

CITY OF WACONIA
MARCH 17, 2025

1) **CALL MEETING TO ORDER AND ROLL CALL**

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

Staff Present: Shane Fineran, Jackie Schulze, Nicole Meyer, Nevin Waldron, Jon Haukaas, and Lane Braaten

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Coleman second by Siddons to Adopt the Agenda as Published.
MOTION CARRIED

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Trevor Novotny, Field Operations Supervisor at the Jordon Facility, Metropolitan Mosquito Control District. This district covers Scott County and Carver County. This division is governed by a board of 18 elected County Commissioners, covers approximately 2,900 square miles of service area and is funded by property taxes. The median home pays approximately \$11 per year. This district offers mosquito and tick surveillance, and control as well as public outreach. Control methods are broken down by larvae control, adult control, and reducing breeding habitat—mostly by helicopters. New for this year, the public will see the drone flying in the Waconia area.

Rochelle Eichner, Kris Lamkin, and Holly Meyers representing the Eva Sophia Project. The Eva Sophia Mission is to build in a pocket community for adults with developmental disabilities. With the goal of having a safe place to call home where they can live, work, and play. In the City's 2040 Comprehensive plan, the City addresses the Olmstead Act for Transforming Disability Rights and the Eva Sophia Project is looking to partner with the City to make the Olmstead Act a reality for the residents of Waconia and Carver County.

5) **PUBLIC HEARINGS**

5.1 2025 Fee Schedule Ordinance Amendment

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Ordinance No. 780 Amending Chapter 110 & 1101 of the Code Relating to Permits, Licenses and Fees

Resolution No. 2025-087 Approving Summary Publication of Ordinance No. 780

Chapter 1101 Building Permit Fee Updates With Mark-Ups

Chapter 1100 Fee Schedule With Updates

Motion by Grengs second by Coleman to Open the 2025 Fee Schedule Ordinance Amendment Public hearing.
MOTION CARRIED

Nicole Meyer, Finance Director, stated that under Minnesota law, the City must hold a public hearing before a zoning ordinance is amended. Chapter 1100 and Chapter 1101 of the City's Code contains zoning and land use charged by the City. Changes to these types of fees require a public hearing. The two fees under consideration are the water utility trunk fees with an increase of \$5,100 to \$6,500 per unit and the demolition permit fee for residential homes with a recommendation of \$100 flat fee per permit.

Motion by Siddons second by Gleason to Close the 2025 Fee Schedule Ordinance Amendment Public hearing.

Motion by Grengs second by Coleman to Approve Ordinance #780 Amending Chapter 110 and 1101 of the Code Relating to Permits, Licenses, and fees.

5.2 Annexation Petition - 9550 Little Avenue, 9780 Little Avenue & 10080 Little Avenue

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Resolution No. 2025-088 Annexation 9550 Little Avenue, 9780 Little Avenue, and 11080 Little Avenue, Laketown Township

Public Hearing Notice Holbrook

Motion by Coleman second by Siddons to open the Public Hearing for the Annexation Petition of 9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue.
MOTION CARRIED

Lane Braaten, Community Development Director, stated that the property owners submitted a petition for annexation in association with the Holbrook residential development. The land under consideration is 9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue. Laketown Township approved on March 10, 2025. If approved, this item will go to the State and upon State approval these properties will become part of the City.

Motion by Coleman second by Gleason to close the Public Hearing for the Annexation Petition of 9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue.
MOTION CARRIED

Motion by Grengs second by Coleman to Adopt Resolution No. 2025-088 Annexation 9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue, Laketown Township.
MOTION CARRIED

6) [ADOPT CONSENT AGENDA](#)

6.1 Approve City Council Minutes March 3, 2025

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[March 3, 2025 City Council Minutes](#)

6.2 Approve March 17, 2025 Expenditures

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6.3 Approve Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred February 2025

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6.4 Approve Rink Management Services Corporation Safari Island Community Center Expenditures Incurred February 2025

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6.5 Contractor Pay Request #4 - Water Treatment Facility Piping Modifications

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[Water Treatment Facility Piping Modifications Pay Request #4](#)

6.6 Approve Contract for Test Well Drilling

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[Resolution No. 2025-089 Authorizing Award of Contract for Test Well Drilling](#)

[Test Well Award Letter 03-03-2025](#)

[Proposal for Test Borings](#)

6.7 Authorizing Approval of Sale or Disposal of Surplus Equipment

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[Resolution No. 2025-090 Approving Surplus Equipment and Sale](#)

6.8 Hot Water Tank/Softener/Filter Replacement Project - Waconia Ice Arena

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[Resolution No. 2025-091 Approving Capital Project at Ice Arena for Hot Water Tank, Softener, and Filter Replacement](#)

[Quote for Storage Tanks and Softeners with PSM Company](#)

[Quote for Water Heater with Peterson Treatment Company](#)

6.9 Swipeclock Workforce Management Software (Applicant Tracking)

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[Resolution No. 2025-092 Approving Workforce Management Software with Swipeclock](#)

[Quote for Workforce Management Software with Swipeclock](#)

