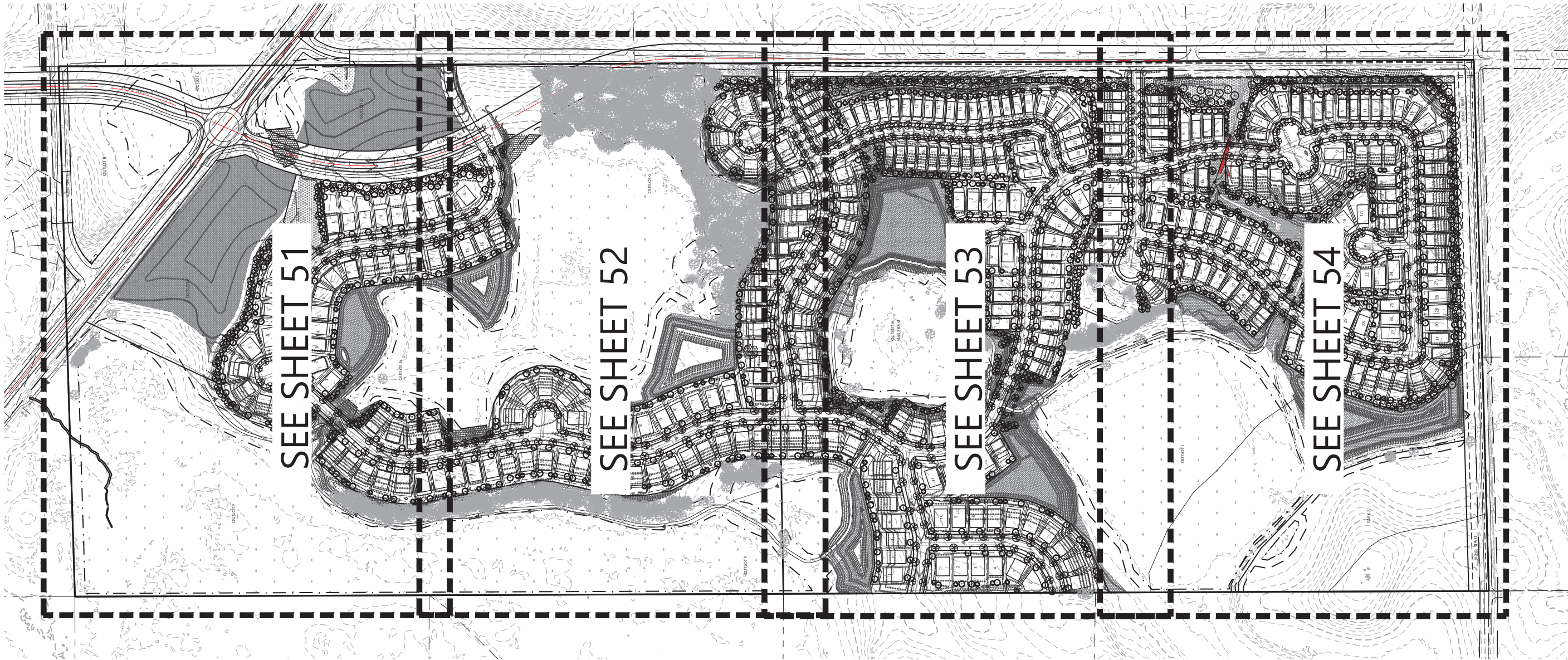
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CORY MEYER
DATE: 08/29/24 LICENSE NO. 26971

HOLBROOK
WACONIA, MN

Westwood
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Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

OVERALL PRELIMINARY
TREE PRESERVATION
PLAN
PROJECT NUMBER: 0042349.00

SHEET NUMBER:
27 OF **55**
DATE: 08/29/24



Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

PRELIMINARY PLANT SCHEDULE

COMMON / BOTANICAL NAME	SIZE	ROOT	SPACING O.C.	MATURE SIZE
DECIDUOUS TREES - 670				
ACCOLADE ELM / ULMUS X 'MORTON'	2.5" CAL.	B&B	AS SHOWN	H 70' W 40'-50'
BOULEVARD AMERICAN LINDEN / TILIA AMERICANA 'BOULEVARD'	2.5" CAL.	B&B	AS SHOWN	H 50'-60' W 25'-30'
COMMON HACKBERRY / CELTIS OCCIDENTALIS	2.5" CAL.	B&B	AS SHOWN	H 50'-75' W 50'
FALL FIESTA MAPLE / ACER SACCHARUM 'BAILSTA'	2.5" CAL.	B&B	AS SHOWN	H 60'-75' W 50'
NORTHWOOD RED MAPLE / ACER RUBRUM 'NORTHWOOD'	2.5" CAL.	B&B	AS SHOWN	H 40'-60' W 40'
PRINCETON AMERICAN ELM / ULMUS AMERICANA 'PRINCETON'	2.5" CAL.	B&B	AS SHOWN	H 60'-80' W 40'-60'
RED OAK / QUERCUS RUBRA	2.5" CAL.	B&B	AS SHOWN	H 50'-70' W 40'-50'
RIVER BIRCH / BETULA NIGRA	2.5" CAL.	B&B	AS SHOWN	H 50'-75' W 50'
SIENNA GLEN MAPLE / ACER X FREEMANII 'SIENNA'	2.5" CAL.	B&B	AS SHOWN	H 40'-50' W 35'-40'
SKYLINE HONEY LOCUST / GLEDITSIA TRIACANTHOS INERMIS 'SKYCOLE'	2.5" CAL.	B&B	AS SHOWN	H 50' W 30'-35'
SWAMP WHITE OAK / QUERCUS BICOLOR	2.5" CAL.	B&B	AS SHOWN	H 50'-60' W 60'-80'
EVERGREEN TREES - 514				
BLACK HILLS SPRUCE / PICEA GLAUCA DENSATA	6' HT.	B&B	AS SHOWN	H 35'-45' W 20'-25'
CONCOLOR FIR / ABIES CONCOLOR	6' HT.	B&B	AS SHOWN	H 30'-50' W 25'-30'
NORWAY PINE / PINUS RESINOSA	6' HT.	B&B	AS SHOWN	H 50'-80' W 30'-40'
NORWAY SPRUCE / PICEA ABIES	6' HT.	B&B	AS SHOWN	H 50'-70' W 25'-30'
PONDEROSA PINE / PINUS PONDEROSA	6' HT.	B&B	AS SHOWN	H 60'-80' W 25'-30'
WHITE PINE / PINUS STROBUS	6' HT.	B&B	AS SHOWN	H 50'-80' W 25'-40'
ORNAMENTAL TREES - 98				
IVORY SILK JAPANESE TREE LILAC / SYRINGA RETICULATA 'IVORY SILK'	2.5" CAL.	B&B	AS SHOWN	H 20'-30' W 15'-20'
PRAIRIFIRE CRABAPPLE / MALUS X 'PRAIRIFIRE'	2.5" CAL.	B&B	AS SHOWN	H 15'-20' W 20'
QUAKING ASPEN / POPULUS TREMULOIDES	2.5" CAL.	B&B	AS SHOWN	H 30'-40' W 20'
THORNLESS COCKSPUR HAWTHORN / CRATAEGUS CRUS-GALLI INERMIS	6' HT.	B&B / CLUMP	AS SHOWN	H 15'-20' W 15'-20'
ABBREVIATIONS: B.B. = BALLED AND BURLAPPED CAL. = CALIPER HT. = HEIGHT MIN. = MINIMUM O.C. = ON CENTER SP. = SPREAD QTY. = QUANTITY CONT. = CONTAINER				
NOTES: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.				

LANDSCAPING DESIGN REQUIREMENTS - CITY OF WACONIA, MINNESOTA				
SITE DESCRIPTION				
ZONING DISTRICT: PUD (PROPOSED)				
TOTAL GROSS ACRES: 241.11 AC				
RESIDENTIAL TREES		REQUIRED	PROVIDED	NOTES
EACH LOT SHALL HAVE A MINIMUM OF 2 NON-ORNAMENTAL TREES IN THE FRONT YARD. ONE MAY BE LOCATED IN REAR OR SIDE YARD DUE TO SPACE LIMITATIONS		339 LOTS x 2 TREES = 678 TREES	678 OVERSTORY TREES (339 REAR LOT TREES & 339 FRONT YARD STREET TREES)	LOTS MAY HAVE MORE THAN ONE STREET TREE. THESE TREES WILL BE ALLOCATED TOWARDS TREE PRESERVATION CALCULATIONS.
SUBDIVISION SHADE TREE REQUIREMENT		REQUIRED	PROVIDED	NOTES
AS A REQUIREMENT OF SUBDIVISION APPROVAL THE APPLICANT SHALL PLANT SHADE TREES WITHIN THE RIGHT-OF-WAY ON BOTH SIDES OF ANY PORTION OF ROAD WITHIN THE SUBDIVISION AND ON THE SUBDIVISION SIDE OF ANY PORTION OF ROAD ABUTTING THE SUBDIVISION. ONE TREE SHALL BE PLANTED EVERY FORTY (40) FEET TO SIXTY (60) FEET ALONG EACH SIDE OF THE ROAD.		STREET FRONTAGE SEPARATE FROM LOTS/STREET TREES	143 STREET TREES (CALCULATIONS PART OF TREE PRESERVATION PROVIDED BREAKDOWN)	STREET TREES LOCATED THROUGHOUT THE DEVELOPMENT WHERE THERE IS AN OUTLOT ABUTTING THE ROW, OR MORE THAN ONE STREET TREE PER LOT.
TREE PRESERVATION		REQUIRED	PROVIDED	NOTES
PLEASE SEE TREE PRESERVATION REPLACEMENT CALCULATIONS ON SHEET 25.		6,840 CAL. IN.	4,051 CAL. IN.	2,789 CAL. IN. SHORT OF TOTAL REQUIREMENT
			105 BUFFER DECIDUOUS TREES @ 3" CAL. = 315 CAL. IN.	
			307 BUFFER EVERGREEN TREES @ 8" HT. = 921 CAL. IN.	
			90 DEC. OVERSTORY TREES @ 2.5" CAL. = 225 CAL. IN.	
			186 EVERGREEN TREES @ 6' HT. = 465 CAL. IN.	
			98 ORNAMENTAL TREES @ 2.5" CAL. = 245 CAL. IN.	
			143 DEC. STREET TREES @ 2.5" CAL. = 357.5 CAL. IN.	
			609 YARD TREES @ 2.5" CAL. = 1,522.5 CAL. IN.	

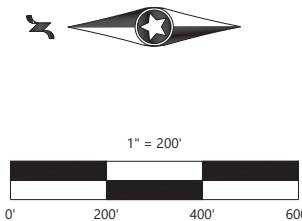
PLANT LEGEND

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- OVERSTORY DECIDUOUS TREES
- FUTURE YARD OVERSTORY TREES
- EVERGREEN TREES
- SMALL OVERSTORY TREES
- EXISTING CONIFEROUS TREE TO REMAIN
- EXISTING DECIDUOUS TREE TO REMAIN
- BUFFER OVERSTORY DECIDUOUS TREES (3" CAL.)
- BUFFER EVERGREEN TREES (8' HT.)

NATIVE SEEDING LEGEND

- MESIC PRAIRIE GENERAL SEED MIX (35-241) TOTAL AREA (9.2 AC)
- STORMWATER NATIVE SEED MIX (33-261) TOTAL AREA (6.2 AC)
- WET MEADOW S & W SEED MIX (34-271) TOTAL AREA (2.4 AC)
- LOW MAINTENANCE FESCUE TURF MIX (25-131) TOTAL AREA (0.5 AC)
- MESIC ROADSIDE SEED MIX (25-141) TOTAL AREA (8.8 AC)
- LOW MAINTENANCE TURF MIX (25-131) TOTAL AREA (4.3 AC)

- NOTES:
- STREET TREE LOCATIONS AND SPACING ARE SUBJECT TO CHANGE BASED ON CONSTRUCTED DRIVEWAY AND UTILITY LOCATIONS.
 - TREES SHALL BE PLANTED IN FRONT OF SINGLE FAMILY LOTS 4' FROM BACK OF CURB IN A LOCATION THAT DOES NOT INTERFERE WITH CURBSTOPS OR INDIVIDUAL SEWER & WATER CONNECTIONS.
 - NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
 - DECIDUOUS TREES SHOULD BE LOCATED A MINIMUM OF 5' OFF ANY UTILITY PIPE AND CONIFEROUS TREES SHOULD BE LOCATED A MINIMUM OF 15' OFF ANY UTILITY PIPE.
 - NO TREE SHOULD BE LOCATED WITHIN 10' OF A HYDRANT OR 15' FROM A STREETLIGHT.
 - NO TREES SHOULD BE LOCATED WITHIN A STORM POND HWL.
 - NO TREES SHOULD BE LOCATED WITHIN STORM POND ACCESS ROUTE.
 - NO DECIDUOUS TREE WITH 5' OF A SIDEWALK OR TRAIL AND NO CONIFEROUS TREES WITHIN 20' OF A PROPOSED SIDEWALK OR TRAIL.



PRELIMINARY PLANS

DESIGNED: _____
CHECKED: _____
DRAWN: _____
HORIZONTAL SCALE: 200'
VERTICAL SCALE: 40' OR 20'

INITIAL ISSUE: 05/03/24
REVISIONS:

PREPARED FOR:

PULTE GROUP
1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

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CORY MEYER
DATE: 08/29/24 LICENSE NO. 26971

HOLBROOK
WACONIA, MN

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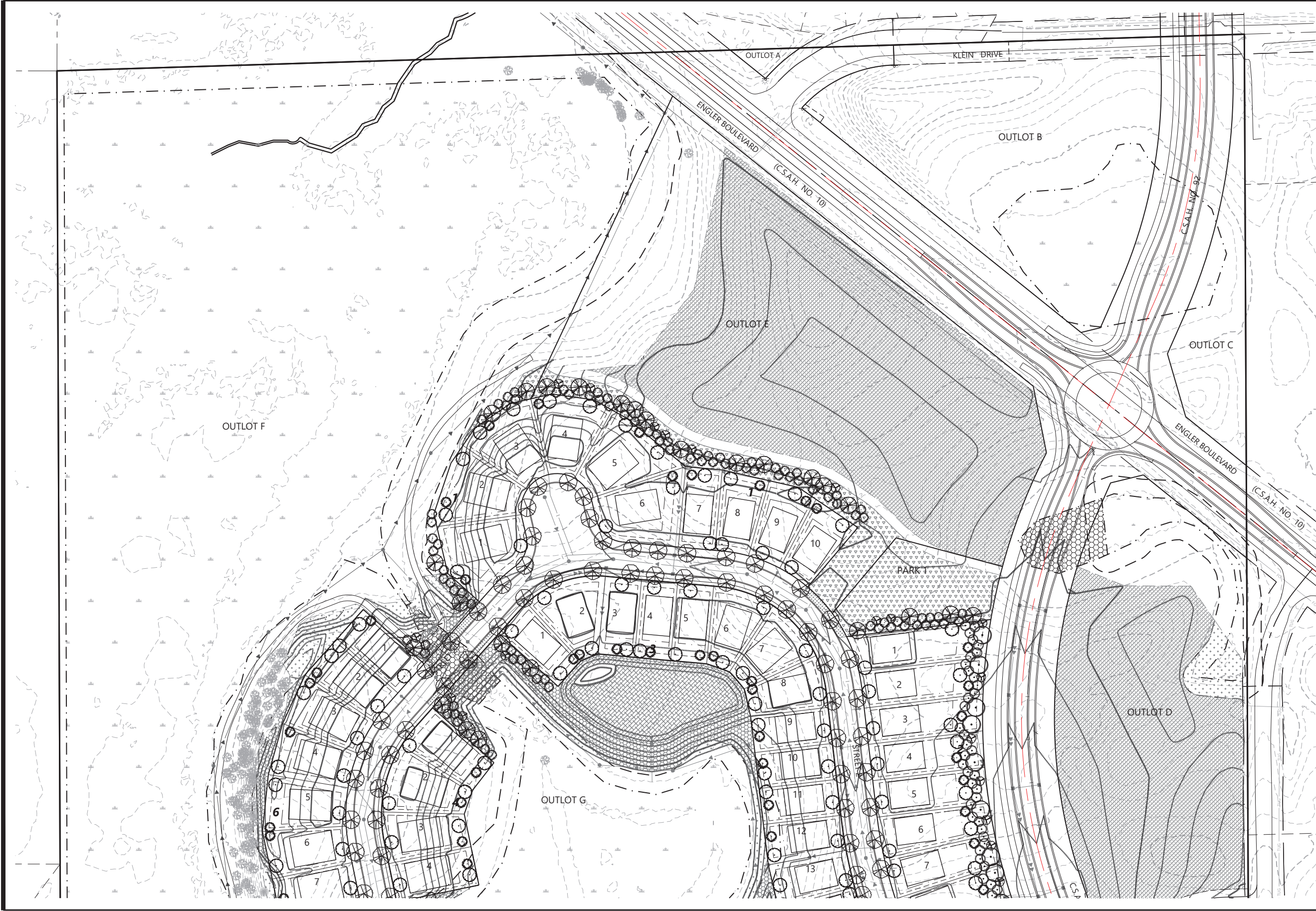
OVERALL PRELIMINARY LANDSCAPE PLAN

PROJECT NUMBER: 0042349.00

SHEET NUMBER:

50 OF 55

DATE: 08/29/24



Call 48 Hours before digging:
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Common Ground Alliance

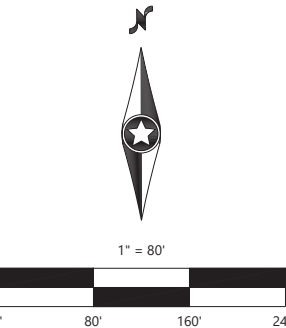
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* TURF WITHIN R/W TO BE HYDROSEEDED UNLESS NOTED OTHERWISE.

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- OVERSTORY DECIDUOUS STREET TREES
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- BUFFER OVERSTORY DECIDUOUS TREES (3" CAL.)
- BUFFER EVERGREEN TREES (8' HT.)



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VERTICAL SCALE: 16' OR 8'

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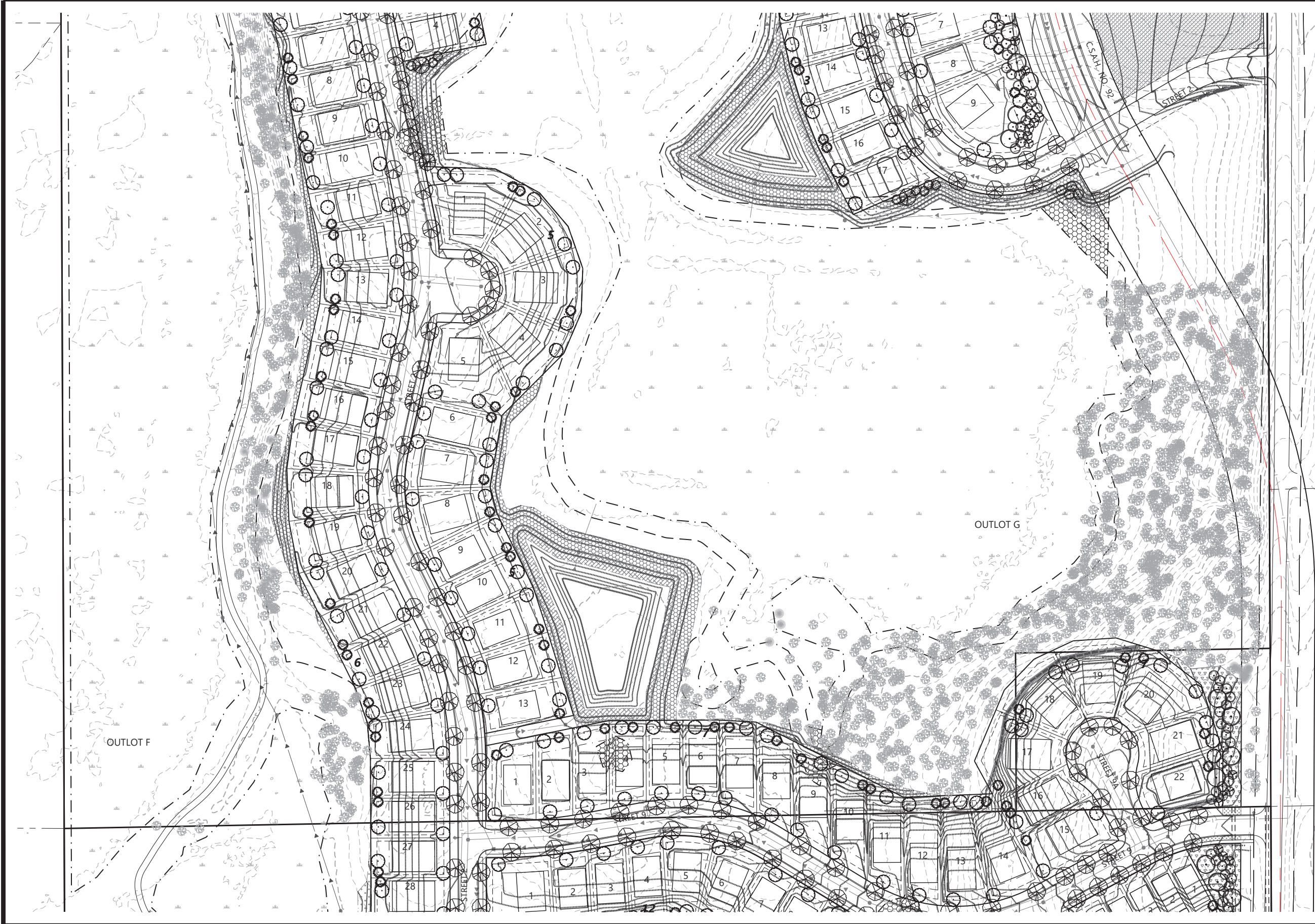
HOLBROOK
WACONIA, MN

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**PRELIMINARY
LANDSCAPE PLAN**

PROJECT NUMBER: 0042349.00

SHEET NUMBER:
51 OF **55**
DATE: 08/29/24



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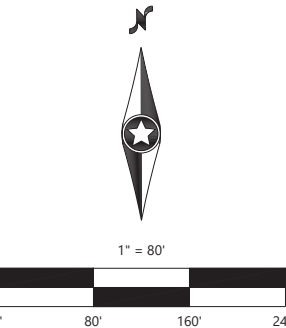
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PREPARED FOR:
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1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

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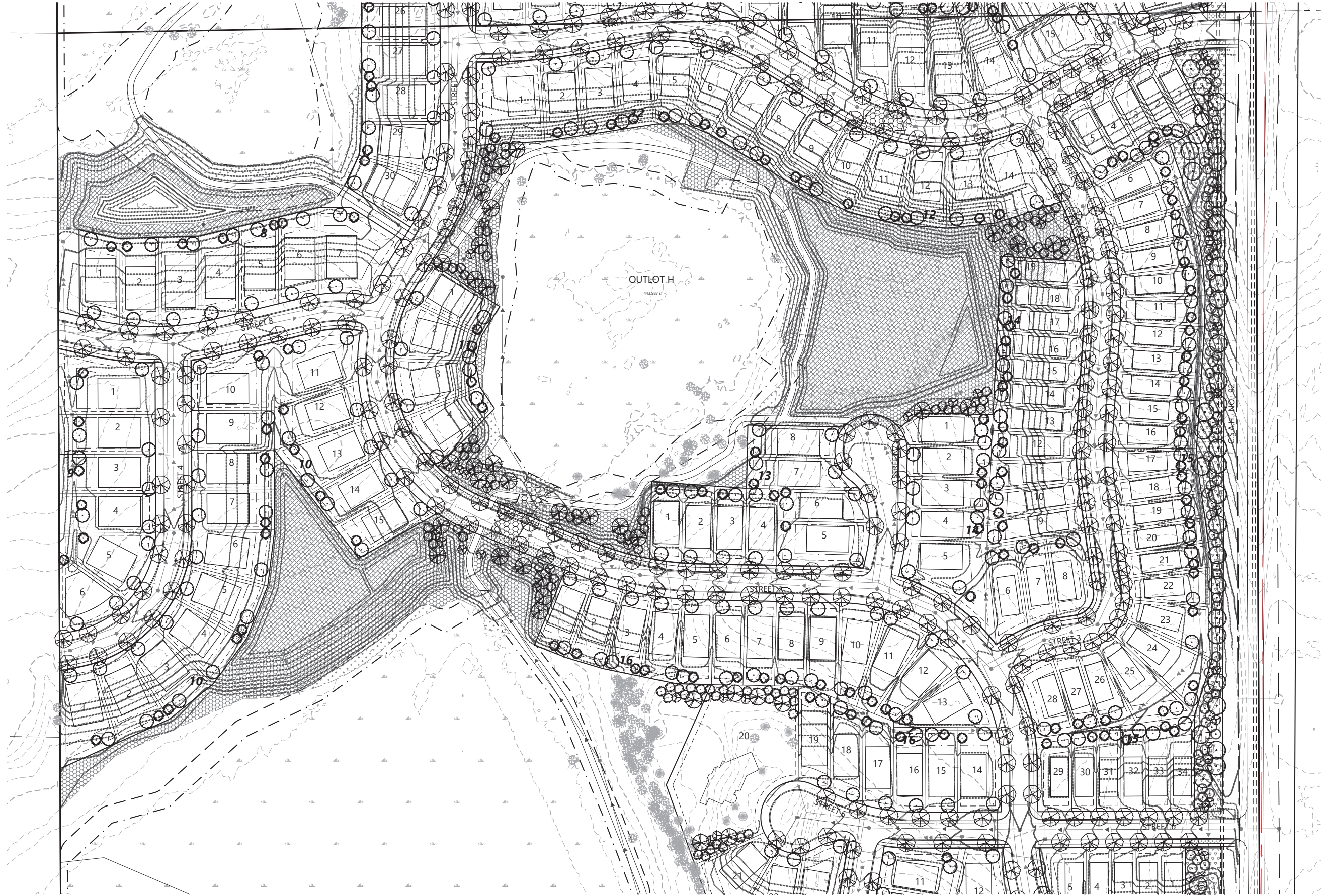
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PRELIMINARY LANDSCAPE PLAN

PROJECT NUMBER: 0042349.00

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52 OF 55
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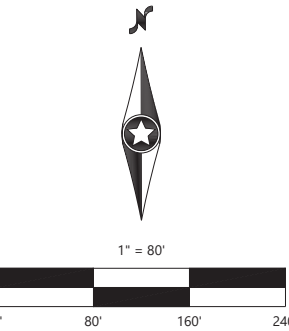
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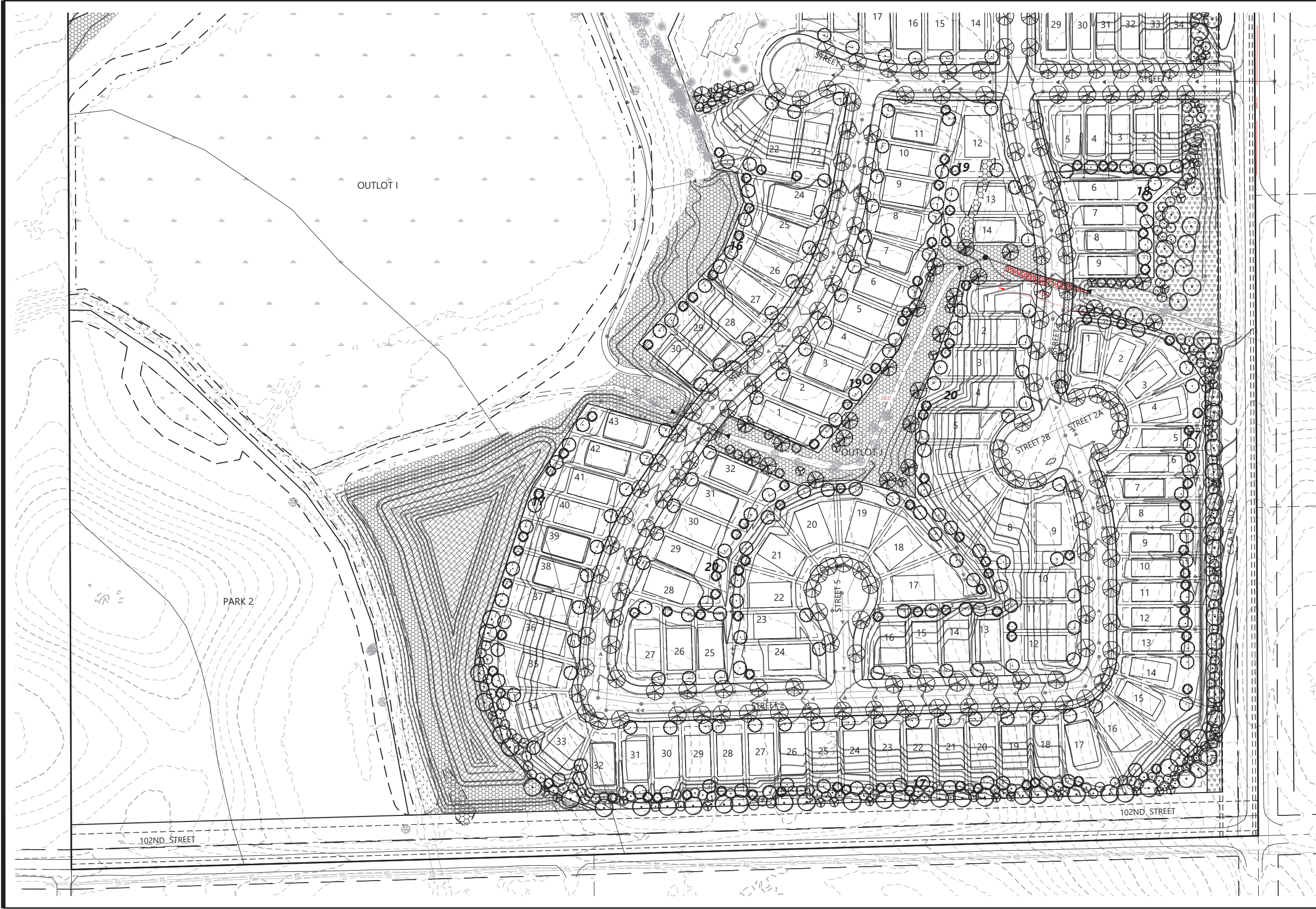
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PRELIMINARY LANDSCAPE PLAN

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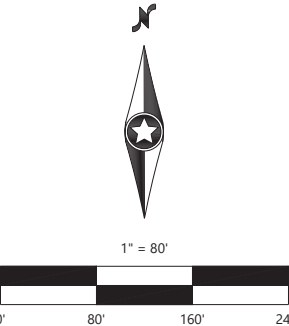
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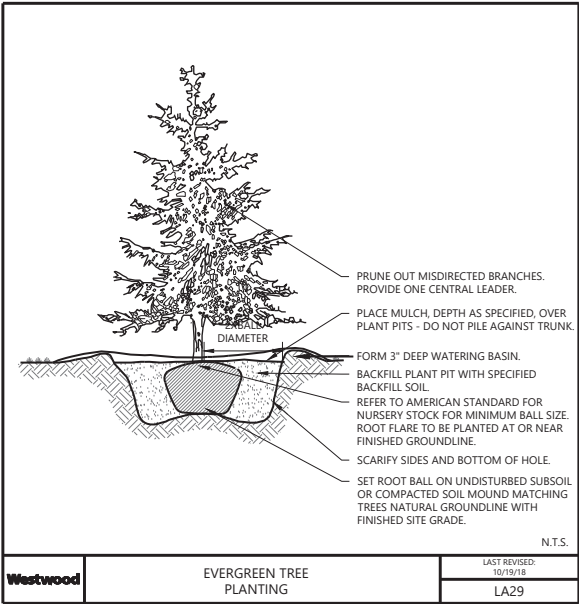
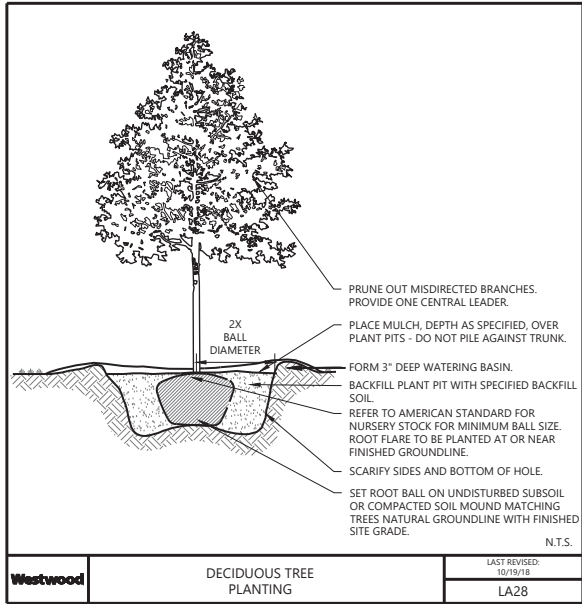
PRELIMINARY LANDSCAPE PLAN

PROJECT NUMBER: 0042349.00

SHEET NUMBER:
54 OF 55
DATE: 08/29/24

1. CONTRACTOR SHALL CONTINUE COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
2. ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
4. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
5. CONTRACTOR SHALL PROVIDE ONE YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
6. ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:
 - ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.
 - ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.
 - ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.
 - ALL PLANTS SHALL HAVE A VIGOROUS, HEALTHY BRANCHING AND LEAFING.
 - CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
7. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
8. PLANTS TO BE INSTALLED AS PER MNLA & ANSI STANDARD PLANTING PRACTICES.
9. PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
10. PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLAIR IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLAIR. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLAIR SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
11. OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
12. PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
13. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
14. BACKFILL SOIL AND TOPSOIL TO ADHERE TO MN/DOT STANDARD SPECIFICATION 3877 (SELECT TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ADHERES, ROCKS LARGER THAN ONE INCH, SUBSOL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS AND PERENNIALS.
15. MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEEDED SHREDDED HARDWOOD MULCH. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH SHREDDED HARDWOOD MULCH. MULCH TO BE FREE OF DELETERIOUS MATERIAL AND COLORED ROK, OR APPROVED EQUAL. ROCK MULCH TO BE BUFF LIMESTONE, 1 1/2" TO 3" DIAMETER, AT MINIMUM 3" DEPTH, OR APPROVED EQUAL. ROCK MULCH TO BE ON COMMERCIAL GRADE FILTER FABRIC, BY TYPAR, OR APPROVED EQUAL WITH NO EXPOSURE. MULCH AND FABRIC TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
16. EDGING TO BE COMMERCIAL GRADE VALLEY-VIEW BLACK DIAMOND (OR EQUAL) POLY EDGING OR SPADED EDGE. AS INDICATED. POLY EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH BASE OF TOP BEAT AT GRADE, FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. SPADED EDGE TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
17. ALL DISTURBED AREAS TO BE SODDED OR SEED, UNLESS OTHERWISE NOTED: PARKING LOT ISLANDS TO BE SODDED WITH AN APPROVED EQUAL. BLANKET TO BE OVERLAPPED BY 4" AND ANCHORED BY SOD STAKES. PLACE BLANKET PERPENDICULAR TO THE SLOPE. TRENCH IN EDGES OF BLANKET AREA TO PREVENT UPON MINING. PROVIDE SILT FENCE AT TOP OF SLOPE AS NEEDED. SHREDDED HARDWOOD MULCH TO MATCH OTHER PROJECT PLANTING MULCH. PLACE 4" DEPTH OF MULCH AT ALL PLANTING AND EROSION CONTROL BLANKET AREA (NO FILTER FABRIC). SEE RAIN GARDEN DETAIL FOR FURTHER INFORMATION. RAIN GARDEN TO PROVIDE PROPER INFILTRATION AND DRAINAGE REQUIREMENTS PER ENGINEERS APPROVAL.
18. CONTRACTOR SHALL PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
19. REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.
20. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
21. RAIN GARDEN NOTE: PROVIDE AND INSTALL EROSION CONTROL BLANKET AT RAIN GARDEN AREA SIDE SLOPES AFTER ALL PLANTING HAS BEEN INSTALLED. BLANKET TO BE ONE SEASON GEOTILE, MN/DOT CATEGORY 2 (STRAW 15, WOOD FIBER 15), OR APPROVED EQUAL. BLANKET TO BE OVERLAPPED BY 4" AND ANCHORED BY SOD STAKES. PLACE BLANKET PERPENDICULAR TO THE SLOPE. TRENCH IN EDGES OF BLANKET AREA TO PREVENT UPON MINING. PROVIDE SILT FENCE AT TOP OF SLOPE AS NEEDED. SHREDDED HARDWOOD MULCH TO MATCH OTHER PROJECT PLANTING MULCH. PLACE 4" DEPTH OF MULCH AT ALL PLANTING AND EROSION CONTROL BLANKET AREA (NO FILTER FABRIC). SEE RAIN GARDEN DETAIL FOR FURTHER INFORMATION. RAIN GARDEN TO PROVIDE PROPER INFILTRATION AND DRAINAGE REQUIREMENTS PER ENGINEERS APPROVAL.

PLANTING DETAILS



Call 48 Hours before digging:

811 or call811.com
Common Ground Alliance

PRELIMINARY PLANS

DESIGNED: _____ .
 CHECKED: _____ .
 DRAWN: _____ .
 HORIZONTAL SCALE: _____ ###
 VERTICAL SCALE: _____ ### OR ##

INITIAL ISSUE: 05/03/24

REVISIONS:

REVISION	DATE	DESCRIPTION
1		
2		
3		
4		
5		

PREPARED FOR:

PULTE GROUP

1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

CORY MEYER
DATE: 08/29/24 LICENSE NO. 26971

HOLBROOK

WACONIA, MN

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

PRELIMINARY LANDSCAPE NOTES & DETAILS

PROJECT NUMBER: 0042349.00

SHEET NUMBER:

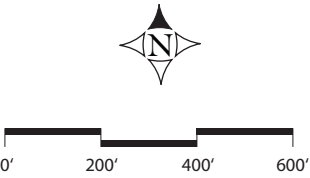
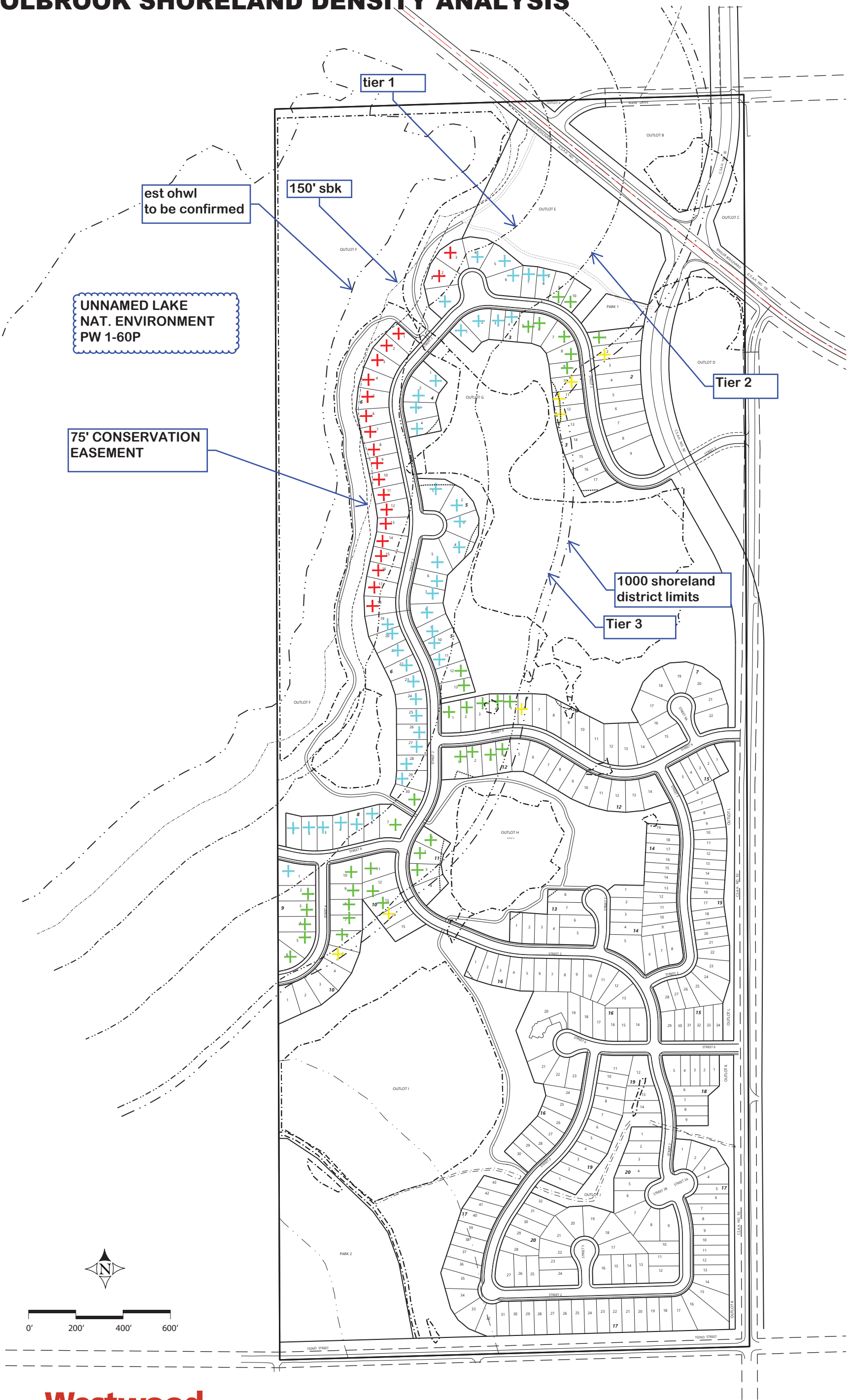
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DATE: 08/29/24

HOLBROOK SHORELAND DENSITY ANALYSIS



Westwood

SHORELAND PUD DENSITY ANALYSIS:

Unnamed Lake (Natural Environment; 320' Tiers):

Tier	Gross Area	Wetlands	County R/W	Net Suitable area (sf):	Allowable Units (Base) (20000 SF lot basis)*	Proposed Units:	
1	1,039,881	392,186	19,064	628,631	31	20	
2	1,176,452	146,210	48,301	981,941	49	43	
3	1,338,831	304,584	57,387	976,860	49	37	
4	179,021	49,814	29,875	99,332	5	7	
Shoreland Overlay Total:				2,686,764 sf (net)	134	107	(27 un under)
				483,919	Outlots B& E		
				2,202,845	Residential		

Natural Environment Lake

Riparian Lot size - N/A

Nonriparian lot size - 20000 sf with 75' conservation easement provided

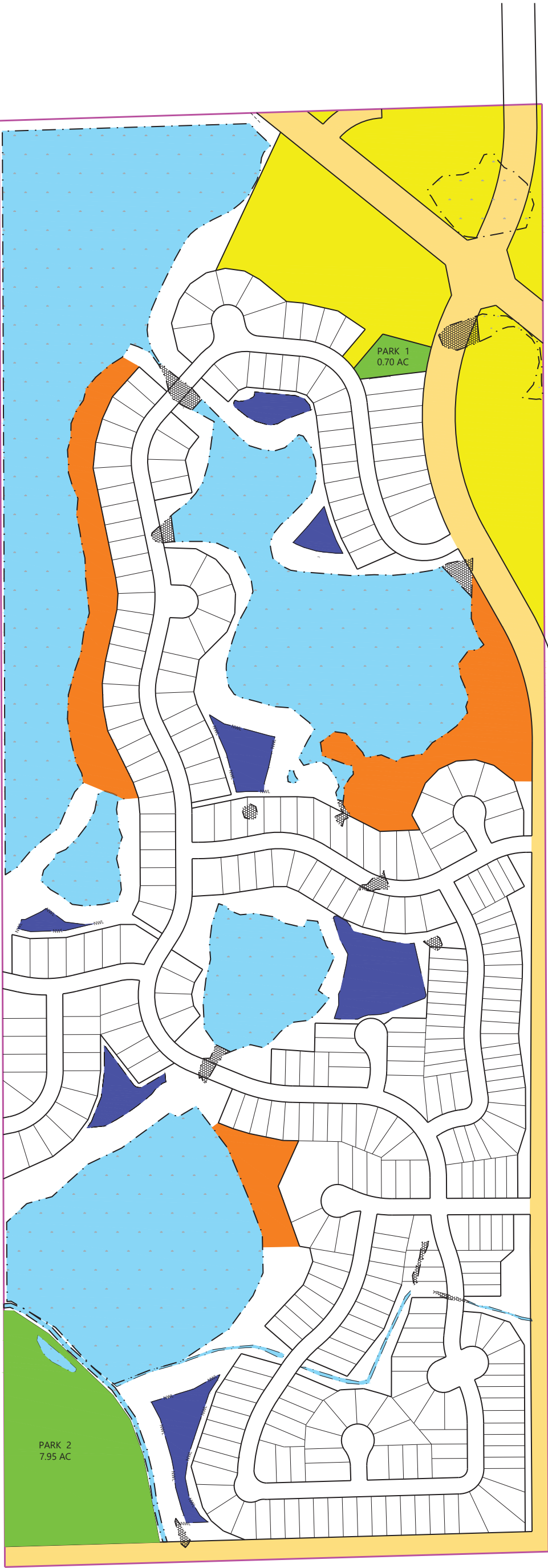
Land below the OWHL not included in gross area

Minimum structure setback from OHWL - 150'

Minimum 50% open space of gross area for PUD

PUD Shoreland openspace

Required Openspace sf	1867093	42.9 ac - 50% of gross shoreland area above OHWL
Provided Openspace sf	1631750	37.5 ac - Residential Outlot Areas
	257105	5.9 ac - Outlots B& E area (50% openspace assumed)
	43.4 ac Total	

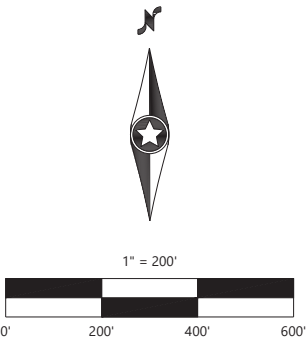


PARK CALCULATIONS (NET R/W)

GROSS SITE AREA:	241.10 AC
OWNER RETAINED PARCELS	19.31 AC
MAJOR R/W	16.97 AC
WETLANDS/CREEK	61.22 ac
NWL PONDING	5.51 AC
SLOPE AREAS	10.74 AC
NET AREA:	127.35 AC
10% PARK DEDICATION (OF NET)	12.73 AC
PROVIDED PARK AREA (PARK 1 AND PARK 2)	8.65 AC

LEGEND

	BOUNDARY
	OWNER RETAINED PARCELS
	MAJOR RIGHT OF WAYS
	WETLANDS & CREEK TO REMAIN
	NWL PONDING
	SLOPE AREAS
	PROPOSED PARK



DESIGNED: _____
CHECKED: CLM
DRAWN: SRM
FIELD CREW: _____
FIELD WORK DATE: _____

INITIAL ISSUE: 09/25/2024
REVISIONS: _____

PREPARED FOR:
PULTE GROUP
1650 WEST 82ND STREET, SUITE 300
BLOOMINGTON, MN 55431

HOLBROOK
WACONIA, MINNESOTA

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 [westwoodps.com](http://www.westwoodps.com)
Westwood Professional Services, Inc.
TPELS ENGINEERING FIRM REGISTRATION NO. 11756
TPELS SURVEYING FIRM REGISTRATION NO. 10074301

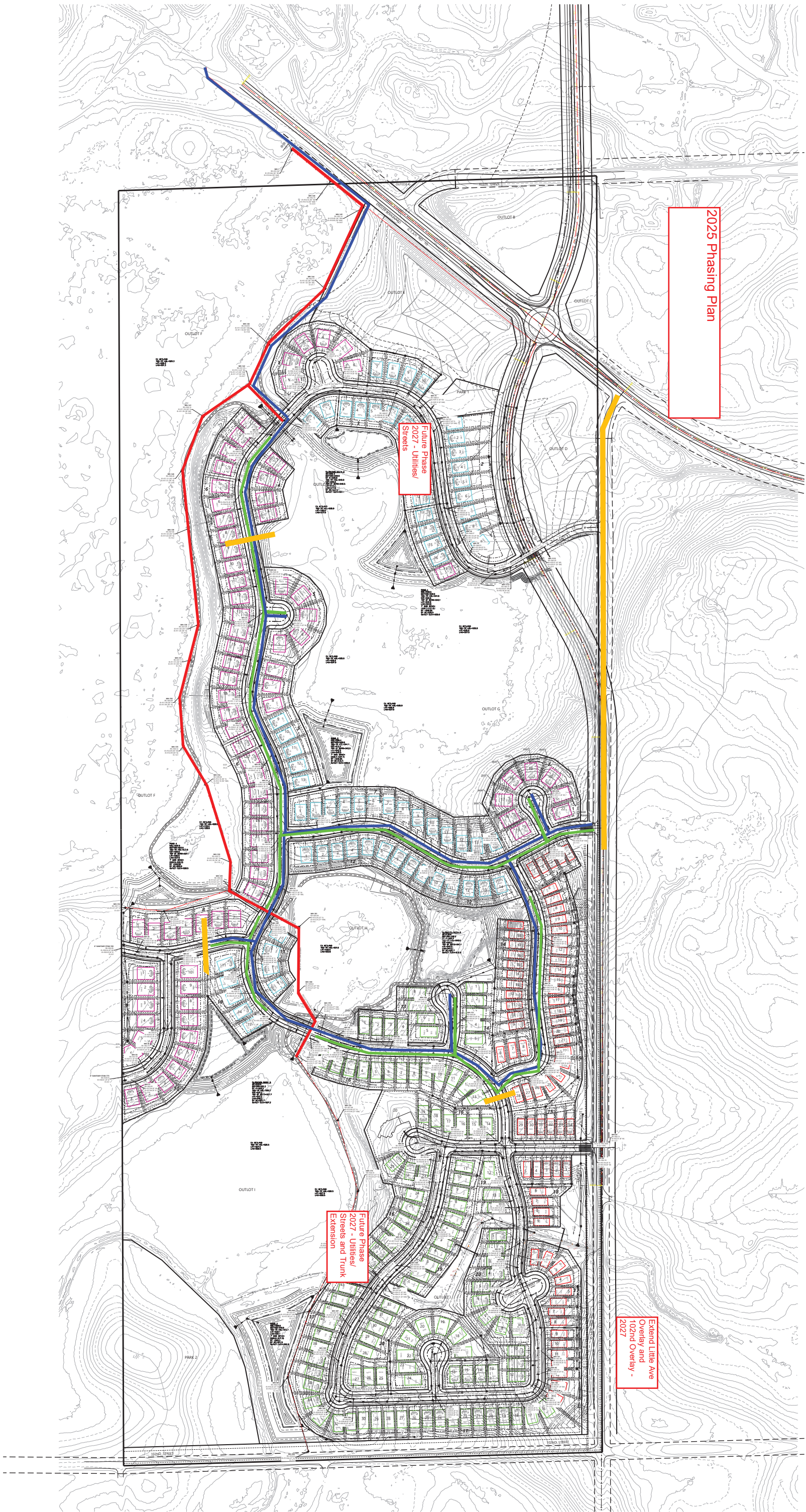
**PARK DEDICATION
EXHIBIT**

PROJECT NUMBER: 0042349.00

SHEET NUMBER:

1 OF 1

DATE: 09/25/2024 **374**



MEMORANDUM

Date: October 29, 2024

Re: Holbrook Development, Waconia, MN
TIA Summary Memo
File R0042349.00

From: Brandi Swanson
Camie Ferrier, PE, PTOE

Westwood Professional Services, Inc. (Westwood) has been retained by Pulte Group to prepare a Traffic Impact Analysis (TIA) for the Holbrook Development project. The Holbrook Development project located on approximately 231 acres in Waconia, Minnesota includes the following:

- Single-Family Detached dwelling units
- Multi-Family (Low-Rise) dwelling units
- Strip Retail land use

Based on discussions with Carver County Staff, this analysis studied:

- Existing conditions
- Year of opening (2026)
- Year 2045, which matches the current planning horizon for Carver County and City of Waconia.
- It is anticipated that the development will reach 20% buildout in 2026.
- Full buildout and occupancy of this project is expected to occur prior to the Year 2045.

The TIA studied the following **ten (10)** public street intersections:

1. TH 5 and CSAH 59/E Main Street
2. CSAH 10/E 13th Street and TH 284
3. CSAH 10/E 13th St/Engler Boulevard and CSAH 59/E Main Street
4. CSAH 10/Engler Boulevard and Interlaken Court/Interlaken Parkway
5. CSAH 10/Engler Boulevard and Klein Drive West
6. CSAH 10/Engler Boulevard and Little Avenue
7. CSAH 10/Engler Boulevard Klein Drive East
8. CSAH 10/Engler Boulevard and 102nd St
9. 102nd Street and Little Avenue
10. 102nd Street and TH 284

MEMORANDUM

The 11th Edition of the Institute of Transportation Engineers' (ITE) Trip Generation Manual was used to estimate the number of vehicle trips generated by the subject project.

The site layout utilized for the Traffic Impact Analysis (TIA) dated May 8, 2024, included the following:

- 339 Single-Family Detached dwelling units
- 205 Multi-Family (Low-Rise) dwelling units
- 45,600 square feet of Strip Retail land use.

The site layout was updated on September 9, 2024 after the TIA was submitted and includes the following:

- 350 Single-Family Detached dwelling units
- 216 Multi-Family (Low-Rise) dwelling units
- 45,600 square feet of Strip Retail land use

Attachment 1 illustrates the comparison of trips generated due to the change in dwelling units.

For the purpose of this study, an acceptable Level of Service (LOS) is D or better. **Attachment 2** summarizes the recommended intersection traffic control.

Attachment 1: Trip Generation Comparison

Trip Generation Total from TIA Dated 5/8/2024

ITE Code	Land Use	Unit	Anticipated Value	Daily Trips	AM Peak Hour			PM Peak Hour		
					Total	Entry	Exit	Total	Entry	Exit
210	Single-Family Detached Housing	Dwelling Units	339	3,197	237	59	178	319	201	118
220	Multi-Family (Low Rise)	Dwelling Units	205	1,382	82	20	62	105	66	39
822	Strip Retail Plaza (<40k)	1,000 Sq. Ft.	45.6	2,483	108	65	43	301	151	150
Total				7,062	427	144	283	725	418	307

Trip Generation Total from Site Plan Updates 9/9/2024

ITE Code	Land Use	Unit	Anticipated Value	Daily Trips	AM Peak Hour			PM Peak Hour		
					Total	Entry	Exit	Total	Entry	Exit
210	Single-Family Detached Housing	Dwelling Units	350	3,301	245	61	184	329	207	122
220	Multi-Family (Low Rise)	Dwelling Units	216	1,456	86	21	65	110	69	41
822	Strip Retail Plaza (<40k)	1,000 Sq. Ft.	45.6	2,483	108	65	43	301	151	150
Total				7,240	439	147	292	740	427	313

Trip Generation Difference				178	12	3	9	15	9	6
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Attachment 2: Summary

Recommended Intersection Control						
Intersection		Existing 2024 Intersection Control	Recommended 2026 Intersection Control	Recommended Intersection Control - 20% Buildout	Recommended Intersection Control - 40% buildout	Recommended (2045) Intersection Control - Full Buildout
1	TH 5 & CSAH 59/Main St	Signal	Signal	Signal - Timing Change	Signal - Timing Change	Signal - Timing Change
2	CSAH 10/E 13th St & TH 284	Single-Lane Roundabout	Single-Lane Roundabout	Single-Lane Roundabout	Single-Lane Roundabout	Multi-lane Roundabout
3	CSAH 10/E 13th St & CSAH 59/Main St	Signal	Signal	Signal	Signal	Signal
4	CASH 10 & Interlaken Ct/Blvd	TWSC	TWSC	TWSC	TWSC	TWSC
5	CSAH 10 & Klein Dr West	TWSC	TWSC	TWSC	Roundabout	Roundabout
6	CSAH 10 & Little Ave	TWSC	TWSC	TWSC		
7	CSAH 10 & Klein Dr East	TWSC	TWSC	TWSC	TWSC	TWSC
8	CSAH 10 & 102nd	TWSC	TWSC	TWSC	TWSC	TWSC
9	102nd & Little Ave	AWSC	AWSC	AWSC	AWSC	AWSC
10	102nd & TH 284	TWSC	TWSC	TWSC	TWSC	TWSC

*Intersections 5 and 6 will be consolidated into one single intersection for the Full Buildout

TWSC - Two-way Stop Control

AWSC - All-way Stop Control

From: [Brian Gersich \(Staff\)](#)
To: [Lane Braaten](#)
Subject: Re: [External] Holbrook Preliminary Plat - ISD110
Date: Tuesday, October 29, 2024 1:10:05 PM

Hi, Lane.

Thanks so much for being a great partner and seeking district perspectives. It's much appreciated. I'll give you my shortened version, but if you or anyone from the team wants to chat, just let me know and I'm happy to try to help.

First, our system is built for growth and additional students. Truly our enrollment has actually been declining in recent years, as it is in many public schools. Reasons include societal factors at play like fewer children per household as well as expansions in school choices. So in short, ISD 110 is built for growth and experiencing decline, meaning we would welcome new students. Second, even if we experienced sudden substantial growth, we are able to accommodate with short and long term plans. For example, our MS building in particular would be able to handle moving all 5th grade students in if needed, leaving even more space for growth at the elementary level. So in short, it would take substantial growth and conditions before we'd have to talk about building new or expanded existing buildings, with numerous options short term to give time for intentional planning and consideration of options.

There is also a benefit to our existing population as more houses in the district would help spread out the property taxes for schools. Because of the way school financing works, Waconia School homeowners pick up a bigger share than many neighboring districts. It's hard to put that into an email, but more houses also means more properties to spread out the school tax burden. Certainly more businesses help that too.

We have a current school board election and some candidates are running on a platform that one of the keys to our success as a district is increasing enrollment. In short, I think we would welcome and be sure to monitor student growth if we had another large development coming.

Give me a call if you want to chat. Thanks again for checking in.

Brian



Brian Gersich, Ed.D.
Superintendent

952.442.0601 | www.isd110.org

WACONIA PUBLIC SCHOOLS • ISD110
EXPLORE YOUR PASSIONS. CREATE YOUR SUCCESS.

From: [Whitney Schroeder](#)
To: [Lane Braaten](#)
Subject: RE: Comp Plan Amendment Notification - City of Waconia
Date: Tuesday, October 1, 2024 3:13:27 PM

Hi Lane,

So after further internal review and discussion, it appears we will have a comment for the Holbrook/Falk development correlating with the CSAH 92 Corridor Study guidance for access spacing and ROW. The proposed northern most access will likely need to be RIRO rather than full access so it is in compliance with the County's Access Spacing Policy. I can put this in a formal memo for you, but I know the meeting is coming up so wanted to let you know. Also, can you confirm if there were any changes to the proposed Holbrook development since it was called Falk? Just need to know if the TIA for Falk needs to be updated now.

Thanks,

Whitney Schroeder, PE, PTOE | Traffic Engineer
Carver County Public Works
11360 Highway 212, Suite 1, Cologne, MN 55322
O: 952.466.5208 | M: 952.254.6918
Email: wschroeder@co.carver.mn.us
Web: www.co.carver.mn.us

Draft Comments from 09.23.24 Board Meeting – Laketown Township

- Consider comments on City of Waconia's Proposed Comp Plan Amendment
 - Annex the full width of the roads abutting the parcels + 100 feet of both directions of intersection
 - Little Ave and 102nd (Falk Property)
 - Airport Rd and Co Rd 92 (Kirsch Property)
 - Address steep hill near intersection of 102nd and Little
 - Improve road(s) to county and/or city standards upon annexation
 - Require improvement of intersection of Co Rd 92 & Co Rd 10 prior to lot/housing sales (Falk property)
 - Coordinate Laketown Township sanitary sewer connection/flow for Schmidville neighborhood to Met Council line in conjunction with the development of Falk Property
 - Coordinate Laketown Township sanitary sewer connection/flow for Reitz Lake neighborhood to Met Council line in conjunction with the development of Kirsch Property off of Airport Road
 - Dust control during construction
 - Dust control of remainder of gravel portion of 102nd towards Waconia
 - Construction traffic to use county roads
 - No construction traffic on township roads (other than between Co Rd 10 & construction site)



**Carver County
Public Works**

11360 Highway 212, Suite 1
Cologne, MN5532

October 2, 2024

Lane Braaten
Community Development Director
952-442-2184

Delivered via email: Lane Braaten LBraaten@waconia.org

Re: Holbrook Development – Preliminary Plat Submittal

Thank you for the opportunity to review the preliminary plat submittal for the Holbrook Development located along CSAH 10 in the City of Waconia.

County staff have reviewed information and have the following comments:

- All accesses to the site along Little Ave (future CSAH 92) will need to meet minimum spacing guidelines in accordance with the County's Private Access Policy for urbanizing minor arterials and recommendations set by the CSAH 92 Corridor Study.
 - The intersection of CSAH 92 and Street 2 will not meet full access spacing requirements. The County recommends right-in, right-out only at this location.
- Proposed ROW widths shown on CSAH 92 are 120'. This is consistent with the recommended typical section for 2-Lane Divided Urban facilities with one separated bike/pedestrian facility from the County's 2040 Comprehensive Plan.
- Further coordination is needed between the developer, county and township to develop an acceptable phasing plan for proposed accesses and associated paving needs along Little Ave/future CSAH 92 realignment.
- Verify proposed roundabout design and lane configurations at CSAH 10/CSAH 92 is consistent with full buildout recommendations from the Falk Development TIA that was completed.

The County has no further comments at this time. If you have any questions or need further assistance, please contact the staff noted below:

Whitney Schroeder, PE PTOE
Traffic Engineer
Carver County Public Works
952.254.6818

wschroeder@carvercountymn.gov

CARVER COUNTY

Memo

To: Lane Braaten, Community Development Director, City of Waconia
From: Kristen Larson, Planning and Water Management
Date: October 31, 2024
Re: City of Waconia 2040 Comprehensive Plan Amendment (10080 Little Ave)
CC: Paul Moline, County Planning & Water Mgmt., Jason Mielke, County Land Mgmt.

Enclosures: none

Carver County has the following comments relating to the City of Waconia's 2040 Comprehensive Plan for a portion of the property (approximately 35 acres) located at 10080 Little Ave (PID# 070300100) be included in the future growth area of the City and be guided as L, Low Density Residential versus its current designation as UR, Urban Reserve and identify the area as Transition Area 2, which would allow development between 2020-2030.

County Land Management comments:

The Land Management Department supports the amendment to the City of Waconia's Comprehensive Plan to include the southerly 35 acres of the 10080 Little Avenue property (Little Ave and 102nd St intersection).

Carver County Water Management Organization

As the project continues to move forward, opportunities should be considered to minimize impacts on water resources by considering stormwater infrastructure early in the design process and allocating adequate space to stormwater management. Carver County encourages the City of Waconia to keep the following in mind as the project moves forward:

- Meeting stormwater, erosion and sediment control, and wetland requirements of the Carver County WMO is required.
- Involving CCWMO staff early in the site planning process (ideally prior to application) can help streamline the permitting process.
- Wetland and stream setbacks and buffers must be followed.

Thank you for considering Carver County's comments. You are welcome to contact me for further clarification.

Sincerely,

Kristen Larson

Kristen Larson, Planner
Carver County Planning & Water Management



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Amendment of Chapter 515. Cannabis and Amendment to Chapter 900. Zoning Ordinance and Chapter 1100. Fee Schedule
Originating Department:	Community Development
Presented by:	Lane Braaten
Previous Council Action (if any):	August 7, 2023 - City Council adopted Ordinance No. 762 Creating Chapter 515, which Prohibits the use of Cannabis in Public Places in the City of Waconia.

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 Ordinance No. 778 approving the proposed amendments to Chapter 515 of the City Code related to Cannabis regulation.

Adopt Resolution 2024-287 approving Summary Publication of Ordinance No. 778

Adopt Ordinance No. 779 approving the proposed amendments to Chapter 900

Adopt Resolution 2024-288 approving the Summary Publication of Ordinance No. 779

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

In 2023, the Minnesota Legislature passed a comprehensive bill to legalize adult use of cannabis (Chapter 342). The new law also created a new state office – the Office of Cannabis Management (OCM) - which is responsible for overseeing the new cannabis industry in Minnesota.

Governor Tim Walz signed the bill on May 30, 2023, making Minnesota the 23rd state in the nation to legalize adult-use cannabis. Since then, OCM has created an implementation team with permanent OCM staff and state agency experts who are standing up the new state office and developing the operational and regulatory systems for Minnesota's new cannabis industry.

The implementation work covers a wide range of efforts, including designing licensing software, drafting rules, engaging with communities and advocates, communicating with the public, writing job descriptions, hiring new permanent staff, and more – all in service to launching a safe, equitable, and sustainable cannabis market in Minnesota.

The local community roles are an important part of this process. As such, communities have been in continual contact with the State regarding the future implementation of rules and regulations related to Chapter 342 and our role in regulating adult-use cannabis.

The Planning Commission conducted a work session a few months ago to discuss options related to what our zoning code may/may not allow and gave direction to City staff related to the concerns and options available. The Community Development Department staff, Administrative staff and the City Attorney's office took those comments and collaborated on drafting the first draft of the City Code language related to this topic.

The Planning Commission opened the Public Hearing on November 7th, 2024, took all public comment and continued the Public Hearing to the December 5th, 2024 Planning Commission meeting to allow additional public review and in order to have the City Attorney available for specific questions related to the enforcement of the proposed ordinance.

PUBLIC NOTICE/COMMENT:

The notice was published in the WACONIA PATRIOT on October 24th, 2024, posted at Waconia City Hall and

posted on the City of Waconia website. The City has not received any public comments pertaining to this proposed ordinance amendment.

RECOMMENDATION:

The Planning Commission, at their regular meeting on November 7th, 2024 and December 5th, 2024, held the required public hearing, took all public comment, and reviewed all pertinent information. The Planning Commission recommended approval of the proposed Cannabis Ordinance via a 5-0 vote subject to some minor revisions related to delivery and special event language clarification.

Attachments:

1. [Ordinance No. 778 Amending Chapter 515 Cannabis](#)
2. [Resolution No. 2024-287 Summary Publication of Ordinance No. 778](#)
3. [Ordinance No. 779 Amending Chapter 900 Zoning](#)
4. [Resolution No. 2024-288 Summary Publication of Ordinance No. 779](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted
 _____ Non Budgeted
 _____ Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
ORDINANCE NO. 778**

**AN ORDINANCE AMENDING CHAPTER 515 REGARDING CANNABIS AND
CHAPTER 1100 REGARDING FEES**

The City Council of the City of Waconia Ordains:

INTRODUCTION

Chapter 515 of the Waconia City Code (the “Code”) regulates cannabis in the City of Waconia (the “City”). The Minnesota legislature recently passed, and the governor signed, a new law permitting recreational, adult use cannabis, which law is found in Chapter 342 of the Minnesota Statutes. The provisions of Chapter 342 permit the City to exercise certain control over the registration of retail cannabis businesses within the community, to regulate temporary cannabis events, to regulate lower-potency hemp edibles, and to regulate certain aspects of cannabis use. The City Council finds that, to protect the public health, safety, and welfare of the City and its residents, it is appropriate to retain local control of retail cannabis business registration, to regulated temporary cannabis events and lower-potency hemp edibles, and to prohibit cannabis use in public places. The City Council further finds it is appropriate to adopt fees for the registration process.

This ordinance i) amends Chapter 515 of the Code to add provisions governing the registration of retail cannabis businesses; ii) regulates temporary cannabis events and lower-potency hemp edibles; iii) prohibits cannabis use in public places; and iv) amends Chapter 1100 of the Code to add cannabis related fees.

AMENDMENTS

1. Chapter 515 of the Code is amended, in its entirety, to read as follows:

Sec. 515.01. Findings and purpose.

Subd. 1. *Findings.* The city finds that the provisions of Minn. Stat. ch. 342, authorize the city to protect the public health, safety, welfare of the city’s residents by regulating cannabis businesses within the city’s legal boundaries, regulating temporary cannabis events, regulating lower-potency hemp edibles, and regulating the use of cannabis in public places. The city further finds the provisions of this ordinance are in the public interest and for the public good.

Subd. 2. *Purpose.* The purpose of this ordinance is to implement the provisions of Minn. Stat. ch. 342 to regulate the sale and use of cannabis within the city.

Sec. 515.02. Authority and jurisdiction.

The city has the authority to adopt this ordinance pursuant to i) Minn. Stat. §152.0263, Subd. 5, regarding the use of cannabis in public places; ii) Minn. Stat. §342.13(c), regarding the authority of a local unit of government to adopt reasonable

restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses; and iii) Minn. Stat. §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

Sec. 515.03. Definitions.

Words and phrases defined in Minn. Stat. §342.01 and the rules promulgated pursuant Minn. Stat. ch. 342 shall have their same meanings in this chapter, except as otherwise provided below.

Cannabis cultivation means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the OCM.

Cannabis mezzobusiness means a vertically integrated license offered by the OCM that allows a license holder to cultivate (15,000 square foot plant canopy limit), manufacture, and sell cannabis and related products.

Cannabis microbusiness means a vertically integrated license offered by the OCM that allows a license holder to cultivate (5,000 square foot plant canopy limit), manufacture, and sell cannabis and related products.

Cannabis retail business means the retail location(s) of a: i) cannabis mezzobusiness with a retail operations endorsement; ii) a cannabis microbusiness with a retail operations endorsement; iii) a medical cannabis combination businesses operating a retail location; or iv) a lower-potency hemp edible retailer.

Cannabis retailer means any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer in any form, and not for the purpose of resale.

Lower-potency hemp edible has the meaning given it under Minn. Stat. §342.01, subd. 50.

OCM means the Minnesota Office of Cannabis Management.

Place of public accommodation means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

Preliminary license approval means OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. §342.17.

Public place means a public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

Retail registration means an approved registration issued by the city to a state-licensed cannabis retail business.

State License means an approved license issued by OCM to a cannabis retail business.

Sec. 515.04. Use in public places prohibited.

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use cannabis.

Sec. 515.05. Registration of cannabis retail businesses required.

Subd. 1. *Retail Registration Required.* No individual or entity may operate a cannabis retail business within the city (including those only selling lower-potency hemp edibles) without first registering with the city.

Subd. 2. *Limitation on Cannabis Retail Registrations.* The maximum number of state licensed retail cannabis registrations issued by the city at any time shall be limited to two (2) registrations, provided this limitation does not apply to a cannabis retail business that only sells lower-potency hemp edibles in compliance with Minn. Stat. Chapter 342. If at any time Carver County, Minnesota, has one active registration for every 12,500 residents in Carver County, the city shall not issue any new registrations for a cannabis business unless the city council passes a resolution permitting the registration. There is no waiting list. Applications received when the maximum number of registrations exists shall be rejected.

Subd. 3. *Application Procedure.* An application for registration of a cannabis retail business shall be made on a form provided by the city. The application must contain the full name of the applicant, the applicant's residential and business addresses, tax property identification number for the property which the retail registration is sought, telephone numbers for the applicant, e-mail address for the applicant, the name of the business for which the registration is sought, a copy of OCM license preapproval, if applicable, certification that the applicant complies with the requirements of the city's zoning ordinances, if applicable, and any additional information the city deems necessary. If the city clerk or his/her designee determines that an application is incomplete, the city clerk or his/her designee shall return the

application to the applicant with notice of the information necessary to make the application complete.

Subd. 4. *Additional information required for applicants that are entities.* In addition to the information required in section 515.05, subd. 3, above, an applicant that is an entity at the time of application shall furnish the city with a list of all persons that have an interest of five percent (5%) or more in the entity. The list shall name all owners and show the interest held by each, either individually or beneficially for others. Thereafter, each entity registration holder shall notify the city clerk, in writing, of any change in ownership of the entity.

Subd. 5. *Registration Fee.* The registration fee listed in chapter 1100 of the Code shall be charged to each applicant for the type of registration requested. The registration fee includes the initial retail registration fee and the first annual renewal fee. The registration fee shall be non-refundable once processed by the city. A medical combination business operating an adult-use retail location shall only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this chapter, of the adult-use retail business.

Subd. 6. *Compliance Checks.*

- A. Prior to issuance of a cannabis retail business registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances.
- B. Pursuant to Minn. Stat. §342, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- C. The city shall conduct a background investigation for all new applications. The city may conduct a background and financial check on an application for a renewal of a registration if it is in the public interest to do so.

Subd. 7. *Processing.* Upon receipt of a completed application, satisfactory completion of the compliance checks, and payment of the required registration fee, the city clerk or his/her designee shall inform the applicant of such, process the registration fee, and forward the application to the city council for approval or denial.

Subd. 8. *Grounds for Denial.* . Grounds for denying the issuance or renewal of a registration under this chapter include, but are not limited to, the following:

- A. The applicant is unable to meet the requirements of this chapter.
- B. Approval would cause the number of registered state licensed cannabis retail businesses in the city to exceed the number permitted under section 515.05, Subd. 2. above.
- C. The applicant is under the age of 21 years.

- D. The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation from holding a valid license issued through OCM.
- E. The applicant has had a city registration or OCM-issued license to sell cannabis products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell licensed products, whether in the city or in another jurisdiction, that has had a city registration or OCM-issued license to sell cannabis products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.
- F. The applicant is an entity that does not have an operating officer or manager who is eligible pursuant to the provisions of this chapter.
- G. The applicant is the spouse of a person ineligible for registration pursuant to this chapter or who, in the judgement of the city council, is not the real party in interest or beneficial owner of the entity to be operated under the registration.
- H. The applicant fails to provide any information required on the application or provides false or misleading information. Any false statement on an application, or any willful omission of any information called for on such application form, shall cause an automatic refusal of registration, or if already issued, shall render any registration issued pursuant thereto void and of no effect to protect the applicant from prosecution for violation of this chapter, or any part thereof.
- I. The holder of the registration has failed to pay any outstanding civil penalty imposed pursuant to this chapter.
- J. The registered premises has real estate taxes, assessments, or other financial claims of the city or of the State that are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of Minn. Stats. Ch. 278, questioning the amount or validity of taxes, the city council may, on application by the registration holder, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one (1) year after becoming due unless such one-year period is extended through no fault of the registration holder.

Subd. 9. *Action.* The city council may either approve or deny the registration application, or it may delay action for a reasonable period of time, as necessary, to complete any investigation of the application or the applicant, as it deems necessary. If the city council approves the registration, the city clerk or his/her designee shall issue the registration to the applicant. If the city council denies the application, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the city council's decision. If a registration application is denied, the

earliest an applicant may reapply is 12 months from the date the registration is denied.

Subd. 10. *Term.* All registrations issued under this chapter shall be valid for one (1) calendar year from the date of issue.

Subd. 11. *Registration mistakenly issued.* If a registration is mistakenly issued or renewed, it shall be revoked upon the discovery that the applicant was ineligible for the registration under this chapter and the city shall provide the person with a notice of revocation, along with information on the right to appeal.

Subd. 12. *Issuance as privilege and not a right.* The issuance of a registration issued under this chapter is a privilege and does not entitle the registration holder to automatic renewal of the registration.

Sec. 515.06. Registration renewals.

Subd. 1. *Renewals.* The renewal of a registration issued under this article shall be managed in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current registration.

Subd. 2. *Renewal Fee.* Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

Sec. 515.07. Location change.

A state-licensed cannabis retail business must submit a new application for registration under section 515.05 of this chapter if it seeks to move to a new location within the legal boundaries of the city. Any change of location must be consistent with applicable time, manner, and place regulations on cannabis businesses under the city's zoning ordinances.

Sec. 515.08. Transfer prohibited.

A cannabis retail registration issued under this chapter shall not be transferred. Any change in the ownership or control of an entity that holds a retail registration issued under this chapter shall be deemed equivalent to a transfer of the registration, and any such registration shall be revoked 30 days after any such change in ownership or control unless the registration holder has notified the city clerk of the change in ownership by submitting a new registration application for the new owners, and the city council has approved the transfer of the registration pursuant to this chapter. Any time an additional investigation is required because of a change in ownership or control of an entity, the entity registration holder shall pay an additional investigation fee to be determined by the city. The city may at any reasonable time examine the transfer records and minute books of any entity registration holder to verify and identify the owners, and the city may examine the business records of any other entity registration holder to the extent necessary to

disclose the interest which persons other than the entity registration holder have in the registered business. The city council may revoke any registration issued upon its determination that a change of ownership of a business registration holder has resulted in the change of control of the registered business so as materially to affect the integrity and character of its management and its operation.

Sec. 515.09. Responsibility.

All registered businesses are responsible for the actions of their employees in regard to the sale, offer to sell, and furnishing of cannabis and/or lower-potency hemp edible products on the registered premises. The sale, offer to sell, or furnishing of any cannabis or lower-potency hemp edible product by an employee shall be considered an act of the registered business and the act of the individual or entity holding the registration. Nothing in this chapter, however, shall be construed as prohibiting the city from also subjecting the employee to any civil penalties the city deems to be appropriate under this ordinance, state or federal law, or other applicable law or regulation.

Sec. 515.10. Prohibited acts.

Subd. 1. *Sales outside of permitted hours of prohibited.* Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 am and 9:00 pm, seven days a week. Sales outside of the permitted hours are prohibited.

Subd. 2. *Sales to persons under the legal age prohibited.* No person shall sell any cannabis or lower-potency hemp edible product to any person under the age of 21.

- A. *Age verification.* Registered businesses shall verify by means of government issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subd. 2.
- B. *Signage.* Notice of the legal sales age and age verification requirement must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, which will be provided to the registration holder by the city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

Subd. 3. *Certain sales methods prohibited.* No person shall sell or offer to sell any cannabis or lower-potency hemp edible product by means of i) any type of vending machine or other type of self-service merchandising; or ii) delivery without a valid cannabis delivery service license issued by the State of Minnesota.

Subd. 4. *Samples prohibited.* No person shall distribute samples of any cannabis or lower-potency hemp edible product free of charge or at a nominal cost.

Subd. 5. *Unsecure storage prohibited.* All cannabis and lower-potency hemp edible products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Storage in any other manner is prohibited.

Sec. 515.11. Compliance Checks.

All businesses registered under this chapter shall be open to inspection by the city during regular business hours. The Carver County Sheriff's Office, contracting with the city, shall complete at least one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. §342.22 Subd. 4(b) and Minn. Stat. §342.24 and this chapter. Further, the Carver County Sheriff's Office, contracting with the city, shall conduct at least one (1) unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the city. The city shall report any violation under this section 515.11 to the OCM.

Sec. 515.12. Temporary Cannabis Events.

Subd. 1. *Permit required for temporary cannabis events.* The city must issue a permit prior to any individual or entity holding a temporary cannabis event.

Subd. 2. *Permit Fee.* A permit fee, as established in chapter 1100 of the Code, shall be charged to each applicant for a temporary cannabis event. The application fee shall be non-refundable once processed.

Subd. 3. *Application Submittal & Review.* An applicant for a temporary cannabis event shall fill out the city's "Special Event Permit Application." The form shall include, but is not limited to i) the full name of the property owner and applicant; ii) the address, email address, and telephone number of the applicant; and iii) any other information as required by the application form. The applicant shall include with the form the application fee required by section 515.12, subd. 2 above, and a copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. § 342.39 subd. 2. The application shall be submitted to the city clerk or his/her designee for review. If the city clerk or his/her designee determines an application is incomplete, the city clerk shall return the application to the applicant with notice of deficiencies.

Subd. 4. *Processing.* Once an application is considered complete, the city clerk or his/her designee shall inform the applicant as such, process the application fee, and forward the application to the city council for approval or denial.

Subd. 5. *Review*. The city council may approve or deny an application for a temporary cannabis event in its discretion, except any request for a temporary cannabis event permit that does not meet the requirements of this chapter or is prohibited by Section 515.12, Subd.5, below, shall be denied.

Subd. 5. *Prohibitions*.

- A. Temporary cannabis events are prohibited between the hours of 9:00 p.m. and 10 a.m., seven days a week.
- B. Temporary cannabis events are prohibited in public places, excepting the Carver County Fairgrounds.
- C. Temporary cannabis events that threaten public health, safety, or welfare are prohibited.

Sec. 515.13. Sale of Lower-potency hemp edibles.

Subd. 1. *Sales*. The sale of lower potency edibles, including beverages, is only permitted in places that limit admission to persons 21 years of age or older.

Subd. 2. *Storage of Product*. Lower-potency hemp edibles shall be sold behind a counter and stored in a locked case.

Section 515.14 Suspension.

Subd. 1. *General*. The city may suspend a registration issued pursuant to this chapter if the individual or entity holding the registration violates this chapter or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.

Subd. 2. *Notification to OCM*. The city shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

Subd. 3. *Length of Suspension*. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers while their registration is suspended.

Subd. 4. *Reinstatement*. The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if OCM determines that the violation(s) have been resolved.

Section 515.15 Civil penalties for registration violations.

Subd. 1. *Purpose*. This section sets forth a presumptive civil penalty for any

violations of this chapter relating to the registration or operation of a cannabis retail business. Although the presumptive penalty is presumed to be appropriate for every case, the city council may deviate and impose a different civil penalty in any individual case where the city council finds substantial reasons make it appropriate to do so (e.g., a licensee's efforts to cooperate with the city or the commissioner to prevent further sales of persons under twenty-one (21) years of age at the registered premises). When deviating from the presumptive civil penalty, the city council shall provide written findings that support the penalty imposed. Nothing herein shall be interpreted as preventing the city from suspending a registration pursuant to section 515.14 above or from prosecuting any violation of this chapter as a criminal violation pursuant to section 515.16 below.

Subd. 2. *Presumptive civil penalties for violations.* The presumptive penalty for any violation of this chapter relating to the registration or operation of a cannabis retail business is \$2,000.00.

Subd. 3. *Payment of monetary penalties.* Any monetary penalty imposed shall be due and payable, in full, on the tenth 10th day after the city council imposes it. Failure to pay any monetary penalty on or before the date it is due shall constitute another violation of the same type.

Sec. 515.16. Criminal penalties.

Subd. 1. Violation of section 515.04 of this chapter is a petty misdemeanor, subject to the general penalty provisions of chapter 102 of the Code.

Subd. 2. Violation of any other provision or requirement of this chapter is a misdemeanor, subject to the general penalty provisions of chapter 102 of the Code. Violations of this chapter can occur regardless of whether registration is required under this chapter.

Sec. 515.17. Right to a hearing.

Regarding any violation of this chapter relating to the registration or operation of a cannabis retail business, the city shall notify the applicant of the basis for denial of registration, revocation of registration, suspension of registration, or imposition of a civil penalty. Any applicant who receives such notice may, upon written request to the city clerk promptly made after the denial, revocation, suspension, or imposition has occurred, request a hearing before the city council to present evidence and to appeal the decision. Further, no such suspension, revocation, or imposition shall take effect until the holder of the registration has been afforded an opportunity for a hearing pursuant to Minn. Stat. §§ 14.57 to 14.70 of the Administrative Procedure Act, as amended.

2. Chapter 1100 of the Code, *Fees*, is amended to add the following:

Cannabis & Lower Potency Hemp
Cannabis Retail Registration

\$500.00* Initial year and first renewal year; fee is the
amount stated or half the amount of an

Cannabis Retail Registration Renewal	\$1,000.00*	initial state license fee under Minn. Stat. §342.11, whichever is less. Collected upon 2nd year renewal and each renewal year thereafter; fee is the amount stated or half the amount of a renewal state license fee under Minn. Stat. §342.11, whichever is less.
Lower-Potency Hemp Edible Retailer Registration	\$125.00	Initial year and first renewal year
Lower-Potency Hemp Edible Retailer Renewal	\$125.00	Collected upon 2nd year renewal
Temporary cannabis event permit	\$125.00	

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 16th day of December 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 287**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 778

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 778 on December 16, 2024 (the “Ordinance”); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 778 is hereby approved:

ORDINANCE NO. 778, AN ORDINANCE AMENDING CHAPTER 515 REGARDING CANNABIS AND CHAPTER 1100 REGARDING FEES, amends Chapter 515 of the Waconia City Code to add provisions governing the registration of retail cannabis businesses within the city, regulating temporary cannabis events, regulating lower potency hemp edibles, and prohibiting the use of cannabis in public places. The ordinance limits the number of retail cannabis business registrations within the City to two (not applicable to a business only selling lower-potency hemp edibles), sets forth the process for obtaining a retail registration, and prohibits certain acts in connection with the retail sale of cannabis. It further requires age-related sale compliance checks, allows for the suspension of a registration under certain circumstances, and sets forth civil and criminal penalties for violating the ordinance. Finally, the ordinance amends Chapter 1100 to list the fees associated with cannabis and lower potency hemp edible registrations.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 16th day of December 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA
ORDINANCE NO. 779
AN ORDINANCE AMENDING CHAPTER 900
REGARDING ZONING**

The City Council of the City of Waconia Ordains:

FINDINGS AND PURPOSE

Chapter 900 of the Waconia City Code (the “Code”) regulates zoning in the City of Waconia (the “City”). The Minnesota legislature recently passed, and the governor signed, a new law permitting recreational, adult use cannabis, which law is found in Chapter 342 of the Minnesota Statutes. Chapter 342 further address the cultivation, manufacture, and distribution of cannabis, among other things, and grants the City zoning control over cannabis related business locations. The City Council finds that, to protect the public health, safety, and welfare of the City and its residents, it is appropriate to amend its zoning provisions to regulate where various types of cannabis related businesses can be located and to adopt location buffer requirements allowed by Chapter 342.

The purpose of this ordinance is to amend Chapter 900 of the Code to: i) add definitions related to various cannabis and related matters; ii) amend the district regulations to list where various types of cannabis businesses can be located; iii) amend the supplementary use regulations to add buffer requirements applicable to cannabis businesses; and iv) make other technical updates to the numbering and administrative language of Chapter 900.

AMENDMENTS

1. Section 900.03 is amended as follows:

1.1 The title of Section 900.03 is amended to read “Building code.”

1.2 The building code provisions of Chapter 900, formerly unnumbered, are moved to Section 900.03 and are amended to read as follows (additions are double-underlined and deletions are ~~stricken~~):

Sec. 900.03. – Building code.

Subd. 1. *Purpose.* This chapter provides for the application, administration, and enforcement of the Minnesota State Building Code by regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of all buildings and/or structures in this municipality; provides for the issuance of permits and collection of fees thereof; provides penalties for violation thereof; repeals all ordinances and parts of ordinances that conflict therewith. This chapter shall perpetually include the most current edition of the

Minnesota State Building code with the exception of the optional appendix chapters. Optional appendix chapters shall not apply unless specifically adopted.

Subd. 2. *Codes adopted by reference.* The Minnesota State Building Code, as adopted by the Minnesota Commissioner of Labor and Industry pursuant to Minn. Stat. §§ 326B.101 to 326B.16, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the building codes and standards unit, is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this chapter. The Minnesota State Building Code is hereby incorporated in this chapter as if fully set out herein.

Subd. 3. *Application, administration and enforcement.* The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits permitted by Minn. Stat. § 326B.121, subd. 2, when so established by this chapter. The code enforcement agency of this municipality is called the building code department of the city. The administrative authority shall be a state certified "building official" designated by the city to administer the code pursuant to Minn. Stat. § 326B.133.

Subd 4. *Permits and fees.* The issuance of permits and the collection of fees shall be as authorized in Minn. Stat. §§ 326B.101 to 326B.16 and this Code. Permit fees shall be assessed for work governed by this code in accordance with Table 1 of this chapter, as adopted by the city. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with Minn. Stat. § 326B.148.

2. Section 900.04 is amended as follows:

- 2.1 The title is amended to read "Rules and definitions."
- 2.2 The rule provisions of Chapter 900, formerly found in Section 900.03, are moved to this section and placed in a new subdivision titled "Subd. 1 *Rules.*"
- 2.3 The definitions currently found in this section are placed in a new subdivision titled "Subd. 2. *Definitions.*"
- 2.4 The definition for "day care nursery" is deleted.
- 2.5 The following definitions are added:

Cannabis business has the meaning given it in Minn. Stat. §342.01, subd. 14.

Cannabis mezzobusiness means a vertically integrated license offered by the OCM that allows a license holder to cultivate (15,000 square foot plant canopy limit), manufacture, and sell cannabis and related products.

Cannabis microbusiness means a vertically integrated license offered by the OCM that allows a license holder to cultivate (5,000 square foot plant canopy limit), manufacture, and sell cannabis and related products.

Cannabis retail business means the retail location(s) of a: i) cannabis mezzobusiness with a retail operations endorsement; ii) a cannabis microbusiness with a retail operations endorsement; iii) a medical cannabis combination businesses operating a retail location; or iv) a lower-potency hemp edible retailer.

Daycare means a location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Lower-potency hemp edible has the meaning given it under Minn. Stat. §342.01, subd. 50.

Medical cannabis combination business has the meaning given it in Minn. Stat. §342.515.

Residential treatment facility means a residential treatment facility, as defined under Minn. Stat. §245.462, subd. 23.

School means a public school as defined under Minn. Stat. §120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. §120A.24.

3. Section 900.05, regarding district regulations, is amended as follows:

3.1 Section 900.05.7, A, 4, regarding uses permitted with special restrictions in the B-1 Highway Business District, is amended to add the following at the end of such subsection:

- g. Cannabis retail businesses, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter and the requirements of chapter 515 of the Code.

3.2 Section 900.05.8, A, 4, regarding uses permitted with special restrictions in the B-2 General Business District, is amended to add the following at the end of such subsection:

- f. Cannabis retail businesses, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter and the requirements of chapter 515 of the Code.

- 3.3 Section 900.05.9, A, 4, regarding uses permitted with special restrictions in the B-3 Central Business District, is amended to add the following at the end of such subsection:
- f. Cannabis retail businesses, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter and the requirements of chapter 515 of the Code.
- 3.4 Section 900.05.11, A, 5, regarding uses permitted with special restrictions in the I-1 Industrial Park District, is amended to add the following at the end of such subsection:
- c. Cannabis businesses licensed or endorsed for cultivation, manufacturer, wholesale, transportation, or delivery, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
 - d. Medical cannabis combination businesses, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
 - e. Businesses licensed or endorsed for low-potency hemp edible manufacturer, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
- 3.5 Section 900.05.12, A, 5, regarding uses permitted with special restrictions in the I-2 General Industrial District, is amended to add the following at the end of such subsection:
- c. Cannabis businesses licensed or endorsed for cultivation, manufacturer, wholesale, transportation, or delivery, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
 - d. Medical cannabis combination businesses, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
 - e. Businesses licensed or endorsed for low-potency hemp edible manufacturer, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
- 3.6 Section 900.05.15, A, 4, regarding uses permitted with special restrictions in the A Agricultural District, is amended to add the following at the end of such subsection:
- d. Cannabis businesses licensed or endorsed for cultivation, subject to the buffer requirements set forth in section 900.06.01, D, of this chapter.
- 3.7 Section 900.05.17, A, 3, regarding uses permitted with special restrictions in the F-1 Fairground District, is amended to add the following at the end of such subsection:
- j. Temporary cannabis events held pursuant to a valid permit issued under section 515.12 of the Code.

4. Section 900.06.1, regarding supplementary use regulations, is amended to add the following at the end of such section:

D. *Cannabis business buffer requirements.* In all districts, cannabis business uses are subject to the following restrictions:

1. No cannabis business shall be located or operated within 1,000 feet of a school, as measured in a straight line from the closest point of the property line of the lot where the cannabis business is located to the property line of the lot where the school is located.
2. No cannabis business shall be located or operated within 500 feet of a daycare, as measured in a straight line from the closest point of the property line of the lot where the cannabis business is located to the property line of the lot where the daycare is located.
3. No cannabis business shall be located or operated within 500 feet of a residential treatment facility, as measured in a straight line from the closest point of the property line of the lot where the cannabis business is located to the property line of the lot where the residential treatment facility is located.
4. No cannabis business shall be located or operated within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field, as measured in a straight line from the closest point of the property line of the lot where the cannabis business is located to edge of the attraction within the public park.
5. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in this subsection 7 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, or attraction within a public park that is regularly used by minors moves within an applicable minimum buffer zone.

- 3.9 Section 900.12, subd. 8, A, regarding the penalties for violating Chapter 900, is amended to read as follows (additions are double-underlined and deletions are ~~stricken~~):

Subd. 8. *Violations and penalties.*

- A. Violation of this chapter is a misdemeanor, subject to the general penalty provisions of chapter 102 of the Code. Each day that the violation is permitted to exist shall constitute a separate offense.

- 3.10 All references in Chapter 900 to “day care” are amended to read “daycare.”

EFFECTIVE DATE

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this 16th day of December 2024.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

CITY OF WACONIA
RESOLUTION NO. 288

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 779

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 779 on December 16, 2024 (the “Ordinance”); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

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

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The following official summary of Ordinance No. 779 is hereby approved:

ORDINANCE NO. 779, AN ORDINANCE AMENDING CHAPTER 900 REGARDING ZONING, amends Chapter 900 of the Waconia City Code to: i) add definitions related to various cannabis businesses and related matters; ii) amend the district regulations to list where various types of cannabis businesses can be located; and iii) make other technical updates to the numbering and administrative language of Chapter 900. The ordinance also implements buffer requirements generally prohibiting a cannabis business (as defined in the ordinance) from being located within 1000 feet of a school or within 500 feet of a daycare, residential treatment facility, or public park regularly used by minors.

The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 16th day of December 2024.

Nicole Waldron, Mayor

ATTEST:

Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 16, 2024
Item Name:	Receive Feasibility Report and Call Hearing for the 2025 Downtown Phase 3 Improvement Project
Originating Department:	Public Services
Presented by:	Jon Haukaas
Previous Council Action (if any):	May 20, 2024 Resolution No. 2024-117 Ordering Preparation of Feasibility Study & Assessment Benefit Evaluation for the Phase 3 Downtown Reconstruction Project.

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 No. 2024-289 Receiving Feasibility Report & Calling Hearing on Improvements

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

On May 20th, 2024, the City Council authorized the preparation of the Design and Feasibility Report for the 2025 Improvement Project. Staff prepared the design in accordance to previous discussions with the City Council and public feedback.

The attached Feasibility Report has been prepared as directed noting the design layouts and cost associated for the 2025 Improvement Project. These areas are as follows:

- First Street West from Maple Street to Olive Street
- Olive Street South from First Street to Second Street
- Second Street West from City Hall to Elm Street

The City Engineer and city staff will be available for questions on the report as attached, or to provide a brief presentation as warranted. Staff recommends approval of this request allowing for continued work on the plans and opportunity to hold a Public Hearing on January 21st, 2025 at City Hall at 6:00 p.m. as part of the regularly held City Council Meeting.

Attachments:

1. [Resolution No. 2024-289 Receiving Feasibility Report & Calling for Public Hearing on Improvement](#)
2. [Downtown Reconstruction Feasibility Study Phase 3](#)

<i>FINANCIAL IMPLICATIONS:</i>	<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses: 429 Bonds, Utility Funds		
Budget Information:	Planning Commission	
X Budgeted	Parks and Recreation Board	
Non Budgeted	Safari Island Advisory Board	
Amendment Required	Other	

CITY OF WACONIA
RESOLUTION NO. 2024-289
RESOLUTION RECEIVING FEASIBILITY REPORT & CALLING
HEARING ON IMPROVEMENT

WHEREAS, pursuant to a resolution of the council adopted May 20, 2024, a report has been prepared by the City Engineer with reference to the proposed Downtown Reconstruction, Phase 3 project, the street, drainage and utility improvements of the following:

- First Street W from Maple Street S to 50 feet east of Olive Street S
- Olive Street S from 50 feet north First Street W to Second Street W
- Second Street W from 200 feet west of Olive Street W to Elm Street S
- Alley and adjacent parking areas located north of Second Street W, south of First Street W, east of Olive Street S, and west of Elm Street S
- Alleys located north of Main Street E, south of Lake Street E, east of Elm Street N, and west of Spruce Street N

WHEREAS, the report provides information regarding whether the proposed improvements are necessary, cost-effective, and feasible; whether they should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED By the City Council of the City of Waconia:

1. The council will consider the improvement of such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$7,140,000.

2. A public hearing shall be held on such proposed improvements on January 20, 2025, in the council chambers of the city hall at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

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

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, Assistant City Administrator

FEASIBILITY STUDY

FOR

DOWNTOWN RECONSTRUCTION, PHASE 3

PROJECT

CITY OF WACONIA, MN



DECEMBER 2024

PREPARED BY:
BOLTON & MENK, INC.
2638 SHADOW LANE SUITE 200
CHASKA, MN 55318



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

December 10, 2024

City of Waconia
Attn: Shane Fineran
201 South Vine Street
Waconia, MN 55387

RE: Downtown Reconstruction, Phase 3 Project

Honorable Mayor and City Council Members:

Pursuant to your request we have prepared a Feasibility Study for project components to be included in the Downtown Reconstruction, Phase 3 Project. The project location and the various proposed project components include the following:

- Street and utility reconstruction of 1st Street from Maple Street to Olive Street, Olive Street from 1st Street to 2nd Street, and 2nd Street from City Hall to Elm Street consisting of the following items:
 - Complete street reconstruction
 - Storm sewer replacement/expansion & stormwater treatment
 - Sidewalk replacement/widening
 - Sanitary sewer replacement
 - Water system replacement/upsizing and addition of cathodic protection
 - Irrigation system expansion
- Reconstruction and utility improvements of 1 block of the alley east of Olive Street and north of 2nd Street.
- Reconstruction and paving of 2 blocks of alley east of Elm Street and north of Main Street.
- Parking lot improvement in the public and private parking areas south of 1st Street and west of Elm Street (across the alley from the proposed apartment building project).

This report includes maps and drawings indicating the proposed improvements and a proposed method of financing and funding. I am available to discuss this report and this proposed project at your convenience.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake S. Saulsbury, P.E.

Cc: Jon Haukaas, Public Services Director

Enclosure

FEASIBILITY STUDY
FOR
DOWNTOWN RECONSTRUCTION, PHASE 3 PROJECT
CITY OF WACONIA, MINNESOTA

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.



Jake S. Saulsbury, P.E.

Date: December 10, 2024

Registration No. 42713

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DESCRIPTION

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DESCRIPTION

SUMMARY & CONCLUSIONS

A. STUDY SCOPE

It is proposed that improvements to the infrastructure be constructed or reconstructed to provide the public with a sustainable system of roads, utilities, and pedestrian facilities to augment the City with good water quality, greater connectivity among residents, safer traveling for vehicles and pedestrians, and a healthier quality of life. This study investigates the feasibility of the proposed improvements, provides related project cost estimates, and recommends a proposed method for financing and funding the project. The location of these improvements is shown on Figure No. 1.1 in Appendix A and consists of the following project components:

1. Reconstruction of West 1st Street (from Maple Street to Olive Street), South Olive Street (from 1st Street to 2nd Street), 2nd Street (from dead end to Elm Street), alley from Olive Street to Elm Street, alley from Elm Street to Pine Street, alley from Pine Street to Spruce Street, and the parking lot in the southwest corner of Elm Street and First Street:
 - Removal and reconstruction of the entire 66-foot road right-of-way of 1st Street, Olive Street, and 2nd Street.
 - Reconstruction of 1st Street, Olive Street, and 2nd Street to the City's truck route section.
 - Reconstruction of the alleys from Olive Street to Elm Street, Elm Street to Pine Street, and Pine Street to Spruce Street.
 - Replacement of the sanitary sewer system, including service laterals.
 - Replacement and upsizing of the water system, including replacement of hydrants, gate valves, and services.
 - Expansion of irrigation system crossing 1st Street with distribution mains located along 1st Street and Olive Street
 - Replacement and expansion of the existing storm sewer system, including the addition of stormwater treatment.
 - Reconstruction of the existing sidewalks along 1st Street, Olive Street, and 2nd Street.

The City requested two alternatives to be reviewed for 1st Street between Vine Street and Olive Street. The contents of this Feasibility Study and the widths of the roadway, parking areas, and sidewalks contained herein reflect the City's direction.

B. ESTIMATED COSTS, FUNDING, AND FINANCING

Estimated project costs for each of the project components are provided in Appendix A. The project costs are summarized as follows:

1.) Option A or B Street Reconstruction	\$5,035,600
2.) Parking Lot Reconstruction	\$314,600
3.) Utility Reconstruction	\$1,789,800
Total Project Cost - \$7,140,000	

The proposed method of financing for the Downtown Reconstruction, Phase 3 Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond, a Chapter 115 Sanitary Sewer Revenue Bond, and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 115 Bond would be used for the sanitary sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. PIR Capital Improvement cash would be used for the sidewalk improvements. This proposed method will be discussed further with the Finance Director and the City's Financial Consultant.

C. OVERALL FEASIBILITY AND COST EFFECTIVENESS

All improvements addressed within this report are feasible from a technical standpoint. This study addresses issues with failing or non-existent infrastructure including street pavement, storm sewer, watermain, sanitary sewer, irrigation, and sidewalk facilities. The improvements are necessary to provide safe and adequate infrastructure and represent cost effective solutions for doing so. Detailed cost estimates for all project components have been completed and are located in Appendix B.

SECTION 1 - INTRODUCTION

A. IMPETUS

The impetus for this report is a request from the City of Waconia to evaluate the feasibility of planned improvements for the upcoming year. Figure No. 1.1 in Appendix A shows the proposed project location for the Downtown Reconstruction, Phase 3 Project.

B. REPORT ORGANIZATION

To address the various projects in an orderly manner, this report is organized into three (3) sections, shown below:

- Section 1 - Introduction
- Section 2 - Street and Utility Reconstruction
- Section 3 - Financing / Funding

SECTION 2 - STREET AND UTILITY RECONSTRUCTION

A. STREET IMPROVEMENTS

Figure No. 2.1 indicates the two proposed street layout options for 1st Street between Vine Street and Olive Street and the proposed improvements on Olive Street and 2nd Street. The street improvements include removal of the existing road sections on each of the highlighted roads and rebuilding them to current city standards, including replacement of existing curb and gutter sections. Options the City requested to be reviewed are outlined below:

1. 1st Street (Maple Street to Vine Street)

The proposed street section for 1st Street from Maple Street to Vine Street consists of a 46-foot-wide street with curb and gutter. The proposed sidewalk on 1st Street between Maple Street and Vine Street would be 5-feet wide on the north side of the roadway and 10-feet on the south side. This street section would approximately match the existing sidewalk widths on 1st Street. Parking on 1st Street between Maple Street and Vine Street would remain parallel parking on both the north and south sides of the roadway. The parking stall count would remain approximately the same as existing on this block of 1st Street.

2. 1st Street (Vine Street to Olive Street) - Option A

The proposed street section for Option A consists of a 48-foot-wide street with curb and gutter, this street width would approximately match the existing roadway. Figure No. 2.1A shows the parallel parking layout on both the north and south sides of 1st Street. Option A would also keep the sidewalk widths approximately the same as existing at 6.5-feet on the north side and 11.5-feet on the south side. The pickup and drop off area in front of the movie theatre would be replaced at the same location with the same geometry.

3. 1st Street (Vine Street to Olive Street) - Option B

The proposed street section for Option B consists of a 48-foot-wide street with curb and gutter, this street width would approximately match the existing roadway. Figure No. 2.1B shows the change to 45-degree angled parking on the

north side of 1st Street and maintaining the parallel parking on the south. To change the north side of the street to 45-degree parking the sidewalk widths need to be adjusted to 8-feet wide on the north and 10-feet wide on the south side of the street. This change is needed to allow for vehicle bumpers to overhang the north curb while still maintaining minimum sidewalk widths for pedestrians. Changing the north side of this block to 45-degree parking would increase the parking stall count by approximately 5. This Option B layout would approximately match the section of 1st Street to the east where 60-degree angled parking exists along the northern side of the road. The 45-degree parking would result in a 3-foot offset in the street center line to the west and a 0-foot to 3-foot offset to the east depending on the future improvements on 1st Street.

4. Olive Street (1st Street to 2nd Street)

The proposed street section for Olive Street from 1st Street to 2nd Street consists of a 48-foot-wide street with curb and gutter. This results in a 4-foot narrowing of the roadway. Parking on both sides of the road would remain parallel parking. The sidewalk on both sides of Olive Street would be 9-feet which would increase the sidewalk width by approximately 2-feet on both sides. This proposed section would match the Downtown Reconstruction Phase 1 street section for Olive Street between 1st Street and Main Street.

5. 2nd Street (Olive Street to Elm Street)

The proposed street section for 2nd Street consists of a 42-foot-wide street with curb and gutter, which reduces the street width by approximately 2.5-feet. 2nd Street is proposed to have an 8-foot sidewalk on the north side of the street and a 6-foot sidewalk with a 4-foot boulevard on the south. The parking arrangement on 2nd Street would remain the same with parallel parking on both sides of the road. With this parking layout there would be 12-foot drive lanes. The properties on the north side of 2nd Street are being redeveloped into an apartment complex. The 8-foot-wide sidewalk adjacent to the building will match the downtown standard of a wider sidewalk with no grass boulevard.

6. 2nd Street (Olive Street to Dead End)

The proposed street section for 2nd Street between Olive Street and the dead end to the west consists of a 28-foot-wide street with curb and gutter, which narrows

the street by approximately 17-feet. This segment of 2nd Street acts as an access to the apartments and a loading area for the business at 132 Olive Street. The street width was reduced to a width that still accommodates large box trucks and large trucks with trailers. There will be no parking on this dead end segment of 2nd Street.

7. Alley Improvements

To comply with the Carver County Water Management Organization (CCWMO) stormwater requirements pertaining to sediment and total suspended solids for the Phase 2 Downtown Reconstruction, the City was required to pave the red rock portions of the alleys between Elm Street and Spruce Street shown on Figure No. 2.2. Approximately 170-feet of the alleys were already paved but in poor condition. It is proposed that the full length of the alleys be reconstructed to reduce future maintenance issues and future costs. The alleys are proposed to be 12-feet wide to reduce conflicts with utility poles, retaining walls, and driveway impacts. The alley between Olive Street and Elm Street will also be reconstructed due to utility improvements and impacts from the developer to construct the apartment building. The alleys will be constructed with a typical section of 2 lifts of bituminous pavement totaling 4.5-inches, an aggregate base depth of 9-inches, and geotextile fabric. As part of the Developer's Agreement, some of the costs associated with reconstructing the alley between Olive Street and Elm Street will be paid for by the developer. The total cost for the alley improvements were divided into a cost per linear foot to appropriately divide the costs between the City and the developer. The total estimated cost for the alley and the associated cost per linear foot can be found in Appendix A. The western 180 feet of the alley would need to be reconstructed under both projects if they were constructed independently resulting in a 50-50 cost share for this section. The eastern 150 feet of the alley between Olive Street and Elm Street only needs to be reconstructed due to apartment construction limits extending into the alley way and the large volume of construction traffic that will rapidly deteriorate the pavement; this results in a 100% developer cost for this section of the alley. The City will receive an estimated \$40,000 from the developer for the estimated developer impacts to the alley.

8. Offsite Parking Lot Improvements

With this project the City reviewed and evaluated the possibility of additional parking areas close to the downtown area. Figure No. 2.3 illustrates one of the potential locations near the intersection of Elm Street and 1st Street. This site would require coordination with the property owner and reserving some parking stalls for tenants. With the preliminary layout shown in Figure No 2.3 it would create a paved and striped lot with approximately 29 parking stalls in the downtown area. This parking lot design has dedicated space for vegetation and reduces the amount of paved surface. The parking lot would be constructed with a typical section of 2 lifts of bituminous pavement totaling 4.5-inches, an aggregate base depth of 9-inches, and geotextile fabric. The total estimated cost for the proposed offsite parking lot improvements is \$314,600 and is considered a non-assessable cost.

Construction of a standard truck route section includes three lifts of bituminous pavement (6.5”), aggregate base (12.0”), and select granular borrow (12.0”) underlain by geotextile fabric. The standard truck route street section will be constructed on top of a compacted subgrade and contain draintile behind the curb. The typical section for the City standard truck route section is shown on Figure No. 2.4. The results of the soils investigation indicate poor soils could be encountered on 1st Street from Maple Street to Olive Street and on Olive Street from 1st Street to 2nd Street. To provide a suitable subgrade, a layer of stabilizing aggregate will likely be needed in these areas. Additional materials above the standard street section are considered extra section items and are therefore not considered to be assessable. Street lighting improvements will take place on 1st Street, Olive Street, and 2nd Street and are a non-assessable cost. The style of fixtures and the layout of the lighting will approximately match the previous two phases of the Downtown Reconstruction project. Additionally, overhead power lines located along Olive Street are planned to be buried as part of the improvements.

The staging for construction will generally fall into two or three construction stages. The first stage of construction would consist of 1st Street between Maple Street and Olive Street. The second phase would be Olive Street from 1st Street to the alley. The third phase would include Olive Street from the alley to 2nd Street, 2nd Street from the dead end to Elm Street, and the alley between Olive Street and Elm Street. Phasing is subject to change

based on findings during final design and/or due to coordination with the proposed development of the apartment building project. Construction phasing may also need adjusting to provide adequate parking, pedestrian access, and business access available at all times. The stages will be continually changing as the work progresses from utilities to street construction and will be adjusted as necessary.

B. STORM SEWER IMPROVEMENTS

The existing storm sewer systems on 1st Street, Olive Street, and 2nd Street will be removed and reconstructed as shown on Figure No. 2.5. New storm sewer is proposed to be constructed in the alley between Olive Street and Elm Street to connect to the proposed stormwater treatment. A weir structure will be installed on Elm Street during the Phase 4 Reconstruction project to divert stormwater runoff on Elm Street into the proposed underground treatment. The Elm Street storm main will experience a decrease in pipe surcharging. The existing drainage patterns will primarily be maintained. Existing storm structures are anticipated to experience surcharging during 5-yr rainfall events.

Additional stormwater treatment will be required in order to meet the Carver County Watershed Management Organization's rules. Due to the limited amount of green space in the right-of-way, underground treatment options were evaluated. Property 24 on Figure No. 3.1 is being redeveloped and there is a partnership between the City and the developer to place the stormwater treatment under the proposed parking lot. See Figure No. 2.6 for stormwater treatment construction. The proposed underground treatment will be SC-740 Stormtech Chambers.

The proposed underground treatment will outlet into a new 24-inch storm pipe connecting down the alley into a catch basin on the west side of Olive Street. Refer to Figure No. 2.5 for structure locations. A weir will be installed in this catch basin to control storm flow. A proposed 18-inch storm sewer pipe will connect this catch basin south to the storm manhole on the northwest corner of the Olive Street and 2nd Street intersection. This proposed 18-inch pipe will allow excess stormwater to bypass the existing 12-inch catch basin outlet which runs behind the theatre to connect to the Vine Street storm main. All bypass stormwater is ultimately routed to the same Vine Street storm sewer manhole. These improvements will allow 10-yr rainfall events to pass without structure surcharging.

Future improvements behind the theatre should replace the existing 12-inch storm sewer pipe with a larger diameter pipe. Once this stretch of pipe is upsized to 24-inch it would allow for passage of a 100-yr rainfall event without structure surcharging.

As part of the development of the lots north of 2nd Street, the developer proposed storm sewer to connect to the existing system on Olive Street. Since the City will be placing the stormwater treatment under the parking lot of the apartment, storm sewer pipe is required to be installed to the existing system on Olive Street. The City will receive approximately \$67,000 for the storm sewer required for the development, and the City will be responsible for any additional structures and oversizing costs.

The total estimated cost for the proposed street and storm sewer reconstruction improvements is \$4,714,800. This amount includes the alley improvements and the offsite parking improvements. Of this amount \$550,100 is considered assessable. Itemized cost estimates are provided in Appendix B of this report. Financing and funding for the entire project is discussed in Section 3.

C. SIDEWALK IMPROVEMENTS

The proposed sidewalk reconstruction locations and alternates are also shown on Figure No. 2.1. The proposed sidewalk on the north and south sides of 1st Street between Maple Street and Vine Street will match the existing sidewalk at approximately 5-feet wide and 10-feet wide, respectively. 1st Street between Vine Street and Olive Street has two options. The first option is to match the existing sidewalk width on both sides of the roadway; 6.5-feet on the north and 11.5-feet on the south. The second option would be to have an 8-foot sidewalk on the north and a 10-foot sidewalk on the south side of the street. Option 2 would result in an increase of 1.5-feet on the north side and narrow the sidewalk width by approximately 1.5-feet on the south side. Olive Street sidewalk will be constructed to a width of 9-feet on both sides of the road which increases the width by approximately 2-feet. The sidewalk widths on 1st Street and Olive Street vary depending on building locations. The sidewalk on the north side of 2nd Street will be reconstructed to a width of 8-feet, this will widen the sidewalk by approximately 4-feet. Since the north side of 2nd Street is being redeveloped into an apartment complex the wider commercial sidewalk will be constructed adjacent to the building. The sidewalk on the south side of 2nd Street will be reconstructed to a width of 6-feet with a 4-foot boulevard, this results in an increase of 1-foot in width. All existing and proposed pedestrian ramps will be constructed to Americans with Disabilities Act (ADA) standards to provide adequate access to all users.

The total estimated cost of the sidewalk improvements is \$635,400 which is not considered an assessable cost. As part of the developer's agreement the developer will provide funds to the City for the sidewalk adjacent to the building on Olive Street and 2nd Street in the amount of \$65,600. The City will also receive an estimated \$41,500 from the developer for the sidewalk adjacent to the building on Elm Street which will be constructed with the Downtown Reconstruction Phase 4 project. An itemized cost is provided in Appendix B of this report. Financing and funding for the entire project is discussed in Section 3.

D. SANITARY SEWER IMPROVEMENTS

The sanitary sewer improvements consist of reconstruction of sewer main, manholes, and sewer services on 1st Street, Olive Street, 2nd Street, and the alley between Olive Street and Elm Street as shown on Figure No. 2.7. The sewer reconstruction consists of replacing the old and deteriorated, clay sewer system with an 8-inch PVC sewer main and with sewer services from the main to the property line. Sanitary manholes will be reconstructed, and new sewer will be stubbed out of the intersections and connected to the existing pipes east of the Olive Street and 1st Street intersection.

The total estimated cost for all of the sanitary sewer improvements is \$588,200. Of this amount, \$244,900 is considered assessable. Itemized cost estimates are provided in Appendix B. Financing and funding is discussed in Section 3.

E. WATERMAIN IMPROVEMENTS

Figure No. 2.8 indicates the proposed watermain improvements. The existing watermain consists of 6-inch main on 1st Street, Olive Street, and 2nd Street. The existing system is aging and is susceptible to breakages and leaks. Breakages and leaks result in high maintenance and repair costs, service disruptions, and saturation of the street subgrade. Therefore, the proposed improvements include removing and replacing the entire watermain system within the street right-of-way and upsizing to a 10-inch main on 1st Street and an 8-inch main on Olive Street and 2nd Street. Replacement includes the mainline, gate valves, hydrants, and services. The watermain reconstruction will stop short of the intersection of 2nd Street and Elm Street in order to not impact that intersection. The new watermain will be stubbed out to the east of the 1st Street and Olive Street intersection and connected to the existing pipes so the intersection will not need to be reconstructed again with future adjacent projects.

Water services along 1st Street and Olive Street will be constructed into the buildings that are adjacent to the road. This will involve connecting inside the buildings and extra work to bore through the foundation walls and make any necessary adjustments to interior connections. Curb stops will be constructed within the city right-of-way for future operation and maintenance needs as standard practice.

The proposed pipe material is polyvinyl chloride pipe (PVC). This pipe is more resistant to corrosion from the in-place clay soils. Previous geotechnical evaluations on adjacent projects included soil resistivity testing to determine how corrosive the in-place soils are. These tests resulted in resistivity values showing the in-place soil to be moderately corrosive. To protect the watermain against corrosion, the following steps will be taken during construction:

- All hydrants and gate valves will be manufactured and secured utilizing stainless steel bolts.
- All fittings will be coated with fusion bonded epoxy.
- All ductile iron pipe, fittings, valves, valve boxes, and hydrant risers will be wrapped in polyethylene encasement material and provided with cathodic protection.

Figure No. 2.9 indicates the proposed irrigation system improvements. The irrigation system improvements will include extending the 4-inch irrigation main across the intersection of 1st street and Olive Street and installing 1-inch mains along 1st Street and Olive Street. The 4-inch main will only be extended to the south side of 1st Street since this is the edge of the downtown service area. The 1-inch mains will be used to water plantings hanging from the light poles. The irrigation system is planned to be switched over to a stormwater reuse system when the stormwater treatment system is constructed. The irrigation system improvements are considered a non-assessable cost.

The total estimated cost for all of the watermain improvements is \$1,201,600. Of this amount, \$393,100 is considered assessable. Itemized cost estimates are provided in Appendix B. Financing and funding is discussed in Section 3.

SECTION 3 - FINANCING / FUNDING

A. FINANCING

The proposed method of financing for the Downtown Reconstruction, Phase 3 Project is through the sale of a combined bond consisting of a Chapter 429 General Obligation Bond, a Chapter 115 Sanitary Sewer Revenue Bond, and a Chapter 444 Water and Stormwater Revenue Bond. The Chapter 429 Bond would be used for the street/storm sewer reconstruction. The Chapter 115 Bond would be used for the sanitary sewer reconstruction. The Chapter 444 Bond would be used for the watermain reconstruction and miscellaneous drainage improvements. PIR Capital Improvement cash would be used for the sidewalk improvements.

It is recommended that the City discuss financing options in more detail with their Financial Consultant. Combining the financing of this project with other possible planned improvements or planned equipment purchases should also be evaluated and discussed.

The total estimated project cost is \$7,140,000. The detailed cost estimates for individual project components are located in Appendix B. The estimates consist of the estimated construction cost based on recent construction bid prices, a 10% allowance for contingencies, and a 30% allowance for bidding, surveying, engineering, property owner coordination, building inspections, construction staking, construction administration, and inspection costs.

B. FUNDING

The different funding sources proposed to be used to service the bond debt include the following:

- Special assessments
- New special debt levy
- Stormwater funds
- Sewer funds
- Water funds
- PIR funds

The City has funds available in the various fund accounts to service the debt. And if necessary, the City also has funds available in the general fund to service the debt.

The following sections provide a cost apportionment and funding source summary for the various project components.

C. STREET / STORM / SIDEWALK RECONSTRUCTION

The total project costs are apportioned as follows:

Item	Cost / FF	City Cost or Assessment	Recommended Funding Source
Sidewalk Construction Cost			
Sidewalk Construction Cost	\$635,400	City	PIR Funds
Total Project Cost:	\$635,400		
Street / Storm Reconstruction Costs			
Extra Section Depth / Width & Parking Lot	\$3,244,000	City	New Special Debt Levy
Street / Storm Reconstruction Cost	\$1,470,800		
Total Street / Storm Reconstruction Cost:	\$4,714,800		
Assessment Calculations			
Standard Street Section Cost	\$1,470,800		
City Contribution (50%)	\$735,400	City	New Special Debt Levy
Assessable Eligible Portion (50%)	\$735,400		
Total Front Footage	2,866.0		
Corner Lot Front Footage (Feet)	379.6		
Assessment Basis Front Footage (Feet)	2,486.3		
Assessable Cost Per Front Foot	\$295.78		
Non-Assessable Front Footage (Feet)	626.5		
Non-Assessable Cost	\$185,300	City	New Special Debt Levy
City Front Footage (Feet)	191.4		
City Front Footage Cost	\$56,600		
Assessment Front Footage (Feet)	1,859.8		
Total Assessed Amount	\$550,100	Assessment	Special Assessments
Total City Cost:	\$4,800,100		
Total Assessed Amount:	\$550,100		
Total Project Cost:	\$5,350,200		

D. SANITARY SEWER

The sanitary sewer proposed for reconstruction services commercial and residential properties. Commercial and multi-family properties are converted to equivalent residential units (ERUs) based on water usage. Three properties exceed the normal water usage for a typical single-family home. These properties and their ERU calculations are as follows:

Property Owner	Property Address	Annual Water Usage (gal)	Daily Water Usage (gal)	Daily Usage / ERU (gal)	*ERUs
JD RENTALS LLPA	125 1ST ST W	425,000	1,165	275	4.0
P & D WACONIA PROPERTIES LLC	119 OLIVE ST S	236,000	647	275	2.0
OLIVE & SECOND LLC	24 2ND ST W	2,812,000 **	7,704 **	275	28.0
	16 2ND ST W				
	8 2ND ST W				
	136 ELM ST S				

* ERUs are rounded down to the nearest 0.5 units

** Estimated usage based on total ERU calculation

On previous projects the portion of the sanitary sewer cost that was assessed consisted of 50 percent of the typical project sanitary sewer cost. Costs related to soil corrections, bypass pumping, and vibration monitoring are isolated as City costs and not included in the assessment calculations.

Also, the unique project area should be taken into account by including non-assessable units. To remain fair and equitable it is recommended to include 5 non-assessable units to account for the City/EDA owned parcels that are not served with sewer or water. Therefore, the project contains 55 sewer units, 50 of which are assessable.

Based on the information and recommendations above, the total project costs for the sanitary sewer component of the proposed project are apportioned as follows:

Item	Cost / Units	City Cost or Assessment	Recommended Funding Source
Total Sanitary Sewer Project Costs			
Typical Sanitary Sewer Project Cost	\$538,900		
City Contribution Cost	\$49,300	City	Sewer Fund
Total Project Cost:	\$588,200		
Assessment Calculations			
Assessment Eligible Portion	\$538,900		
City Contribution (50%)	\$269,500	City	Sewer Fund
Assessable Eligible Portion (50%)	\$269,400		
Sanitary Sewer Units	55.0		
Assessment Per Unit	\$4,898.18		
Assessable Units	50.0		
Non-Assessable Units	5.0		
Non-Assessable Cost	\$24,500	City	Sewer Fund
Total Assessed Amount	\$244,900	Assessment	Special Assessments
Total City Cost:	\$343,300		
Total Assessed Amount:	\$244,900		
Total Project Cost:	\$588,200		

E. WATERMAIN

The watermain proposed for reconstruction services commercial and residential properties. Same as with the sanitary sewer, commercial and multi-family properties are converted to equivalent residential units (ERUs) based on water usage. Three properties exceed the normal water usage for a typical single-family home. These properties and their ERU calculations are as follows:

Property Owner	Property Address	Annual Water Usage (gal)	Daily Water Usage (gal)	Daily Usage / ERU (gal)	*ERUs
JD RENTALS LLPA	125 1ST ST W	425,000	1,165	275	4.0
P & D WACONIA PROPERTIES LLC	119 OLIVE ST S	236,000	647	275	2.0
OLIVE & SECOND LLC	24 2ND ST W	2,812,000 **	7,704 **	275	28.0
	16 2ND ST W				
	8 2ND ST W				
	136 ELM ST S				

* ERUs are rounded down to the nearest 0.5 units

** Estimated usage based on total ERU calculation

On previous projects, the portion of the watermain cost that was assessed consisted of 50 percent of the standard water system cost. Costs related to soil corrections, vibration monitoring, boring, and cathodic protection are isolated as City costs and not included in the assessment calculations.

Similarly to the sanitary sewer methodology, 5 non-assessable units are recommended to be added to account for the unique project area. Therefore, the project contains 56 water units, 51 of which are assessable.

The total project costs for this component of the proposed project are apportioned as follows:

Item	Cost / Units	City Cost or Assessment	Recommended Funding Source
Total Watermain Project Costs			
City Contribution Cost	\$338,300	City	Water Fund
Standard Water System Costs	\$863,300		
Total Project Cost:	\$1,201,600		
Assessment Calculations			
Assessment Eligible Portion	\$863,300		
City Contribution (50%)	\$431,700	City	Water Fund
Assessable Eligible Portion (50%)	\$431,600		
Watermain Units	56.0		
Assessment Per Unit	\$7,707.14		
Assessable Units	51.0		
Non-Assessable Units	5.0		
Non-Assessable Cost	\$38,500	City	Water Fund
Total Assessed Amount	\$393,100	Assessment	Special Assessments
Total City Cost:	\$808,500		
Total Assessed Amount:	\$393,100		
Total Project Cost:	\$1,201,600		

F. OVERALL COST SUMMARY

In summary, a portion of the street and utility reconstruction work will be assessed to benefitting property owners and the remaining work is recommended to be paid by the City. The overall costs for all project components are summed as follows:

Item	Cost	Recommended Funding Source
Assessed Amount (Per Policy)	\$1,188,100	Special Assessments
Developer Cost Sharing	* \$214,100	Developer Costs
Street & Utility Reconstruction (City Cost)	\$5,737,800	Combined Bond Funds & PIR Capital Improvement Funds
Total Overall Project Cost:	\$7,140,000	

- * This includes \$41,500 for the Elm Street sidewalk planned to be constructed with the Downtown Reconstruction, Phase 4 project.

G. ASSESSMENTS

The assessable portion of the street and utility reconstruction work is proposed to be assessed to the benefiting properties in accordance with current City policy as follows:

- Street Reconstruction - 50% Assessed on a Front Footage Basis of Standard City Residential Street
- Storm Sewer Reconstruction - 50% Assessed on a Front Footage Basis
- Sanitary Sewer Reconstruction - 50% Assessed on a Unit Basis
- Watermain Reconstruction - 50% Assessed on a Unit Basis

Some of the project components would not be assessed. These project components include the following:

- Extra Depth and Width of Street Reconstruction
- Parking Lot Reconstruction
- Sidewalk Reconstruction
- Stormwater Treatment
- Sanitary Sewer & Watermain Non-Standard Construction Items
- Irrigation

The current estimated assessable percentage of the street and utility reconstruction project is 16.6%. The minimum required assessable percentage for a Chapter 429 bond is 20.0%. Consistent with City policy and previous assessment projects, a benefit evaluation will be conducted to determine the special benefit amounts. The assessments will be capped at these amounts as determined by this benefit evaluation process. This process is anticipated to lower the assessments and reduce the assessable percentage of the project. Therefore, as discussed in the previous section, a combined bond approach is recommended in order to meet all statutory requirements.

The plans to redevelop the parcels on the north side of 2nd Street are in the final stages, and the City plans to assess the applicable lots at their “highest and best use” as is common practice for assessment and appraisal calculations. These lots include a redevelopment of single-family homes into multi-story apartment building along with two commercial properties. There is a significant difference in the sewer and water usage with this redevelopment. The estimated ERUs for the development property were derived from the water usage of existing apartment complexes within the City. Water usage data for the existing apartments was obtained and broken down into a per unit type ERU. The per unit type ERU was then applied to the proposed number of units of each type for the development. The ERUs for the restaurant area of the development were determined with the same methodology but only used water usage data from restaurants within the project area as comparison. This approach resulted in 23.0 ERU’s for the apartment building and 5.0 ERU’s for the commercial properties, for a total of 28.0 ERU’s.

A copy of the current City assessment policy is included in Appendix C of this report for reference. Located in Appendix A is an assessment area map (Figure 3.1). To follow is the preliminary assessment roll (Table 3.1) for the street and utility reconstruction project area and debt service and proposed funding sources (Tables 3.2).

TABLE 3.1 - PRELIMINARY ASSESSMENT ROLL
DOWNTOWN RECONSTRUCTION, PHASE 3 PROJECT
12/10/2024

PROP. NO.	P.I.D.	OWNER	PROPERTY ADDRESS	OWNER ADDRESS		F/F	*STREET ASSESSMENT	WATERMAIN UNITS	WATERMAIN ASSESSMENT	SANITARY SEWER UNITS	SANITARY SEWER ASSESSMENT	TOTAL ASSESSMENT	**ANNUAL ASSESSMENT PAYMENT
1	750502980	WACONIA SQUARE LLC	236 1ST ST W	7887 E BELLEVIEW AVE	1100 ENGLEWOOD, CO 80111	76.75	\$22,700.89	0.0	\$0.00	0.0	\$0.00	\$22,700.89	\$2,939.87
2	750503030	WACONIA CITY	217 MAIN ST W	201 VINE ST S	WACONIA, MN 55387	88.25	\$26,102.33	0.0	\$0.00	0.0	\$0.00	\$26,102.33	\$3,380.37
3	750502830	WACONIA CITY	NA	201 VINE ST S	WACONIA, MN 55387	15.17	\$4,486.94	0.0	\$0.00	0.0	\$0.00	\$4,486.94	\$581.08
4	750502820	PROMISE COMMUNITY CHURCH	138 1ST ST W	138 1ST ST W	WACONIA, MN 55387	134.66	\$39,829.34	1.0	\$7,707.14	1.0	\$4,898.18	\$52,434.67	\$6,790.53
5	750502800	WACONIA EDA	116 1ST ST W	201 VINE ST S	WACONIA, MN 55387-1337	110.00	\$32,535.48	0.0	\$0.00	0.0	\$0.00	\$32,535.48	\$4,213.49
6	750502790	WACONIA EDA	106 1ST ST W	201 VINE ST S	WACONIA, MN 55387-1337	22.00	\$6,507.10	0.0	\$0.00	0.0	\$0.00	\$6,507.10	\$842.70
7	750502780	JN/JN LLC	100 1ST ST W	5930 BOULDER BRIDGE LN	SHOREWOOD, MN 55331	16.50	\$4,880.32	1.0	\$7,707.14	0.0	\$0.00	\$12,587.47	\$1,630.13
8	750501250	THE CUTTING EDGE SALON OF WACONIA	241 1ST ST W	241 1ST ST W	WACONIA, MN 55387	0.00	\$0.00	0.0	\$0.00	0.0	\$0.00	\$0.00	\$0.00
9	750501260	QVF PROPERTIES LLC	233 1ST ST W	12755 ISLAND VIEW CIR	ROGERS, MN 55374	55.00	\$16,267.74	1.0	\$7,707.14	1.0	\$4,898.18	\$28,873.07	\$3,739.19
10	750501270	S&C PROPERTIES LLC	225 1ST ST W	225 1ST ST W	WACONIA, MN 55387	67.50	\$19,964.95	1.0	\$7,707.14	1.0	\$4,898.18	\$32,570.28	\$4,218.00
11	750501291	SEGNER-PEITZ PROPERTIES LLC	209 1ST ST W	1933 SILVER ST	WACONIA, MN 55387-8613	97.50	\$28,838.27	1.0	\$7,707.14	1.0	\$4,898.18	\$41,443.59	\$5,367.13
12	750501300	STEP WEST LLC	201 1ST ST W	1941 CARDINAL LN STE A	FARIBAULT, MN 55021-4350	27.50	\$8,133.87	1.0	\$7,707.14	1.0	\$4,898.18	\$20,739.20	\$2,685.82
13	750501370	LIFT MANAGEMENT SERVICES LLP	141 1ST ST W	18258 MINNETONKA BLVD STE 205	WAYZATA, MN 55391	27.50	\$8,133.87	1.0	\$7,707.14	1.0	\$4,898.18	\$20,739.20	\$2,685.82
14	750501390	BERRY PROPERTIES LLC	137 1ST ST W	684 EXCELSIOR BLVD, SUITE 210	EXCELSIOR, MN 55331	22.81	\$6,746.68	1.0	\$7,707.14	1.0	\$4,898.18	\$19,352.00	\$2,506.17
15	750501380	PAVING INVESTMENTS LLC	133 1ST ST W	1124 SUGARBUSH LN	WACONIA, MN 55387	32.19	\$9,521.06	1.0	\$7,707.14	1.0	\$4,898.18	\$22,126.39	\$2,865.47
16	750501400	JD RENTALS LLPA	125 1ST ST W	300 W LAKE ST	WACONIA, MN 55387	51.00	\$15,084.63	4.0	\$30,828.57	4.0	\$19,592.73	\$65,505.93	\$8,483.32
17	750501420	SPIRIT MASTER FUNDING X LLC	101 1ST ST W	6632 TELEGRAPH RD # 193	BLOOMFIELD HILLS, MI 48301-3011	163.00	\$48,211.67	1.0	\$7,707.14	1.0	\$4,898.18	\$60,816.99	\$7,876.08
18	750501520	GERALD A & JANE M EVESLAGE	41 1ST ST W	281 LAKEVIEW TERRACE BLVD	WACONIA, MN 55387	42.00	\$12,422.64	1.0	\$7,707.14	1.0	\$4,898.18	\$25,027.96	\$3,241.24
19	750501540	JDS LLC	115 OLIVE ST S	8820 ISLAND VIEW RD	WACONIA, MN 55387-9605	25.00	\$7,394.43	1.0	\$7,707.14	1.0	\$4,898.18	\$19,999.75	\$2,590.06
20	750501530	P & D WACONIA PROPERTIES LLC	119 OLIVE ST S	119 OLIVE ST	WACONIA, MN 55387-1421	75.00	\$22,183.28	2.0	\$15,414.29	2.0	\$9,796.36	\$47,393.93	\$6,137.73
21	750501340	OLIVE STREET PARTNERS LLC	132 OLIVE ST S	132 S OLIVE ST	WACONIA, MN 55387	133.50	\$39,486.24	1.0	\$7,707.14	1.0	\$4,898.18	\$52,091.57	\$6,746.10
22	754800010	WACONIA CITY	201 VINE ST S	201 VINE ST S	WACONIA, MN 55387	88.00	\$26,028.39	0.0	\$0.00	0.0	\$0.00	\$26,028.39	\$3,370.79
23	750501511	STEVEN J YETZER	125 OLIVE ST S	PO BOX 51	WACONIA, MN 55387	78.50	\$23,218.50	1.0	\$7,707.14	1.0	\$4,898.18	\$35,823.83	\$4,639.35
24	PENDING / 750501505	OLIVE AND SECOND LLC (INCLUDES PENDING SALES OF PROPERTIES OWNED BY STEVEN YETZER & CITY OF WACONIA)	24 2ND ST W	PO BOX 51	WACONIA, MN 55387	204.25	\$60,412.47	28.0	\$215,800.00	28.0	\$137,149.09	\$413,361.56	\$53,532.21
	PENDING / 750501480		16 2ND ST W	332 WEST 4TH STREET	WACONIA, MN 55387								
	PENDING / 750501460		8 2ND ST W	332 WEST 4TH STREET	WACONIA, MN 55387								
	PENDING / 750501450		136 ELM ST S	136 SOUTH ELM STREET	WACONIA, MN 55387								
25	750500580	JESSE AND JAMIE BERSTROM LIVING TRUST	41 2ND ST W	41 2ND ST W	WACONIA, MN 55387-1402	41.25	\$12,200.81	1.0	\$7,707.14	1.0	\$4,898.18	\$24,806.13	\$3,212.51
26	750500590	MICHAEL DEHN	25 2ND ST W	25 2ND ST W	WACONIA, MN 55387-1402	82.50	\$24,401.61	1.0	\$7,707.14	1.0	\$4,898.18	\$37,006.94	\$4,792.57
27	750500600	MARWAY PROPERTIES LLC	208 ELM ST S	17400 ERKIUM ST NW	RAMSEY, MN 55303	82.50	\$24,401.61	1.0	\$7,707.14	1.0	\$4,898.18	\$37,006.94	\$4,792.57
						1,859.83							

*Cost per FF = \$295.78 (Original Calculation)

**Based on a 5.00% Interest Rate and a 10 Year Term.

Totals:	\$550,095.13	51.0	\$393,064.29	50.0	\$244,909.09	\$1,188,068.51	\$153,860.31
TOTAL FRONT FOOTAGE:	2,866.00						
CORNER LOT CREDIT:	379.67						
ASSESSMENT BASIS FRONT FOOTAGE:	2,486.33						
NON-ASSESSABLE FRONT FOOTAGE:	626.50						
ASSESSMENT FRONT FOOTAGE:	1,859.83						

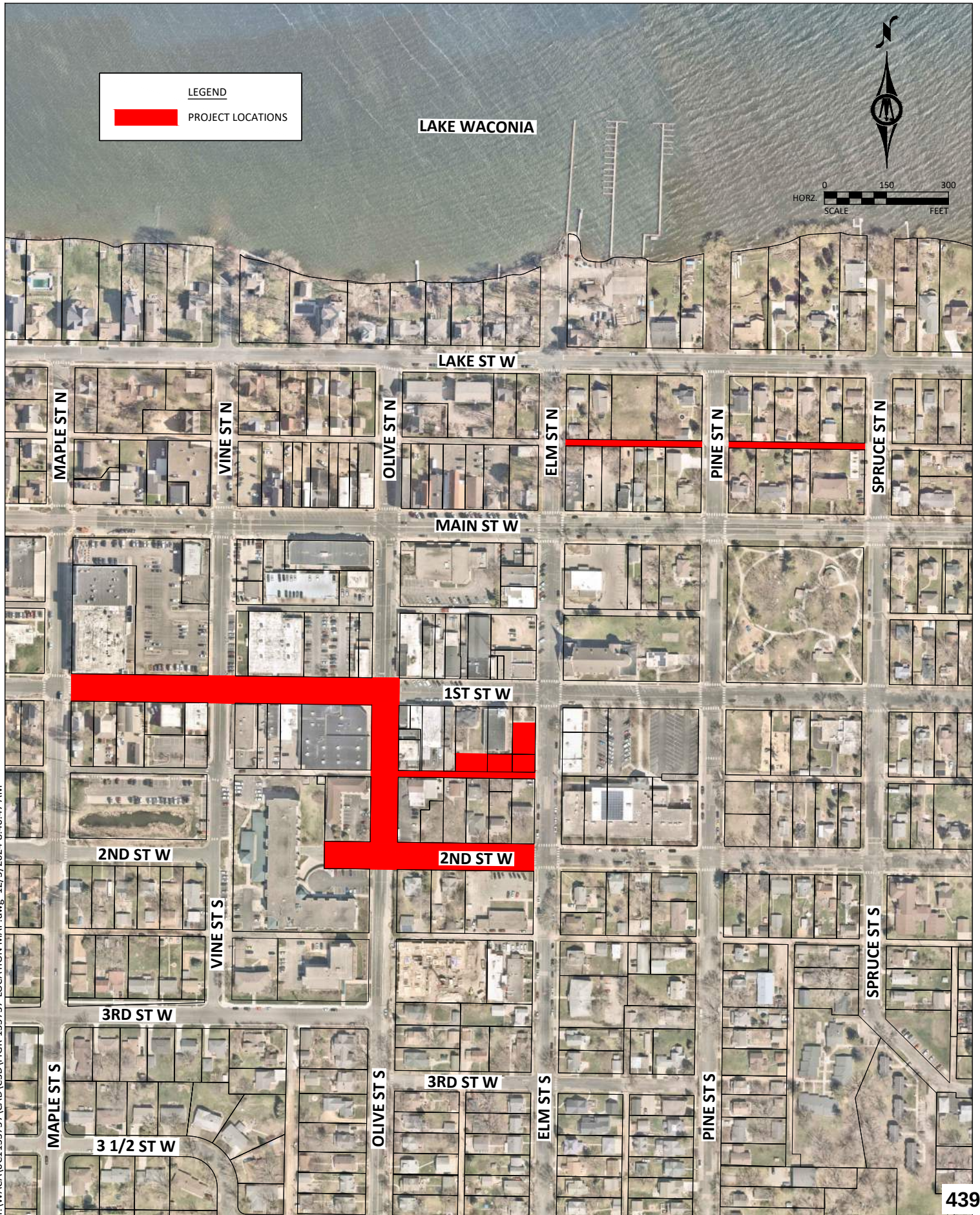
TABLE 3.2
DEBT SERVICE & PROPOSED FUNDING SOURCES
FOR
DOWNTOWN RECONSTRUCTION, PHASE 3 PROJECT
12/10/2024

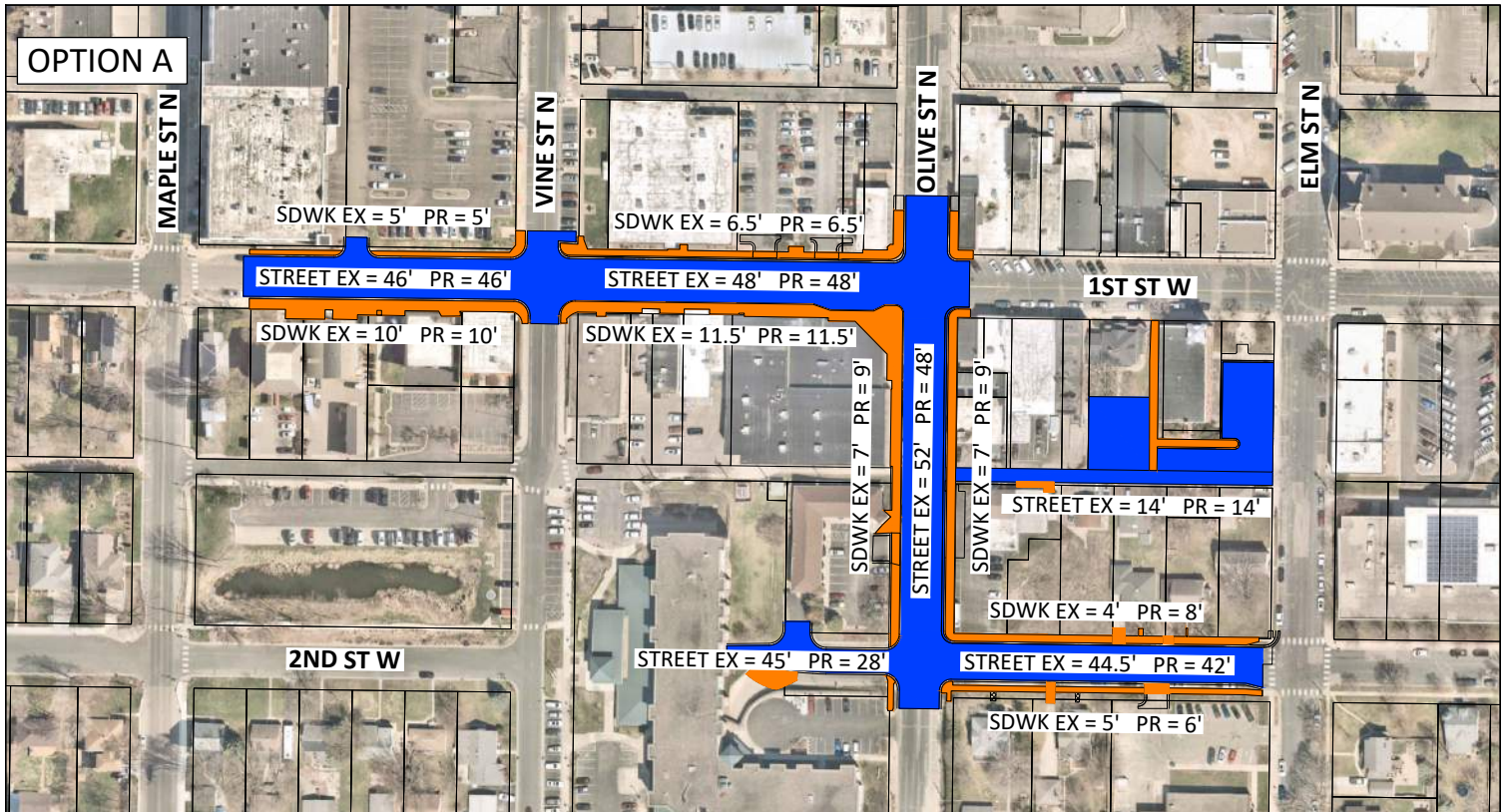
PROPOSED PROJECTS	TOTALS				DEBT SERVICE / FUNDING SOURCE							RECOMMENDED FINANCING OPTION
	TOTAL PROJECT COST	TOTAL ASSESS. AMOUNT	TOTAL CITY COST	TOTAL ASSESS. %	TOTAL DEBT SERVICE	DEBT SVC ASSMT REVENUE	DEBT SVC GENERAL/ PIR FUND	DEBT SVC STM WTR FUND	DEBT SVC SEWER FUND	DEBT SVC WATER FUND	TOTAL REVENUE	
STREET & UTILITY RECONSTRUCTION	\$7,140,175	\$1,188,069	\$5,952,105	16.6%	\$880,319	\$146,478	\$586,890	\$49,316	\$28,406	\$69,228	\$880,319	\$7,200,000
TOTALS:	\$7,140,175	\$1,188,069	\$5,952,105	16.6%	\$880,319	\$146,478	\$586,890	\$49,316	\$28,406	\$69,228	\$880,319	Combined Bond

Notes:
1.) All Debt Service Projections are Based on a 10-Year Bond At 4.0%.
2.) Actual Assessment Revenue Debt Service Will Be Based On Interest Rate 1.0% Above Bonding Cost (=4.0% + 1.0% = 5.0%) With a 10-Year Term.
3.) Amounts Shown Do Not Include Any Grant Funds Which May Reduce the Required Payment Amounts.

APPENDIX A

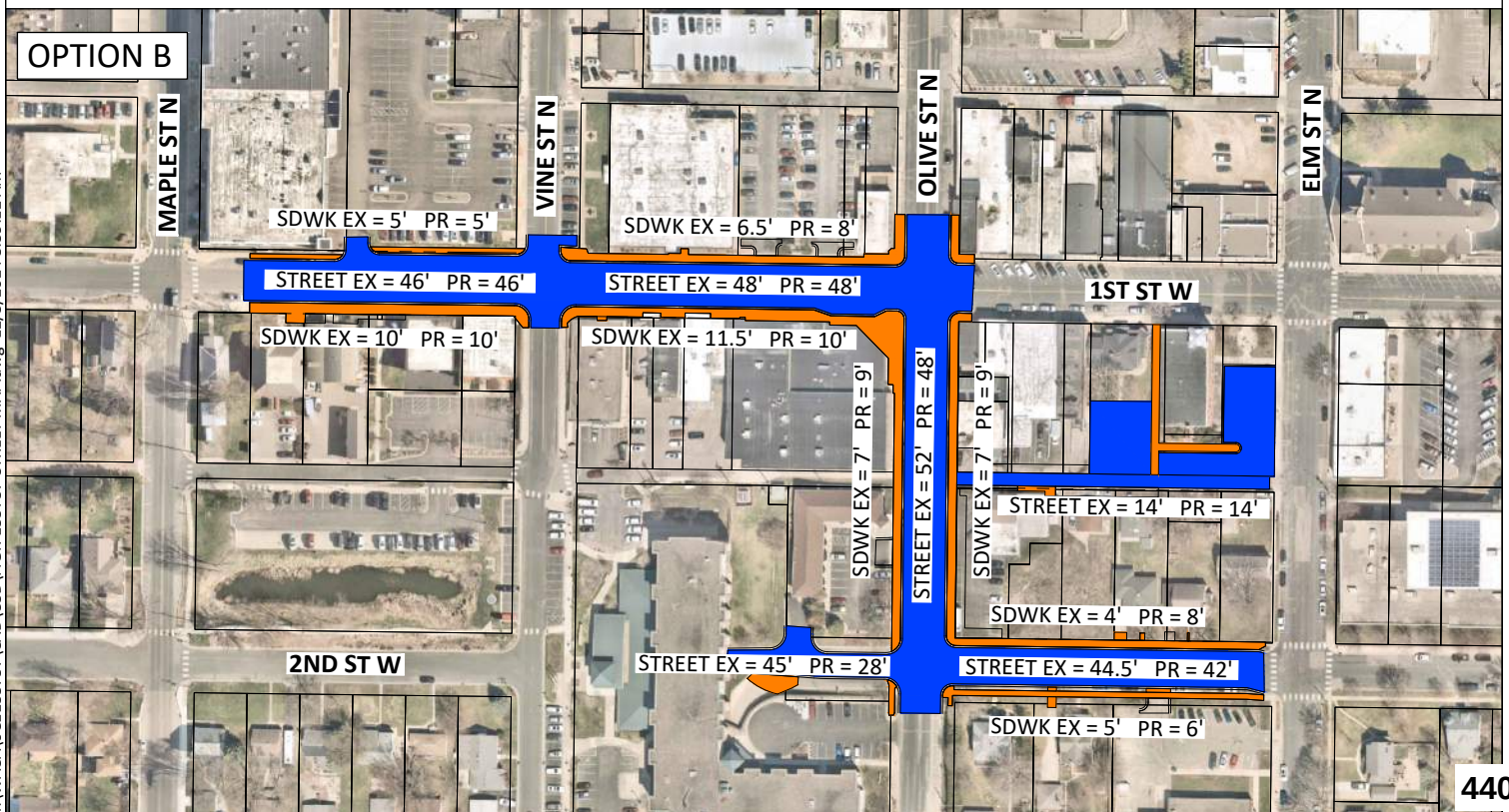
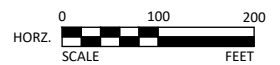
FIGURES

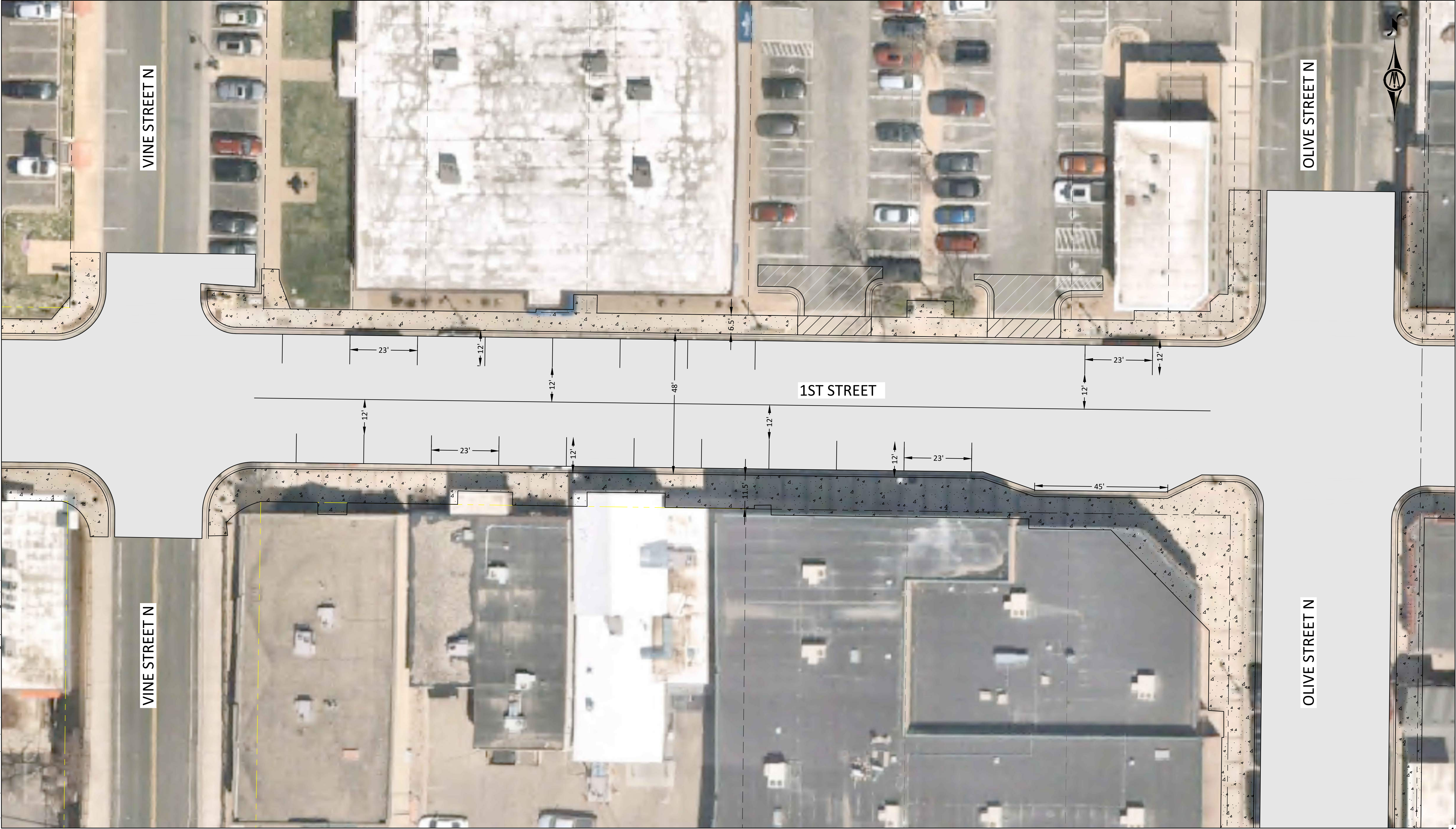
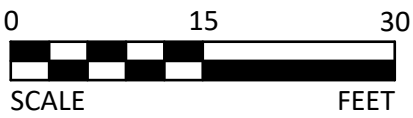


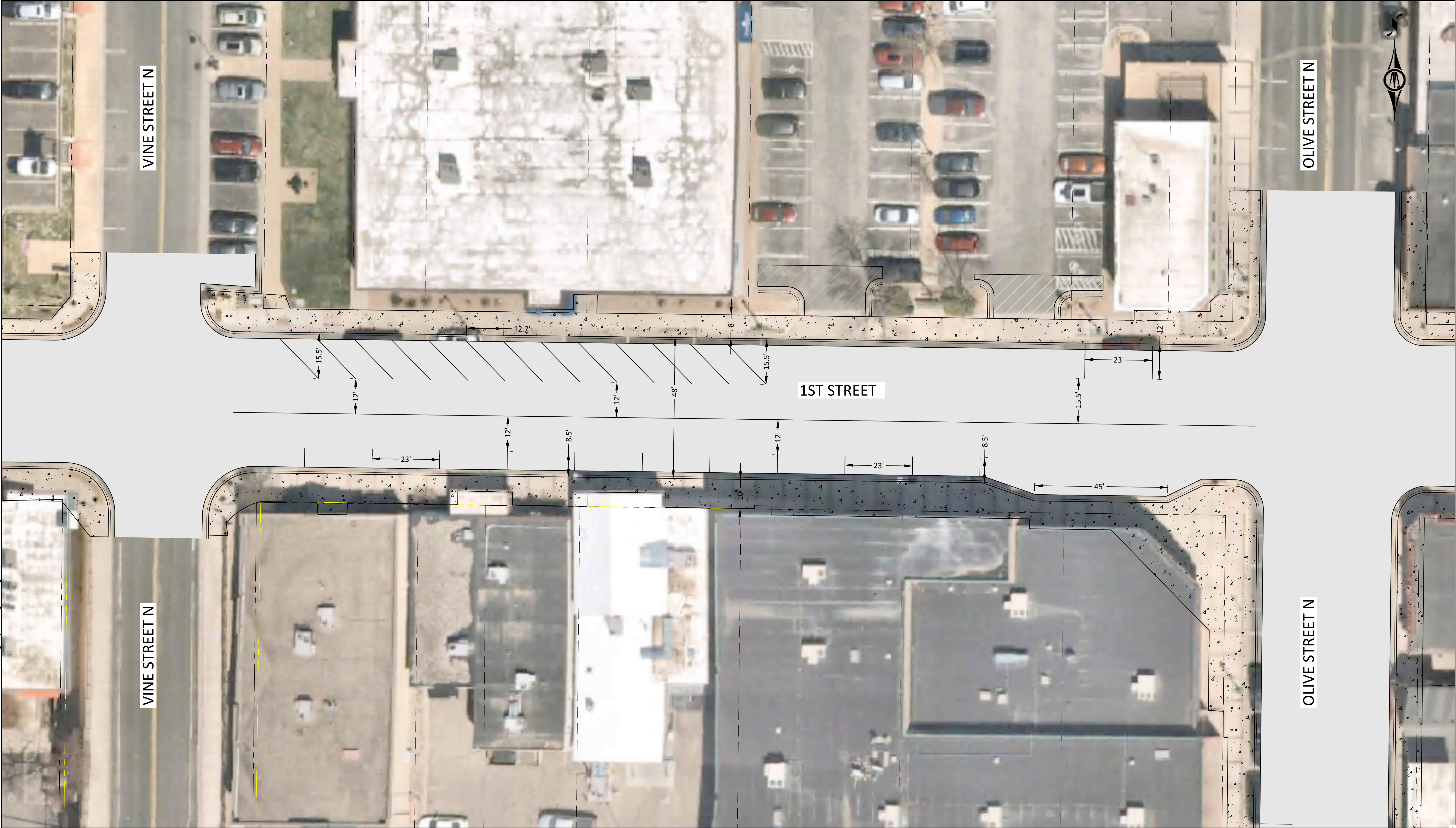
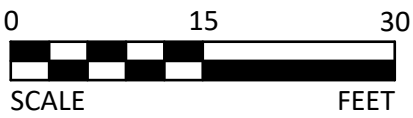


LEGEND

- PROPOSED STREET RECONSTRUCTION
- PROPOSED SIDEWALK RECONSTRUCTION



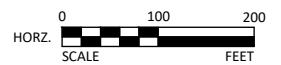


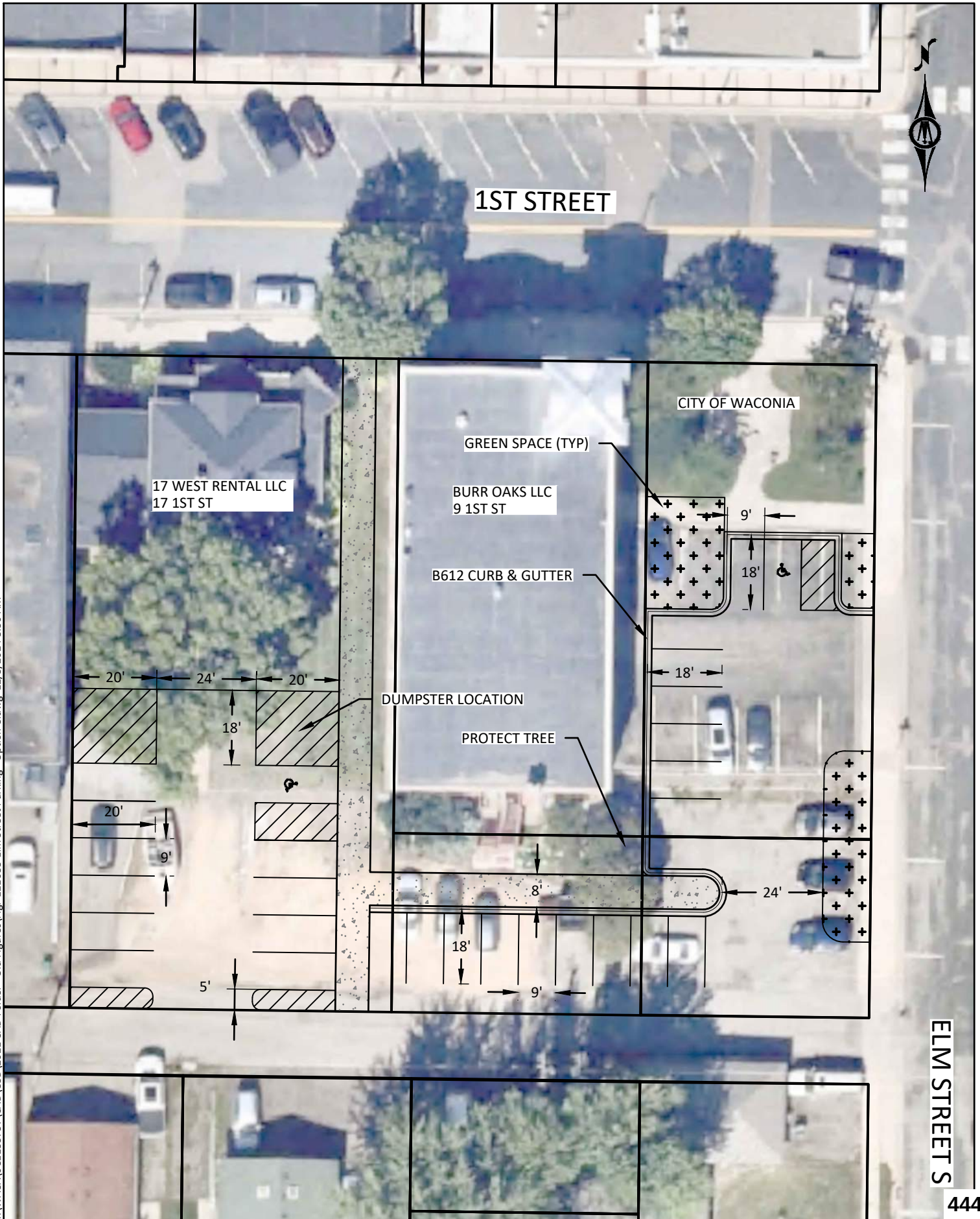
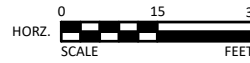




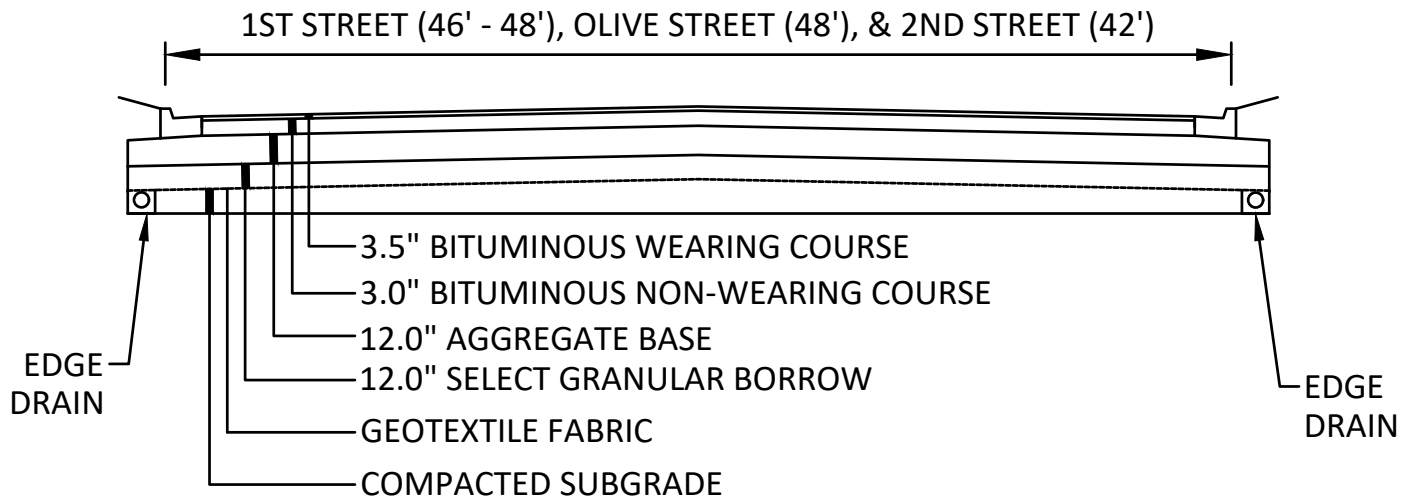
LEGEND

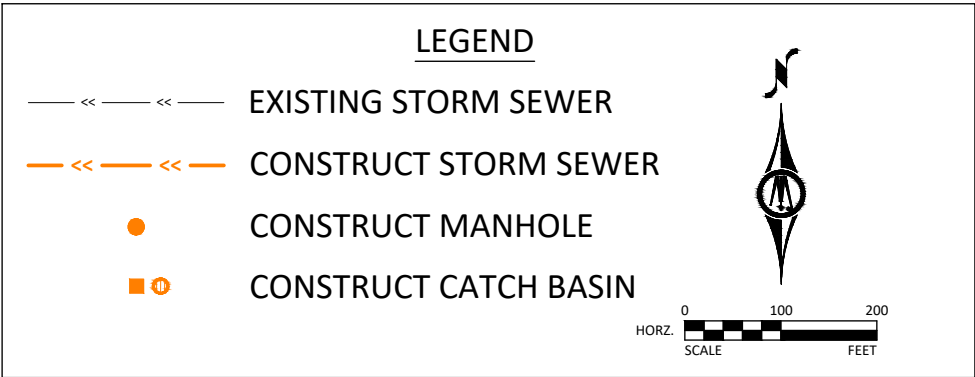
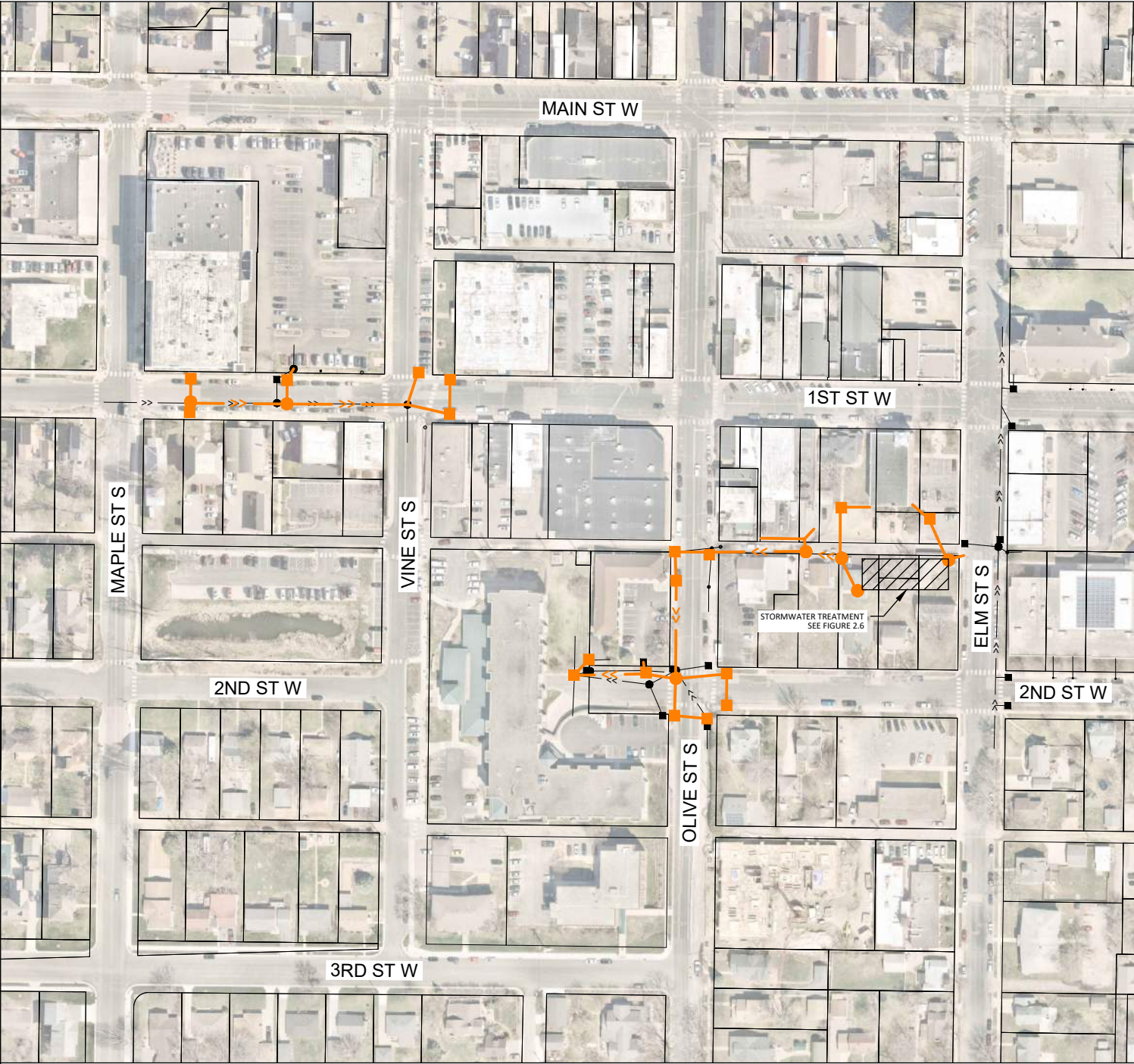
- PROPOSED STREET RECONSTRUCTION
- PROPOSED SIDEWALK RECONSTRUCTION

