

**CITY OF WACONIA
FEBRUARY 3, 2025**

1) CALL MEETING TO ORDER AND ROLL CALL

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

Staff Present: Shane Fineran, Jackie Schulze, Jon Haukaas, Lane Braaten, Nicole Meyer, Jody Lechner, Justin Sorensen, City Engineer Jake Saulsbury, and City Attorney Mike Melchert

2) PLEDGE OF ALLEGIANCE

3) ADOPT AGENDA

Motion by Coleman second by Gleason to Adopt the Agenda as Published with switching Agenda items 4 and 5.

MOTION CARRIED

5) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

Aaron Olson, Waconia High School Choir Director, introduced himself and provided the Council with a brief history of the Waconia Show Choir. The Power Company is in its 27th year as a competitive show choir. This year competed in five states in five weeks. In 2024 the Power Company ranked 11th in the Country.

Abby Rausch spoke on her experience and what she has gained and learned from participating in Show Choir

Logan DeMarce spoke on the Legacy of Power Company sharing the number of awards Power Company has received.

Shay Compaan spoke on the opportunities other than singing and dancing that are included in the Mega Watt which is the band for the Power Company.

4) CLOSED SESSION

1. RECESS TO CLOSED SESSION - Allen v Waconia

Cover Page

Motion by Grengs Second by Coleman to Recess to Closed Session. Attorney-Cient Privilege.

MOTION CARRIED.

6) [ADOPT CONSENT AGENDA](#)

- 1) Approve City Council Minutes January 21, 2025

[Cover Page](#)

[January 21, 2025 Council Minutes](#)

- 2) Approve February 3, 2025 Expenditures

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- 3) Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred December 2024

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- 4) Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred December 2024

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- 5) Preventative Maintenance Service Agreement with Nordic Mechanical for Fire Station

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[Resolution No. 2025-040 Authorizing HVAC Preventative Maintenance Agreement for Fire Station](#)

[Service Agreement Boiler Maintenance at Fire Station with Nordic Mechanical](#)

- 6) Contractor Pay Request #3 - Water Treatment Facility Piping Modifications

[Cover Page](#)

[Water Treatment Facility Piping Payment #3](#)

- 7) Approve Installation Contract for Playground Equipment at Windmill Creek Park

[Cover Page](#)

[Resolution No. 2025-041 Approving Agreement for Playground Equipment at Windmill Creek Park](#)

[Agreement for Playground Equipment at Windmill Creek Park with Flag Ship](#)

- 8) Adopt a Development Standards Manual for the City of Waconia

[Cover Page](#)

[Resolution No. 2025-042 Adopting a Manual of Design and Construction Standards](#)

[Cover Letter for Standards Manual 01-27-2025](#)

[Waconia Development Standards 2025](#)

- 9) Authorize Hire for Assistant Planner

[Cover Page](#)

[Resolution No. 2025-043 Authorizing Assistant Planning Hire](#)

- 10) Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2024

[Cover Page](#)

[Resolution No. 2025-044 Accepting Grant Proceeds form Carver County Public Services Solid Waste Reduction and Recycling Grant for 2024](#)

- 11) Authorize City Staff to Obtain Pricing for City Hall Facility Improvements

[Cover Page](#)

[Resolution No. 2025-045 Authorizing City Staff to Obtain Quotes for City Hall Facility Improvements](#)

12. Ratifying Sale of PID #750501470

[Cover Page](#)

[Resolution No. 2025-046 Ratifying Sale of Property](#)

Motion by Grengs second by Coleman to Adopt the Agenda as Published with removing item 6.1, 6.7, and 6.8 and moving those items to Section 8 Items Removed from Consent Agent

MOTION CARRIED

- 7) COUNCIL BUSINESS

1. [Amendment to the City's Financial Policy and Guidelines](#)

[Cover Page](#)

[Resolution_No._2025-036 \(2\).doc](#)

[Financial Policy and Guidelines Proposed Changes 02-03-2025](#)

Nicole Meyer, Finance Director, explained and recommended changes to the City's Financial Policy and Guidelines. Specifically, under Travel Expenses to better accommodate for conference travel for staff, Investment in Certificate of Deposit to include credit unions has been removed from the proposed changes, Special Assessment Pre-Payments to update rules and regulations set forward by Carver County, and minor adjustments to correct grammar and punctuation.

This item was tabled at the January 21, 2025, Council meeting to provide the Council more details of the recommended changed proposed by staff.

Motion by Gleason second by Coleman to Adopt Resolution No. 2025-036 Amending the City of Waconia Financial Policy and Guidelines.

MOTION CARRIED

[2\) Utility Bill Fee Adjustment - 1149 Pond Curve](#)

[Cover Page](#)

Staff received a request from the property owners at 1149 Pond Curve for forgiveness of the base rate fees to their utility account starting in February 2025 due to a house fire which occurred on January 20, 2025. The house is currently uninhabitable. The property owners estimate they will not be able to live in their home for 8 to 12 months.

Council in agreement that these fees are included in the annual budget and should not be the burden of the residents.

Staff directed to draft a potential house fire exemption policy for the Council to review.

[3\) Stop Sign request for 1st Street at Birch Street](#)

[Cover Page](#)

[Resolution No. 2025-047 Authorizing Changes to Intersection Traffic Control at Birch Street and First Street](#)

[Stop Sign Request 01-02-2025](#)

[Birch Street and 1st Street Site Images with Stop Sign Locations](#)

[MUTCD Multi-Way Stop Applications](#)

Jon Haukaas, Public Services Director, received a stop sign request at the intersection of 1st Street and Birch Street. The request is for an all-way stop controlled condition to address the safety concerns focused primarily on cross-traffic conflicts. Staff reviewed traffic volumes, sighting lines, and historical crash data. The installation of an all-way stop at the intersection of 1st Street and Birch Street may reduce the potential for vehicle conflicts and modifying this intersection to an all-way stop is recommended.

Motion by Grengs second by Siddons to Adopt Resolution No. 2025-047 Authorizing Changes to Intersection Traffic Control at Birch Street and First Street.
MOTION CARRIED

4) [Approve 2nd Street Layout and Streetlighting Layout for 2025 Downtown Reconstruction Phase 3](#)

[Cover Page](#)

[Public Hearing Notes 01-28-2025](#)

[Resolution No. 2025-048 Approving Streetlighting Layout Downtown Reconstruction Phase 3 Project](#)

[Downtown Reconstruction Phase 3 Lighting 12-05-2024](#)

[2025-049 Approving 2nd Street Layout for the 2025 Phase 3 Downtown Reconstruction Project](#)

Haukaas stated that this agenda item addresses two items of follow-up from the January 21st Council Meeting. First Resolution addresses the cross-section layout of 2nd Street between Olive Street and Elm Street. The Council approved moving forward with a design for 2nd Street showing an 8-foot sidewalk on the north side and a 5-foot separated sidewalk on the south side. This design moved the curb lines to the north approximately 1.5 feet to help align with 2nd Street to the east. This design followed the previously approved downtown design guidelines for the north sidewalk and created a transition zone by using more residential standard for the south sidewalk.

The second option considered adding boulevard green space at the back of curb on both the north and south sides of the street and narrower sidewalks. This would represent a more residential design layout for both sides of the street and not follow the Downtown Design guidelines. This option has the most impact to adjacent properties on the south and has increased costs.

The third option used the Downtown Design guidelines for both sides of the street. This includes 8-foot sidewalks at the back of the curb. This option involves the layout to move the street south and provide an additional two feet of the right-of-way as green space for the proposed apartment building project on the north side. The sidewalk on the south side can be designed so that the southern edge of the new sidewalk lines up with the south side of existing sidewalk, thereby minimizing impact and additional expense.

Both the previously approved Option 1 And the new Option 3 can meet the goals of the project without additional expense. Option 3 also addresses concerns raised by the north side property owner.

Staff recommend moving forward with a change to the design using the Option 3 layout with 8-foot attached sidewalks on both sides and moving the roadway south. The design Option 3 also is consistent with the existing zoning of this area and both sides of the streets.

Michael Dehn, 25 2nd Street West, as there is no option for screening the front side of his property his Maple tree is very valuable and is requesting the Council do whatever it can as to not impact the root system of this tree and is in favor of Option 3.

The Council is in agreement for Option 3.

Motion by Coleman second by Grengs to Adopt Resolution No. 2025-048 Approving the Layout of 2nd Street for the 2025 Downtown Reconstruction Phase 3

The Council directed staff to add mid-block lighting to the north side of 2nd Street and a more detailed examination was given to the location of the street light poles throughout the project. The location of the street poles are constrained by a number of issues: the available space in the right-of-way, the proximity of buildings adjacent to the right-of-way, the need to install drain tile for street drainage, conduits below the sidewalk for electrical, irrigation, and fiber, and curb overhang to allow space for bumpers or to open vehicle doors.

Staff recommended approving the street lighting layout to include these adjustments and finalizing the layout.

Motion by Grengs second by Litfin to Adopt Resolution No. 2025-049 Approving the Streetlighting Layout for th2w 2025 Downtown Reconstruction Phase 3pproving Streetlighting Layout Downtown Reconstruction Phase 3 Project.

Ayes: 3 - Litfin, Grengs, Coleman, Gleason

Nays: 1- Siddons

MOTION CARRIED

8) ITEMS REMOVED FROM CONSENT AGENDA

Agenda Item 6.1 Approve City Council Minutes January 21, 2025.

Mayor requested this item be pulled from the Consent Agenda to request staff to include the State of Minnesota Surplus Services Program when requesting contract bids for disposing of surplus equipment and supplies.

Motion by Coleman second by Gleason to Approve the City Council Minutes J annuary 21, 2025

MOTION CARRIED

Agenda Item 6.7 Approve Installation Contract for Playground Equipment at Windmill Creek Park

The Mayor requested this item be pulled from the Consent Agenda to discuss with staff the saving of City dollars by having staff do a portion of the project; specifically the demolition.

Haukaas explained this is something staff could do; however, the hauling and disposal would be the same cost to the City. Using City staff does take away from other duties and projects. This would be all about timing and weather and does have impact to the neighborhood.

Motion by Siddons second by Gleason to Adopt Resolution No. 2025-041 Approving Agreement for Playground Equipment at Windmill Creek Park.
MOTION CARRIED

Agenda Item 6.8 Adopt a Development Standards Manual for the City of Waconia
The Mayor pulled this item from the Consent Agenda to share the good news with the Community.

Haukaas stated at this time, the City does not have an official Development Standards Manual. This will assist in removing inconsistencies when a city does not have standards in the adopted practices. Clear direction saves money for both the City and contractors.

Motion by Gleason second by Coleman to Adopt Resolution No. 2025-042 Adopting a Manual of Design and Construction Standards
MOITON CARRIED

9) STAFF REPORTS

Sergeant John Howard gave a brief update to the Council stating January showed a mild decrease in calls which was 10 calls less in 2025 than in January of 2024. There were 37 criminal incidences in the City mostly property crimes and a 400% decrease in criminal sexual conduct. Non-criminal calls were basically identical with a 250 total. Reminded residents that winter parking restrictions are in force.

10) BOARD REPORTS

Council Member Grengs: Nothing to report

Council Member Coleman: Nothing to report

Council Member Gleason: Nothing to report

Council Member Siddons: Nothing to report

Mayor Litfin: --Visited the Waconia Senior Center twice in January. Once for Donuts with the Mayor and once to call bingo and play cards.

--Attended the annual Chamber of Commerce Awards luncheon.

--Met with the Waconia High School Student Council. Two Student Council will present to the City Council in March.

--Attended the Ridgeview Board of Directors Meeting to review the Board's 2024 Fiscal Numbers

--Reminded resident of the Special Olympic Polar Plunge on February 8th.

11) ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator reminded the Council that the Second Annual Stewardship Award is now accepting applications. Go to www.waconia.org to nominate a Waconia Resident that gives back to the Community in any way. The nomination deadline is March 15, 2025, and the winner will receive a plaque of recognition.

12) ADJOURN REGULAR MEETING

Motion by Coleman Second by Gleason to adjourn February 3, 2025, City Council meeting at 7:45 p.m.

MOTION CARRIED

Tim Litfin, Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant