

**CITY OF WACONIA  
FEBRUARY 18, 2025**

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

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

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

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

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

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

None

5) [ADOPT CONSENT AGENDA](#)

1) Approve City Council Minutes February 3, 2025

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[02-03-2025 City Council Minutes](#)

2) Approve February 18, 2025 Expenditures

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3) Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred January 2025

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4) Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred January 2025

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5) Preventative Maintenance Service Agreement with Twin City Garage Door for Fire Station

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Resolution No. 2025-050 Approving Agreement with Twin City Garage Door for Periodic Maintenance of Fire Station Overhead Doors

01-13-2025 Preventative Maintenance Contract with Twin City Garage Door

- 6) Authorize City Staff to Obtain Pricing for Command Vehicle Replacement

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Resolution No. 2025-051 Authorizing Staff to Obtain Equipment Pricing for Fire Command Vehicle Replacement

- 7) Accepting Cash Donations for Operations of the Fire Department

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Resolution No. 2025-052 Accepting Cash Donation for Operations of the Fire Department

- 8) Firefighter Right Front Seat Certification

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Resolution No. 2025-053 Approving Firefighter as Right Front Seat Certified

Right Front Seat Manual Updated 11-21-2023

- 9) Accepting Donation and Approving Pass Thru Recommendation - Waconia Fire Relief Association

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Resolution No. 2025-054 Accepting Donation and Pass Thru Recommendation from Waconia Fire Relief Association

- 10) Approve Purchase of Water Maintenance Division Half Ton Pickup

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Resolution No. 2025-055 Authorizing Acquisition of Half Ton Truck Maintenance Vehicle for Water Division

02-05-2025 Burnsville Dodge Ram 1500 Quote

02-06-20256 Waconia #949 - Dodge Lighting Quote

- 11) Approve Purchase of Sewer Maintenance Division One-Ton Truck

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Resolution No. 2025-056 Authorizing Acquisition of One-Ton Truck Maintenance Vehicle for Sewer Division

Burnsville Dodge 3500 Quote

Waconia #951 - Dodge Lighting Quote

Ram 1500 Trade-In Offer Dodge of Burnsville

- 12) Approve Purchase of Replacement Mobile Generator

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Resolution No. 2025-057 Authorizing Acquisition Mobile Generator

Specification Sheet

Ziegler Caterpillar Diesel Generator Agreement

- 13) Replace Air Conditioning Unit at Southeast Area Lift Station

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Resolution No. 2025-058 Approving Air Conditioning Unit at Southeast Area Lift Station

Lift Station Air Conditioning Agreement with Nordic Mechanical

- 14) Authorizing Approval of Sale or Disposal of Surplus Equipment

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Resolution No. 2025-059 Approving Surplus Equipment and Sale

- 15) Prepare Plans & Specifications and Authorize Advertisement for Bids - 2025 Storm Pond Cleaning

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Resolution No. 2025-060 Authorizing Preparation of Plans and Specifications and Authorizing Advertisement for Bids 2025 Storm Pond Cleaning

[02-11-2025 Pond Cleaning Memo from Bolt & Menk](#)

[2025 Storm Pond Cleaning Project Location Map](#)

- 16) Prepare Plans & Specifications and Authorize Advertisement for Bids - Bent Creek Culvert Lining Project

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[Resolution No. 2025-061 Authorizing Prepare Plans and Specifications and Authorizing Advertisement for Bids Bent Creek Culvert Lining](#)

[02-004-2025 Culvert Lining Recommendation from Bolton & Menk](#)

- 17) Authorize Agreement with AET for Testing services on the 2025 Downtown Reconstruction Project Phase 3

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[Resolution No. 2025-062 Authorizing Agreement for Services with American Engineering and Testing](#)

[02-07-2025 American Testing Materials Quote](#)

- 18) Carver County CDA Growth Partnership Initiative Grant

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[Resolution No. 2025-063 Approving Carver County Community Growth Partnership Grant Application](#)

[2025 Community Development Grant Application](#)

- 19) Accepting Cash Donation for Holiday Lighting

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[Resolution No. 2025-064 Accepting Cash Donation for Holiday Lighting](#)

- 20) Authorize Hire for Customer Support Specialist

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[Resolution No. 2025-065 Authorizing Customer Support Specialist Hire](#)

- 21) Approve Special Event Permit for Tour de Tonka

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[Resolution No. 2025-066 Approving Special Event Permit and Noise Permit for Tour de Tonka Bicycle Event](#)

[Special Event Permit Application](#)

[Tour de Tonka 100 Mile Route](#)

[Tour de Tonka, City of Waconia Route](#)

- 22) [Approve Special Event Permit The Frunge](#)

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[Resolution No. 2025-067 Approving Special Event Permit and Noise Permit for the Frunge Event](#)

[Special Event Permit Application The Frunge](#)

[Temporary Structure Permit Application The Frunge](#)

- 23) [On-Sale Temporary Liquor License Waconia Brewing Company](#)

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[Resolution No. 2025-068 Approving Temporary On-Sale Liquor License Application Waconia Brewing Company](#)

- 24) [Approve Temporary On-Sale Liquor License for Waconia Lions Club](#)

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[Resolution No. 2025-069 Approving Temporary On-Sale Liquor License Application Lions Club](#)

- 25) [Approve Temporary On-Sale Liquor Licenses for the Waconia Lions Club](#)

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[Resolution No. 2025-070 Approving Temporary On-Sale Liquor License Application Lions Club](#)

- 26) [Approve Application to Conduct Off-Site Gambling](#)

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[Resolution No. 2025-071 Approving Application to Conduct Off-Site Gambling  
Waconia Lions Club](#)

- 27) [Approve Purchase of Replacement Skidsteer and Accessories - Capital Equipment  
Project No. 27](#)

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[Resolution No. 2025-075 Authorizing Acquisition of Replacement SkidSteer Unit  
#180](#)

[Ziegler Skidsteer Loader Quote](#)

[Pomps Snow Tires Quote](#)

Motion by Coleman second by Siddons to Adopt the Consent Agenda as Published with removing Item 5.6, Item 5.10, Item 5.11, and Item 5.18, and adding those items to Section 8 Items Removed from Consent Agenda  
MOTION CARRIED

## 6) [COUNCIL BUSINESS](#)

- 1) [Accepting the City of Waconia Water System Study, dated February 11, 2025](#)

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[Resolution No. 2025-072 Accepting the 2025 Water System Study](#)

[02-11-2025 Water Study Cover Letter](#)

[02-11-2025 Water System Study Final Report](#)

City Engineer Jake Saulsbury and staff prepared the Water System Study to assist with the planning and implementation of future water system improvements to support the ongoing growth of Waconia. The report provides an evaluation of the City's water supply sources, treatment, storage, and capacity. The study then explains the projected water supply and treatment demands as well as proposed improvements and estimated costs. The following recommendations were presented. 1) Initiate the design of a new water treatment facility. 2) Initiate the design of up to three new wells. 3) Develop a reasonable System Development Charge. 4) Complete the replacement of existing ageing equipment. 5) Continue to monitor the rate of growth and water demand. And 6) Apply for Public Facilities Authority financing.

Jake reminded the Council that Staff are only proceeding with the initial steps for the well and the water treatment facility design with no construction.

Motion by Coleman second by Grengs to Adopt Resolution No. 2025-072 Accepting the 2025 Water System Study  
MOITON CARRIED

2) [Establishing Municipal State Aid Street Designation and Renaming Wildcat Way as Wildflower Way](#)

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[Resolution No. 2025-073 Establishing a Municipal State Aid Street](#)

[01-10-2025 MSA System Revision](#)

[01-28-2025 MSA Designation Wildflower Way](#)

Jon Haukaas, Public Works Supervisor stated that every year the City completes an update of the Municipal State Aid (MSA) Streets within its jurisdiction. Staff and the City Engineer determined what routes to adjust or add based upon traffic volume, and use locally and through the community. Currently the City has 0.42 miles under the maximum allowable mileage of 11.97 miles. Staff requested to add Wildcat Way (.26 miles) to the City's MSA System. This segment begins and ends with connections of MSA streets and would result in the City having .16 miles of allowable MSA mileage remaining. Also, staff requested to rename this segment Wildflower Way to keep consistent with the naming conventions.

Kevin Stender, 1100 Pond Curve, requested the Council make the intersection island smaller in size for safety reasons and would also like to see additional parking.

Chris Ohm, 1553 Pond Curve, the Baseball Association would like to see this open and would like to keep the name Wildcat Way.

Mark Tregarthen, 1357 Pond Curve, would like to see the entrance redesigned and would very much like Wildcat Way remain.

Council Member Coleman would like to move forward with the Resolution approval; with removing the name change and direct staff for more neighborhood feedback on the street name. All Council were in agreement. The Mayor directed staff to survey the neighborhood on the name change and bring back to Council along with parking information.

Motion by Grengs second by Siddons to Adopt Revised Resolution No. 2025-073 striking the whereas statement of renaming the section of roadway to Wildflower Way.  
MOTION CARRIED

3) [Approve Plans and Authorization to Bid for the 2025 Downtown Reconstruction Phase 3](#)

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### Resolution No. 2025-074 Approving Plans and Specifications & Ordering Advertisement for Bids

#### 02-05-2025 Request Memo 2025 Downtown Reconstruction Project Phase3

Jake Saulsbury stated that the open house was well attended and staff made a few minor revisions based on that open house. The planned improvements will include Street reconstruction of 2 blocks of 1st Street, 2 blocks of 2nd Street, and 1 block of Olive Street. Reconstruction of 2 blocks of alleys north of Main Street, east of Elm Street, and west of Spruce Street. Reconstruction of 1 block of alley north of 2nd Street, east of Olive Street, and west of Elm Street.

Staff requested the approval to Order the Advertisement for Bids as well as Approving Plans and Specifications. Bids will be scheduled to be opened on March 20, 2025, with pricing to the Council at the end of March to consider awarding the contract.

The Mayor requested clarification on the drop off site by the Theatre. Staff stated that will remain a drop off as it is presently. Council Members Grengs, Coleman, Gleason and Siddons in agreement to leave the design as submitted. Mayor not in agreement.

The Mayor requested information on the one-inch drop line costs in all phases of this project. Saulsbury stated that Phase 1 a cost of \$165,000. Phase 2 a cost of \$230,000. Phase 3 has an estimated cost of \$183,000. This is done with the intent of meeting stormwater requirements in the future.

Motion by Gleason second by Coleman to Adopt Resolution No. 2025-074 Approving Plans and Specifications & Ordering Advertisement for Bids.  
MOTION CARRIED.

## 7) ITEMS REMOVED FROM CONSENT AGENDA

### **Item #5.6 Authorize City Staff to Obtain Pricing for Command Vehicle Replacement**

Fire Chief Justin Sorensen stated that as part of the 2025 Capital Improvement Project, the Fire Department has a command vehicle replacement budgeted for 2025. The Fire Department anticipates replacing the equipment at 10 years of age in order to update technology and ensure that the equipment is serviceable and ready to respond. This unit has been used as a command vehicle and is the most frequently used vehicle by duty officers. This vehicle is critical to the duty office staffing mode that runs the majority of the calls. In 2024, 75% of calls were duty officer only calls for service. This request is to retain pricing only.

Motion by Siddons second by Coleman to adopt Resolution No. 2025-051 Authorizing City Staff to Obtain Pricing for Command Vehicle Replacement CIP Project No. 424.

MOITON CARRIED

**Item 5.10 Approve Purchase of Water Maintenance Division Half Ton Pickup**

Jon Haukaas stated that on December 18, 2024, Council authorized the solicitation of pricing for equipment for a half-ton pickup to be used in the Water Division. Staff Utilized the Minnesota State Cooperative Purchase Contracting system to find the best pricing from approved vendors. Staff requested to retain Unit #49 that had originally been scheduled for replacement and trade-in on this purchase. Unit #49 is needed for the Engineering Technician to perform daily inspections. This vehicle has more value to the department to provide service to the community than the City would receive as trade-in value. As this creates a budget deficiency staff requested Council approve the additional expenditure.

Staff clarified that the vehicle currently being used by the Utility Supervisor is being traded in with the accompanying item to purchase a new truck from the Sewer Fund. This creates an immediate need, and staff requested the purchase of the Half Ton Pickup. Staff also clarified that the two agenda items (5.10 and 5.11) are combined as both are enterprise funds so any purchase comes from rates. These vehicles are for the utility department and the utility department is both water fund and sewer fund. Due to this shortage, staff are sharing vehicles which is not conducive to time management and the City is losing productivity.

The engineering technician has vehicle #49, the utility supervisor has vehicle #50. Staff are requesting a new supervisor's vehicle which would be replacing #50 but purchasing out of the water fund and agenda item 5.11 is to trade-in vehicle #50 with a one-ton utility vehicle. Basically, adding a one-ton utility vehicle and trading in a half-ton front line daily driver which fits the needs of the department.

Council Member Coleman questioned if the dollar amount vs the time wait of eight months is a good choice. It was stated that currently the public services technicians do not have a dedicated vehicle for use. To maintain efficiency in these positions it is required to have ready access to vehicles and other staff vehicles must be obtained. Staff are requesting an additional vehicle that would allow the vehicle currently used to be repurposed to put into use for the public services technician for a dedicated vehicle.

Motion by Coleman second by Siddons to direct Staff to obtain quotes and delivery timelines from local vendors for a Half-Ton Pickup Maintenance Vehicle for the Water Division.

Motion Approved

Ayes: 4 - Litfin, Coleman, Siddons, Gleason

Nays: 1 - Grengs

MOTION CARRIED

Resolution No. 2025-055 Authorizing Acquisition of Half-Ton Pickup Maintenance Vehicle for Water Division Project No. 542

Resolution FAILED due to lack of a Motion and second.

### **Item 5.11 Approve Purchase of Sewer Maintenance Division One-Ton Truck**

John Haukaas explained that staff are requesting purchase of a one-ton truck which includes the trade-in of the half-ton supervisor's vehicle. If the Council approves the trade-in, this can be purchased directly.

Motion by Grengs second by Litfin to Adopt Resolution No. 2025-056 Authorizing Acquisition of One-Ton Truck Maintenance Vehicle for Sewer Division.  
MOTION CARRIED

### **Item 5.18 Carver County CDA Growth Partnership Initiative Grant**

This agenda item was pulled by the Mayor for questions regarding the old fire station property.

City Administrator Shane Fineran explained to the Council this item is approval to apply for grant funds. These grant funds are available to municipalities to support redevelopment and community development. The planned construction of Well #9 to be completed this year creates an opportunity for the City to decommission Wells No. 1 and 2 on this site. This is required for private development on this site.

Motion by Grengs second by Coleman to Adopt Resolution No. 2025-063 Approving Grant Application  
MOTION CARRIED

## **8) STAFF REPORTS**

No staff reports

## **9) 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: February 5<sup>th</sup> The Mayor is In Session with 10 attendees

February 6<sup>th</sup> met with Carver County Mayors to discuss local topics

Last week toured Waconia Sackett with the operations manager

February 11<sup>th</sup> Joint Leadership meeting with the School District and representatives from Ridgeview, Hometown Bank, and the Chamber

February 12<sup>th</sup> Carver County Park Commission Meeting

February 13<sup>th</sup> Capital Building for Transportation Meeting

## **10) ANNOUNCEMENTS**

None

## **11) CLOSED SESSION**

1) Closed Session

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The Mayor stated the Council will meet in closed session pursuant to Minn Stat. 13.05, subd. 3©(3) to consider the purchase of real property in the City of Waconia identified as PID: 750240100, located at 801 Highway 284.

Motion by Coleman second by Gleason to recess to closed session  
MOITON CARRIED

Motion by Siddons second by Coleman to close the City Council closed session.  
MOTION CARRIED

12) ADJOURN REGULAR MEETING

Motion by Siddons second by Coleman to Adjourn the February 18, 2025, Waconia City Council Meeting at 8:00 p.m.  
MOTION CARRIED

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Tim Litfin, Mayor

ATTEST: \_\_\_\_\_

Sue Schwalbe, Office Assistant