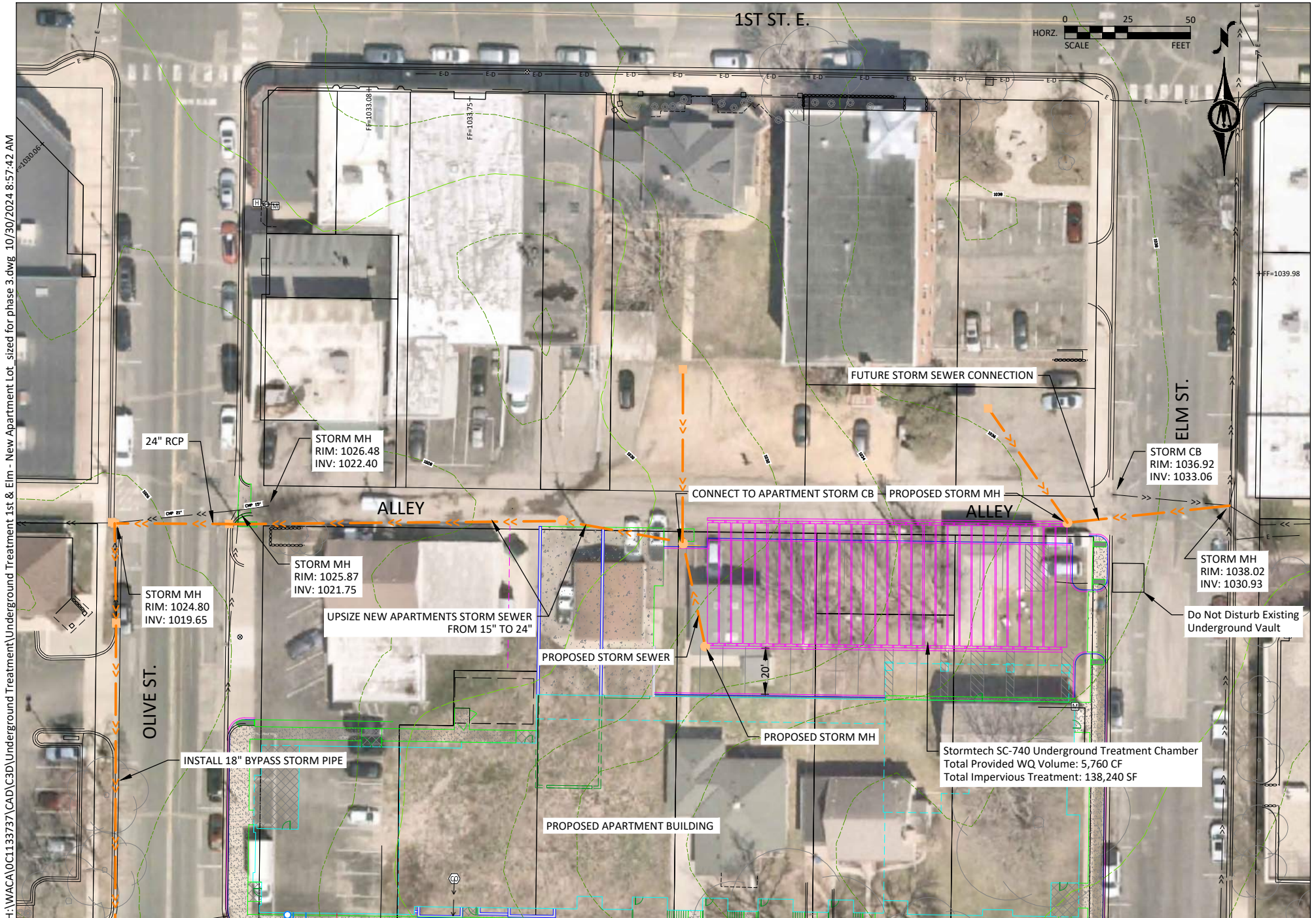


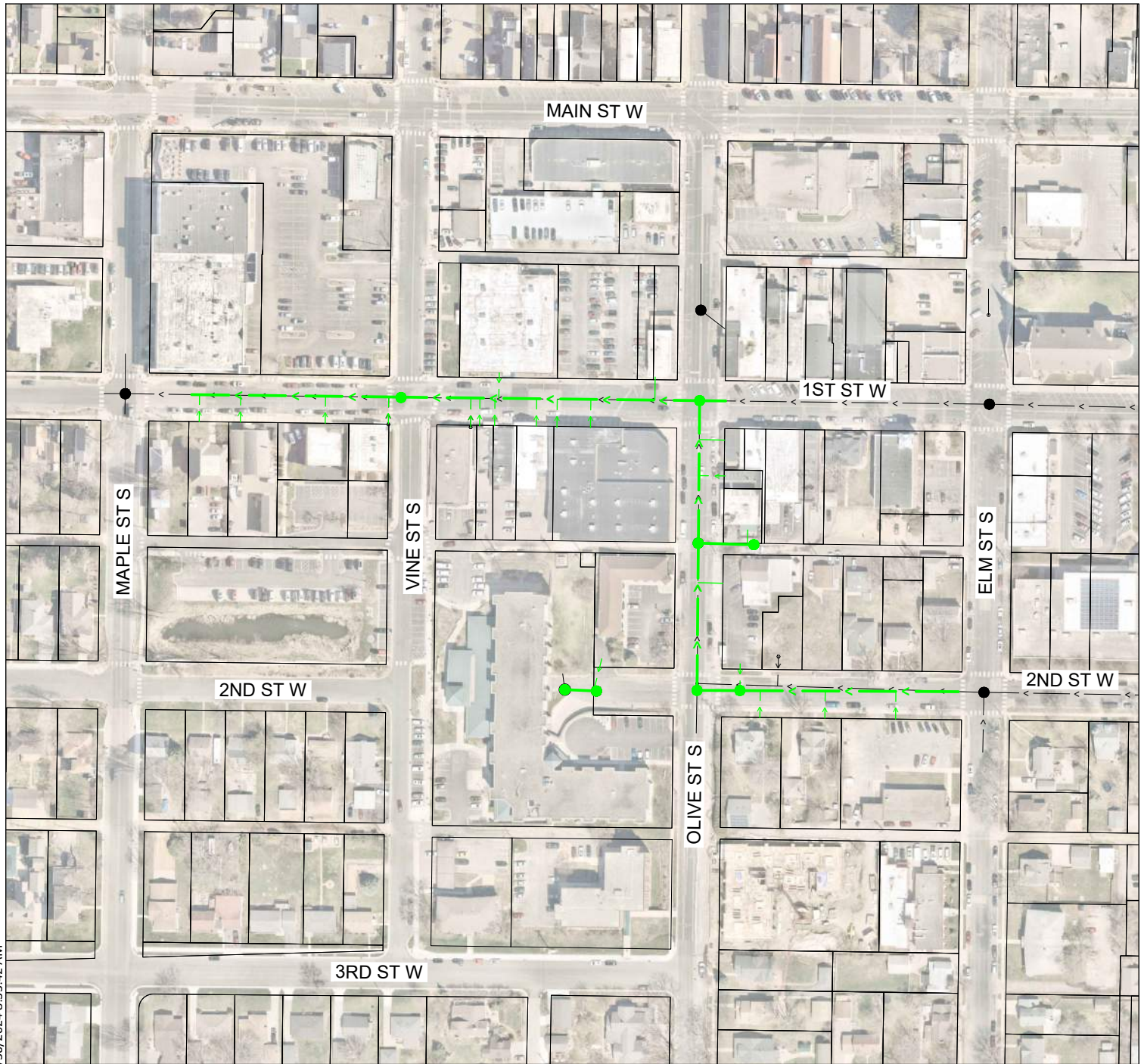


STREET SECTION (TRUCK SECTION)
NOT TO SCALE

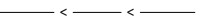
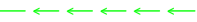


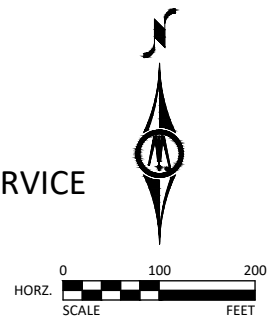


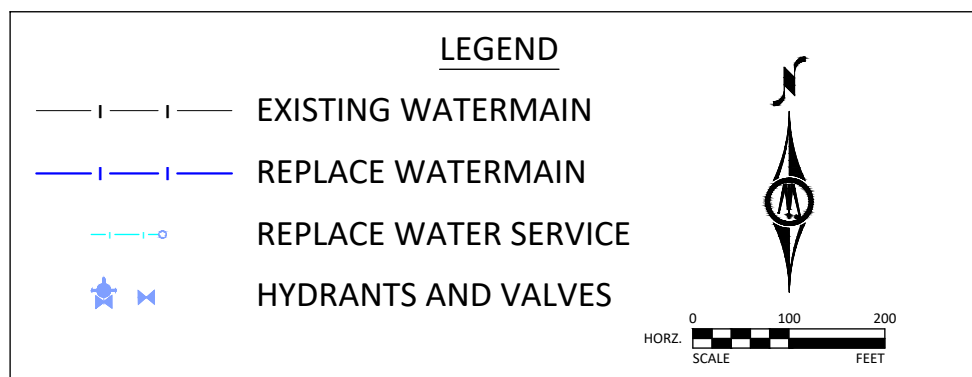
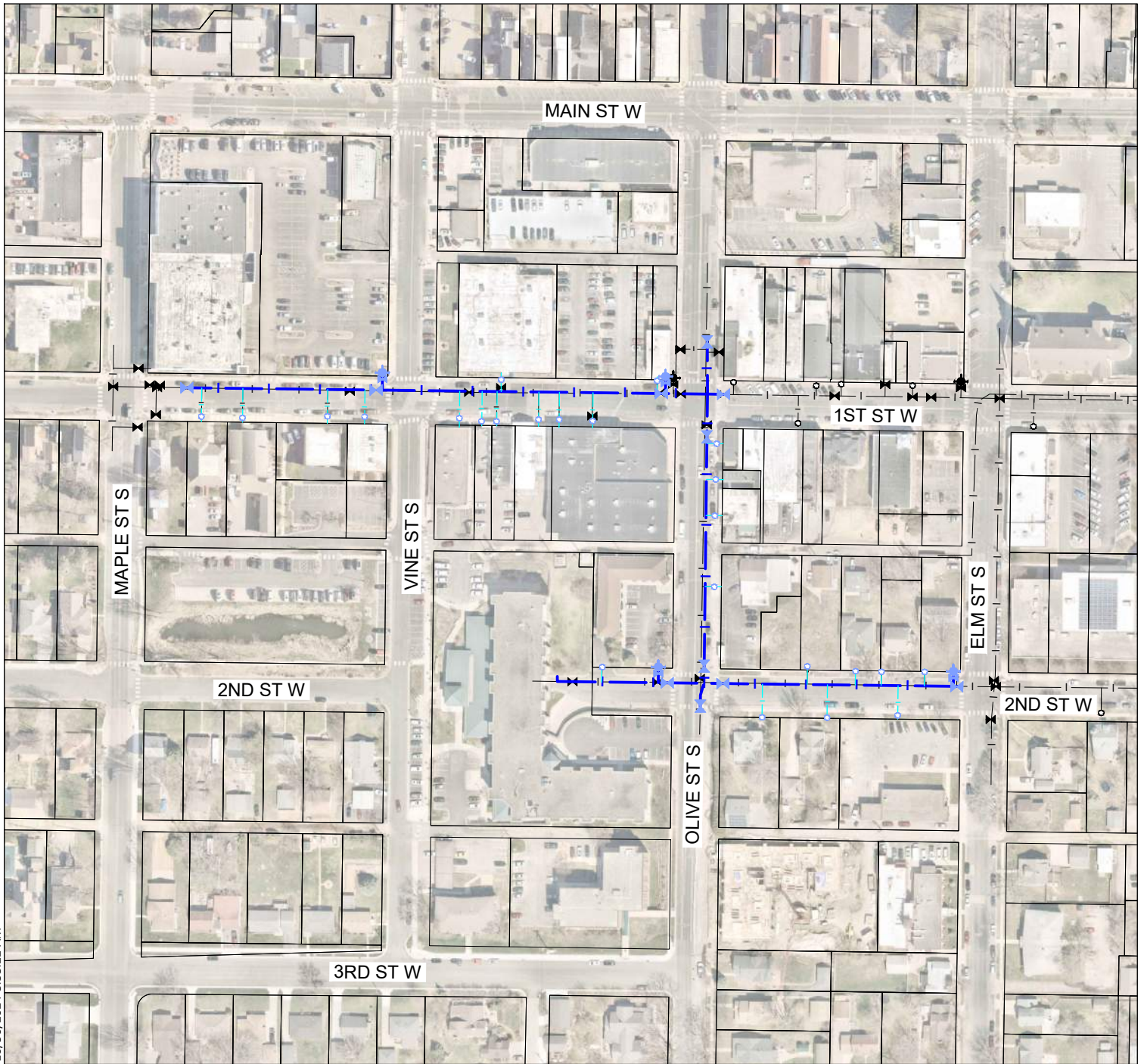


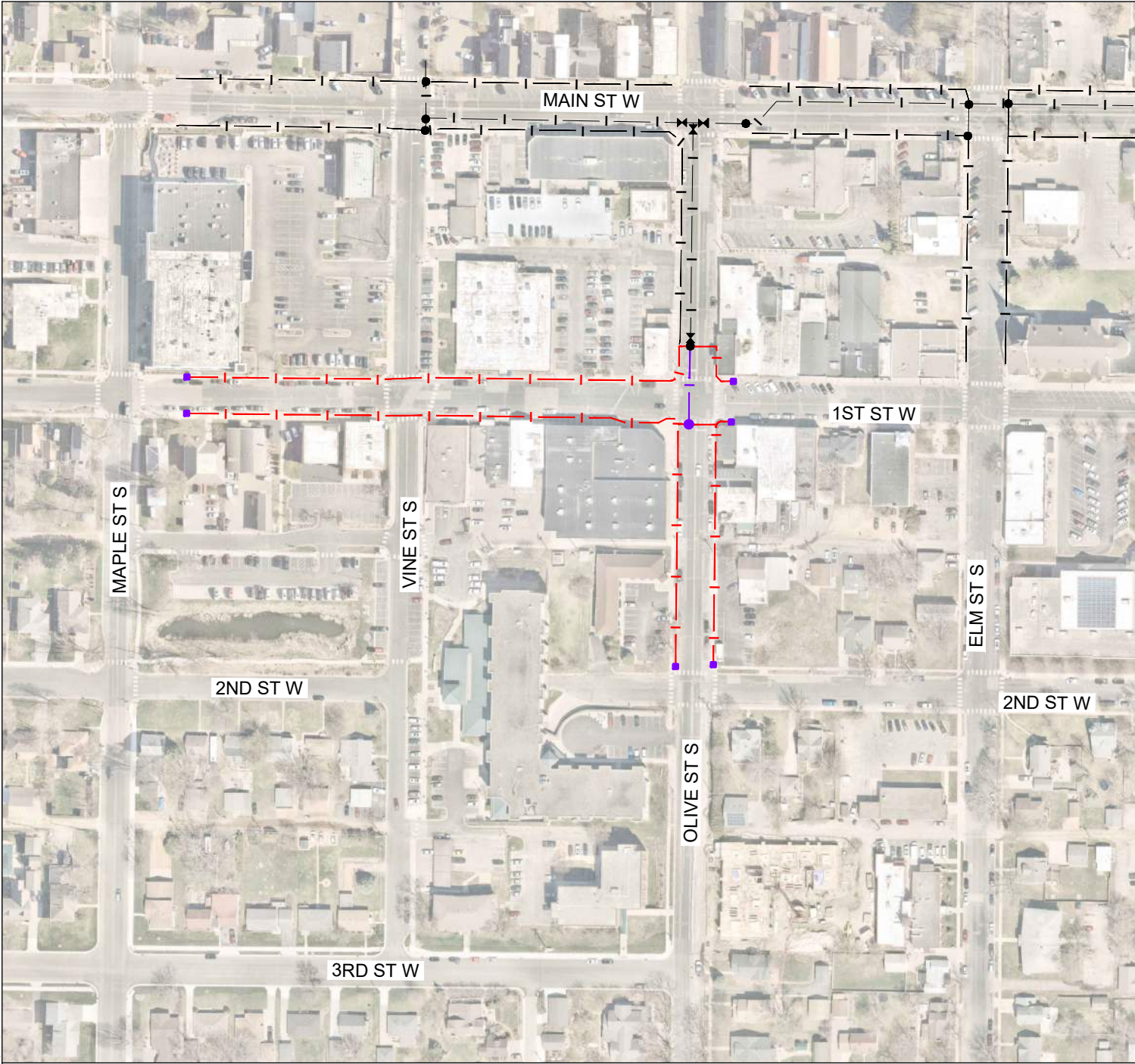


LEGEND

-  EXISTING SANITARY SEWER
-  REPLACE SANITARY SEWER
-  REPLACE SANITARY SEWER SERVICE
-  REPLACE MANHOLE







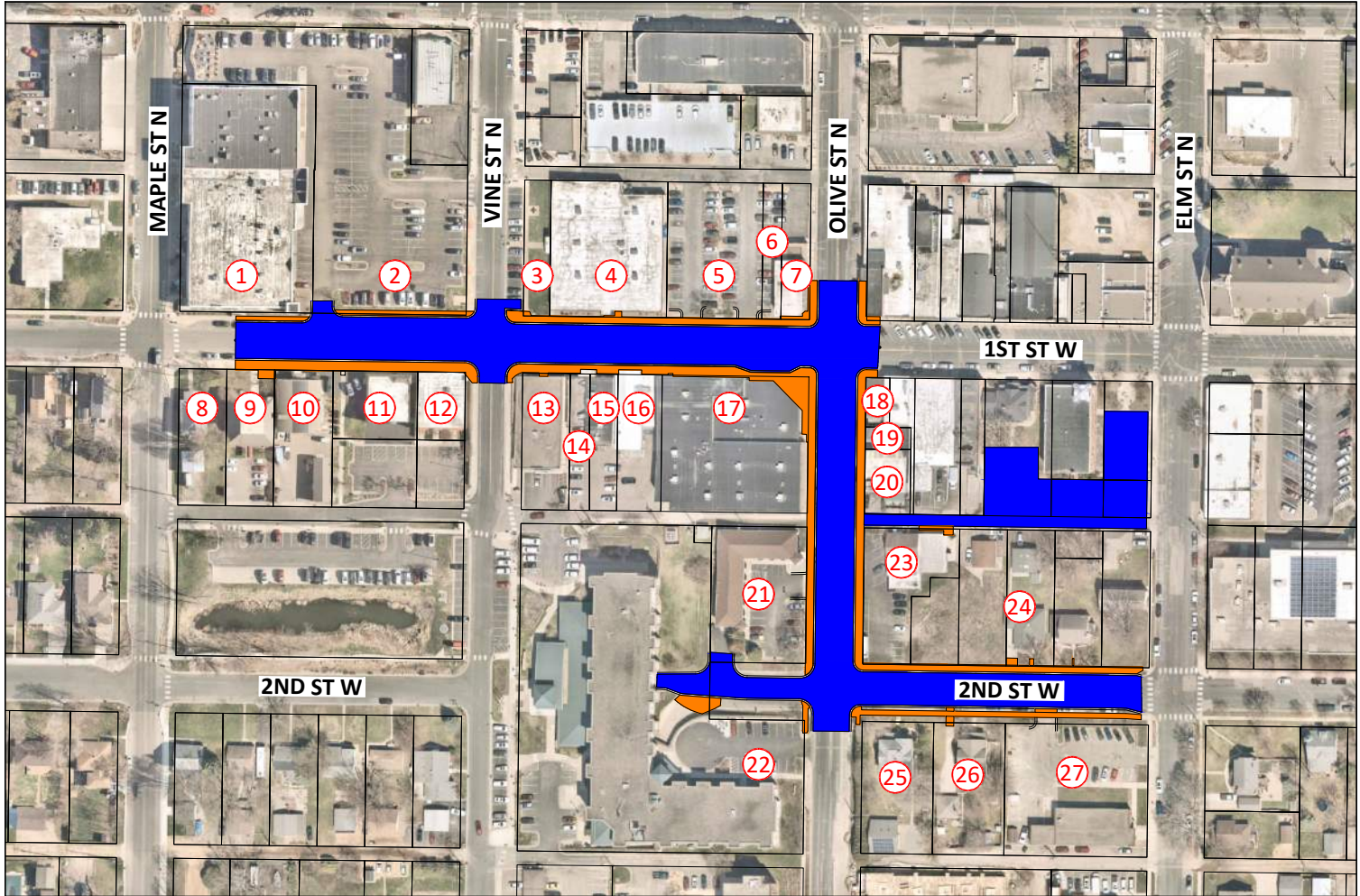
LEGEND

	EXISTING IRRIGATION SYSTEM
	4" IRRIGATION MAIN
	1" IRRIGATION PIPE
	ACCESS MANHOLE
	BLOWOFF IN CONCRETE MANHOLE

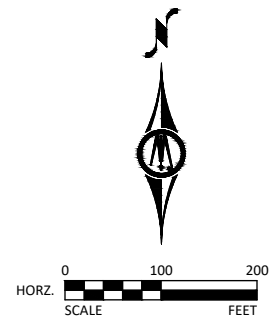




HORZ. SCALE FEET



PROP. NO.	P.I.D.	OWNER	PROPERTY ADDRESS
1	750502980	WACONIA SQUARE LLC	236 1ST ST W
2	750503030	WACONIA CITY	217 MAIN ST W
3	750502830	WACONIA CITY	NA
4	750502820	PROMISE COMMUNITY CHURCH	138 1ST ST W
5	750502800	WACONIA EDA	116 1ST ST W
6	750502790	WACONIA EDA	106 1ST ST W
7	750502780	JNIN LLC	100 1ST ST W
8	750501250	THE CUTTING EDGE SALON OF WACONIA LLC	241 1ST ST W
9	750501260	QVF PROPERTIES LLC	233 1ST ST W
10	750501270	S&C PROPERTIES LLC	225 1ST ST W
11	750501291	SEGNER-PEITZ PROPERTIES LLC	209 1ST ST W
12	750501300	STEP WEST LLC	201 1ST ST W
13	750501370	LIFT MANAGEMENT SERVICES LLP	141 1ST ST W
14	750501390	BERRY PROPERTIES LLC	137 1ST ST W
15	750501380	PAVING INVESTMENTS LLC	133 1ST ST W
16	750501400	JD RENTALS LLPA	125 1ST ST W
17	750501420	SPIRIT MASTER FUNDING X LLC	101 1ST ST W
18	750501520	GERALD A & JANE M EVESLAGE	41 1ST ST W
19	750501540	JDS LLC	115 OLIVE ST S
20	750501530	P & D WACONIA PROPERTIES LLC	119 OLIVE ST S
21	750501340	OLIVE STREET PARTNERS LLC	132 OLIVE ST S
22	754800010	WACONIA CITY	201 VINE ST S
23	750501511	STEVEN J YETZER	125 OLIVE ST S
24	PENDING (750501505)	OLIVE AND SECOND LLC (INCLUDES PENDING SALES OF PROPERTIES OWNED BY STEVEN YETZER & CITY OF WACONIA)	24 2ND ST W
	PENDING (750501480)		16 2ND ST W
	PENDING (750501460)		8 2ND ST W
	PENDING (750501450)		136 ELM ST S
25	750500580	JESSE AND JAMIE BERSTROM LIVING TRUST	41 2ND ST W
26	750500590	MICHAEL DEHN	25 2ND ST W
27	750500600	MARWAY PROPERTIES LLC	208 ELM ST S



APPENDIX B

ITEMIZED COST ESTIMATES

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

STREET RECONSTRUCTION (ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$49,000.00	\$49,000.00
2	REMOVE CONCRETE CURB & GUTTER	LIN FT	3,428	\$6.25	\$21,425.00
3	REMOVE BITUMINOUS PAVEMENT	SQ YD	9,090	\$4.00	\$36,360.00
4	REMOVE CONCRETE DRIVEWAY	SQ FT	3,101	\$3.25	\$10,078.25
5	REMOVE BITUMINOUS DRIVEWAY	SQ FT	6,744	\$2.00	\$13,488.00
6	REMOVE PAVER DRIVEWAY	SQ FT	110	\$5.00	\$550.00
7	REMOVE DRAINAGE STRUCTURE	EACH	21	\$600.00	\$12,600.00
8	REMOVE DRAINAGE PIPE	LIN FT	1,177	\$16.00	\$18,832.00
9	COMMON EXCAVATION (EV)	CU YD	5,107	\$26.00	\$132,782.00
10	GEOTEXTILE FABRIC	SQ YD	7,504	\$2.50	\$18,760.00
11	AGGREGATE BASE CLASS 5 (CV) - 8" DEPTH	TON	3,245	\$31.00	\$100,595.00
12	CONCRETE CURB & GUTTER (B618)	LIN FT	3,641	\$25.00	\$91,025.00
13	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	1,069	\$85.00	\$90,865.00
14	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	535	\$99.00	\$52,965.00
15	3" BITUMINOUS DRIVEWAY	SQ FT	6,774	\$6.25	\$42,337.50
16	6" CONCRETE DRIVEWAY	SQ FT	4,110	\$15.00	\$61,650.00
17	CONSTRUCT DRAINAGE STRUC. DES 2'X3'	EACH	7	\$2,000.00	\$14,000.00
18	CONSTRUCT DRAINAGE STRUC. DES 4020-48	EACH	4	\$7,000.00	\$28,000.00
19	CONSTRUCT DRAINAGE STRUC. DES 4022-48	EACH	9	\$7,000.00	\$63,000.00
20	15" RC PIPE SEWER DES 3006 CL V	LIN FT	781	\$82.00	\$64,042.00
21	18" RC PIPE SEWER DES 3006 CL V	LIN FT	334	\$88.00	\$29,392.00
22	21" RC PIPE SEWER DES 3006 CL V	LIN FT	140	\$90.00	\$12,600.00
23	24" RC PIPE SEWER DES 3006 CL V	LIN FT	172	\$92.00	\$15,824.00
24	CASTING ASSEMBLY (STORM)	EACH	20	\$1,100.00	\$22,000.00
25	ADJUST CASTING (STORM)	EACH	2	\$680.00	\$1,360.00
26	CONNECT TO EXISTING STORM SEWER	EACH	7	\$2,000.00	\$14,000.00
27	LANDSCAPING	ALLOWANCE	1	\$10,000.00	\$10,000.00
28	IRRIGATION & DOG FENCE REPAIR	ALLOWANCE	1	\$1,000.00	\$1,000.00

	<i>SUBTOTAL:</i>	<i>\$1,028,530.75</i>
	<i>CONTINGENCIES (10%):</i>	<i>\$102,853.08</i>
	<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$1,131,383.83</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>		<i>\$339,415.15</i>
	<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$1,470,798.97</i>

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

STREET RECONSTRUCTION (EXTRA SECTION - NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$98,000.00	\$98,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$50,000.00	\$50,000.00
3	CLEAR & GRUB TREE	EACH	12	\$1,300.00	\$15,600.00
4	REMOVE CONCRETE STAIRS	SQ FT	168	\$12.00	\$2,016.00
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	539	\$4.00	\$2,156.00
6	REMOVE BITUMINOUS DRIVEWAY	SQ FT	4,379	\$2.00	\$8,758.00
7	REMOVE SIGN	EACH	35	\$350.00	\$12,250.00
8	COMMON EXCAVATION (EV)	CU YD	5,284	\$26.00	\$137,384.00
9	SUBGRADE EXCAVATION (EV)	CU YD	4,269	\$26.00	\$110,994.00
10	GEOTEXTILE FABRIC	SQ YD	4,092	\$2.50	\$10,230.00
11	AGGREGATE BASE CLASS 5 (CV) - 12" DEPTH	TON	1,678	\$31.00	\$52,018.00
12	AGGREGATE BASE CLASS 5 (CV) - 9" DEPTH	TON	870	\$31.00	\$26,970.00
13	AGGREGATE BASE CLASS 5 (CV) - 4" DEPTH	TON	1,619	\$31.00	\$50,189.00
14	STABILIZING AGGREGATE (CV)	CU YD	4,269	\$31.00	\$132,339.00
15	SELECT GRANULAR BORROW (CV) - 12" DEPTH	CU YD	3,575	\$31.00	\$110,825.00
16	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	849	\$85.00	\$72,165.00
17	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	127	\$99.00	\$12,573.00
18	BITUMINOUS WEAR COURSE - 2.0" DEPTH	TON	716	\$99.00	\$70,884.00
19	BITUMINOUS WEAR COURSE - 3.5" DEPTH	TON	503	\$99.00	\$49,797.00
20	PAVER SIDEWALK	SQ FT	105	\$25.00	\$2,625.00
21	3" BITUMINOUS DRIVEWAY	SQ FT	4,379	\$6.25	\$27,365.63
22	4" SOLID DOUBLE YELLOW LINE	LIN FT	649	\$1.50	\$973.35
23	4" SOLID LINE WHITE	LIN FT	1,000	\$1.25	\$1,250.00
24	PAVEMENT MARKINGS	EACH	3	\$275.00	\$825.00
25	CONCRETE STAIRS	SQ FT	254	\$75.00	\$19,012.50
26	SUMP PUMP SERVICE CONNECTION	EACH	7	\$315.00	\$2,205.00
27	CONSTRUCT DRAINAGE STRUC. DES 4020-48	EACH	3	\$7,000.00	\$21,000.00
28	CONSTRUCT WEIR STRUCTURE	EACH	1	\$12,000.00	\$12,000.00
29	24" RC PIPE SEWER DES 3006 CL V	LIN FT	210	\$92.00	\$19,320.00
30	CASTING ASSEMBLY (STORM)	EACH	3	\$1,100.00	\$3,300.00
31	STORMWATER TREATMENT	LUMP SUM	1	\$325,000.00	\$325,000.00
32	4" PERFORATED EDGE DRAIN	LIN FT	3,537	\$20.00	\$70,740.00
33	4" HDPE DRAIN TILE CLEANOUT	EACH	12	\$300.00	\$3,600.00
34	6" PVC DRAINTILE	LIN FT	300	\$23.00	\$6,900.00
35	CONNECT TO EXISTING DRAINTILE	EACH	6	\$1,300.00	\$7,800.00
36	ROCK CONSTRUCTION ENTRANCE	EACH	3	\$2,000.00	\$6,000.00
37	SOD TYPE LAWN	SQ YD	2,303	\$14.00	\$32,235.00
38	TOPSOIL BORROW (LV)	CU YD	330	\$45.00	\$14,852.25
39	FURNISH & INSTALL SIGN	EACH	35	\$475.00	\$16,625.00
40	2 1/2" CALIPER DECIDUOUS TREE	EACH	12	\$900.00	\$10,800.00
41	BUSINESS SIGNAGE	ALLOWANCE	1	\$15,000.00	\$15,000.00
42	REPAIR EXTERIOR BUILDING FAÇADE	ALLOWANCE	1	\$20,000.00	\$20,000.00
43	STREET LIGHTING & WAYFINDING SIGNAGE	LUMP SUM	1	\$300,000.00	\$300,000.00
44	BURY OVERHEAD POWER	LUMP SUM	1	\$50,000.00	\$50,000.00
45	BURY ELECTRIC SERVICE	EACH	4	\$5,000.00	\$20,000.00
46	CONSTRUCTION TRAILER MOBILIZATION & SETUP	LUMP SUM	1	\$4,000.00	\$4,000.00
47	LANDSCAPING	ALLOWANCE	1	\$10,000.00	\$10,000.00

	SUBTOTAL:	\$2,048,576.73
	CONTINGENCIES (10%):	\$204,857.67
	ESTIMATED CONSTRUCTION COST:	\$2,253,434.40
	ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):	\$676,030.32
	TOTAL ESTIMATED PROJECT COST:	\$2,929,464.72

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

PARKING LOT RECONSTRUCTION (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$7,000.00	\$7,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$1,500.00	\$1,500.00
3	ROCK CONSTRUCTION ENTRANCE	EACH	1	\$2,000.00	\$2,000.00
4	REMOVE CONCRETE CURB & GUTTER	LIN FT	123	\$6.25	\$768.75
5	CLEAR & GRUB TREE	EACH	4	\$1,300.00	\$5,200.00
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	947	\$4.00	\$3,788.00
7	REMOVE CONCRETE DRIVEWAY/WALK	SQ FT	1,927	\$3.25	\$6,262.75
8	COMMON EXCAVATION (EV)	CU YD	867	\$26.00	\$22,542.00
9	SUBGRADE EXCAVATION (EV)	CU YD	73	\$26.00	\$1,898.00
10	GEOTEXTILE FABRIC	SQ YD	1,721	\$2.50	\$4,302.50
11	AGGREGATE BASE CLASS 5 (CV) - 9" DEPTH	TON	877	\$31.00	\$27,187.00
12	STABILIZING AGGREGATE (CV)	CU YD	73	\$31.00	\$2,263.00
13	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	253	\$85.00	\$21,505.00
14	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	127	\$99.00	\$12,573.00
15	CONSTRUCT DRAINAGE STRUC. DES G	EACH	1	\$2,500.00	\$2,500.00
16	CONSTRUCT DRAINAGE STRUC. DES 2'X3'	EACH	1	\$3,750.00	\$3,750.00
17	15" RC PIPE SEWER DES 3006 CL V	LIN FT	150	\$82.00	\$12,300.00
18	CASTING ASSEMBLY (STORM)	EACH	3	\$1,100.00	\$3,300.00
19	CONNECT TO EXISTING ROOF DRAIN	EACH	2	\$1,000.00	\$2,000.00
20	STORM DRAIN INLET PROTECTION	EACH	8	\$150.00	\$1,200.00
21	BIOROLL	LIN FT	475	\$3.50	\$1,662.50
22	4" CONCRETE WALK (w/ AGG. CL 5 BASE)	SQ FT	3,101	\$9.25	\$28,684.25
23	PEDESTRIAN RAMP	EACH	3	\$3,500.00	\$10,500.00
24	6" CONCRETE DRIVEWAY	SQ FT	163	\$15.00	\$2,445.00
25	4" SOLID LINE WHITE	LIN FT	3,589	\$1.25	\$4,486.25
26	PAVEMENT MARKINGS	EACH	3	\$275.00	\$825.00
27	SOD TYPE LAWN	SQ YD	128	\$14.00	\$1,792.00
28	TOPSOIL BORROW (LV)	CU YD	17	\$45.00	\$765.00
29	LANDSCAPING	ALLOWANCE	1	\$20,000.00	\$20,000.00
30	REPAIR EXTERIOR BUILDING FAÇADE	ALLOWANCE	1	\$5,000.00	\$5,000.00

SUBTOTAL:	\$220,000.00
CONTINGENCIES (10%):	\$22,000.00
ESTIMATED CONSTRUCTION COST:	\$242,000.00
ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):	\$72,600.00
TOTAL ESTIMATED PROJECT COST:	\$314,600.00

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

SIDEWALK (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	REMOVE CONCRETE WALK	SQ FT	24,431	\$2.25	\$54,969.75
2	REMOVE RAILING	LIN FT	37	\$15.00	\$551.25
3	4" CONCRETE WALK (w/ AGG. CL 5 BASE)	SQ FT	31,023	\$9.25	\$286,962.75
4	BUSINESS ENTRANCE MODIFICATIONS	ALLOWANCE	1	\$7,500.00	\$7,500.00
5	PEDESTRIAN RAMP	EACH	20	\$3,500.00	\$70,000.00
6	CONSTRUCT RETAINING WALL	SQ FT	320	\$55.00	\$17,600.00
7	METAL RAILING	LIN FT	32	\$75.00	\$2,362.50
8	CROSSWALK EXPOXY	SQ FT	1,474	\$3.00	\$4,422.00

	SUBTOTAL:	\$444,368.25
	CONTINGENCIES (10%):	\$44,436.83
	ESTIMATED CONSTRUCTION COST:	\$488,805.08
	ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):	\$146,641.52
	TOTAL ESTIMATED PROJECT COST:	\$635,446.60

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

SANITARY SEWER RECONSTRUCTION (ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$18,000.00	\$18,000.00
2	REMOVE SANITARY MANHOLE	EACH	7	\$800.00	\$5,600.00
3	REMOVE SANITARY PIPE	LIN FT	1,874	\$11.00	\$20,614.00
4	REMOVE SANITARY SERVICE PIPE	LIN FT	945	\$5.00	\$4,725.00
5	EXTERNAL CHIMNEY SEAL	EACH	8	\$400.00	\$3,200.00
6	8" PVC PIPE SEWER SDR 35	LIN FT	1,684	\$82.00	\$138,088.00
7	6" PVC PIPE SEWER SERVICE SDR 26	LIN FT	1,010	\$50.00	\$50,500.00
8	8" X 6" SERVICE WYE	EACH	21	\$625.00	\$13,125.00
9	CONSTRUCT SANITARY MANHOLE	EACH	8	\$8,250.00	\$66,000.00
10	CONSTRUCT MANHOLE GREASE TRAP	EACH	1	\$9,500.00	\$9,500.00
11	CASTING ASSEMBLY (SANITARY)	EACH	8	\$1,100.00	\$8,800.00
12	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	4	\$4,200.00	\$16,800.00
13	CONNECT TO EXISTING SANITARY SERVICE	EACH	25	\$875.00	\$21,875.00

<i>SUBTOTAL:</i>	<i>\$376,827.00</i>
<i>CONTINGENCIES (10%)</i>	<i>\$37,682.70</i>
<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$414,509.70</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>	<i>\$124,352.91</i>
<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$538,862.61</i>

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

SANITARY SEWER RECONSTRUCTION (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$2,000.00	\$2,000.00
2	BYPASS PUMPING	LUMP SUM	1	\$15,000.00	\$15,000.00
3	VIBRATION MONITORING	LUMP SUM	1	\$17,500.00	\$17,500.00

	<i>SUBTOTAL:</i>	<i>\$34,500.00</i>
	<i>CONTINGENCIES (10%):</i>	<i>\$3,450.00</i>
	<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$37,950.00</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>		<i>\$11,385.00</i>
<i>TOTAL ESTIMATED PROJECT COST:</i>		<i>\$49,335.00</i>

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

WATERMAIN RECONSTRUCTION (ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$29,000.00	\$29,000.00
2	REMOVE WATERMAIN	LIN FT	1,955	\$7.00	\$13,685.00
3	REMOVE WATERMAIN SERVICE	LIN FT	934	\$3.00	\$2,802.00
4	REMOVE GATE VALVE & BOX	EACH	14	\$325.00	\$4,550.00
5	REMOVE HYDRANT	EACH	4	\$500.00	\$2,000.00
6	6" DIP WATERMAIN	LIN FT	256	\$88.00	\$22,528.00
7	8" PVC WATERMAIN	LIN FT	1,177	\$79.00	\$92,983.00
8	10" PVC WATERMAIN	LIN FT	788	\$95.00	\$74,860.00
9	3 LB ANODE	EACH	8	\$150.00	\$1,200.00
10	9 LB ANODE	EACH	10	\$250.00	\$2,500.00
11	WATERMAIN FITTINGS	POUND	2,888	\$16.00	\$46,208.00
12	6" GATE VALVE & BOX	EACH	8	\$3,000.00	\$24,000.00
13	8" GATE VALVE & BOX	EACH	8	\$4,500.00	\$36,000.00
14	10" GATE VALVE & BOX	EACH	4	\$5,500.00	\$22,000.00
15	1" CORPORATION STOP	EACH	24	\$900.00	\$21,600.00
16	1" SERVICE PIPE (OPEN CUT)	LIN FT	536	\$46.00	\$24,656.00
17	1" SERVICE PIPE (PULLED)	LIN FT	660	\$100.00	\$66,000.00
18	HYDRANT	EACH	4	\$8,500.00	\$34,000.00
19	WATER SERVICE CASTING ASSEMBLY	EACH	24	\$450.00	\$10,800.00
20	TRACER WIRE ACCESS BOX	EACH	1	\$300.00	\$300.00
21	TEMPORARY WATER SYSTEM	LUMP SUM	1	\$30,000.00	\$30,000.00
22	CONNECT TO EXISTING WATER SERVICE	EACH	24	\$750.00	\$18,000.00
23	CONNECT TO EXISTING WATERMAIN	EACH	6	\$4,000.00	\$24,000.00

	SUBTOTAL:	\$603,672.00
	CONTINGENCIES (10%):	\$60,367.20
	ESTIMATED CONSTRUCTION COST:	\$664,039.20
	ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):	\$199,211.76
	TOTAL ESTIMATED PROJECT COST:	\$863,250.96

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

WATERMAIN RECONSTRUCTION (NON-ASSESSABLE)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$12,000.00	\$12,000.00
2	BORE FOUNDATION WALL/REMOVE & REPLACE FLOOR	EACH	14	\$1,300.00	\$18,200.00
3	RESET WATER METER & ADJUST PIPING	EACH	14	\$1,500.00	\$21,000.00
4	MOVE ELECTRICAL GROUND FROM WATER SERVICE	EACH	14	\$500.00	\$7,000.00
5	HAND EXCAVATION TO CONNECT WATER SERVICE (IN CRAWL SPACE)	EACH	14	\$750.00	\$10,500.00
6	CATHODIC PROTECTION TEST STATION	EACH	1	\$2,000.00	\$2,000.00
7	VIBRATION MONITORING	LUMP SUM	1	\$17,500.00	\$17,500.00
8	4" CONDUIT FOR IRRIGATION MAIN	LIN FT	2,304	\$12.00	\$27,648.00
9	1" IRRIGATION MAIN HDD	LIN FT	2,304	\$12.00	\$27,648.00
10	4" IRRIGATION MAIN HDD	LIN FT	116	\$28.00	\$3,248.00
11	CONNECT TO EXISTING IRRIGATION MAIN	EACH	1	\$750.00	\$750.00
12	IRRIGATION ACCESS MANHOLE CASTING	EACH	1	\$1,300.00	\$1,300.00
13	IRRIGATION BLOWOFF STRUCTURE CASTING	EACH	6	\$1,250.00	\$7,500.00
14	IRRIG. CONNECTOR IN PRECAST CONC. HANDHOLE	EACH	12	\$1,800.00	\$21,600.00
15	DUCTILE IRON FITTINGS (IRRIGATION)	LUMP SUM	1	\$5,500.00	\$5,500.00
16	BLOWOFF IN PRECAST CONCRETE HANDHOLE (60")	EACH	6	\$7,500.00	\$45,000.00
17	ACCESS MANHOLE (60")	EACH	1	\$8,200.00	\$8,200.00

SUBTOTAL: \$236,594.00
 CONTINGENCIES (10%): \$23,659.40
 ESTIMATED CONSTRUCTION COST: \$260,253.40
 ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%): \$78,076.02
TOTAL ESTIMATED PROJECT COST: \$338,329.42

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

STORM SEWER IN ALLEY - DEVELOPER COSTS MINUS OVERSIZING

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	CONSTRUCT DRAINAGE STRUC. DES 4020-48	EACH	3	\$8,000.00	\$24,000.00
2	24" RC PIPE SEWER DES 3006 CL V	LIN FT	272	\$92.00	\$25,024.00
3	CASTING ASSEMBLY (STORM)	EACH	3	\$1,100.00	\$3,300.00
4	CONNECT TO EXISTING STORM SEWER	EACH	1	\$2,000.00	\$2,000.00

SUBTOTAL: \$54,324.00
 CONTINGENCIES (10%): \$5,432.40
 ESTIMATED CONSTRUCTION COST: \$59,756.40
 ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%): \$17,926.92
TOTAL ESTIMATED PROJECT COST: \$77,683.32

TOTAL ESTIMATED STORM SEWER OVERSIZING COSTS: \$10,719.96

TOTAL ESTIMATED DEVELOPER COST: \$66,963.36

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

ALLEY COST ESTIMATE

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	COMMON EXCAVATION (EV)	CU YD	257	\$26.00	\$6,682.00
2	SUBGRADE EXCAVATION (EV)	CU YD	20	\$26.00	\$520.00
3	GEOTEXTILE FABRIC	SQ YD	579	\$2.50	\$1,447.50
4	AGGREGATE BASE CLASS 5 (CV) - 9" DEPTH	TON	287	\$31.00	\$8,897.00
5	STABILIZING AGGREGATE (CV)	CU YD	20	\$31.00	\$620.00
6	BITUMINOUS NON-WEAR COURSE - 3.0" DEPTH	TON	91	\$85.00	\$7,735.00
7	BITUMINOUS WEAR COURSE - 1.5" DEPTH	TON	47	\$99.00	\$4,653.00
8	3" BITUMINOUS DRIVEWAY	SQ FT	1,578	\$5.00	\$7,890.00

	<i>SUBTOTAL:</i>	<i>\$38,444.50</i>
	<i>CONTINGENCIES (10%):</i>	<i>\$3,844.45</i>
	<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$42,288.95</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>		<i>\$12,686.69</i>
<i>TOTAL ESTIMATED PROJECT COST:</i>		<i>\$54,975.64</i>
 <i>TOTAL COST PER LINEAR FOOT</i>		 <i>\$166.59</i>

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

SIDEWALK (DEVELOPER COST SHARING - OLIVE STREET & 2ND STREET)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	REMOVE CONCRETE WALK	SQ FT	2,252	\$2.25	\$5,067.00
2	4" CONCRETE WALK (w/ AGG. CL 5 BASE)	SQ FT	3,652	\$9.25	\$33,781.00
3	PEDESTRIAN RAMP	EACH	2	\$3,500.00	\$7,000.00

<i>SUBTOTAL:</i>	<i>\$45,848.00</i>
<i>CONTINGENCIES (10%):</i>	<i>\$4,584.80</i>
<i>ESTIMATED CONSTRUCTION COST:</i>	<i>\$50,432.80</i>
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>	<i>\$15,129.84</i>
<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$65,562.64</i>

**ESTIMATED PROJECT COST
FOR
Downtown Reconstruction Phase 3
12/10/2024**

SIDEWALK (DEVELOPER COST SHARING - ELM STREET)

ITEM NO.	BID ITEM	UNIT	EST QTY	UNIT PRICE	TOTAL
1	REMOVE CONCRETE WALK	SQ FT	1,065	\$2.25	\$2,395.58
2	4" CONCRETE WALK (w/ AGG. CL 5 BASE)	SQ FT	1,369	\$9.25	\$12,658.63
3	PEDESTRIAN RAMP	EACH	4	\$3,500.00	\$14,000.00

<i>SUBTOTAL:</i>	\$29,054.20
<i>CONTINGENCIES (10%):</i>	\$2,905.42
<i>ESTIMATED CONSTRUCTION COST:</i>	\$31,959.62
<i>ADMINISTRATION, ENGINEERING, SURVEYING, INSPECTION (30%):</i>	\$9,587.89
<i>TOTAL ESTIMATED PROJECT COST:</i>	<i>\$41,547.51</i>

APPENDIX C

CITY ASSESSMENT POLICY

Section Extracted from City of Waconia Financial Policy & Guidelines
Last Amended June 19, 2017

Special Assessments

The financing for reconstruction projects is through the sale of General Obligation 429 Improvement Bonds. Minnesota State Statute requires a minimum assessed percentage of 20% for projects financed with 429 bonds.

With each reconstruction project, a feasibility study is completed and approved by the City Council. Once a draft of the feasibility study is complete, City staff will share the information with a qualified appraiser to determine the special benefit to each property in the reconstruction area. The City Council will use this appraisal information as a basis for finalizing the special assessments due by property owners for reconstruction projects.

Assessment Policy Summary:

- The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel or unit basis.
- The City pays 50% of the total project cost of a standard local street section and 100% of the cost of extra width and extra depth above the city standard local street section.
- Storm sewer costs are to be included in the total project cost of a city standard local street, assessed 50% (and City pays 50%), in accordance with the Street Assessment Policy.
- All or some of the following improvements may be incorporated in a reconstruction project. Costs for these improvements will be included in the overall project cost, with a contribution from the City: storm water ponding, street lights, relocation of overhead power lines, street signs, sidewalks and trails, and boulevard trees.
- Corner lots and parcels with multiple frontages shall be assessed 50% of the front footage on each side.
- A minimum assessment shall be levied to parcels identified within the project area having neither direct primary nor non-primary access to affected streets. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
- Assessments will not be levied for seal coat and overlay operations.
- Assessments may be pre-paid to the City by benefiting properties
- Assessments will be billed to the benefiting property owner by the City; typically over a ten (10) year period, at an interest rate of one percent (1%) over the bond interest rate. Other terms of the assessment receivable may be available to the benefiting property owners.
 - For any project, where all the benefiting property owner(s) are governmental entities (school district, county, state, etc.), the City will assess the benefiting property owner(s) the actual bond interest rate, typically over a ten (10) year period.
- In the case where a benefiting property owner is delinquent in their assessment payment, assessments may be certified to real estate taxes over a ten (10) year period, at an interest rate one percent (1%) over the bond interest rate.
- Partial pre-payments for assessments exceeding \$100,000.00 may be accepted by the City.

Infrastructure Improvement Cost Breakdown & Methodology

Improvement	Type of Construction	Method
Curb & Gutter	New Development	100% of the cost assessed to abutting property owner on linear front footage OR unit basis.
	Reconstruction (Complete)	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage basis of the parcel.
	Reconstruction (Spot repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Local Street	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid by City.
	Maintenance (Seal coat & overlay)	100% Paid with City funds.
Collector Street as defined by the City's Transportation Plan	New Development	100% of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis.
	Reconstruction	The portion of the project costs assessed to the abutting property owner shall be based on a linear front footage OR per unit basis. City pays 50% of the cost of the construction of city standard local street and 100% of the cost of construction above a city standard local street.
	Maintenance (Seal coat & overlay)	100% Paid with City funds.
Intersection	New Development	100% of the cost to be included as part of street project and apportioned according to appropriate street construction category.
	Reconstruction	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Multiple Fronted Parcels - Corner Lot - Double Fronted Lot - Large Parcels - Etc.	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: - 50% of the front footage on all sides of the parcel. 50% of the cost to be paid with City funds.

Table continues on next page

Improvement	Type of Construction	Method
Parcels with no driveway access to primary and non-primary streets.	Reconstruction	A minimum assessment shall be levied to parcels identified within the project area having no direct driveway access to neither primary nor non-primary streets, i.e. alley access. The assessment shall be equal to 75% of the typical front footage identified within the project area. Parcels abutting county roads are exempt from this provision.
Alley	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
Sanitary Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Sanitary Sewer Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Sanitary Sewer Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Lift Station	New Development	100% of the cost assessed to benefited area on a per unit basis.
Water Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Water Service	New Development	100% of cost assessed to property owner.
	Reconstruction (Including main)	50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid with City funds.
	Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner.
Water Oversizing	New Development	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
	Reconstruction	100% paid with City funds. (Materials cost above 8-inch pipe plus 20% for handling and installation.)
Storm Sewer Trunk/Lateral	New Development	100% of the cost assessed to benefited area on unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to be paid with City funds.
	Maintenance	100% of the cost to be paid with City funds.
Storm Water Ponding	New Development	100% assessed to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

Table continues on next page

Improvement	Type of Construction	Method
Overhead Power Lines	Relocation	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
Street Lights	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Street Signs	New Development	100% of material and installation cost on a unit basis paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Sidewalks & Trails	New Development	100% of cost assessed on a unit basis to development.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.
Boulevard Trees	New Development	100% of cost paid by developer.
	Reconstruction	Cost to be included in overall cost of project prior to assessment apportionment in accordance with policy. City makes contribution to the project.
	Maintenance	100% of the cost to be paid with City funds.

Deferred Special Assessments

Hardship Assessment Deferral for Senior Citizens, People with Disabilities, or Members of the National Guard or other Reserves Ordered to Active Military Service.

Pursuant to the authority for deferring special assessments as provided in Minnesota State Statute Section 435.193 through 435.195, the City Council may, in its discretion, defer the payment of special assessments for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments.

Eligibility

Any person 65 years of age or older, permanently and totally disabled (as determined by the Social Security Administrator), or a member of the National Guard or other reserve ordered to active military service may request deferment of special assessments levied against real property for public improvements if the following conditions are met.

1. **Ownership.** The applicant must be the fee simple owner of the property or must be a contract vendee for fee simple ownership. An applicant must provide either a recorded deed or contract for deed with the application to establish a qualified ownership interest as required here.
2. **Homestead.** The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.

3. Income. The income threshold for eligibility of those applicants 65 years of age and older or disabled be established by the most recent U.S. Census Bureau Poverty Threshold compilations. Income eligibility would be determined by the submittal of the most recent federal tax filing form.

Interest on Deferred Assessment

Interest on the deferred assessment shall be forgiven until December 31st of the year before the first installment is payable.

Deferment Period

The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Administrator of any change in status that would affect eligibility or deferment.

The entire amount of deferred special assessments shall be due within sixty (60) days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Administrator shall add thereto interest at a per annum interest rate of one percent (1%) above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the City Council that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty (60) days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Termination of Deferral Status

The option to defer the payment of special assessment shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following events:

1. Sale of Property. The subject is sold, transferred, or subdivided in whole or in part.
2. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.
3. Nonhomestead Property. The subject property loses its homestead status for any reason.
4. No Hardship. The City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Filing for Federal Status/Fee

An eligible applicant must file an application not later than thirty (30) days after the assessment is adopted by the City Council.

All deferral applications must be made on forms approved by the City and submitted to the City Administrator. The applicant will be charged an administrative filing fee, based on the current fee schedule.

Nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the above noted requirements where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

Deferred Assessment Procedures

- Deferred Assessment Application form is provided to applicant/property owner by the City Administrator's Office.
- Applicant fills out the application form and provides the relevant information to document qualification for deferred assessment. Applicant then returns form to City Administrator's Office.
- City Administrator forwards the application to the Finance Director for review of qualifications. Finance Director makes recommendation to City Council to approve or deny the application.
- An approved application may be forwarded to the Carver County Recorder's office for recording and to the Carver County Taxpayer Services Division.
- The deferral information is entered into the City's property records data base.
- At such time the property no longer qualifies for the deferred assessment (upon a transfer of the property, loss of homestead status, or death, no hardship as determined by the Council), the County Auditor/Recorder's office will notify the City of the termination of the deferral status, and direct the party to the City Administrator's office to pay balance on the outstanding deferred assessment amount.

7. That my social security number is _____ Spouse _____
8. That on January 2, 20____ or December 1, 20____ I owned and occupied the above property as my homestead and such occupancy began on _____.
9. That the payments for improvements on the special assessments duly adopted by the City of Waconia as of _____ which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be delayed and that such payments be so deferred for the years 20____ to 20____.

Owner Signature

Owner Signature

=====

I, _____, City Clerk of the City of Waconia, Carver County, State of Minnesota, do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the minutes of official record was duly
 _____ **APPROVED** _____ **DENIED** as of _____, 20____.

That in accordance with approval granted, that the payment for special assessments on the applicant's subject property in the amount of \$_____ for the year (s) _____ should be so deferred with interest at the annual rate of $\frac{\%}{2}$, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Dated _____ 20____

City Clerk

10/2/2008

APPENDIX D

GEOTECHNICAL REPORT

July 23, 2024

Project Number: 21-0538

Mr. Colton Lee, P.E.
Bolton & Menk, Inc
2638 Shadow Lane, Suite 200
Chaska, MN 55318

RE: Geotechnical Exploration Report, City of Waconia Downtown Reconstruction Phase 3 and 4, Waconia, Minnesota

Dear Mr. Lee:

We have completed the geotechnical exploration report for the City of Waconia Downtown Reconstruction Phase 3 and 4 project. Very briefly; we advanced 9 soil borings along the various roadways to characterize subsurface soil and groundwater conditions. Below the pavement section the soil borings generally encountered varying thicknesses of Fill and/or buried topsoil underlain predominantly by clayey glacial till soils that extended to the termination depths of the borings. Portions of the Fill and the buried topsoil were organic in composition and are poor quality soils for utility and pavement support.

Groundwater was not encountered in the borings while drilling and sampling or after removing the augers from the boreholes. We generally do not anticipate groundwater will be encountered during utility installation and/or pavement construction.

Specific details regarding our procedures, results and recommendations follow in the attached geotechnical exploration report.

Thank you for the opportunity to assist you on this project. If you have any questions or need additional information, please contact Paul Gionfriddo at 612-729-2959.

Sincerely,

Haugo GeoTechnical Services



Lucas Mol
Project Manager



Paul Gionfriddo, P.E.
Senior Engineer

GEOTECHNICAL EXPLORATION REPORT

PROJECT:

City of Waconia
Downtown Reconstruction Phase 3 and 4
Waconia, Minnesota

PREPARED FOR:

Bolton & Menk, Inc
2638 Shadow Lane, Suite 200
Chaska, MN 55318

PREPARED BY:

Haugo GeoTechnical Services LLC
2825 Cedar Avenue South
Minneapolis, Minnesota 55407

Haugo GeoTechnical Services Project: 24-0344

July 23, 2024

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.



Paul Gionfriddo, P.E.
Senior Engineer
License Number: 23093



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1.0 INTRODUCTION

1.1 Project Description

Bolton & Menk, Inc. is preparing design and construction documents for the City of Waconia Downtown Reconstruction Phase 3 (2025) and 4 (2026) projects

To aid in their design, Bolton & Menk, Inc. solicited bids to complete a geotechnical exploration for the projects. Haugo GeoTechnical Services, LLC (HGTS), the successful bidder was retained to advance 9 soil borings along the streets slated for improvements to characterize subsurface soil and groundwater conditions.

1.2 Purpose

The purpose of this geotechnical exploration was to characterize subsurface soil and groundwater conditions and provide recommendations for utility and street construction or reconstruction.

1.3 Site Description

Nine (9) soil borings were completed for the project and were taken along downtown business and residential streets. Each street consisted of a 2-lane bituminous paved surface. The streets slated for reconstruction and the soil boring locations are shown on the Revised Soil Boring Map that was prepared and provided by Bolton and Menk. These streets are summarized in Table 1.

Table 1. Downtown Street Reconstruction

Phase 3 - 2025	
Street	Between Streets
1 st Street W	Maple Street S to Olive Street S
Olive Street S	1 st Street W to 2 nd Street W
2 nd Street W	Library to Elm Street S
Phase 4 - 2026	
1 st Street W	Olive Street S to Spruce Street S
Elm Street S	1 st Street W to 2 nd Street W
Pine Street S	1 st Street W to 2 nd Street W
2 nd Street W	Elm Street S to Pine Street S

1.4 Scope of Services

Our services were performed in accordance with the HGTS proposal 21-0538 dated May 27, 2021. Our scope of services was performed under the terms of our General Conditions and limited to the following tasks:

- Calling the Gopher State One Call system to locate existing underground public utilities.
- Completing one (1) standard penetration soil borings extending to a nominal depth of 10 feet.
- Completing six (6) standard penetration soil borings extending to a nominal depth of 20 feet.

- Completing two (2) standard penetration soil borings extending to a nominal depth of 25 feet.
- Sealing the borings in accordance with MDH Regulations, including bituminous patching.
- Obtaining GPS coordinates and ground surface elevations at the soil boring locations. Elevations were subsequently provided by Bolton & Menk.
- Visually classifying samples recovered from the soil borings.
- Performing up to ten moisture content tests and ten P-200 content tests on selected samples.
- Preparing soil boring logs describing the soil types/classifications, N-Value determinations and results of water level measurements.
- Preparing an engineering report summarizing soil and groundwater conditions and providing recommendations for utility and roadway construction.

1.5 Documents Provided

We were provided with a map titled; "Downtown Reconstruction - Soil Boring Map" that was prepared by Bolton & Menk and dated April 2024. The map showed the streets and proposed boring locations superimposed onto an aerial photograph of the area. The locations of soil borings completed for previous street improvement projects near this project were also shown on the map.

The April 2024 Soil Boring Map showed the locations of 10 borings. The number of borings was reduced to 9 and we were subsequently provided a Revised Soil Boring Map that was dated May 2024.

Soil borings were completed in this general area of the city in 2013, 2014, 2020 and 2021 by HGTS and by American Engineering Testing (AET). Log of boring sheets and sketches showing the locations of those borings are included in the Appendix for informational purposes.

1.6 Locations and Elevations

The boring locations were selected and staked in the field by Bolton & Menk. The approximate locations of the soil borings are shown on Revised Soil Boring Map provided by Bolton and Menk.

Ground surface elevations at the boring locations were provided by Bolton & Menk.

2.0 FIELD PROCEDURES

The Standard Penetration Test (SPT) borings were advanced on June 6, 2024 by HGTS with a rotary drilling rig, using continuous flight augers to advance the boreholes. Representative samples were obtained from the borings, using the split-barrel sampling procedures in general accordance with ASTM Specification D-1586. In the split-barrel sampling procedure, a 2-inch O.D. split-barrel spoon is driven into the ground with a 140-pound hammer falling 30 inches. The number of blows required to drive the sampling spoon the last 12 inches of an 18-inch penetration is recorded as the standard penetration resistance value, or "N" value. The results of the standard penetration tests are indicated on the boring log. The samples were sealed in containers and provided to the HGTS office for testing and soil classification.

A field log of each boring was prepared by the HGTS drill crew. The logs contained visual classifications of the soil materials encountered during drilling, as well as the driller's interpretation of the subsurface conditions between samples and water observation notes. The final boring logs included with this report represent an interpretation of the field logs and include modifications based on visual/manual method observation of the samples.

The soil boring logs, general terminology for soil description and identification, and classification of soils for engineering purposes are also included in the appendix. The soil boring logs identify and describe the materials encountered, the relative density or consistency based on the Standard Penetration resistance (N-value, "blows per foot") and groundwater observations.

The strata changes were inferred from the changes in the samples and auger cuttings. The depths shown as changes between strata are only approximate. The changes are likely transitions, variations can occur beyond the location of the boring.

3.0 RESULTS

3.1 Soil Conditions

The soil borings generally encountered 4 main stratigraphic units that included; 1) a pavement section, 2) Fill, 3) buried topsoil, and 4) native glacial till. A brief description of each stratigraphic unit is described below.

Pavement Section Each of the soil borings encountered a pavement section at the surface that consisted of varying thicknesses of bituminous pavement over varying thickness of aggregate base. The bituminous thickness ranged from about 2 ¼ to 7 inches thick with the aggregate base ranging from about 1 to 12 inches thick. The pavement section at boring SB-5 consisted of about 5 inches of bituminous over an approximate 2-inch layer of aggregate over an approximate 2-inch layer bituminous. The pavement section thickness at the boring locations is summarized in Table 2.

Table 2. Summary of Existing Roadway Section

Boring Number	Approximate Bituminous Thickness (inches)	Approximate Aggregate Base Thickness (inches)	Subgrade Soil Type (ASTM)
Phase 3 (2025)			
SB-1	7	8	Buried Topsoil
SB-2	6	6	Buried Topsoil
SB-6	6	12	Buried Topsoil
SB-7	2 ¼	1 ¾	Sandy Lean Clay (CL)
Phase 4 (2026)			
SB-3	6 ½	6	Buried Topsoil & Fill
SB-4	6 ½	1 ¼	Sandy Silt (ML)
SB-5	5	2 & 2 " bituminous	Sandy Lean Clay (CL)
SB-8	5	< 1	Sandy Lean Clay (CL)
SB-9	6	< 1	Fill (CL)

Buried Topsoil Soil borings SB-1, SB-2, SB-3 and SB-6 encountered buried topsoil below the pavement section. The buried topsoil was composed of sandy lean clay that was black to dark grey in color. Organic content tests of the buried topsoil indicated that it was slightly organic with organic contents ranging from about 3 ½ to 4 ½ percent. The buried topsoil extended to depth ranging from about 2 to 4 ½ feet below the pavement surface.

Fill Soil borings SB-3 and SB-9 encountered Fill below the pavement section of the buried topsoil. The Fill was composed of sandy lean clay that extended to depths ranging from about 2 to 4 ½ feet below the pavement surface. The Fill varied from brown to greyish brown to black in color.

The penetration resistance values (N-Values), shown as blows per foot (bpf) on the boring logs, within the clayey Fill soils was 5 bpf. Indicating the Fill had a rather soft consistency.

Glacial Till Below the pavements section, Fill, or buried topsoil the borings encountered glacial till deposits that were composed predominantly of sandy lean clay that extended to the termination depths of the borings.

The exceptions were soil borings SB-4 and SB-5. Soil boring SB-4 encountered sandy silt below the pavement that extend to a depth of about 4 ½ feet. Both boring SB-4 and SB-5 encountered relatively thin layer of sand (poorly graded sand with silt) at about 7 and 9 ½ feet, respectively. The sand layer was estimated to be less than a foot thick at boring SB-4 and was estimated to be about 2 feet thick at boring SB-5.

The N-Values within the native clayey glacial till soils ranged from 3 to 17 bpf. These values indicate the clayey glacial till had a soft to very stiff consistency but was mostly medium to rather stiff. N-Values within the sandy silt poorly graded sand with silt ranged from 9 to 32 bpf, indicating a loose to dense relative density.

3.2 Groundwater

Groundwater was not encountered in the soil borings while drilling and sampling or after removing the augers from the boreholes. Groundwater appears to be below the depths explored by our borings.

Water levels were measured on the dates as noted on the boring logs and the period of water level observations was relatively short. Given the cohesive nature of the soils encountered, it is possible that insufficient time was available for groundwater to seep into the borings and rise to its hydrostatic level. Groundwater monitoring wells or piezometers would be required to more accurately determine water levels. Seasonal and annual fluctuations in the groundwater levels should be expected.

3.3 Laboratory Testing

Laboratory moisture content, organic content, and grain size analyses (gradations) were performed on selected samples recovered from the soil borings. Table 3 summarizes the results of the laboratory moisture content and organic content tests along with the P-200 portion of the grain size analyses. These results are also shown on the boring logs adjacent to the sample tested. The full grain size analyses are included in the Appendix.

Table 3. Summary of Laboratory Analysis

Boring Number	Sample	Depth (feet)	Moisture Content (%) *	P-200 Content (%) *	Organic Content (%) *
SB-1	AU-43	Agg Base	-	9	-
SB-1	SS-44	2 ½	27	-	3 ½
SB-1	SS-46	7 ½	20 ½	-	-
SB-2	AU-51	Agg Base	-	10 ½	-
SB-2	SS-52	2 ½	22	-	-
SB-2	SS-55	10	19	-	-
SB-3	AU-35	Agg Base	-	5	-
SB-3	SS-36	2 ½	25	-	-
SB-3	SS-38	7 ½	19 ½	-	-
SB-4	SS-28	2 ½	16	-	-
SB-4	SS-31	10	20 ½	-	-
SB-5	SS-65	2 ½	15 ½	-	-
SB-5	SS-68	10	7	-	-
SB-6	AU-59	Agg Base	-	11	-
SB-6	SS-60	2 ½	20	-	4 ½
SB-6	SS-61	5	19	-	-
SB-7	SS-21	5	30 ½	-	-
SB-7	SS-23	10	19 ½	-	-
SB-8	SS-11	2 ½	22 ½	-	-
SB-8	SS-13	7 ½	19	-	-
SB-9	SS-4	7 ½	19	-	-
SB-9	SS-7	15	19 ½	-	-

*Moisture content, P-200 and organic content tests were rounded to the nearest ½ percent.

3.4 OSHA Soil Classification

The soils encountered in the borings at the anticipated excavation depths consisted predominantly of sandy lean clay with lesser amounts of sandy silt and poorly graded sand with silt corresponding to the ASTM Classifications of CL, ML, and SP-SM, respectively. The clayey soils (CL) will generally be Type B soils under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines. The sandier soils (ML and SP-SM) will generally be a Type C soil under OSHA guidelines.

An OSHA-approved qualified person should review the soil classification in the field. Excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states excavation safety is the responsibility of the contractor. The project specifications should reference these OSHA requirements.

4.0 DISCUSSION AND RECOMMENDATIONS

4.1 Proposed Construction

We understand that street improvements will include removing and replacing underground watermain, storm sewer and sanitary sewer utilities and reconstructing the roadways.

Based on correspondence with Bolton & Menk we understand that the watermain and sanitary sewer will consist of non-corrosive pipe materials and the storm sewer will likely be reinforced concrete pipe. Sanitary sewer and watermain invert depths are anticipated to range from about 7 to 18 feet below the ground surface. Pipe burial depths for the storm sewer are anticipated to be within about 5 feet of the ground surface. We anticipate that site grading will consist of earthwork necessary for utility installations and roadway reconstruction and we do not anticipate any significant changes in the roadway alignment or roadway grades. Cuts or fills involving permanent grade change, if any, are assumed to be less than 2 feet.

Changes in the nature, design, or location of all or parts of this project may occur. If the proposed grades differ by more than 2 feet from the assumed values or if the design or location of the proposed improvements change, we should be informed. Additional analyses and revised recommendations may be necessary.

4.2 Discussion

General

The laboratory moisture contents of the clayey subgrade soils ranged from about 15 ½ to 30 ½ percent with most of the moisture contents between about 19 and 25 percent. These values indicate the soils were likely above their assumed optimum soil moisture content. Soil that will be reused as fill or backfill will likely require some drying to meet the recommended compaction levels. Summer months are typically more favorable for drying wet soils.

Buried Topsoil

Buried topsoil was encountered in borings SB-1, SB-2, SB-3 and SB-6. Laboratory tests indicated the buried topsoil was slightly organic. Organic soils or soils contain organic materials are generally compressible and are poor quality soils for utility and/or pavement support. We anticipate that these materials will be excavated incidental to utility installation and further anticipate that it will be desired to reuse the excavated materials to the greatest extent possible but given the organic nature of the materials we recommend they be replaced with suitable non-organic mineral soils.

Glacial Till

The sandy lean clay glacial till encountered in the borings, in our opinion, are suitable for roadway and pipe support. However, portions of the clay had a soft consistency and are not suitable for pipe support. Soft clays may need to be removed and replaced with suitable pipe bedding materials or excavated, dried and recompacted.

We anticipate that it will be desired to reuse the clayey soils as fill and backfill to the greatest extent possible. As noted above the clayey were likely above their assumed optimum soil moisture content. Soil that will be reused as fill or backfill will likely require some drying to meet the recommended compaction levels. Soils that cannot be dried and recompacted may need to be replaced with suitable compacted engineered fill.

Sandy silt (ML) was encountered in boring SB-4 that extended to about 4 ½ feet below the ground surface. The sandy silt is a moisture sensitive material and can easily become disturbed and loose strength due to construction activities, especially in the presence of excess moisture. These soils can also be difficult to compact. Silty soils that cannot be compacted to project requirements may need to be removed and replaced with suitable compacted engineered fill.

Groundwater Groundwater was not encountered in the soil borings while drilling and sampling or after removing the augers from the boreholes. We do not anticipate groundwater will be encountered during construction and do not anticipate that dewatering will be required.

4.3 Utility and Pavement Subgrade Preparation

Excavations We recommend that all pavements, organic soils, buried topsoil, Fill, and any soft or otherwise unsuitable soil materials, if encountered, be removed from below the proposed utilities, pavement and oversize areas. Table 4 summarizes the anticipated excavation depths to remove the pavements and buried topsoil. Excavation depths for pipe installation will likely be deeper. We anticipate that the utilities will be supported on the native glacial till soils which in our opinion are suitable for pipe support.

Table 4. Anticipated Excavation Depths

Boring Number	Measured Surface Elevation (feet)	Anticipated Excavation Depth (feet)*	Anticipated Excavation Elevation (feet)*	Anticipated Groundwater Elevation (feet)*
Phase 3 (2025)				
SB-1	1015.7	4 ½	1011	NE
SB-2	1024.6	2	1022 ½	NE
SB-6	1027.3	4 ½	1023	NE
SB-7	1028.9	½	1028 ½	NE
Phase 4 (2026)				
SB-3	1036.7	2	1034 ½	NE
SB-4	1043.5	½	1043	NE
SB-5	1049.5	1	1048 ½	NE
SB-8	1044.1	½	1043 ½	NE
SB-9	1045.9	2	1044	NE

* = Excavation elevations were rounded to nearest ½ foot. NE - Not Encountered

Oversizing In areas where the excavations extend below the proposed pavement or utility elevations, the excavation requires oversizing. We recommend the perimeter of the excavation be extended a foot outside the proposed footprint for every foot below finish grade (1H:1V oversizing). The purpose of the oversizing is to provide lateral support of the pavement or utility.

Backfilling We recommend bedding material be thoroughly compacted around the pipes. We recommend that engineered fill placed to establish pavement grades be compacted to a minimum of 95 percent of its standard Proctor density (ASTM D 698), the exception being within 3 feet of the proposed pavement subgrade, where 100 percent of standard Proctor density is required. In landscaped areas we recommend a minimum compaction of 90 percent.

Granular fill classified as SP or SP-SM should be placed within 65 percent to 105 percent of its optimum moisture content as determined by the standard Proctor. Other fill soils should be placed within 3 percentage points above and 1 percentage point below its optimum moisture content as determined by the standard Proctor. All fill should be placed in thin lifts and be compacted with a large self-propelled vibratory compactor operating in vibratory mode.

We anticipate that the soil removed for utility construction will be re-used as fill and backfill to the greatest extent possible. However, we do not recommend reusing the buried topsoil or other organic soils or other soils that are black in color as fill or backfill.

It is our opinion that glacial till soils excavated for utility installation are generally suitable for re-use as fill and backfill provided it is free of topsoil, organic soils or other unsuitable materials.

Moisture contents of the on-site soil materials ranged from about 15 ½ to 30 ½ percent with most of the moisture contents between 19 and 25 percent. These values indicate the soils were likely above their assumed optimum soil moisture content. Soil that will be reused as fill or backfill will likely require some drying to meet the recommended compaction levels. Summer months are typically more favorable for drying wet soils.

Additional backfill, if needed, to attain pavement subgrade elevation can consist of any mineral soil provided it is free of organic material or other deleterious materials.

Dewatering Groundwater was not encountered in the soil borings while drilling and sampling or after removing the augers from the boreholes. We do not anticipate groundwater will be encountered during construction and do not anticipate that dewatering will be required.

4.4 Pavement Recommendations

We anticipate the pavements will be designed in accordance with City of Waconia standard plates.

We were not provided any information regarding traffic volumes, such as Average Annual Daily Traffic (AADT) or vehicle distribution. Since the streets are generally located near “downtown” Waconia we anticipate that the streets will be used a variety of vehicles including; automobiles, light trucks, school buses, garbage trucks and delivery vans (FEDEX, UPS etc.). 1st Street, Olive Street and Elm Street are truck routes and may see some larger delivery vehicles. Based on the assumed traffic types we estimate the roadways will be subjected to Equivalent Single Axle Loads (ESAL’s) ranging from about 50,000 to 75,000 over a 20-year design life. This does not account for any future growth.

We recommend the subgrade soil be backfilled and compacted as described in Section 4.3 above.

Prior to placing the aggregate base (Class 5) we recommend the subgrade be test rolled with a loaded tandem truck to identify soft, weak, loose or unstable areas that may require additional subcuts.

R-Values Laboratory tests to determine the soils Hveem Stabilometer R-Value (R-Value) was beyond the scope of this project. Based on the soil borings we anticipate we anticipate the pavement subgrade will consist of sandy lean clay meeting the ASTM classification CL. Information provided in the State of Minnesota Department of Transportation, Geotechnical & Pavement Manual, Part II, indicates that R-Values for sandy lean clay materials meeting the ASTM Classification CL can range from 6 to 18. Since the borings were spaced fairly far apart and to account for potential variations in subgrade soil conditions it is our opinion that an R-Value of 12 can be used for pavement design.

Pavement Section We understand that the pavements will be constructed to meet City of Waconia standard street sections. These city standard street sections are presented below. However, we understand that the City of Waconia and/or Bolton & Menk may evaluate alternate pavement section thicknesses and select an appropriate pavement section. Alternate pavement sections can be provided if requested.

Residential Street We recommend the pavement section consist of a minimum of 4 ½ inches of bituminous (2 inches of wear course and 2 ½ inches of base course) underlain by a minimum of 8 inches of aggregate base and a minimum of 12 inches of select granular subbase. We recommend placing a layer of geotextile separator fabric between the subgrade soils and select granular subbase. We recommend installing along with drain tile. Drain tile should be routed to the storm sewer system or other suitable disposal area.

Truck Routes We recommend the pavement section consist of a minimum of 6 ½ inches of bituminous underlain by a minimum of 12 inches of aggregate base and a minimum of 12 inches of select granular subbase. We recommend placing a layer of geotextile separator fabric between the subgrade soils and select granular subbase. We recommend installing along with drain tile. Drain tile should be routed to the storm sewer system or other suitable disposal area.

Geotextile Materials Geotextile fabric should meet MN/DOT Specification 3733. Based on 2020 MN/DOT specifications we recommend a Category 2, Type 9 geotextile, or equivalent.

Pavement Materials We recommend that the bituminous wear and base courses meet the requirement of Mn/DOT specification 2360. We recommend compacting the SPNW bituminous pavements to at least 93% of the maximum theoretical density and compacting SPWE bituminous pavements to at least 92% of the maximum theoretical density.

We recommend aggregate base meeting Mn/DOT specification 3138 for Class 5 aggregate base. We recommend the aggregate base be compacted to 100 percent of its maximum standard Proctor dry density.

The new pavement areas will likely include concrete curb and gutter. We recommend specifying concrete that has a minimum 28-day compressive strength of 3,900 psi. We recommend specifying 5 to 8 percent entrained air for exposed concrete to provide resistance to freeze-thaw deterioration. We recommend slump, air content and compressive strength tests of Portland cement concrete.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Excavation

The soils encountered in the borings at the anticipated excavation depths consisted predominantly of sandy lean clay with lesser amounts of sandy silt and poorly graded sand with silt corresponding to the ASTM Classifications of CL, ML, and SP-SM, respectively. The clayey soils (CL) will generally be Type B soils under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines. The sandier soils (ML and SP-SM) will generally be a Type C soil under OSHA guidelines.

Temporary excavations in Type B soils should be constructed at a minimum of 1 foot horizontal to every 1-foot vertical within excavations. Temporary excavations in Type C soils should be constructed at a minimum of 1 ½ foot horizontal to every 1-foot vertical within excavations. Slopes constructed in this manner may still exhibit surface sloughing. If site constraints do not allow the construction of slopes with these dimensions, temporary shoring may be required.

5.2 Observations

A geotechnical engineer or qualified engineering technician should observe the excavation subgrade to evaluate if the subgrade soils are similar to those encountered in the borings and adequate to support the proposed construction.

5.3 Backfill and Fills

Site soils that will be excavated and reused as backfill and fill appear to be above their assumed optimum moisture content. We anticipate it may be necessary to moisture condition (dry) portions of these soils to achieve the recommended compaction. We recommend that fill and backfill be placed in lifts not exceeding 4 to 12 inches, depending on the size of the compactor and materials used.

5.4 Testing

We recommend density tests of backfill and fills placed during utility and pavement construction. Samples of the proposed materials should be submitted to our laboratory prior to placement for evaluation of their suitability and to determine their optimum moisture content and maximum dry density (Standard Proctor).

5.5 Winter Construction

If site grading and construction is anticipated to proceed during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading and placement of fill. No fill should be placed on frozen soil and no frozen soil should be used as fill or backfill.

Concrete delivered to the site should meet the temperature requirements of ASTM and/or ACI. Concrete should not be placed on frozen soil. Concrete should be protected from freezing until the necessary strength is obtained.

6.0 PROCEDURES

6.1 Soil Classification

The drill crew chief visually and manually classified the soils encountered in the borings in general accordance with ASTM D 2488, "Description and Identification of Soils (Visual-Manual Procedure)". Soil terminology notes are included in the Appendix. The samples were returned to our laboratory for review of the field classification by a geotechnical engineer. Samples will be retained for a period of 30 days.

6.2 Groundwater Observations

Immediately after taking the final samples in the bottom of the borings, the hole was checked for the presence of groundwater. Again, at the end of the drilling day, the borings were re-checked for the presence of groundwater with the levels and time delay being noted on the boring logs.

7.0 GENERAL

7.1 Subsurface Variations

The analyses and recommendations presented in this report are based on data obtained from a limited number of soil borings. Variations can occur away from the borings, the nature of which may not become apparent until additional exploration work is completed or construction is conducted. A reevaluation of the recommendations in this report should be made after performing on-site observations during construction to note the characteristics of any variations. The variations may result in additional excavation costs and it is suggested that a contingency be provided for this purpose.

It is recommended that we be retained to perform the observation and testing program during construction to evaluate whether the design is as expected, if any design changes have affected the validity of our recommendations, and if our recommendations have been correctly interpreted and implemented in the designs, specifications and construction methods. This will allow correlation of the soil conditions encountered during construction to the soil borings and will provide continuity of professional responsibility.

7.2 Review of Design

This report is based on the design of the proposed structures as related to us for preparation of this report. It is recommended that we be retained to review the geotechnical aspects of the design and specifications. With the review we will evaluate whether any changes have affected the validity of the recommendations and whether our recommendations have been correctly interpreted and implemented in the design and specifications.

7.3 Groundwater Fluctuations

We made water level measurements in the borings at the times and under the conditions stated on the boring logs. The data was interpreted in the text of this report. The period of observation was relatively short and fluctuations in the groundwater level may occur due to rainfall, flooding, irrigation, spring thaw, drainage, and other seasonal and annual factors not evident at the time the observations were made. Design drawings and specifications and construction planning should recognize the possibility of fluctuations.

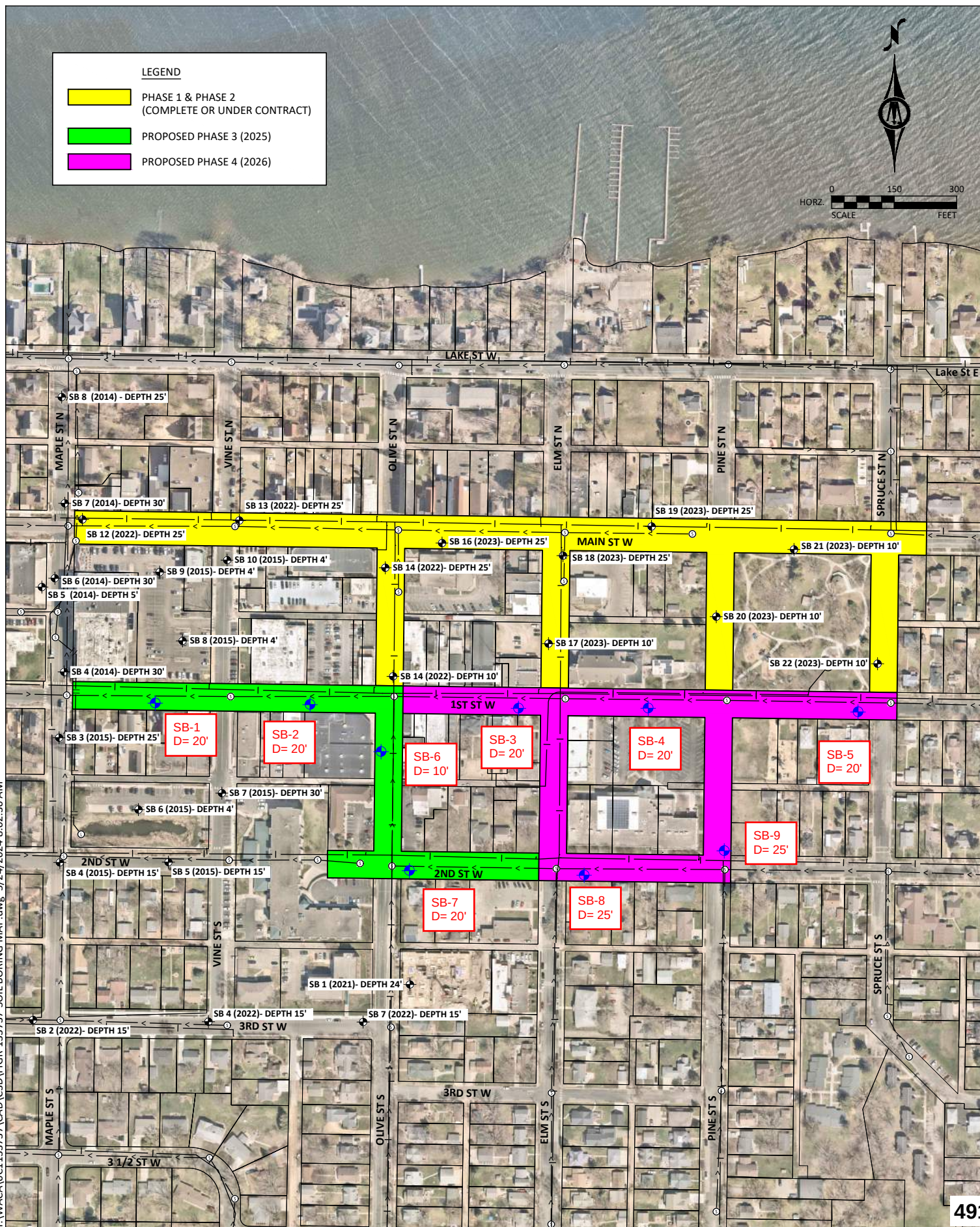
7.4 Use of Report

This report is for the exclusive use of Bolton & Menk and their design team to use to design the proposed structures and prepare construction documents. In the absence of our written approval, we make no representation and assume no responsibility to other parties regarding this report. The data, analysis and recommendations may not be appropriate for other structures or purposes. We recommend that parties contemplating other structures or purposes contact us.

7.5 Level of Care

Haugo GeoTechnical Services, LLC has used the degree of skill and care ordinarily exercised under similar circumstance by members of the profession currently practicing in this locality. No warranty expressed or implied is made.

APPENDIX



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BORING NUMBER SB-1

PAGE 1 OF 1

CLIENT City of Waconia

PROJECT NAME Downtown Reconstruction Phase 3 & 4

PROJECT NUMBER 24-0344

PROJECT LOCATION Waconia, MN

DATE STARTED 6/6/24 COMPLETED 6/6/24

GROUND ELEVATION 1015.7 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS- 45

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

AT TIME OF DRILLING --- Not Encountered

LOGGED BY NC/MS CHECKED BY PG

AT END OF DRILLING --- Not Encountered

NOTES _____

AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲			
							20	40	60	80
0							PL	MC	LL	
							20	40	60	80
							□ FINES CONTENT (%) □			
							20	40	60	80
		Approximately 7 Inches of Bituminous	AU 43							
		Approximately 8 Inches of Aggregate								
		P-200= 9.2%								
		Sandy Lean Clay, black to dark grey, moist to wet (Buried Topsoil)	SS 44		1-3-2 (5)	27				
		Organic Content= 3.5%								
5		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, rather soft to very stiff (Glacial Till)	SS 45		1-2-3 (5)					
			SS 46		2-2-4 (6)	20.5				
10			SS 47		3-3-5 (8)					
			SS 48		2-4-6 (10)					
15			SS 49		3-6-11 (17)					
20			SS 50		4-5-8 (13)					

Bottom of borehole at 21.0 feet.

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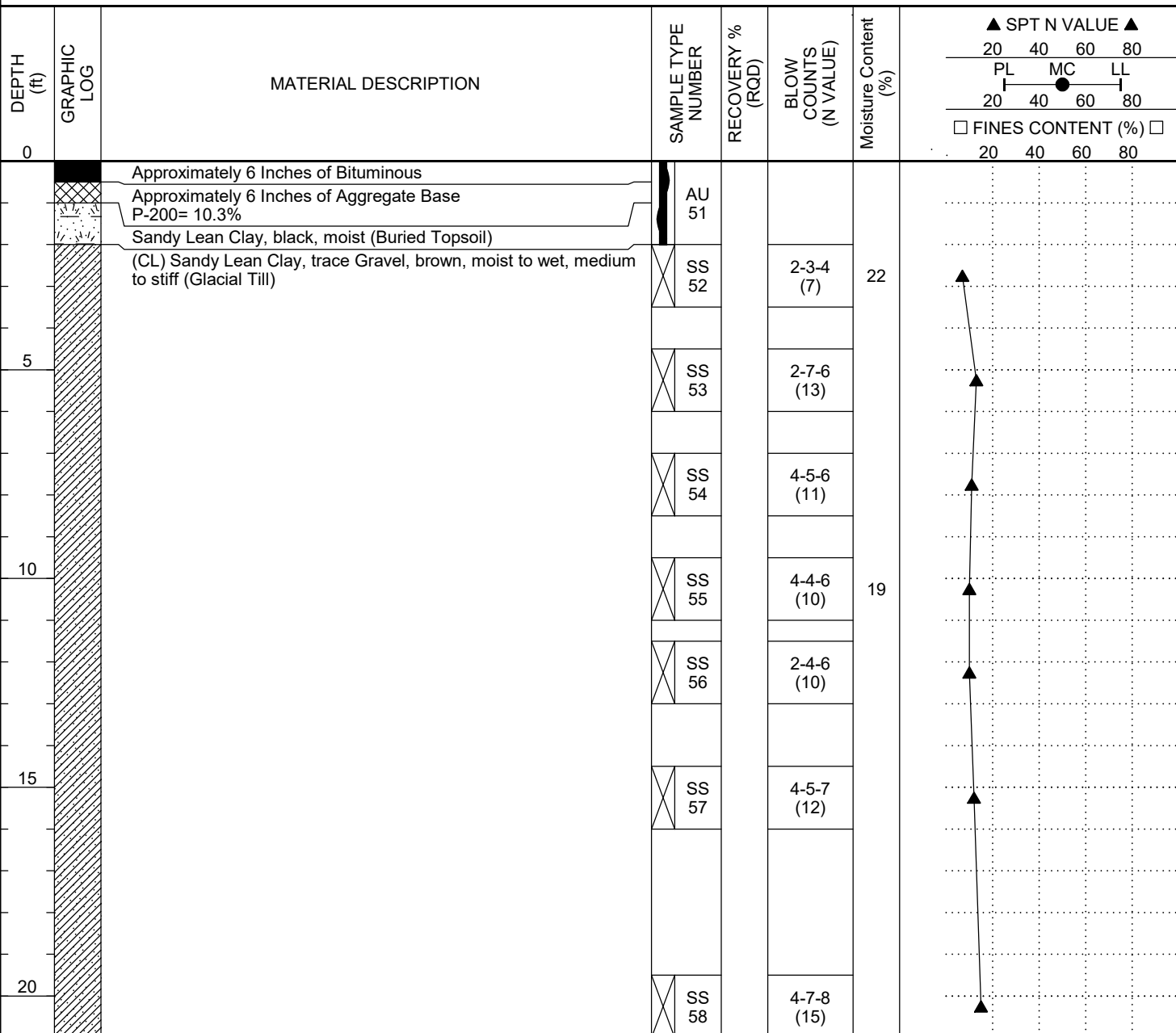


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BORING NUMBER SB-2

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Downtown Reconstruction Phase 3 & 4
PROJECT NUMBER	24-0344	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/6/24	COMPLETED	6/6/24
DRILLING CONTRACTOR	HGTS- 45	GROUND ELEVATION	1024.6 ft
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches
LOGGED BY	NC/MS	CHECKED BY	PG
NOTES			
		GROUND WATER LEVELS:	
		AT TIME OF DRILLING	--- Not Encountered
		AT END OF DRILLING	--- Not Encountered
		AFTER DRILLING	--- Not Encountered



Bottom of borehole at 21.0 feet.

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BORING NUMBER SB-3

PAGE 1 OF 1

CLIENT City of Waconia

PROJECT NAME Downtown Reconstruction Phase 3 & 4

PROJECT NUMBER 24-0344

PROJECT LOCATION Waconia, MN

DATE STARTED 6/6/24 COMPLETED 6/6/24

GROUND ELEVATION 1036.7 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS- 45

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

AT TIME OF DRILLING --- Not Encountered

LOGGED BY NC/MS CHECKED BY PG

AT END OF DRILLING --- Not Encountered

NOTES _____

AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲			
							20	40	60	80
0							PL	MC	LL	
							20	40	60	80
							□ FINES CONTENT (%) □			
							20	40	60	80
		Approximately 6.5 Inches of Bituminous	AU 35							
		Approximately 6 Inches of Aggregate Base P-200=4.9%								
		Sandy Lean Clay, trace Gravel, black, moist (Fill/Buried Topsoil)	SS 36		2-2-3 (5)	25				
5		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, rather soft to stiff (Glacial Till)	SS 37		2-2-2 (4)					
			SS 38		2-3-4 (7)	19.5				
10			SS 39		3-5-6 (11)					
			SS 40		2-4-5 (9)					
15			SS 41		3-4-6 (10)					
20		(CL) Sandy Lean Clay, trace Gravel, grey, moist to wet, stiff (Glacial Till)	SS 42		4-6-9 (15)					

Bottom of borehole at 21.0 feet.

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BORING NUMBER SB-4

PAGE 1 OF 1

CLIENT City of Waconia

PROJECT NAME Downtown Reconstruction Phase 3 & 4

PROJECT NUMBER 24-0344

PROJECT LOCATION Waconia, MN

DATE STARTED 6/6/24 COMPLETED 6/6/24

GROUND ELEVATION 1043.5 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS- 45

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

AT TIME OF DRILLING --- Not Encountered

LOGGED BY NC/MS CHECKED BY PG

AT END OF DRILLING --- Not Encountered

NOTES _____

AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲			
							20	40	60	80
0							PL	MC	LL	
							20	40	60	80
							□ FINES CONTENT (%) □			
							20	40	60	80
		Approximately 6.5 Inches of Bituminous	AU 27							
		Approximately 1.25 Inches of Bituminous								
		(ML) Sandy Silt, brown, moist, loose (Glacial Till)	SS 28		2-3-6 (9)	16				
5		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, medium (Glacial Till)	SS 29		2-3-5 (8)					
		(SP-SM) Poorly Graded Sand with Silt, fine to medium grained, trace Gravel, brown, moist, medium dense (Glacial Till)	SS 30		6-10-9 (19)					
		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, medium to rather stiff (Glacial Till)	SS 31		2-4-5 (9)	20.5				
10			SS 32		2-3-5 (8)					
15			SS 33		2-3-6 (9)					
20			SS 34		3-4-7 (11)					

Bottom of borehole at 21.0 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/23/24 11:32 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\24-0344 BORING LOG DRAFT.GPJ



Haugo GeoTechnical Services
2825 Cedar Ave South
Minneapolis, MN, 55407
Telephone: 612-729-2959
Fax: 763-445-2238

BORING NUMBER SB-5

PAGE 1 OF 1

CLIENT City of Waconia

PROJECT NAME Downtown Reconstruction Phase 3 & 4

PROJECT NUMBER 24-0344

PROJECT LOCATION Waconia, MN

DATE STARTED 6/6/24 COMPLETED 6/6/24

GROUND ELEVATION 1049.5 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS- 45

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

AT TIME OF DRILLING --- Not Encountered

LOGGED BY NC/MS CHECKED BY PG

AT END OF DRILLING --- Not Encountered

NOTES _____

AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲			
							20	40	60	80
0							PL	MC	LL	
							20	40	60	80
							□ FINES CONTENT (%) □			
							20	40	60	80
		Approximately 5 Inches of Bituminous	AU 64							
		Approximately 2 Inches of Aggregate Base								
		Approximately 2 Inches of Bituminous								
		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, medium to stiff (Glacial Till)	SS 65		4-4-4 (8)	15.5				
5			SS 66		3-4-6 (10)					
			SS 67		3-5-9 (14)					
10		(SP-SM) Poorly Graded Sand with Silt, fine to coarse grained, with Gravel, brown, moist, dense (Glacial Till)	SS 68		3-14-18 (32)	7				
		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, stiff to very stiff (Glacial Till)	SS 69		4-5-9 (14)					
15			SS 70		3-7-10 (17)					
20			SS 71		4-6-9 (15)					

Bottom of borehole at 21.0 feet.

GEOTECH BH PLOTS - GINT STD US LAB GDT - 7/23/24 11:32 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\24-0344 BORING LOG DRAFT.GPJ



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BORING NUMBER SB-6

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Downtown Reconstruction Phase 3 & 4
PROJECT NUMBER	24-0344	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/6/24	COMPLETED	6/6/24
DRILLING CONTRACTOR	HGTS- 45	GROUND ELEVATION	1027.3 ft
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches
LOGGED BY	NC/MS	CHECKED BY	PG
NOTES			
GROUND WATER LEVELS:		AT TIME OF DRILLING --- Not Encountered	
		AT END OF DRILLING --- Not Encountered	
		AFTER DRILLING --- Not Encountered	

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲	
							20 40 60 80	20 40 60 80
0							PL	MC LL
							20 40 60 80	20 40 60 80
							□ FINES CONTENT (%) □	
							20 40 60 80	20 40 60 80
		Approximately 6 Inches of Bituminous	AU 59					
		Approximately 12 Inches of Aggregate Base P-200= 10.9%						
		Sandy Lean Clay, black to dark grey, moist (Buried Topsoil)	SS 60		6-4-6 (10)	20		
		Organic Content= 4.5%						
5		(CL) Sandy Lean Clay, dark brown, moist to wet, medium (Glacial Till)	SS 61		2-3-4 (7)	19		
		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, rather stiff (Glacial Till)	SS 62		2-4-5 (9)			
10			SS 63		4-4-5 (9)			

Bottom of borehole at 11.0 feet.

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Fax: 763-445-2238

BORING NUMBER SB-7

PAGE 1 OF 1

CLIENT City of Waconia

PROJECT NAME Downtown Reconstruction Phase 3 & 4

PROJECT NUMBER 24-0344

PROJECT LOCATION Waconia, MN

DATE STARTED 6/5/24 COMPLETED 6/5/24

GROUND ELEVATION 1028.9 ft HOLE SIZE 3 1/4 inches

DRILLING CONTRACTOR HGTS- 45

GROUND WATER LEVELS:

DRILLING METHOD Hollow Stem Auger/Split Spoon

AT TIME OF DRILLING --- Not Encountered

LOGGED BY NC/MS CHECKED BY PG

AT END OF DRILLING --- Not Encountered

NOTES _____

AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Moisture Content (%)	▲ SPT N VALUE ▲			
							20	40	60	80
0							PL	MC	LL	
							20	40	60	80
							□ FINES CONTENT (%) □			
							20	40	60	80
		Approximately 2.25 Inches of Bituminous	AU 19							
		Approximately 1.75 Inches of Aggregate Base	SS 20		2-2-3 (5)					
5		(CL) Lean Clay, brown and light grey, moist to wet, rather soft (Glacial Till)	SS 21		3-2-3 (5)	30.5				
		(CL) Sandy Lean Clay, trace Gravel, brown, moist to wet, medium to rather stiff (Glacial Till)	SS 22		2-3-4 (7)					
10			SS 23		3-4-6 (10)	19.5				
			SS 24		4-4-5 (9)					
15		(CL) Sandy Lean Clay, trace Gravel, grey, moist to wet, rather stiff (Glacial Till)	SS 25		4-4-7 (11)					
20			SS 26		1-4-5 (9)					

Bottom of borehole at 21.0 feet.

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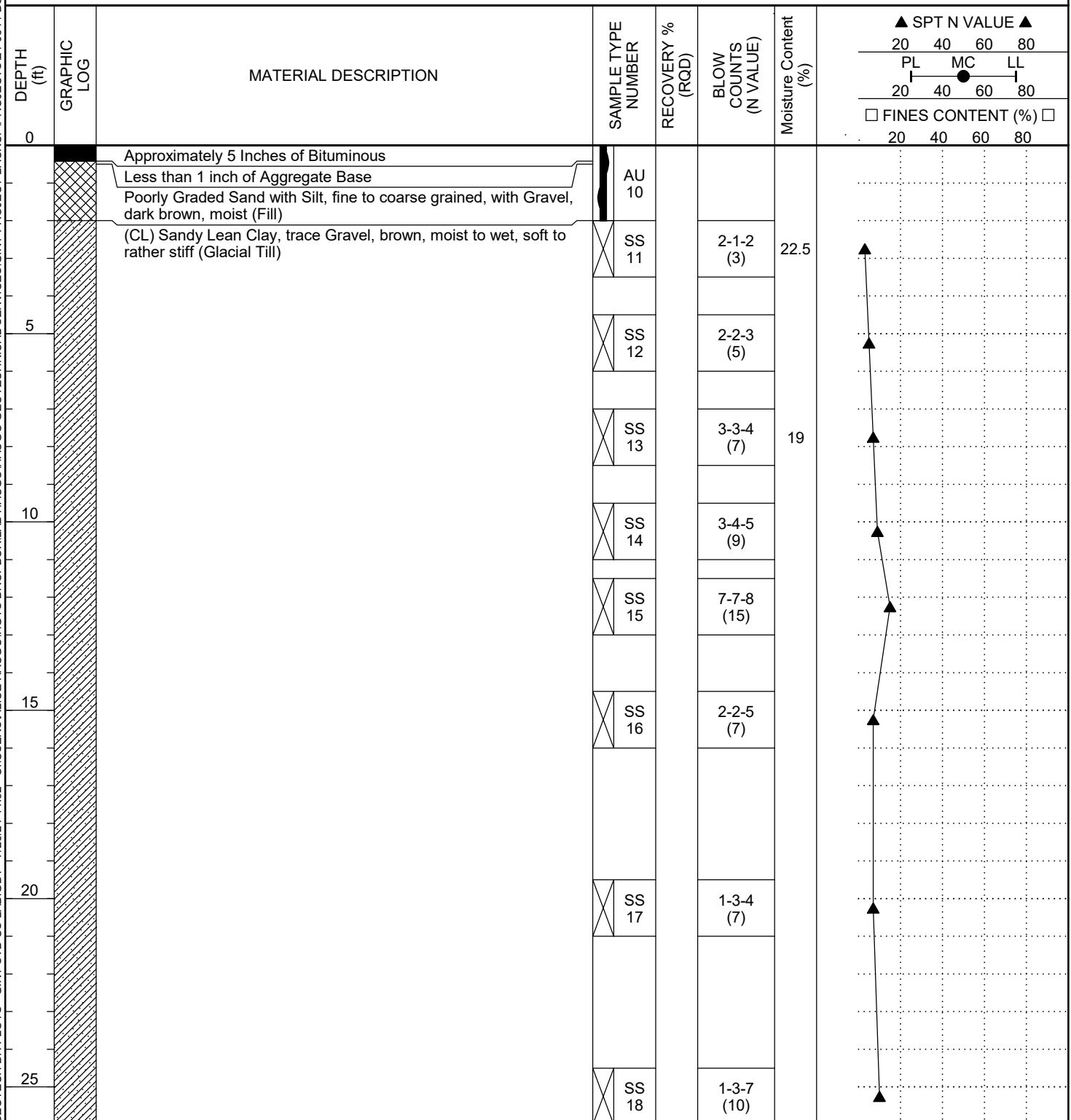
BORING NUMBER SB-8

PAGE 1 OF 1

CLIENT City of Waconia
PROJECT NUMBER 24-0344
DATE STARTED 6/5/24 COMPLETED 6/5/24
DRILLING CONTRACTOR HGTS- 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY NC/MS CHECKED BY PG
NOTES _____

PROJECT NAME Downtown Reconstruction Phase 3 & 4
PROJECT LOCATION Waconia, MN
GROUND ELEVATION 1044.1 ft HOLE SIZE 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/23/24 11:32 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\24-0344 BORING LOG DRAFT.GPJ





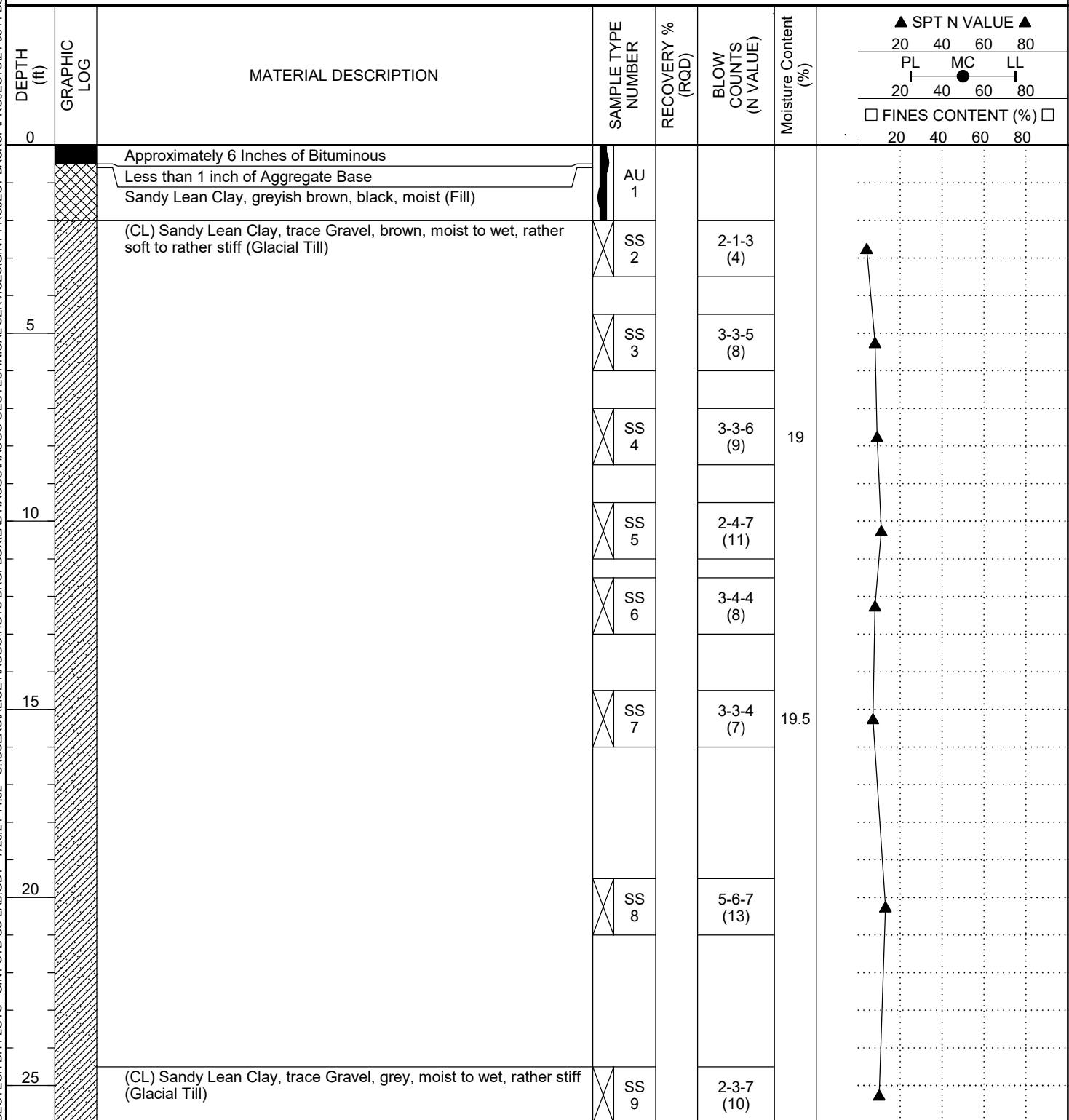
Haugo GeoTechnical Services
2825 Cedar Ave South
Minneapolis, MN, 55407
Telephone: 612-729-2959
Fax: 763-445-2238

BORING NUMBER SB-9

PAGE 1 OF 1

CLIENT	City of Waconia	PROJECT NAME	Downtown Reconstruction Phase 3 & 4		
PROJECT NUMBER	24-0344	PROJECT LOCATION	Waconia, MN		
DATE STARTED	6/5/24	COMPLETED	6/5/24		
DRILLING CONTRACTOR	HGTS- 45	GROUND ELEVATION	1045.9 ft		
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches		
LOGGED BY	NC/MS	CHECKED BY	PG		
NOTES					
GROUND WATER LEVELS:		AT TIME OF DRILLING		---	Not Encountered
		AT END OF DRILLING		---	Not Encountered
		AFTER DRILLING		---	Not Encountered

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 7/23/24 11:32 - C:\USERS\ALICE HAUGO\HGTS DROPBOX\LAB HAUGO\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\24-0344 BORING LOG DRAFT.GPJ



Bottom of borehole at 26.0 feet.

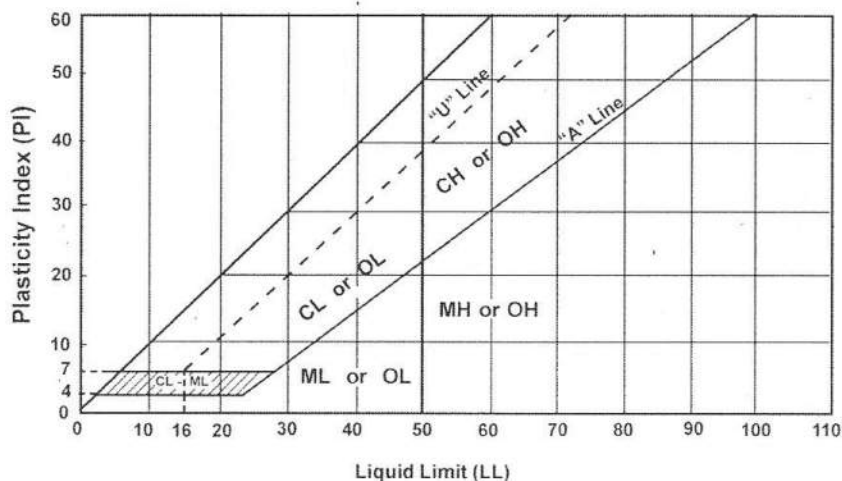


Standard D 2487 - 00

Classification of Soils for Engineering Purposes
(Unified Soil Classification System)

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^a				Soils Classification	
				Group Symbol	Group Name ^b
Coarse-grained Soils more than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels 5% or less fines ^e	$C_u \geq 4$ and $1 \leq C_c \leq 3^c$	GW	Well-graded gravel ^d
			$C_u < 4$ and/or $1 > C_c > 3^c$	GP	Poorly graded gravel ^d
		Gravels with Fines More than 12% fines ^e	Fines classify as ML or MH	GM	Silty gravel ^{d,f,g}
			Fines classify as CL or CH	GC	Clayey gravel ^{d,f,g}
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands 5% or less fines ⁱ	$C_u \geq 6$ and $1 \leq C_c \leq 3^c$	SW	Well-graded sand ^h
			$C_u < 6$ and/or $1 > C_c > 3^c$	SP	Poorly graded sand ^h
		Sands with Fines More than 12% ⁱ	Fines classify as ML or MH	SM	Silty sand ^{f,g,h}
			Fines classify as CL or CH	SC	Clayey sand ^{f,g,h}
Fine-grained Soils 50% or more passed the No. 200 sieve	Silts and Clays Liquid limit less than 50	Inorganic	PI > 7 and plots on or above "A" line ^j	CL	Lean clay ^{k,l,m}
			PI < 4 or plots below "A" line ^j	ML	Silt ^{k,l,m}
		Organic	Liquid limit - oven dried < 0.75	OL	Organic clay ^{k,l,m,n}
			Liquid limit - not dried	OL	Organic silt ^{k,l,m,o}
	Silts and clays Liquid limit 50 or more	Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k,l,m}
			PI plots below "A" line	MH	Elastic silt ^{k,l,m}
		Organic	Liquid limit - oven dried < 0.75	OH	Organic clay ^{k,l,m,p}
			Liquid limit - not dried	OH	Organic silt ^{k,l,m,q}
Highly Organic Soils		Primarily organic matter, dark in color and organic odor		PT	Peat

- a. Based on the material passing the 3-in (75mm) sieve.
b. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders or both" to group name.
c. $C_u = D_{60} / D_{10}$, $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
d. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
e. Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
f. If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
g. If fines are organic, add "with organic fines" to group name.
h. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
i. Sands with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
j. If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.
k. If soil contains 10 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant.
l. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
m. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
n. PI ≥ 4 and plots on or above "A" line.
o. PI < 4 or plots below "A" line.
p. PI plots on or above "A" line.
q. PI plots below "A" line.



Liquid Limit (LL)

Laboratory Tests

DD	Dry density, pcf	OC	Organic content, %
WD	Wet density, pcf	S	Percent of saturation, %
MC	Natural moisture content, %	SG	Specific gravity
LL	Liquid limit, %	C	Cohesion, psf
PL	Plastic limit, %	ϕ	Angle of internal friction
PI	Plasticity index, %	qu	Unconfined compressive strength, psf
P200	% passing 200 sieve	qp	Pocket penetrometer strength, tsf

Particle Size Identification

Boulders	over 12"
Cobbles	3" to 12"
Gravel	
Coarse	3/4" to 3"
Fine	No. 4 to 3/4"
Sand	
Coarse	No. 4 to No. 10
Medium	No. 10 to No. 40
Fine	No. 40 to No. 200
Silt	< No. 200, PI < 4 or below "A" line
Clay	< No. 200, PI ≥ 4 and on or above "A" line

Relative Density of Cohesionless Soils

Very loose	0 to 4 BPF
Loose	5 to 10 BPF
Medium dense	11 to 30 BPF
Dense	31 to 50 BPF
Very dense	over 50 BPF

Consistency of Cohesive Soils

Very soft	0 to 1 BPF
Soft	2 to 3 BPF
Rather soft	4 to 5 BPF
Medium	6 to 8 BPF
Rather stiff	9 to 12 BPF
Stiff	13 to 16 BPF
Very stiff	17 to 30 BPF
Hard	over 30 BPF

Drilling Notes

Standard penetration test borings were advanced by 3 1/4" or 6 1/4" ID hollow-stem augers unless noted otherwise. Jetting water was used to clean out auger prior to sampling only where indicated on logs. Standard penetration test borings are designated by the prefix "ST" (Split Tube). All samples were taken with the standard 2" OD split-tube sampler, except where noted.

Power auger borings were advanced by 4" or 6" diameter continuous-flight, solid-stem augers. Soil classifications and strata depths were inferred from disturbed samples augered to the surface and are, therefore, somewhat approximate. Power auger borings are designated by the prefix "B."

Hand auger borings were advanced manually with a 1 1/2" or 3 1/4" diameter auger and were limited to the depth from which the auger could be manually withdrawn. Hand auger borings are indicated by the prefix "H."

BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6" into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6" increments and added to get BPF. Where they differed significantly, they are reported in the following form: 2/12 for the second and third 6" increments, respectively.

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

TW indicates thin-walled (undisturbed) tube sample.

Note: All tests were run in general accordance with applicable ASTM standards.

LEGEND



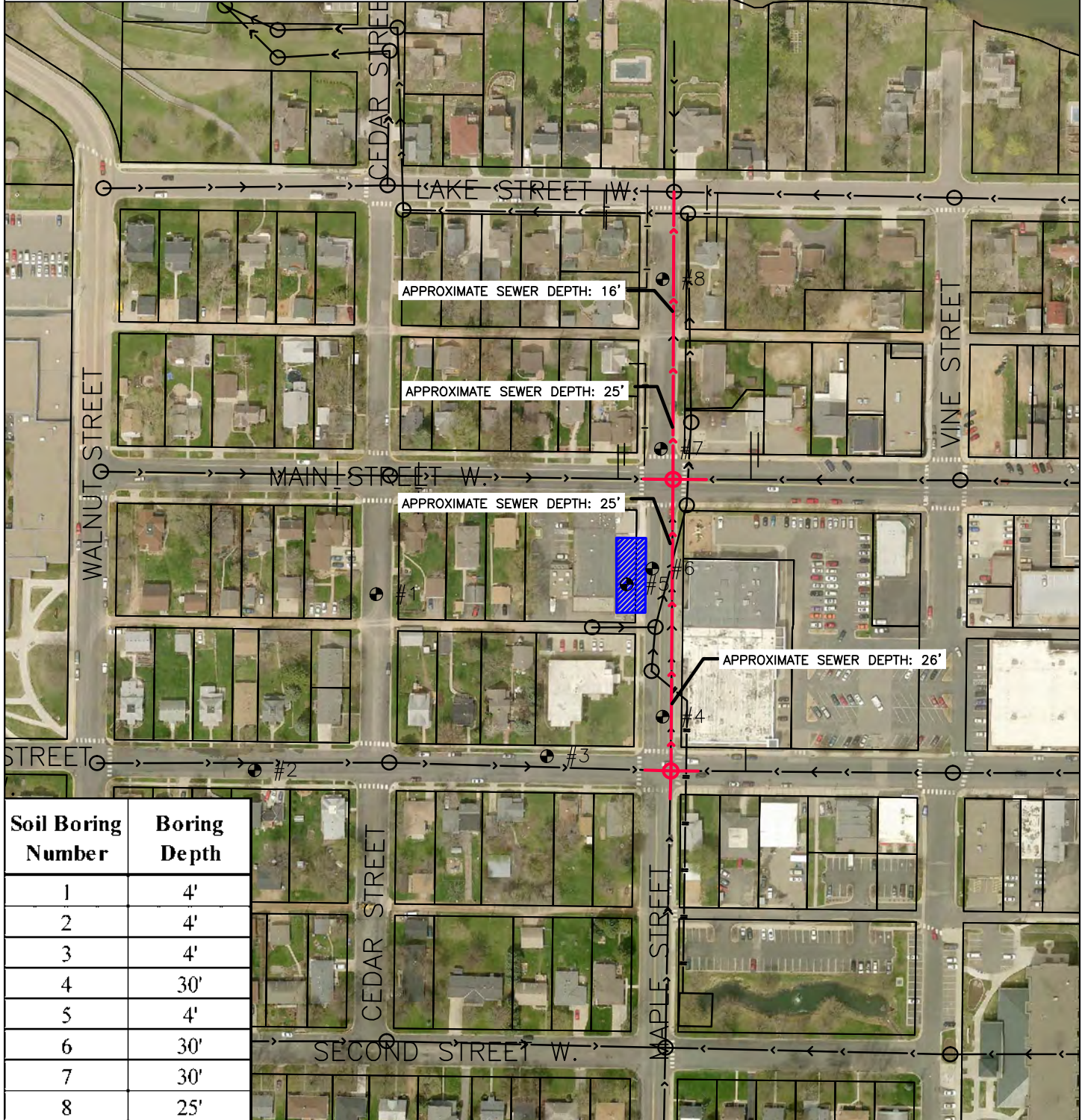
APPROXIMATE SOIL BORING LOCATION



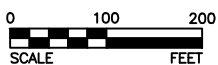
REPLACE SANITARY SEWER MAIN



REPLACE FIRE STATION APRON



Soil Boring Number	Boring Depth
1	4'
2	4'
3	4'
4	30'
5	4'
6	30'
7	30'
8	25'



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN
BURNSVILLE, MN WILLMAR, MN CHASKA, MN
RAMSEY, MN MAPLEWOOD, MN BRANERD, MN AMES, IA

CITY OF WACONIA, MINNESOTA
2014 INFRASTRUCTURE IMPROVEMENTS
SOIL BORING LOCATIONS

10/28/2013

FIGURE NO. 1



AMERICAN
ENGINEERING
TESTING, INC.

SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-4 (p. 1 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	R
1	4.5" Bituminous pavement	FILL		F							
	FILL, mostly gravelly silty sand, brown, frozen (A-1-b)		50/4	F	SS	8	18				
2	FILL, mostly sandy lean clay, a little gravel, ash/cinders, pieces of concrete, glass, ceramic, wood and bituminous, dark brown and gray, frozen to 3', a lens of gravelly sand at 4.5' to 6' (A-6)		18	F	SS	16	21				
3											
4											
5			9	M	SS	5	14				
6											
7											
8			3	M	SS	6	22				900
9											
10			4	M	SS	10	27				
11											
12											
13			4	M	SS	6	24				
14											
15			16		SS	16	27				
16											
17	FILL, mostly lean clay with sand, a little gravel, brown, dark brown and light brown		5	W	SS	16	28				
18											
19	FILL, mostly gravelly sandy lean clay, pieces of wood, dark brown and gray		4	W	SS	5	31				
20											
21											

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-29½'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		12/30/13	12:00	18.5	17.0	18.3		15.9	
		12/30/13	12:10	18.5	17.0	18.3		15.7	
BORING COMPLETED: 12/30/13		12/30/13	12:30	31.0	29.5	31.0		27.7	
DR: SS LG: MF Rig: 1C									

AET CORP 22-02671 GPJ AET-CPT-WELL GDT 1/13/14

03/2011

01-DHR 503



SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-4 (p. 2 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	R
23	FILL, mostly gravelly sandy lean clay, pieces of wood, dark brown and gray (<i>continued</i>)	FILL (<i>continued</i>)									
24	SANDY LEAN CLAY, a little gravel, gray, very stiff (CL) (A-6)	TILL									
25			27	M	SS	16	17				
26											
27											
28											
29											
30			18	M	SS	18	17				
31	END OF BORING										



AMERICAN
ENGINEERING
TESTING, INC.

SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-5 (p. 1 of 1)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	6.5" Concrete pavement	FILL	50/4	F							
	FILL, mostly silty sand, a little gravel and clayey sand, brown, frozen to 18" (A-2-4)			F							
2	FILL, mostly sandy lean clay, a little gravel, geotextile around 2', dark brown and brown (A-6)		26	M							
3	FILL, mostly silty sand, a little gravel and lean clay, brown (A-2-4)					12	23				
4	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-26"	FA	12/20/13	12:48	4.0	2.0	4.0		None	
BORING COMPLETED: 12/20/13									
DR: TK LG: SHS Rig: 85C									

AET CORP 22-02671.GPJ AET-CPT-WELL.GDT 1/13/14

03/2011

01-DHR 505



AMERICAN
ENGINEERING
TESTING, INC.

SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-6 (p. 1 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	R
	6.5" Bituminous pavement	FILL									
1	FILL, mostly gravelly silty sand, brown, frozen (A-1-b)						14				
2	FILL, mostly clayey sand, a little gravel, dark brown, frozen to 18" (A-2-6)		14	F	SS	12	14				
3											
4	FILL, mostly sandy lean clay, a little gravel and silty sand, ash/cinders, brown and dark brown (A-6)		13	M	SS	12	14				
5											
6											
7			7	M	SS	10	13				2700
8											
9											
10			14	M	SS	12	27				
11											
12											
13			8	M	SS	14	23				
14	FILL, mostly sandy lean clay, a little gravel, gray, dark brown and brown (A-6)		8	M	SS	12	20				
15											
16											
17											
18	SANDY LEAN CLAY, a little gravel, gray mottled, firm, laminations of silty sand (CL) (A-6)	TILL									
19											
20			6	M	SS	14	23				
21											

AET CORP 22-02671.GPJ AET+CPT+WELL.GDT 3/11/14

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-29½'	3.25" HSA	12/20/13	1:51	31.0	29.5	30.5		27.0	
BORING COMPLETED: 12/20/13									
DR: TK LG: SHS Rig: 85C									

03/2011

01-DHR 506



AMERICAN
ENGINEERING
TESTING, INC.

SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-6 (p. 2 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	R
23	SANDY LEAN CLAY, a little gravel, gray mottled, firm, laminations of silty sand (CL) (A-6) <i>(continued)</i>	TILL <i>(continued)</i>									
24											
25			7	M	SS	16	25				
26											
27											
28	SANDY LEAN CLAY, a little gravel, gray, stiff (CL) (A-6)										
29											
30			14	M	SS	14	19				
31											
	END OF BORING										



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SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-7 (p. 1 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	5" Bituminous pavement	FILL		F F			17				
2	FILL, mostly silty sand, a little gravel, dark brown (A-2-4)		70	F/M	SS	18					
3	FILL, mostly lean clay with sand, a little gravel, brown and dark brown, frozen to 2.5' (A-6)		7	M	SS	10	24				
4											
5	FILL, mostly sandy lean clay, a little gravel and lean clay, dark brown and brown (A-6)										
6			6	M	SS	6	13				
7											
8			6	M	SS	6	18				
9	LEAN CLAY, black, firm (CL) (A-6) (possible fill)	TOPSOIL OR FILL									
10			8	M	SS	6	27				
11		TILL									
12	SANDY LEAN CLAY, a little gravel, brown, a little light brown, very stiff, laminations of lean clay (CL) (A-6)		15	M	SS	14	17				
13											
14	SANDY LEAN CLAY, a little gravel, brown, a little dark brown and light gray, very stiff, laminations of sandy silt and silt (CL) (A-6)		29	M	SS	18	17				
15											
16											
17											
18	SANDY LEAN CLAY, a little gravel, possible cobbles around 20' and 22', gray, very stiff (CL) (A-6)										
19											
20			17	M	SS	16	17				
21											

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-29½'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		12/26/13	12:15	21.0	19.5	19.3		19.0	
		12/26/13	12:25	21.0	19.5	19.3		18.7	
BORING COMPLETED: 12/26/13		12/26/13	12:40	31.0	29.5	29.8		29.1	
DR: SS LG: CD/MFg: 1C									

AET CORP 22-02671 GPJ AET-CPT+WELL.GDT 1/13/14

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SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-7 (p. 2 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
23	CLAYEY SAND, a little gravel, gray, very stiff, laminations of silty sand (SC) (A-6)	TILL (continued)									
24											
25			16	M	SS	18	18				
26											
27											
28											
29											
30			18	M	SS	18	16				
31	END OF BORING										



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SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-8 (p. 1 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	2" Bituminous pavement	FILL									
1	FILL, mostly silty sand, a little gravel, brown, frozen (A-2-4)		50/5	F	SS	3	.12				
2	FILL, mostly clayey sand, a little gravel, brown and dark brown, frozen (A-6)										
3	SANDY LEAN CLAY, a little gravel, brown, a little gray and light brown, frozen to 2.5', laminations of sandy silt and silt (CL) (A-6)	TILL	14	F/M	SS	14	18				
4	SANDY LEAN CLAY, a little gravel, brown and brownish gray mottled to brown, stiff to very stiff, a lens of gravelly silty sand around 13' (CL) (A-6)		15	M	SS	16	17				
5											
6											
7											
8			18	M	SS	18	18				
9											
10			17	M	SS	18	19				
11											
12											
13			26	M	SS	18	20				
14	SANDY LEAN CLAY, a little gravel, brown, a little dark brown, very stiff (CL) (A-6)		28	M	SS	18	15				
15											
16											
17											
18	SANDY LEAN CLAY, a little gravel, brown, hard (CL) (A-6)										
19											
20			42	M	SS	2	16				
21											

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-24½'	3.25" HSA	12/26/13	1:50	26.0	24.5	24.1		23.0	
		12/26/13	1:55	26.0	24.5	24.1		22.5	
BORING COMPLETED: 12/26/13									
DR: SS LG: CD/MRg: 1C									

AET CORP 22-02671 GPJ AET-CPT-WELL.GDT 1/13/14

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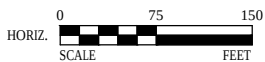
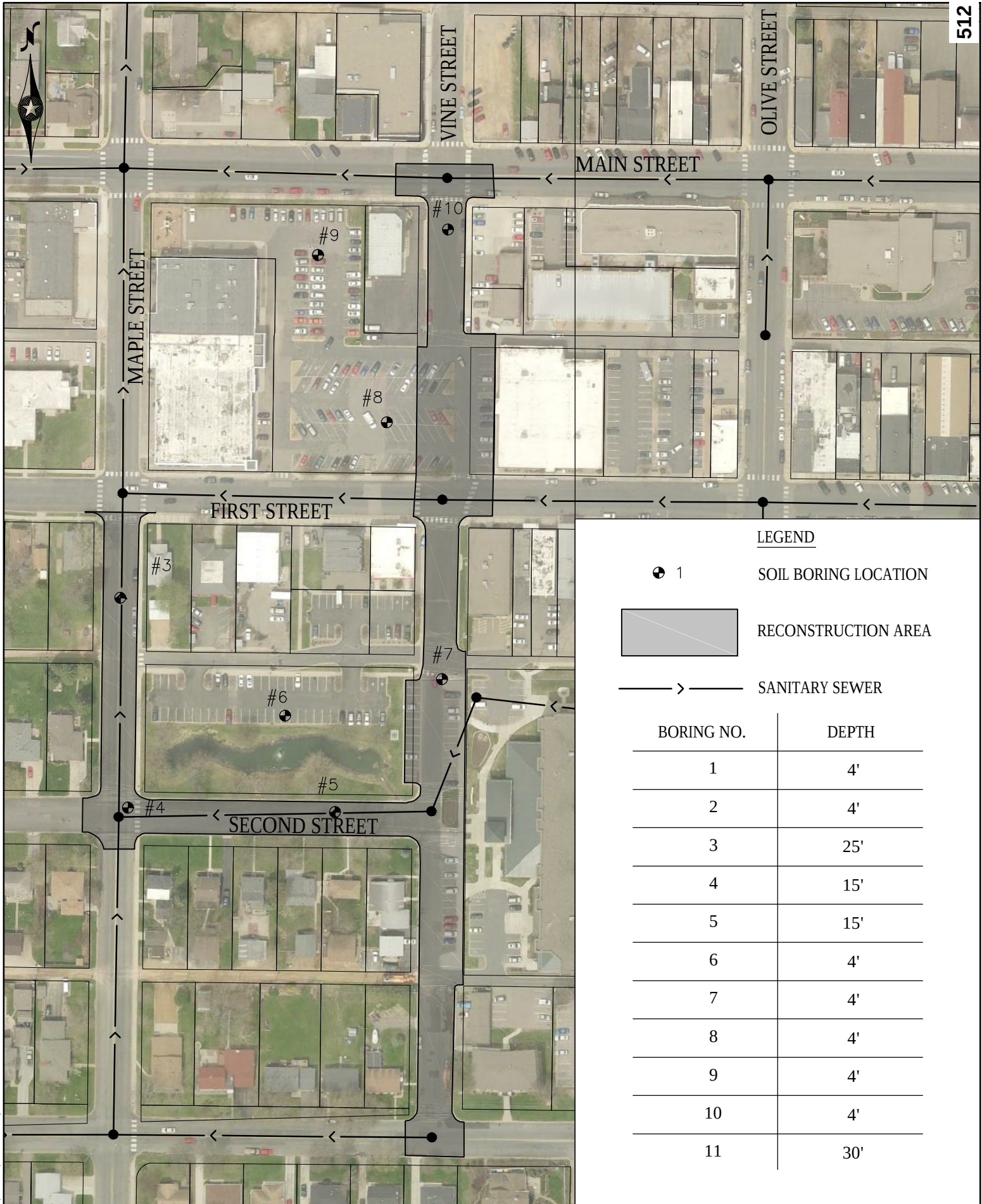
SUBSURFACE BORING LOG

AET JOB NO: **22-02671**

LOG OF BORING NO. **B-8 (p. 2 of 2)**

PROJECT: **2014 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
23	SANDY LEAN CLAY, a little gravel, brown, hard (CL) (A-6) (continued)	TILL (continued)									
24	SANDY LEAN CLAY, a little gravel, brownish gray, very stiff, laminations of sandy silt (CL) (A-6)										
25			28	M	SS	16	17				
26	END OF BORING										



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 Consulting Engineers & Surveyors
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 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

CITY OF WACONIA, MINNESOTA

2015 INFRASTRUCTURE IMPROVEMENTS

SOIL BORING LOCATIONS



AMERICAN
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SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-3 (p. 1 of 2)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
	7" Bituminous pavement	FILL				SU					
1	FILL, mostly sandy lean clay, a little gravel, brown and gray mottled, stiff (A-6)		12	M		SS	7	19			
2	SANDY LEAN CLAY, a little gravel, brown and gray mottled, firm, laminations of silt (CL) (A-6)	WEATHERED TILL									
3			7	M		SS	20	19			
4											
5	SANDY LEAN CLAY, a little gravel, brown and gray mottled to gray and brown mottled, stiff to very stiff, laminations of sandy silt (CL) (A-6)	TILL	13	M		SS	16	19			
6											
7											
8			12	M		SS	15	20			
9											
10											
11											
12											
13			13	M		SS	17	20			
14											
15											
16			25	M		SS	17	20			
17											
18	SANDY LEAN CLAY, a little gravel, gray, very stiff, laminations of sand (CL) (A-6)										
19											
20											
21			17	M		SS	16	17			

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-24½'	3.25" HSA	8/18/14	11:05	26.0	24.5	24.5		None	
BORING COMPLETED: 8/18/14									
DR: SG LG: SB Rig: 91C									

AET CORP 20-12298.GPJ AET+OPT+WELL.GDT 8/28/14

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SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-4 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	ohm-cm
1	12.5" Bituminous pavement	FILL		M	SU						
2	FILL, mostly lean clay, black and gray (A-7-6)		14	M	SS	8	21				
3	FILL, mostly clayey sand, a little gravel, gray, a little black (A-6)		9	M	SS	10	15				
4											
5	FILL, mostly organic clay, a little sand (A-8)		10	M	SS	8	42				
6											
7	FILL, mostly organic clay, a little sandy lean clay, black, a little gray (A-8)		4	M	SS	4	30				
8											
9											
10	SANDY LEAN CLAY, a little gravel, brown and gray mottled, firm (CL) (A-6)	TILL	7	M	SS	14	41 22				
11											
12	CLAYEY SAND, a little gravel, gray, soft to firm (CL) (A-6)		4	M	SS	16	22				
13											
14											
15			6	M	SS	17	19				
16	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-14½'	3.25" HSA	8/18/14	12:00	16.0	14.5	14.5		None	
BORING COMPLETED: 8/18/14									
DR: SG LG: SB Rig: 91C									



SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-5 (p. 1 of 2)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION		GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS						
	WC	DEN						LL	PL	%-#200				
1	6" Bituminous pavement		FILL	13	M		SU	10						
	18" Crushed limestone, light brown (A-1-b)													SS
2	FILL, mostly lean clay with sand, a little sand, black and gray (A-6)			7	M		SS	2						
3														
4														
5	ORGANIC CLAY, black, soft to very soft (OH) (A-8)		SWAMP DEPOSIT	2	W/M		SS	6	140					
6										SS				
7				SS										
8					1½	M		SS	18	140				
9														
10	ORGANIC CLAY, trace shells and roots, black, very soft (OH) (A-8)			WH	M		SS	16	95					
11														
12														
13														
14	ORGANIC CLAY, trace shells and roots, black, a little brown and light gray, very soft, lenses and laminations of hemic peat (OH) (A-8)			WH	M		SS	18	164					
15														
16														
17	ORGANIC CLAY, trace roots, brown, very soft (OH) (A-8)			WH	M		SS	10	240					
18														
19	CLAYEY SAND, a little gravel, gray, very soft to firm (SC) (A-6)		TILL	WH	W		SS	16	22					
20														
21														

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-24'	3.25" HSA	8/18/14	1:10	26.0	24.5	24.5		None	
BORING COMPLETED: 8/18/14									
DR: SG LG: SB Rig: 91C									

AET CORP 20-12298.GPJ AET+OPT+WELL.GDT 8/28/14



SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-5 (p. 2 of 2)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
23	CLAYEY SAND, a little gravel, gray, very soft to firm (SC) (A-6) <i>(continued)</i>	 TILL <i>(continued)</i>	6	M	 SS	18	24				
24											
25							21				
26	END OF BORING										



SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-6 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	3.75" Bituminous pavement	FILL			SU						
2	10.25" Crushed limestone base, light brown (A-1-b)		25	M	SS	16					
3	FILL, mostly sand with silt, a little gravel, geotextile at 14", brown (A-1-b)		5	M	SS	5	21				55
4	FILL, mostly sandy lean clay, gray and black (A-6)	SWAMP DEPOSIT									
5	ORGANIC CLAY, black, soft (OH) (A-8)		4	M	SS	10	92				
6	ORGANIC CLAY, trace shells and roots, dark brown to black, soft to firm (OH) (A-8)		2	M	SS	16	107				
7											
8											
9	CLAYEY SAND, gray, firm (SC) (A-6)	TILL	5	M	SS	15	113 19				55
10	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-8'	3.25" HSA	8/18/14	1:50	10.0	8.0	8.0		None	
BORING COMPLETED: 8/18/14									
DR: SG LG: SB Rig: 91C									

AET CORP 20-12298.GPJ AET+OPT+WELL.GDT 8/28/14



SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-7 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS									
							WC	DEN	LL	PL	%-#200					
1	6" Bituminous pavement		33	M		SU	16	35								
	FILL, mostly silty sand with gravel, light brown (A-2-4)					SS										
	FILL, mostly sand with silt, a little gravel, light brown (A-3)					SS										
3	ORGANIC CLAY, black, stiff (OH) (A-8)		SWAMP DEPOSIT	9	M		SS	18								
4	SANDY LEAN CLAY, a little gravel, brown and gray mottled, soft to firm, laminations of sandy silt (CL) (A-6)		TILL	4	M		SS	2	26							
5														SS	15	23
6																
7																
8																
9	CLAYEY SAND, a little gravel, gray and brown mottled, firm, laminations of sand (SC) (A-6)	TILL	7	M		SS	18	22								
10																
11	END OF BORING															

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-9½'	3.25" HSA	8/18/14	9:05	11.0	9.5	9.5		None	
BORING COMPLETED: 8/19/14									
DR: SG LG: SB Rig: 91C									

AET CORP 20-12298.GPJ AET+OPT+WELL.GDT 8/28/14



SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-8 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	3" Bituminous pavement	FILL	6	M	SU SU SS	14	25				
2	8" Crushed limestone base, light brown (A-1-b)										
2	FILL, mostly sand with silt, a little gravel, brown (A-3)	FINE ALLUVIUM TILL	6	M	SS	17	21				
3	LEAN CLAY, slightly organic, black, firm (CL) (A-7-6)										
4	SANDY LEAN CLAY, brown, a little gray mottled, firm (CL) (A-6)										
4	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-2'	3.25" HSA	8/19/14	9:19	4.0	2.0	4.0		None	
BORING COMPLETED: 8/19/14									
DR: SG LG: SB Rig: 91C									



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SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-9 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	3" Bituminous pavement	FILL	9	M	SU SU SS	8	19				
	5" Crushed limestone base, light brown (A-1-b)										
2	FILL, mostly sandy lean clay, gray (A-6)	TILL	9	M	SS	22	18				
3	SANDY LEAN CLAY, a little gravel, brown and gray mottled, firm, laminations of sandy silt (CL) (A-6)										
4	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-2'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		8/19/14	9:34	4.0	2.0	4.0		None	
BORING COMPLETED: 8/19/14									
DR: SG LG: SB Rig: 91C									

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SUBSURFACE BORING LOG

AET JOB NO: **20-12298**

LOG OF BORING NO. **SB-10 (p. 1 of 1)**

PROJECT: **2015 Infrastructure Improvements; Waconia, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	2" Bituminous pavement	FILL	16	M	SU SU SS	11	15				
	14" Crushed limestone base, light brown (A-1-b)										
2	FILL, mostly sandy lean clay with gravel, brown and gray	TILL OR FILL	13	M	SS	17	15				
3	CLAYEY SAND, a little gravel, brown, stiff, lenses of sand with silt (SC) (A-6) (possible fill)										
4	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-2'	3.25" HSA	8/19/14	9:55	4.0	2.0	4.0		None	
BORING COMPLETED: 8/19/14									
DR: SG LG: SB Rig: 91C									

AET CORP 20-12298.GPJ AET+OPT+WELL.GDT 8/28/14



	<table> <tr> <td data-bbox="1315 1491 1534 1617"> Project: Waconia Apartments Waconia, Minnesota </td><td data-bbox="1315 75 1534 1491"> AET Report No.: P-0006217 </td></tr> <tr> <td data-bbox="1315 1365 1534 1491"> Subject: Approximate Soil Boring Locations </td><td data-bbox="1315 75 1534 1365"> Date: 11/8/2021 </td></tr> <tr> <td data-bbox="1315 1239 1534 1365"> Scale: Shown </td><td data-bbox="1315 75 1534 1239"> Prepared By: AS Checked By: JS Figure 1 </td></tr> </table>	Project: Waconia Apartments Waconia, Minnesota	AET Report No.: P-0006217	Subject: Approximate Soil Boring Locations	Date: 11/8/2021	Scale: Shown	Prepared By: AS Checked By: JS Figure 1
Project: Waconia Apartments Waconia, Minnesota	AET Report No.: P-0006217						
Subject: Approximate Soil Boring Locations	Date: 11/8/2021						
Scale: Shown	Prepared By: AS Checked By: JS Figure 1						



SUBSURFACE BORING LOG

AET JOB NO: **P-0006217**LOG OF BORING NO. **B-1 (p. 1 of 1)**PROJECT: **Waconia Apartment Complex; Waconia, MN**SURFACE ELEVATION: **1040.4**LATITUDE: **44.84753**LONGITUDE: **-93.7875**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	FILL, mostly clayey sand with organic fines, a little gravel, black (topsoil)	FILL	4	M	SS	10	18				
2	FILL, mostly gravelly sand with silt, brown										
3			15	M	SS	11					
4											
5	FILL, mixture of gravelly sand with silt and clayey sand, brown		14	M	SS	10					
6											
7	FILL, mostly gravelly sand with silt, brown										
8		COARSE ALLUVIUM	10	M	SS	7					
9											
10			12	M	SS	12					
11											
12	SAND WITH SILT WITH GRAVEL, medium grained, dark brown, waterbearing, loose to medium dense (SP-SM)		10	W	SS	15					
13											
14			13	W	SS	13					12
15											
16			16	W	SS	12					
17											
18											
19											
20											
21											
22											
23			17	W	SS	13					
24											
END OF BORING											

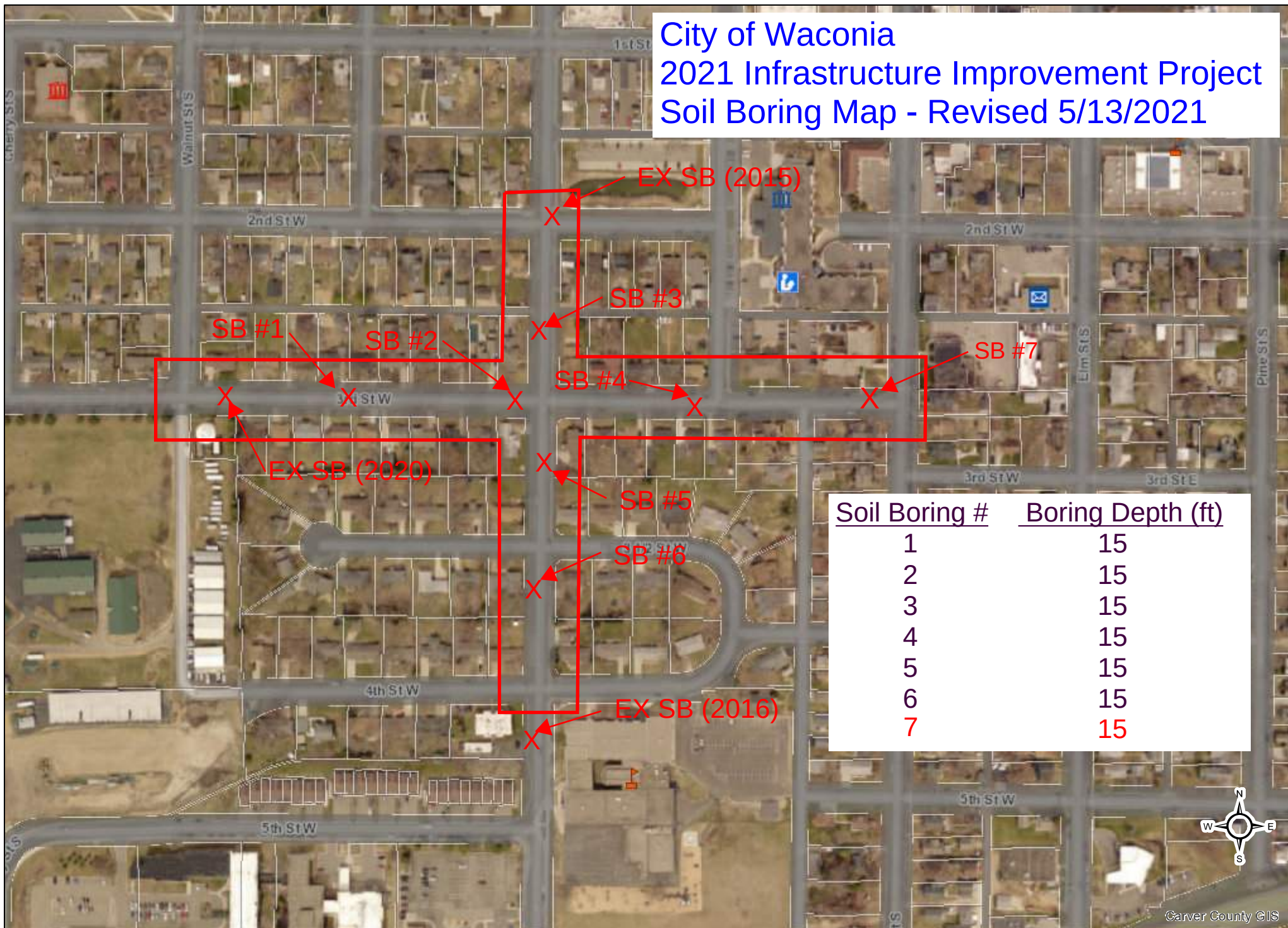
DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-23'	3.25" HSA	10/21/21	12:43	14.0	12.0	15.0		12.5	
		10/21/21	12:59	24.5	23.0	24.0		12.9	
BORING COMPLETED: 10/21/21									
DR: GH LG: JJ Rig: 91C									

AET CORP W-LAT-LONG P-0006217.GPJ AET+OPT+WELL.GDT 11/15/21

03/2011

01-DHR-060

City of Waconia 2021 Infrastructure Improvement Project Soil Boring Map - Revised 5/13/2021



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Haugo GeoTechnical Services
2825 Cedar Ave South
Minneapolis, MN 55407
Telephone: 612-729-2959
Fax: 763-445-2238

BORING NUMBER SB-2

PAGE 1 OF 1

CLIENT	Bolton & Menk	PROJECT NAME	2022 Waconia Infrastructure Improvements		
PROJECT NUMBER	21-0538	PROJECT LOCATION	Waconia, MN		
DATE STARTED	6/29/21	COMPLETED	6/29/21		
DRILLING CONTRACTOR	HGTS - 120	GROUND ELEVATION	1011.5 ft		
DRILLING METHOD	Hollow Stem Auger/Split Spoon	HOLE SIZE	3 1/4 inches		
LOGGED BY	GD	CHECKED BY	PG		
NOTES					
GROUND WATER LEVELS:		AT TIME OF DRILLING		---	Not Encountered
		AT END OF DRILLING		---	
		AFTER DRILLING		---	Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
0.0		Approximately 3 Inches of Bituminous Asphalt									
		Approximately 4 Inches of Aggregate Base									
		(SC) Clayey Sand, fine to medium grained, trace Gravel, brown, medium. (Glacial Till)	AU 29								
2.5		P-200 = 43.5	SS 30		3-3-3 (6)	18.5					
5.0			SS 31		2-3-3 (6)						
7.5		(CL) Sandy Lean Clay, trace Gravel, wet, soft to rather stiff. (Glacial Till)	SS 32		1-2-2 (4)	22					
10.0			SS 33		3-5-6 (11)						
12.5		(CL) Sandy Lean Clay, trace Gravel, gray, wet, rather stiff. (Glacial Till)	SS 34		3-5-7 (12)						
			SS 35		6-6-6 (12)						

Bottom of borehole at 14.5 feet.

GEOTECH BH PLOTS - GINT STD US LAB GDT - 8/12/21 16:22 - C:\USERS\HGTS 3\DROPBOX\HGTS\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\21-0538 2022 WACONIA INFRASTRUCTURE IMPROVEMENTS.GPJ



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BORING NUMBER SB-4

PAGE 1 OF 1

CLIENT	Bolton & Menk	PROJECT NAME	2022 Waconia Infrastructure Improvements
PROJECT NUMBER	21-0538	PROJECT LOCATION	Waconia, MN
DATE STARTED	6/29/21	COMPLETED	6/29/21
GROUND ELEVATION	1010.2 ft	HOLE SIZE	3 1/4 inches
DRILLING CONTRACTOR	HGTS - 120	GROUND WATER LEVELS:	
DRILLING METHOD	Hollow Stem Auger/Split Spoon	AT TIME OF DRILLING	--- Not Encountered
LOGGED BY	GD	CHECKED BY	PG
NOTES			
		AT END OF DRILLING	---
		AFTER DRILLING	--- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
0.0		Approximately 3 Inches of Bituminous Asphalt									
		Approximately 4 Inches of Aggregate Base									
		P-200 = 7%									
		Sandy Lean Clay, gray and black, wet. (Fill)	AU 36			4					
2.5		Organic Content = 4%	SS 37		2-2-3 (5)	20.5					
5.0		Sandy Lean Clay, black, wet. (Fill)	SS 38		3-3-4 (7)	35					
		Organic Content = 10.5%									
7.5		(CL) Sandy Lean Clay, trace Gravel, brown, wet, medium to rather stiff. (Glacial Till)	SS 39		2-2-5 (7)						
10.0			SS 40		3-5-7 (12)						
12.5			SS 41		4-5-6 (11)						
		(CL) Sandy Lean Clay, trace Gravel, gray, wet, rather stiff. (Glacial Till)	SS 42		4-4-8 (12)						

Bottom of borehole at 14.5 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 8/12/21 16:22 - C:\USERS\HGTS 3\DROPBOX\HGTS\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\21-0538 2022 WACONIA INFRASTRUCTURE IMPROVEMENTS.GPJ



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BORING NUMBER SB-7

PAGE 1 OF 1

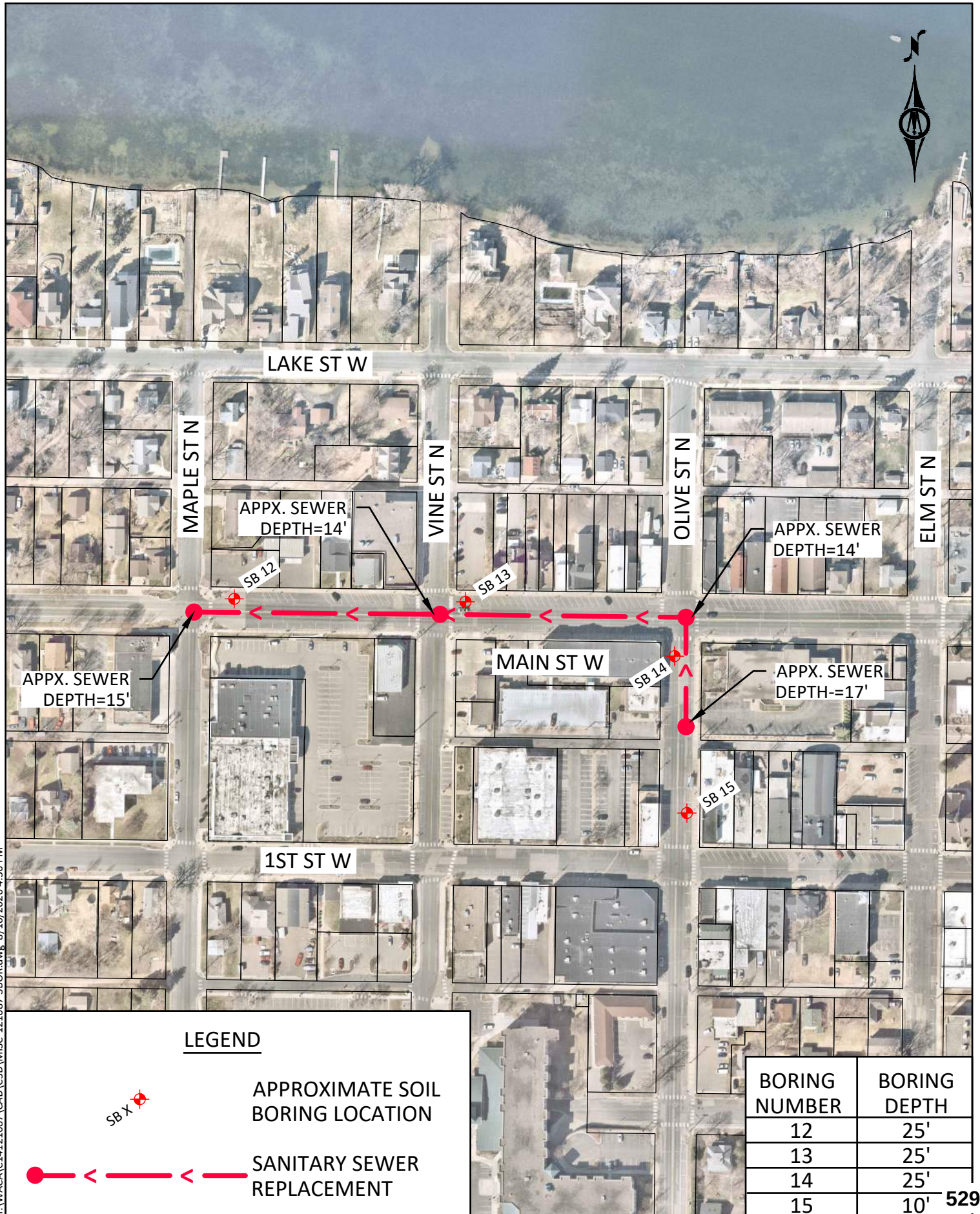
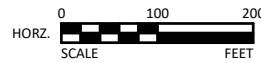
CLIENT Bolton & Menk
PROJECT NUMBER 21-0538
DATE STARTED 6/29/21 COMPLETED 6/29/21
DRILLING CONTRACTOR HGTS - 120
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY GD CHECKED BY PG
NOTES _____

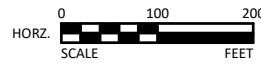
PROJECT NAME 2022 Waconia Infrastructure Improvements
PROJECT LOCATION Waconia, MN
GROUND ELEVATION 1032.9 ft HOLE SIZE 3 1/4 inches
GROUND WATER LEVELS:
▽ AT TIME OF DRILLING 12.50 ft / Elev 1020.40 ft
AT END OF DRILLING ---
AFTER DRILLING --- Not Encountered

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
0.0		Approximately 3 Inches of Bituminous Asphalt									
		Approximately 4 Inches of Aggregate Base									
		(CL-ML) Silty Clay, brown, moist, medium (Glacial Till)	AU 43								
2.5		P-200 = 64.5%	SS 44		3-4-4 (8)	23.5					
5.0		(ML) Sandy Silt, fine grained, brown and gray, moist, loose. (Glacial Till)	SS 45		3-4-5 (9)						
7.5			SS 46		3-4-3 (7)	30					
10.0		(SM) Silty Sand, fine to medium grained, brown, waterbearing, loose to medium dense. (Glacial Till)	SS 47		4-5-6 (11)						
12.5	▽		SS 48		2-4-6 (10)						
		(ML) Sandy Silty, fine grained, brown, waterbearing, loose. (Glacial Till)	SS 49		1-2-3 (5)						

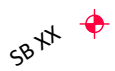
Bottom of borehole at 14.5 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 8/12/21 16:22 - C:\USERS\HGTS 3\DROPBOX (HGTS)\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\21-0538 2022 WACONIA INFRASTRUCTURE IMPROVEMENTS.GPJ





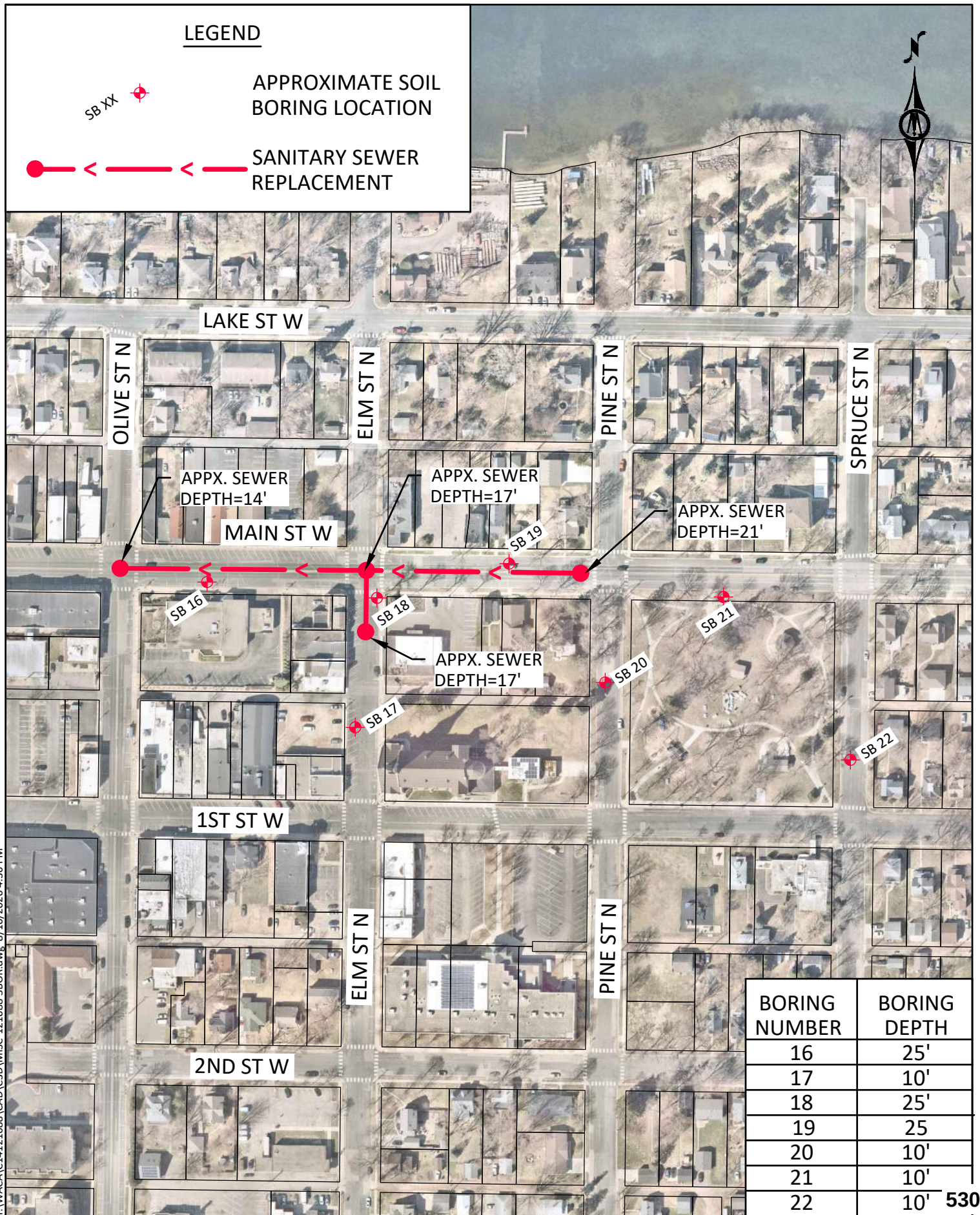
LEGEND



APPROXIMATE SOIL BORING LOCATION



SANITARY SEWER REPLACEMENT



BORING NUMBER	BORING DEPTH
16	25'
17	10'
18	25'
19	25
20	10'
21	10'
22	10'



SUBSURFACE BORING LOG

AET No: **20-23155** Log of Boring No. **B-12 (p. 1 of 1)**
Project: **2022 and 2023 Infrastructure Improvement Projects; Waconia, MN**

DEPTH IN FEET	Surface Elevation <u>1011.5</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	7½" Bituminous pavement	FILL									
2	FILL, mostly silty sand with gravel, pieces of concrete, geotextile, brown, A-1-b		75	M		3					
3	FILL, mostly silty sand with gravel, a little clayey sand and gravel, pieces of bituminous pavement, brown, A-1-b		28	M		22					
4											
5	FILL, mostly sandy lean clay, a little gravel, brown and dark brown, A-6		11	M		18	24				
6											
7											
8			2	M		4	23				
9											
10			5	M		10	21				
11											
12	ORGANIC CLAY, black, firm, A-8 (OL/OH)	SWAMP DEPOSIT									
13			8	M		12	26				
14		FINE ALLUVIUM									
15	SANDY LEAN CLAY, slightly organic, dark brown, grayish brown, firm, A-6 (CL)		7	M		22	24				
16		TILL									
17	SANDY LEAN CLAY, a little gravel, brown and gray mottled, a little light gray, stiff, laminations of silt, A-6 (CL)		14	M		15	14				
18											
19	CLAYEY SAND, a little gravel, brown and a little dark brown, very stiff, laminations of sandy silt, A-6 (SC)		22	M		13	18				
20											
21	CLAYEY SAND, a little gravel, brown, very stiff, laminations of silty sand, A-6 (SC)		24	M		17	20				
22											
23											
24	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-22½'	3.25" HSA								
		10/6/20	11:40	24.0	22.5	23.9		None	
		10/6/20	11:50	24.0	22.5	23.9		None	
BORING COMPLETED: 10/6/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG GDT 12/15/20



SUBSURFACE BORING LOG

AET No: **20-23155** Log of Boring No. **B-13 (p. 1 of 1)**
Project: **2022 and 2023 Infrastructure Improvement Projects; Waconia, MN**

DEPTH IN FEET	Surface Elevation <u>1012.3</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	6½" Bituminous pavement	FILL	18	M	 SU	17					
2	8½" FILL, crushed limestone, light brown A-1-b				 SS						
3	FILL, mostly silty sand, a little clayey sand and gravel, brown, A-2-4				 SS						
4					 SS						
5	FILL, mostly gravelly sand with silt, brown, A-1-b	FINE ALLUVIUM	6	M	 SS	18	29				
6					 SS						
7	SANDY LEAN CLAY, brown, a little gray, firm, laminations of sand and silt, A-6 (CL)				 SS						
8					 SS						
9		TILL	5	M	 SS	24	18				
10	SANDY LEAN CLAY, a little gravel, brown, firm, laminations of silty sand, A-6 (CL)				 SS						
11					 SS						
12					 SS						
13	SANDY LEAN CLAY, a little gravel, gray, very stiff to stiff, A-6 (CL)		19	M	 SS	24	17				
14					 SS						
15					 SS						
16					 SS						
17			14	M	 SS	18	18				56
18					 SS						
19	CLAYEY SAND, a little gravel, gray, a little brown, hard, laminations of silty sand, A-6 (SC)				 SS						
20					 SS						
21			47	M	 SS	18	15				
22					 SS						
23	CLAYEY SAND, a little gravel, gray, a little light gray, hard, laminations of sand (SC)				 SS						
24					 SS						
25	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-22½'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/6/20	10:10	24.0	22.5	23.8		None	
		10/6/20	10:20	24.0	22.5	23.8		None	
BORING COMPLETED: 10/6/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG GDT 12/15/20



SUBSURFACE BORING LOG

AET No: 20-23155		Log of Boring No. B-14 (p. 1 of 1)									
Project: 2022 and 2023 Infrastructure Improvement Projects; Waconia, MN											
DEPTH IN FEET	Surface Elevation <u>1017.4</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	6¾" Bituminous pavement	FILL				SU					
2	FILL, mostly silty sand with gravel, brown, A-1-b		11	M		SS	15	11			
3	FILL, mostly clayey sand, a little silty sand and gravel, brown, A-6		7	M		SS	7	11			
4											
5			4	M		SS	4	14			
6											
7											
8	FILL, mostly sandy lean clay, a little gravel, brown, A-6	TILL	1	M		SS	12	22			
9											
10	SANDY LEAN CLAY, a little gravel, brown to brown and dark brown mottled, firm to very stiff, A-6 (CL)		7	M		SS	18	19			
11											
12											
13			18			SS	22	18			
14											
15	SANDY LEAN CLAY, a little gravel, grayish brown, stiff to very stiff, A-6 (CL)		15	M		SS	18	19			
16											
17											
18											
19											
20			18	M		SS	18	21			
21											
22											
23			16	M		SS	18	22			
24	END OF BORING										

DEPTH: 0-22½'	DRILLING METHOD: 3.25" HSA	WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/6/20	1:10	24.0	22.5	24.0		19.6	
		10/6/20	1:30	24.0	22.5	23.9		13.7	
BORING COMPLETED: 10/6/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG.GDT 12/15/20



SUBSURFACE BORING LOG

AET No: 20-23155		Log of Boring No. B-15 (p. 1 of 1)									
Project: 2022 and 2023 Infrastructure Improvement Projects; Waconia, MN											
DEPTH IN FEET	Surface Elevation <u>1025.6</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	6½" Bituminous pavement	FILL	16	M		SU	14				
2	FILL, mostly silty sand with gravel, pieces of bituminous pavement at 3', brown and black, A-1-b										
3											
4											
5	FILL, mostly sandy lean clay, a little silty sand and gravel (apparent boulder at 5'), brown, a little light tan, A-6	55/6	M		SS	6	17				
6											
7											
8	SANDY LEAN CLAY, a little gravel, grayish brown and brown mottled, a little light gray, stiff, laminations of silt and sandy silt, stiff, A-6 (CL)		TILL	12	M		SS	24	20		
9											
END OF BORING											

DEPTH: 0-7½'		DRILLING METHOD: 3.25" HSA		WATER LEVEL MEASUREMENTS					NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/6/20	1:50	9.5	7.5	9.4		None	
BORING COMPLETED: 10/6/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG.GDT 1/29/21



SUBSURFACE BORING LOG

AET No: 20-23155		Log of Boring No. B-16 (p. 1 of 1)									
Project: 2022 and 2023 Infrastructure Improvement Projects; Waconia, MN											
DEPTH IN FEET	Surface Elevation <u>1019.7</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	5¾" Bituminous pavement	FILL				SU					
2	FILL, mostly silty sand, a little gravel, brown, A-2-4		27	M		SS	17				
3	FILL, mostly clayey sand, a little silty sand, gravel and bituminous pavement, brown, A-6		17	M		SS	18	15			
4											
5	SANDY LEAN CLAY, a little gravel, brown, a little gray mottled to brown, stiff to very stiff, A-6 (CL)	TILL	11	M		SS	22	19			
6											
7											
8			13	M		SS	24	20			
9											
10			15	M		SS	24	20			
11											
12			17	M		SS	24	18			
13											
14			15	M		SS	24	19			
15											
16			16	M		SS	18	19			
17											
18											
19											
20											
21											
22	CLAYEY SAND, a little gravel, brown, hard, lens of silty sand, A-6 (SC)										
23		39	M/W		SS	18	16				
24	END OF BORING										
DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG		
0-22½;' 3.25" HSA		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL			
		10/7/20	9:40	24.0	22.5	24.0		23.0			
		10/7/20	9:50	24.0	22.5	24.0		21.4			
BORING COMPLETED: 10/7/20											
DR: DS LG: SB Rig: 1C											

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG.GDT 1/29/21



AET No: **20-23155**

Log of Boring No. B-17 (p. 1 of 1)

DEPTH IN FEET	Surface Elevation 1039.3 MATERIAL DESCRIPTION		GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
								WC	DEN	LL	PL	%-#200
1	4¾" Bituminous pavement		FILL			SU						
2	FILL, mixture of crushed limestone and silty sand, brown, A-1-b			9	M	SS	10	21				
3	FILL, mostly clayey sand, a little gravel, brown, A-6		TILL	10	M	SS	16	20				
4	CLAYEY SAND, a little gravel, brown, stiff, A-6 (SC)											
5				11	M	SS	24	18				
6												
7												
8				12	M	SS	24	20				
9												
END OF BORING												

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-7½'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/7/20	2:05	9.5	7.5	9.5		None	
BORING COMPLETED:	10/7/20								
DR: DS	LG: SB Rig: 1C								



SUBSURFACE BORING LOG

AET No: **20-23155** Log of Boring No. **B-18 (p. 1 of 1)**
Project: **2022 and 2023 Infrastructure Improvement Projects; Waconia, MN**

DEPTH IN FEET	Surface Elevation 1032.1	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS					
	MATERIAL DESCRIPTION						WC	DEN	LL	PL	%-#200	
1	5½" Bituminous pavement	FILL	28	M		SU	15					
	FILL, mostly gravelly silty sand, brown, A-1-b					SS						
2	FILL, mostly gravelly clayey sand, brown, A-2-6					SS						
3			6	M		SS	19	12				
4												
5	FILL, mostly clayey sand, a little gravel, brown, A-6								6	M		SS
6												
7		SANDY LEAN CLAY, a little gravel, brown, firm to very stiff, A-6 (CL)	TILL			SS	20	18				
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
END OF BORING												

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-23'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/7/20	11:30	24.5	23.0	24.3		None	
		10/7/20	11:40	24.5	23.0	24.3		None	
BORING COMPLETED: 10/7/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG.GDT 12/15/20



SUBSURFACE BORING LOG

AET No: **20-23155** Log of Boring No. **B-19 (p. 1 of 1)**
Project: **2022 and 2023 Infrastructure Improvement Projects; Waconia, MN**

DEPTH IN FEET	Surface Elevation 1039.6	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
	MATERIAL DESCRIPTION						WC	DEN	LL	PL	%-#200
1	7¼" Bituminous pavement	FILL				SU					
2	FILL, mostly silty sand, a little gravel, brown, A-2-4		19	M		SS	15				
3	FILL, mixture of clayey sand and silty sand with cinders, a little gravel, brown and dark brown. A-2-4 and A-6		11	M		SS	19	15			
4											
5	SANDY LEAN CLAY, a little gravel, brown to brown with a little gray mottled, stiff, A-6 (CL)	TILL	13	M		SS	22	18			
6											
7											
8			14	M		SS	20	20			
9											
10			12	M		SS	24	21			
11											
12											
13			13	M		SS	24	22			
14											
15			13	M		SS	18	21			
16											
17											
18											
19											
20			15	M		SS	18	20			
21											
22											
23											
24					12	M		SS	18	21	
	END OF BORING										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
0-23'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/7/20	1:10	24.5	23.0	24.0		None	
		10/7/20	1:20	24.5	23.0	24.0		None	
BORING COMPLETED: 10/7/20									
DR: DS LG: SB Rig: 1C									

AET CORP 20-23155.GPJ AET-CPT+WELL 20181012 JG.GDT 12/15/20



SUBSURFACE BORING LOG

AET No: **20-23155** Log of Boring No. **B-20 (p. 1 of 1)**
Project: **2022 and 2023 Infrastructure Improvement Projects; Waconia, MN**

DEPTH IN FEET	Surface Elevation <u>1047.1</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	2½" Bituminous pavement	FILL				SU	7				
2	FILL, mixture of clayey sand and silty sand, a little gravel, dark brown, A-2-6	TOPSOIL OR FILL	2	M		SS	6	28			
3	LEAN CLAY with sand, slightly organic, dark grayish brown, A-6 (possible fill) (CL)	TILL	12	M		SS	10	22			
4	SANDY LEAN CLAY, a little gravel, brown, stiff, A-6 (CL)										
5	SANDY LEAN CLAY, a little gravel, brown, a little gray and light brown, stiff, laminations of sandy silt, A-6 (CL)		11	M		SS	20	22			
6											
7											
8	LEAN CLAY, brown, a little gray, stiff, laminations of silt, A-6 (CL)	FINE ALLUVIUM	11	M		SS	24	33			
9											
END OF BORING											

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-7½'	3.25" HSA	10/8/20	10:50	9.5	7.5	9.5		None	
BORING COMPLETED: 10/8/20									
DR: DS LG: SB Rig: 1C									



SUBSURFACE BORING LOG

AET No: 20-23155		Log of Boring No. B-21 (p. 1 of 1)									
Project: 2022 and 2023 Infrastructure Improvement Projects; Waconia, MN											
DEPTH IN FEET	Surface Elevation <u>1043.2</u> MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	5" Bituminous pavement	FILL	25	M		17					
	FILL, mostly silty sand, a little gravel, brown, A-2-4										
2	FILL, mostly silty sand with gravel, pieces of bituminous, dark brown, A-1-b										
3		TILL	11	M		19	23				
4	SANDY LEAN CLAY, a little gravel, brown, stiff, A-6 (CL)										
5	SANDY LEAN CLAY, a little gravel, brown, a little light brown, stiff, laminations of sandy silt, A-6 (CL)										
6											
7											
8	SANDY LEAN CLAY, a little gravel, brown mottled, very stiff, A-6 (CL)		18	M		22	22				
9											
END OF BORING											

DEPTH: 0-7½'		DRILLING METHOD: 3.25" HSA		WATER LEVEL MEASUREMENTS					NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
		10/8/20	9:35	9.5	7.5	9.5		None	
BORING COMPLETED: 10/8/20									
DR: DS LG: SB Rig: 1C									

[illegible]