6.10 League of Minnesota Cities Insurance Trust - Tort Liability Waiver - 2025-2026 Policy Renewal

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[League of Minnesota Cities Liability Coverage Waiver Form](#)

6.11 Comprehensive Plan Amendment - Holbrook Land Use Update

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[Resolution No. 2025-093 Approving Comprehensive Plan to the Metropolitan Council](#)

[Public Hearing Notice Comp Plan Amendment Holbrook](#)

[Comparison Images](#)

6.13 Special Event Permit - Lake Waconia Band Festival

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Resolution No. 2025-094 Approving se of Streets, Parade Permit, and Food Trucks for the Waconia Band Festival

Special Event Permit Application Band Festival

6.14 Application for Exempt Permit for Carver County Pheasants Forever

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Resolution No. 2025-095 Approving Exempt Permit Carver County Pheasants Forever

6.15 Application for Exempt Permit for the Waconia Dandy Lions

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Resolution No. 2025-096 Approving Exempt Permit Waconia Dandy Lions

Motion by Coleman second by Siddons to Adopt the Consent Agenda as Published.
MOTION CARRIED

7) COUNCIL BUSINESS

7.1 Legislative Update

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Mayor Litfin stated the Representative Nash is running late and Council will move on to the next agenda item.

7.2 Authorize Request for Qualifications for Professional Services for the Design and Construction Administration of Water Treatment Plant No. 4.

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Resolution No. 2025-097 Authorizing Request for Qualifications for Design and Construction Administration of Water Treatment Plant No. 4

Construction of Water Treatment Plant No. 4 Request for Qualifications

Jon Haukaas, Public Services Director, stated that with the acceptance of the Water Supply Plan Update and subsequent discussion of expanding the Water System for the future growth of the City, the next step is to contract with an experienced engineering firm to design a new water treatment plant including contract administration and support during construction.

Staff has prepared a Request for Qualifications document to be sent to select qualified firms giving the opportunity to propose on this project. This evaluation would be primarily on the qualifications and experience of the firms submitted. The evaluation will include interviewing the design and construction support teams proposed. Final cost will be negotiated with the most qualified consultant team and then request contract approval by the Council.

Mayor Litfin stated this is a contract for professional services and that the Council is not authorizing the construction or building of this project. The Mayor also suggested a public open house to educate the public on this project. Jon added that in the City's proposal there are four required presentations to update the Council and the Public on the development of the project. There will be public outreach within the entire process.

Motion by Gleason Second by Coleman to Adopt Resolution No. 2025-097 Authorizing Request for Qualifications for Design and Construction Administration of Water Treatment Plant No. 4
MOTION CARRIED

7.3 Approve Purchase of Water Maintenance Division Half Ton Pickup

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Resolution No. 2025-098 Authorizing Acquisition of Half-Ton Truck Maintenance Vehicle for Water Division

Jon stated that on December 18, 2024, the Council authorized the solicitation of pricing for equipment acquisition. The 2025 Capital Improvement Plan identified \$44,000 for the purchase of a half-ton pickup truck to be used in the Water Division. This vehicle will be used primary by the Utility Division Supervisor. Staff requested quotes from both local vendors and through the Minnesota State Cooperative Purchasing Contract system. New contract pricing was released on March 5, 2025. Currently there are 29 staff in public services and 19 vehicles.

Motion by Coleman second by Siddons to Adopt Resolution No.2025-098 Authorizing Acquisition of Half-Tone Truck Maintenance Vehicle for Water Division
MOTION CARRIED

8) ITEMS REMOVED FROM CONSENT AGENDA

None

9) STAFF REPORTS

Lane provided the Council with an update on the 2024 Land Use Summary Report. In 2024 permits increased by approximately 300 due to e-permits and available staff. The construction value decreased by approximately \$19.4 million due to larger projects in 2022 and 2023. The e-permits are still trending up and are a good tool for residents. Last

year the City issued 104 single family home permits and 22 town home permits. The residential lot inventory is at 284 single family lots and 35 townhouse lots. Commercial Lot investment is 37.26 acres throughout the community. Industrial Lot inventory is at eight parcels totaling 7.65 acres.

The Council thanked Lane, Brenda, and Dave for all their work and doing a great job.

10) BOARD REPORTS

Council Member Gleason: Nothing to report

Council Member Siddons: Will be attending the Park Board Meeting on March 20th.

Council Member Grengs: Nothing to report

Council Member Coleman: Nothing to report

Mayor Litfin: March 4th attended the Waconia Ministerial Association

March 6th attended the monthly Chamber Coffee Connection

11) ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator reminded Council and residents to save the date for the Public Services Department Open House scheduled for May 17, 2025, which is a kick-off to National Public Services Week.

Jackie stated that the City received numerous applications for the Stewardship Award and the Council will review the applications at their next Work Session Meeting. The winner will be announced at May 5, 2025, Council meeting.

12) ADJOURN REGULAR MEETING

Motion by Siddson second by Grengs to adjourn the March 17, 2025, Waconia City Council meeting at 7:30 p.m.

MOTION CARRIED

Tim Litfin Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant