

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



Monday, March 17, 2025

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: TIM LITFIN
COUNCIL MEMBER: DEREK SIDDON
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**

2025 Fee Schedule Ordinance Amendment

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Motion to Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Motion to Adopt Ordinance No. 780 Amending Chapter 1100 and Chapter 1101 of the Waconia City Code Related to Permits, Licenses, and Fees and to Authorize summary Publication with Approval of Resolution No. 2025-087

Annexation Petition - 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Open the Public Hearing

Motion to Close the Public Hearing

Adopt Joint Resolution No. 2025-088 between the City of Waconia and Laketown Township approving the annexation petition for the properties located at 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue.

5. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

- 1) Trevor Novotny - Metropolitan Mosquito Control District**
- 2) Kristine Lamkin - Eva Sofia Project**

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) March 3, 2025, City Council Minutes**
- 2) March 17, 2025 Expenditures**
- 3) Waconia Ice Arena Expenditures Incurred 02-2025**
Approve Waconia Ice Arena Expenditures for 20-2025 iwth Rink Management Corporation
- 4) Safari Island Expenditures Incurred 02-2025**
Approve Safari Island Community Center Expenditures Incurred in 02-2025
- 5) Water Treatment Facility Piping Modifications Pay Request #4**
Approve WAter Treatment Facility Piping Modifications Pay Reques #4 to Municipal Builders Inc
- 6) Test West Drill Contract**
Adopt Resolution No. 2025-089 Authoirzing Award of Contrat for Test Well Drilling
- 7) Sale or Disposal of Surplus Equipment**
Adopt Resolution No. 2025-090 Authorizing Approval of Sale or Disposal of Surplus Equipment
- 8) Hot Water Tank Spoftener/Filter Replacement Project - Waconia Ice Arena**
Adopt Resolution No. 2025-091 Approving Capital Project at Waconia Ice Arena for Hot Water Tank, Softener, and Filter Replacement with Peterson Salt & Water Treatment Company
- 9) Applicant Management Software Swipelock Workforce**

Adopt Resolution No. 2025-092 Authorizing Contract with Swipeclock Workforce Management for Applicant Tracking/Onboarding Software

10) League of Minnesota Cities Insurance Trust - Tort Liability Waiver

Motion to Approve the Non-Waiver of Monetary Limits on the 2025-2026 Tort Liability Insurance Policy Renewal.

11) Comprehensive Plan Amendment - Holbrook Land Use Update

Adopt Resolution No. 2025-093 Approving the Comprehensive Plan Amendment and authorizing submittal to the Metropolitan Council.

12) Special Event Permit - Lake Waconia Band Festival

Adopt Resolution No. 2025-094 Approving Special Event Permit for the Lake Waconia Band Festival and Practices.

13) Exempt Permit for Carver County Pheasants Forever

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

14) Exempt Permit for Waconia Dandy Lions

Adopt Resolution No. 2025-096 Approving Application for Exempt Permit for the Waconia Dandy Lions

7. COUNCIL BUSINESS

1) Legislative Update

Discussion and direction

2) Water Treatment Plant No. 4 Request for Qualifications for Professional Services for the Design and Construction

3) Purchase of Water Maintenance Division Half-Ton Pickup

Adopt Resolution No. 2025-098 Authorizing Acquisition of Half Ton Pickup Maintenance Vehicle for Water Division - Project No. 542

8. ITEMS REMOVED FROM CONSENT AGENDA

9. STAFF REPORTS

1) Land Use Summary - Lane Braaten, Community Development Director

Discussion and direction

10. BOARD REPORTS

1) Councilmember Siddons

2) Councilmember Coleman

3) Councilmember Gleason

4) Councilmember Grengs

5) Mayor Litfin

11. ANNOUNCEMENTS

12. ADJOURN REGULAR MEETING

OFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

WORK SESSION: TOPIC HERE

Carver County Watershed Management Organization
Brook Peterson Pickleball Courts

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Social District Open House - March 20th at 5:00 p.m.
Park Board - March 20th at 6:30 p.m.
Special City Council Meeting - March 24th at 5:00 p.m.
City Council - April 7th at 6:00 p.m.

[MEET_FOOT]



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025
Item Name:	2025 Fee Schedule Ordinance Amendment
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Call Public Hearing to Order and Accept Comments Motion to Close the Public Hearing Motion to Adopt Ordinance No, 780 Amending Chapter 1100 and Chapter 1101 of the Waconia City Code Related to Permits, Licenses, and Fees and to Authorize summary Publication with Approval of Resolution No. 2025-087 EXPLANATION OF AGENDA ITEM: 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 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 to avoid inadvertently violating this requirement for land use/zoning fee changes. The fee schedule changes include an increase in the water trunk fee. This increase was established as part of the information provided during work sessions in February and March which outline the needs of the water utility over the course of the next 10 years. Also, staff reviewed Chapter 1101 of the Waconia City Code which outlines the calculation of building permit fees. The fee listed for single family residential home demolition is recommended to be updated to a flat fee of \$100.00. Commercial, industrial, and institutional demolition permits will continue to be charged based on valuation. The fee changes are to be effective March 17, 2025, after adoption and proper publication. With Council's approval, staff will publish the updated fee information in the Waconia Patriot and update Chapter 1100 and 1101 on the City's website. ATTACHMENTS: 1. Ordinance No. 780 Amending Chapter 1100 & 1101 of the Code Relating to Permits, Licenses and Fees 2. Resolution No. 2025-087 Approving Summary Publication of Ordinance No. 780 3. Chapter 1101 Building Permit Fee Updates with Mark-Ups 4. Chapter 1100 Fee schedule with Updates	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	

Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission: <table border="1"> <tr> <td>Park Board:</td> <td></td> </tr> <tr> <td>Personnel Committee:</td> <td></td> </tr> <tr> <td colspan="2">Other: More sample text.</td> </tr> </table>	Park Board:		Personnel Committee:		Other: More sample text.	
Park Board:							
Personnel Committee:							
Other: More sample text.							

**CITY OF WACONIA
ORDINANCE NO. 780**

**AN ORDINANCE AMENDING CHAPTER 1100 & 1101 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 March 17, 2025.

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Water					
	Water Trunk Charge	\$ 5,100.00	\$ 6,500.00	Unit	Commercial: Multiple times the number of SAC determined by MET Council

SECTION 2. Chapter 1101 of the Waconia City Code is hereby amended as shown, effective March 17, 2025.

Residential General Fees:

Demolition: \$100.00 for single family home. Commercial, industrial, and institutional permit fees are based on valuation and requires a regular building permit.

SECTION 3. The remainder of Chapter 1100 and Chapter 1101 of the Waconia City Code shall remain in full force and effect.

SECTION 4. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 780 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 THE FEE
SCHEDULE has been amended to include update the water trunk fee and
AMENDING CHAPTER 1101 REGARDING BUILDING PERMIT FEE
SCHEDULE has been amended with an updated demolition permit fee for single
family homes.*

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 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

**CITY OF WACONIA
RESOLUTION NO. 2025-087**

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 780

WHEREAS, the City Council ADOPTED Ordinance No. 780 on March 17, 2025, 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. 780 is hereby approved.

ORDINANCE NO. 780 AMENDING Chapter 1100 and Chapter 1101 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 17th day of March 2025.

Tim Litfin, Mayor

Attest: _____
Jacqueline Schulze, Assistant City Administrator

Waconia City Ordinance 1101
Building Permit Fees

**Waconia City Code Section 1101
BUILDING CODE FEE SCHEDULE**

For purposes of this Building Code Fee Schedule, the word “valuation” means the higher of:
i) the total cost of the applicable improvement (including, but not limited to, all costs associated with labor and materials for architectural, structural, electrical, plumbing and mechanical work); and ii) the product obtained when the gross square footage of the applicable improvement is multiplied by the per unit cost listed on the then current Building Valuation Data table issued by the Minnesota Department of Labor & Industry. Notwithstanding the above, if this Building Code Fee Schedule expressly requires valuation to be based on some other method (e.g. on a “per square” or “per opening” basis) then the other method of determining valuation shall be used.

TOTAL VALUATION	FEES	WACONIA
		(97)+15
\$1.00 to \$500.00	\$25.85	
\$501.00 to \$2000.00	\$25.85 for the first \$500.00 plus \$3.35 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.	
\$2,001.00 to \$25,000.00	\$76.10 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.	
\$25,001.00 to \$50,000.00	\$430.30 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.	
\$50,001.00 to \$100,000.00	\$708.05 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.	
\$100,001.00 to \$500,000.00	\$1,093.05 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.	
\$500,001.00 to \$1,000,000.00	\$3,557.07 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.	
\$1,000,001.00 and up	\$6,172.07 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00 or fraction thereof.	

OTHER INSPECTIONS AND FEES PER CONTRACT:

1. Inspections outside of normal business hours; minimum two hour charge	\$57.00 per hour
2. Re-Inspection Fee	\$57.00 each
3. Inspections for which no fee is specifically indicated	\$57.00 per hour
4. <u>Site Inspection Fee.</u> Required on all new construction.	\$45.00 each
5. Additional plan review required by changes, additions, or revisions to approved plans Minimum one-half hour charge	\$57.00 per hour
6. For miscellaneous and special services, as per contract	\$40.00 per hour
7. Pre-Move Inspection	\$165.00 each
8. Moved-In Structure (not including foundation, interior remodel, etc.)	\$275.00 each
9. Replacement Inspection Card	\$45.00 each

Building Permit Fee: Schedule is 100% of the above fee schedule, plus a State Surcharge as follows:

\$1,000,000 or less = .0005 x the valuation (minimum of \$5.00)
\$1,000,001 to \$2,000,000 = \$500.00 = .004 x (Value - \$1,000,000)

Plan Check Fee: Is 65% of the Permit Fee for Residential and Commercial Projects.

Waconia City Ordinance 1101
Building Permit Fees

SEC Fee: .0004 x permit valuation for all Building Permits except Re-Roof, Re-Side, Re-Window, Decks & Interior Remodels.

Plumbing Permit Fees: (See Below for Commercial Fees)

- \$4.00 per fixture with minimum of \$45.00, plus \$1.00 surcharge.
- Plumbing Change outs: Water heaters or water softeners, \$20.00 each, plus \$1.00 surcharge.

Heating, Air Conditioning, & Gas Piping Permit Fees: (See Below for Commercial Fees)

- New Home Construction Only: furnace and A/C are considered one unit.
- \$38.00 for EACH Heating and Air Conditioning unit, including Air Exchange units, In-Floor heat systems, gas logs/fireplaces, factory wood burning and factory fireplaces, gas water heaters, plus \$1.00 surcharge.
- \$10.00 per gas fitting or connection, with a \$20 minimum (on gas fitting), plus \$1.00 surcharge.
- If permit issued for gas line/gas piping only, then minimum fee is \$38.00, plus \$1.00 surcharge.
- Masonry Fireplaces require a regular building permit; need to submit plans & fee is based on valuation.

Residential General Fees:

Re-Roof: Valuation based permit. See Total Valuation section.
Re-Side: Valuation based permit. See Total Valuation section.
Re-Window: Valuation based permit. See Total Valuation section.
Fence: \$45.00, plus \$1.00 surcharge. Any fence over 6' requires a regular building permit.
Shed: \$45.00, plus \$1.00 surcharge. Any shed over 120 square feet requires a regular building permit.

Demolition: \$100.00 for Single Family Home. Commercial, Industrial, and Institutional pPermit fFees are based on valuation and requires a regular building permit.

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Mobile Home Installation: \$250.00, plus \$1.00 surcharge and requires a regular building permit. If also doing a basement, foundation, garage, or entryway, fees are based on square foot basis.

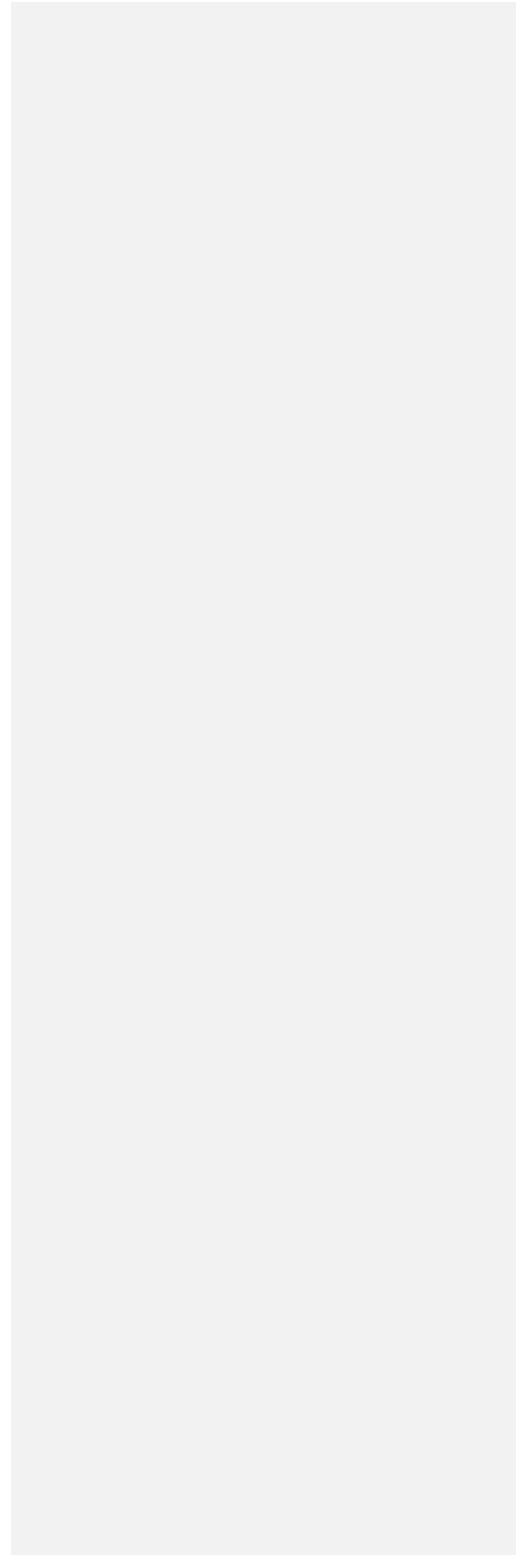
Commercial Project Fees:

- Building Permit Fees are based on Valuation, including Re-Roof and Re-Side Projects
- Plumbing & Mechanical Permit Fees = 1% of the Contract Price
Plumbing Minimum is \$45.00, plus \$1.00 surcharge
Mechanical Minimum is \$38.00, plus \$1.00 surcharge
- Fire Sprinkler Systems require a regular building permit. Fees are based on Valuation plus a surcharge.
- Demolition Fees are based on valuation and requires a regular building permit.

Non-Residential Plumbing Plan Review:

Building Sewer and/or Water Service Only	\$150.00
Plumbing System:	
25 or fewer DFU	\$150.00
26 to 50 DFU	\$250.00
51 to 150 DFU	\$350.00
151 to 249 DFU	\$500.00
250 or more DFU	Multiply \$3 times number of DFU-Maximum of \$4,000
Interceptors/Separators	\$70.00 each
Storm Drainage System (Minimum)	\$150.00
Internal Roof drain opening:	\$50.00 each - To a maximum of \$500.00
Storm Water Interceptor, Separator, or Catch Basin	\$70.00 each

Waconia City Ordinance 1101
Building Permit Fees



City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 3/17/2025
Last Amended: 12/16/2024 - Effective 1/1/2025

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	\$ 473.00		Annual	235	Plus Tax
	Adult Plus One Resident	\$ 583.00		Annual	235	Plus Tax
	Adult Resident Military	\$ 363.00		Annual	235	Plus Tax
	Youth/Senior Resident	\$ 363.00		Annual	235	Plus Tax
	Family Resident	\$ 715.00		Annual	235	Plus Tax
	Family Resident Military	\$ 583.00		Annual	235	Plus Tax
	Employee Rate - Family	\$ 338.00		Annual	235	Plus Tax
	Monthly Membership Hold Fee	\$ 10.00		Each	235	Plus Tax
	Adult Non-Resident	\$ 550.00		Annual	235	Plus Tax
	Adult Plus One Non-Resident	\$ 660.00		Annual	235	Plus Tax
	Adult Non-Resident Military	\$ 440.00		Annual	235	Plus Tax
	Youth/Senior Non-Resident	\$ 440.00		Annual	235	Plus Tax
	Family Non-Resident	\$ 792.00		Annual	235	Plus Tax
	Family Non-Resident Military	\$ 660.00		Annual	235	Plus Tax
	Monthly Membership Administrative Fee	\$ 35.00		Each	235	Plus Tax
Daily Entrance Fee						
	Adult Resident	\$ 9.00		Day	235	Includes Tax
	Adult Non-resident	\$ 10.00		Day	235	Includes Tax
	Youth/Senior Resident	\$ 8.00		Day	235	Includes Tax
	Youth/Senior Non-resident	\$ 9.00		Day	235	Includes Tax
	Track Use Pass	\$ 4.00		Day		Includes Tax
	Member Guest Pass	\$ 6.00		Day		Includes Tax - Two Guests Per Member Per Day
	10 Visit Facility Punch Pass	\$ 80.00		Card		Includes Tax
	25 Visit Facility Punch Pass	\$ 165.00		Card		Includes Tax
	30 Visit Facility Punch Pass (St. Joe's Discounted)	\$ 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	\$ 73.00		Card		
	10 Visit Pickleball Punch Pass	\$ 55.00		Card		
	Group Fitness-Non Member	\$ 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	\$ 245.00		Hour		Plus Tax
	Winter Non-Prime Season Fee	\$ 185.00		Hour		Plus Tax
	Summer Prime Season Fee	\$ 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	\$ 7.00		Day		Includes Tax
	Youth/Senior	\$ 6.00		Day		Includes Tax
	Open Hockey	\$ 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	\$ 56.00		Each		Includes Tax
	Youth Open Skate Punch Pass	\$ 48.00		Each		Includes Tax
	Skate Sharpening	\$ 8.00		Each		Includes Tax
Equipment Rental						
	Storage Fee	\$ 75.00		Month		
	Locker Room Rental	\$ 3,500.00		Annual		
Meeting Rooms						
	Large Meeting Room	\$ 40.00		Hour		Plus Tax
	Small Meeting Room	\$ 30.00		Hour		Plus Tax
	IA Lobby	\$ 30.00		Hour		Plus Tax
	IA Front Lawn	\$ 50.00		Hour		Plus Tax

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 3/17/2025
Last Amended: 12/16/2024 - Effective 1/1/2025

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%	\$ 0.40		Gallon		
	Salt Brine - Beet Heat 90/10	\$ 0.86		Gallon		
	Salt Brine - Beet Heat 80/20	\$ 1.05		Gallon		

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 3/17/2025
Last Amended: 12/16/2024 - Effective 1/1/2025

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	\$ 3,900.00		Unit	409.02	Commercial: Multiple times the number of SAC determined by MET Council
Residential Usage						
	Monthly Base	\$ 17.09		Month	406.01	
	Tier One (Zero to 3,000)	\$ 5.90		Per 1,000 gallons	406.01	Based on actual water usage for each month January, February, March, April, November, and December; thence
	Tier Two (3,001 to 6,000)	\$ 6.49		Per 1,000 gallons	406.01	monthly based on the average of water usage during January, February, March, April, November, and December or
	Tier Three (6,001 to 12,000)	\$ 7.48		Per 1,000 gallons	406.01	the first full monthly billing period, whichever is less.
		\$ 8.22				
	Tier Four (12,001 and over)			Per 1,000 gallons	406.01	
	Sewer Only (no City Water Service)	\$ 47.76		Month	406.01	Residential Only
	Late Payment Charge	10%			406.01	Of unpaid balance
Commercial/Industrial Usage						
	Monthly Base	\$ 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

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 3/17/2025
Last Amended: 12/16/2024 - Effective 1/1/2025

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
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	\$	8.00	Month	410	
	Tier One (Zero to 3,000)	\$	3.05	Per 1,000 gallons	410	
	Tier Two (3,001 to 6,000)	\$	3.32	Per 1,000 gallons	410	
	Tier Three (6,001 to 12,000)	\$	3.80	Per 1,000 gallons	410	
	Tier Four (12,001 and over)	\$	4.26	Per 1,000 gallons	410	
	Residential Summer Use	\$	6.46	Per 1,000 gallons	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	Month	410	
	Late Payment Charge		10%		410	Of Unpaid balance
	Move Out Final Bill	\$	100.00	Move	410	
Commercial/Industrial Usage						
	Monthly Base	\$	8.00	Month	410	Plus Tax
	Tier One (Zero to 3,000)	\$	3.05	Per 1,000 gallons	410	Plus Tax
	Tier Two (3,001 to 6,000)	\$	3.32	Per 1,000 gallons	410	Plus Tax
	Tier Three (6,001 to 12,000)	\$	3.80	Per 1,000 gallons	410	Plus Tax
	Tier Four (12,001 and over)	\$	4.26	Per 1,000 gallons	410	Plus Tax
	Late Payment Charge		10%		410	Of unpaid balance

City of Waconia Fee Schedule
Section 1100 of the City Ordinances

Adopted As of: 3/17/2025
Last Amended: 12/16/2024 - Effective 1/1/2025

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
Storm Water						
	Storm Water Access- Residential	\$ 400.00		Connection	413.04	
	Storm Water Access-Commercial/Industrial/Institutional/Multi-Family	\$ 1,600.00			413.04	Times acreage of parcel
	Storm Water Trunk Charge-Residential	\$ 3,100.00		Unit	413.04	
	Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family	\$ 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	\$ 24.47		Month	413.03	
	Duplex	\$ 30.03		Month	413.03	
	Minimum Commercial	\$ 55.52		Month	413.03	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 55.52		Month	413.03	
	Commercial/Business Storm Water Multiplier	\$ 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	\$ 8.00		Month	415.05	
	Tier One	\$ 3.00		Per 1,000 gallons	415.05	
Street Lights						
Residential Usage						
	Single Family	\$ 3.40		Month	414.03	
	Duplex	\$ 6.79		Month	414.03	
	Multiplex	\$ 21.65		Month	414.03	
Commercial, Small Institutional, Industrial						
	.01 to 1.0 Acres	\$ 21.65		Month	414.03	
	1.01 to 2.0 Acres	\$ 28.97		Month	414.03	
	2.01 to 4.0 Acres	\$ 43.30		Month	414.03	
	4.01 to 10.0 Acres	\$ 64.42		Month	414.03	
	10.01 to 100 Acres	\$ 72.53		Month	414.03	
	Multiplex	\$ 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.
				Annual	570	
Noise						
	Temporary Noise	\$ 75.00		Each	740.07	
Animals						
	Bee License Fee - Initial Application	\$ 150.00		Annual	695	Fee prorated for partial years - minimum fee \$25
	Bee License Fee - Application Renewal	\$ 75.00		Annual	695	
	Chicken License Fee - Initial Application	\$ 150.00		Annual	694	Fee prorated for partial years - minimum fee \$25
	Chicken License Fee - Application Renewal	\$ 75.00		Annual	694	
	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	

City of Waconia Fee Schedule
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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.	

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/Park Rental-Prior to 7 Days of the Activity or Event	\$ 15.00		Each		
	Room/Park 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	\$ 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				
Non-refundable fee of \$5,000 or 2% of the requested municipal subsidy. See Municipal Policy & Guidelines document.						
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	

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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:	March 17, 2025
Item Name:	Annexation Petition - 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:

Open the Public Hearing

Motion to Close the Public Hearing

Adopt Joint Resolution No. 2025-088 between the City of Waconia and Laketown Township approving the annexation petition for the properties located at 9550 Little Avenue, 9780 Little Avenue and 10080 Little Avenue.

EXPLANATION OF AGENDA ITEM:

The property owners have submitted a petition for annexation in association with the Holbrook residential development, which was approved by the City Council on December 16th, 2024. The land proposed for annexation is described and identified as 9550 Little Avenue (PID# 070300200), 9780 Little Avenue (PID# 070300300) & 10080 Little Avenue (PID# 070300100).

The procedure for approving an annexation by joint resolution requires the following actions and is summarized below:

1. A petition to annex is submitted to the City by the owner of the property requesting annexation into the City.
2. A municipality by joint resolution with a township may designate an unincorporated area as in need of orderly annexation.
3. The City must hold a public hearing and give 10 days' notice of the intent to include property in an orderly annexation area must be published in a newspaper of general circulation in both the township and municipality.
4. The Council, upon a review of the information, may adopt the joint resolution designating the area as being appropriate for annexation approving the annexation request and file said approval with the Chief Administrative Law Judge, the Township, the County Auditor and the Secretary of State upon approval.
5. The annexation is final on the date the request is approved by the Chief Administrative Law Judge.

Upon application to annex by the petitioners, staff has completed the necessary public hearing requirements. The Notice of Intent was published in the Waconia Patriot on March 6th, 2025. As of the date of this report, no public hearing comments have been received regarding this annexation request.

Laketown Township approved the Orderly Annexation Joint Resolution at their regular meeting on March 10th, 2025 via a 3-0 vote.

RECOMMENDATION

Staff recommends approval of the proposed annexation request. Upon approval by the City Council this item will be forwarded to the State for final approval.

ATTACHMENTS:

1. Resolution No. 2025-288 Joint Resolution Stipulating to Amendment of Annexation Agreement No. 76-47
2. Public Hearing Notice Holbrook

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Planning Commission:	
Budget Information:	Park Board:	
_____ Budgeted	Personnel Committee:	
_____ Non-Budgeted	Other: More sample text.	
_____ Amendment Required		

**CITY OF WACONIA
RESOLUTION NO. 2025-088**

**LAKETOWN TOWNSHIP
RESOLUTION NO. 2025-06**

In the Matter of the Orderly
Annexation of Certain Real Property
to the City of Waconia from
Laketown Township.
[MBAU Docket A-2205(OA)]

**JOINT RESOLUTION
STIPULATING TO AMENDMENT
OF ORDERLY ANNEXATION
AGREEMENT NO. 76-47 AND TO
ORDERLY ANNEXATION OF
PROPERTY**

**TO: Chief Administrative Law Judge
State Office of Administrative Hearings
Municipal Boundary Adjustments Unit
P.O. Box 64620
St. Paul, MN 55164-0620**

WHEREAS, a joint resolution for orderly annexation (Joint Resolution to Designate) was stipulated and agreed to by the City of Waconia (the “City”) on December 7, 1976, and Laketown Township (the “Township”) on December 20, 1976, pursuant to Minn. Stat. §414.0325 (2014) designating certain real property for annexation; and

WHEREAS, pursuant to said Joint Resolution to Designate, the City and the Township jointly request the annexation of certain real property to the City of Waconia as hereinafter described; and

WHEREAS, the area to be annexed contains approximately 241.00 acres and lies within the area stipulated for orderly annexation and adjoins the present city limits of the City of Waconia; and

WHEREAS, the area to be annexed is about to become urban or suburban in character and the City of Waconia is capable of providing the services required by the area in a reasonable time; and

WHEREAS, it is deemed appropriate and in the best interests of both the City, the Township, and the area to be annexed that such property be annexed to the City;

NOW, THEREFORE, pursuant to Minnesota Statutes §414.0325, be it **JOINTLY RESOLVED** and agreed by the City Council of the City of Waconia and the Board of Supervisors of the Township of Laketown, Carver County, Minnesota, as follows:

1. The City and the Township jointly request the Office of Administrative Hearings, Municipal Boundary Adjustment Unit (the “**Municipal Boundary Adjustment Unit**”), to issue an order annexing the following described property, which was previously designated for orderly annexation into the City:

The property to be annexed is legally described on attached **Exhibit A** and depicted with cross-hatching on the map attached as **Exhibit B**.

2. This Joint Resolution confers jurisdiction on the chief administrative law judge over the provisions of this Joint Resolution.
3. This Joint Resolution provides for the conditions of annexation. No alterations of the stated boundaries are appropriate, and no consideration by the chief administrative law judge is necessary. The chief administrative law judge may review and comment, but shall, within 30 days, order the annexation in accordance with the terms of this resolution.
4. There will be no change in the electric service or cost resulting from the annexation.
5. That for purposes of real estate taxation, if the annexation becomes effective on or before August 1 of a levy year, the City may levy on the annexed area beginning with the same levy year. If the annexation becomes effective after August 1 of a levy year, Laketown Township may continue to levy on the annexed area for that levy year, and the City of Waconia may not levy on the annexation area until the following levy year.
6. The City and the Township agree that the City and the Township shall share the cost of applying dust control treatment as follows:

6.1 The area of the treatment shall be on 102nd Street from the intersection with Little Avenue to the Township’s western boundary (the “**Treatment Area**”), which is approximately 1,970 lineal feet of roadway. The amount of the City’s contribution under this agreement shall be calculated according to the cost of applying treatment to 1,970 lineal feet of roadway.

6.2 The cost of the dust coating described in paragraph 6.1 shall be divided equally between the City and the Township, with the City reimbursing 50% of the cost of the treatment to the Township upon the Township’s presentation to the City of a paid invoice from the Township’s contractor for the cost of the treatment. If the Township performs the treatment with its own staff and equipment, the City will reimburse the Township for 50% of the cost of the material used and fuel allocable to the Treatment Area. The City shall reimburse the Township for any undisputed costs within 30 days following the first City Council meeting after the City receives the Township’s request for reimbursement.

6.3 Dust treatment under this Agreement shall be applied not more than biannually. The Township may at any time reduce the frequency of applications in its own discretion. This agreement does not, and is not intended to, confer any benefit to any third party. No third party, including any resident or owner of property within the Township or the area to be annexed, may assert any right to require either the City or the Township to apply dust control treatments pursuant to this Agreement.

6.4 The term of the cost sharing for dust treatment shall begin on the date the City issues the first permit for work to be performed for development in the area to be annexed. The term shall terminate on the date when the last residential lot in the area to be annexed is released from the development agreement or five years from the date of this joint resolution, whichever is earlier. Notwithstanding the foregoing, the Parties may agree to terminate this arrangement for dust coating at any time without invalidating any other provision of this joint resolution. If at any time jurisdiction and maintenance of 102nd Street, or the area presently occupied by 102nd Street, is taken over by Carver County or the State of Minnesota, the dust coating provisions of this agreement shall cease to have effect.

6.5 Any dispute under this agreement shall, prior to any litigation, be submitted to mediation by the State of Minnesota's Office of Administrative Hearings, or another mutually agreeable third-party neutral. Any dispute regarding the dust treatment provisions of this joint resolution shall not affect the other provisions of this joint resolution.

7. There are no special assessments assigned by the Township to the property and no debt incurred by the Township prior to the annexation and attributable to the property needs to be reimbursed.
8. Tax Reimbursement. Pursuant to Minnesota Statutes §414.036, the City and the Township acknowledge that the reimbursement for taxable property has been satisfied. The Developer and Township have agreed that a single payment will be made to the Township for the taxable property annexed by this Joint Resolution. The payment has already been made and a copy of the Township's receipt acknowledging payment is attached as **Exhibit C** (the "Receipt").
9. The City and Township agree that in the event there are errors, omissions or any other problems with the legal descriptions provided in **Exhibit A** or mapping provided in **Exhibit B**, in the judgment of the Office of Administrative Hearings/Municipal Boundary Adjustment Unit, the City and Township agree to make such corrections and file any additional documentation, including new exhibits making the corrections requested or required by the Office of Administrative Hearings/Municipal Boundary Adjustment Unit

as necessary to make effective the annexation of the Land in accordance with the terms of this Joint Resolution.

10. This Joint Resolution is effective upon approval and adoption by both the City Council of the City of Waconia and the Board of Supervisors of the Township of Laketown.
11. The recitals above are adopted and incorporated herein as joint resolutions.

Passed and adopted by the **Board of Supervisors of the Township of Laketown** this ____ day of _____, 2025.

_____, Chairman

ATTEST: _____
_____, Clerk

Passed and adopted by the **City Council of the City of Waconia** this 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

EXHIBIT A

Legal Description of Property to be Annexed

Part of PID 070300100

The West Half of the Southwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota, EXCEPT the South 75.00 feet.

AND

PID 070300200

The West Half of the Northwest Quarter (W1/2 NW1/4), Section 30, Township 116, Range 24, EXCEPT the South 260.00 feet of the East 418.84 feet, Carver County, Minnesota.

AND

PID 070300300

The South 260.00 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

AND

Part of PID 070300610

The West 33.00 feet of the North 522.51 feet of the South 1071.81 feet of the East Half of the Southwest Quarter of Section 30, Township 116, Range 24

AND

Part of PID 070300620

The West 33.00 feet of the East Half of the Southwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota, EXCEPT the South 75.00 feet and ALSO EXCEPT the North 522.51 feet of the South 1071.81 feet of the East Half of the Southwest Quarter.

AND

Part of PID 070300400

That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota, lying south of the North 816.00 feet of said Southeast Quarter of the Northwest Quarter and lying westerly of the following described line:

Commencing at the southwest corner of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 57 minutes 14 seconds East, assumed bearing along the south line of said Southeast Quarter of the Northwest Quarter, a distance of 39.45 feet to the point of beginning of the line to be described; thence North 01 degree 01 minutes 50 second East, a distance of 521.95 feet to the south line of said North 816.00 feet and said line there terminating.

AND

Part of PID 070300500

That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota, lying north of the south line of the North 816.00 feet of said Southeast Quarter of the Northwest Quarter and lying westerly of the following described line:

Commencing at the southwest corner of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 57 minutes 14 seconds East, assumed bearing along the south line of said Southeast Quarter of the Northwest Quarter, a distance of 39.45 feet; thence North 01 degree 01 minute 50 seconds East, a distance of 521.95 feet to the south line of said North 816.00 feet of the Southeast Quarter of the Northwest Quarter and to the point of beginning of the line to be described; thence North 00 degrees 16 minutes 53 seconds East, a distance of 816.35 feet to the north line of said Southeast Quarter of the Northwest Quarter and said line there terminating.

AND

Part of PID 070301510

That part of the Northeast Quarter of the Northwest Quarter of Section 30, Township 116, Range 24, Carver County, Minnesota, described as follows:

Beginning at the southwest corner of said Northeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 33 seconds East, assumed bearing along the south line of said Northeast Quarter of the Northwest Quarter, a distance of 58.92 feet; thence North 00 degrees 29 minutes 25 seconds West, a distance of 247.68 feet to corner B18 per Carver County Right of Way Plat Number 11; thence northeasterly along a non-tangential curve and along the southeasterly right of way line per said Carver County Right of Way Plat Number 11, concave to the southeast, having a central angle of 37 degrees 18 minute 57 seconds, a radius of 217.00 feet for an arc distance of 141.33 feet to corner B17 per said Carver County Right of Way Plat Number 11, the chord of said curve bears North 17 degrees 47 minutes 22 seconds East; thence North 51 degrees 25 minutes 14 seconds West, not tangent to said curve, a distance of 66.04 feet to corner B20 per said Carver County Right of Way Plat Number 11; thence southerly along a non-tangential curve, concave to the southeast having a central angle of 23 degrees 27 minutes 26 seconds, a radius of 283.00 feet for an arc distance of 115.86 feet to the west line of said Northeast Quarter of the Northwest Quarter, the chord of said curve bears South 25 degrees 12 minutes 58 seconds West; thence South 00 degrees 15 minutes 34 seconds East, not tangent to said curve and along said west line, a distance of 318.41 feet to the point of beginning.

EXHIBIT B-1
MAP OF MUNICIPAL BOUNDARIES AND ANNEXATION AREA

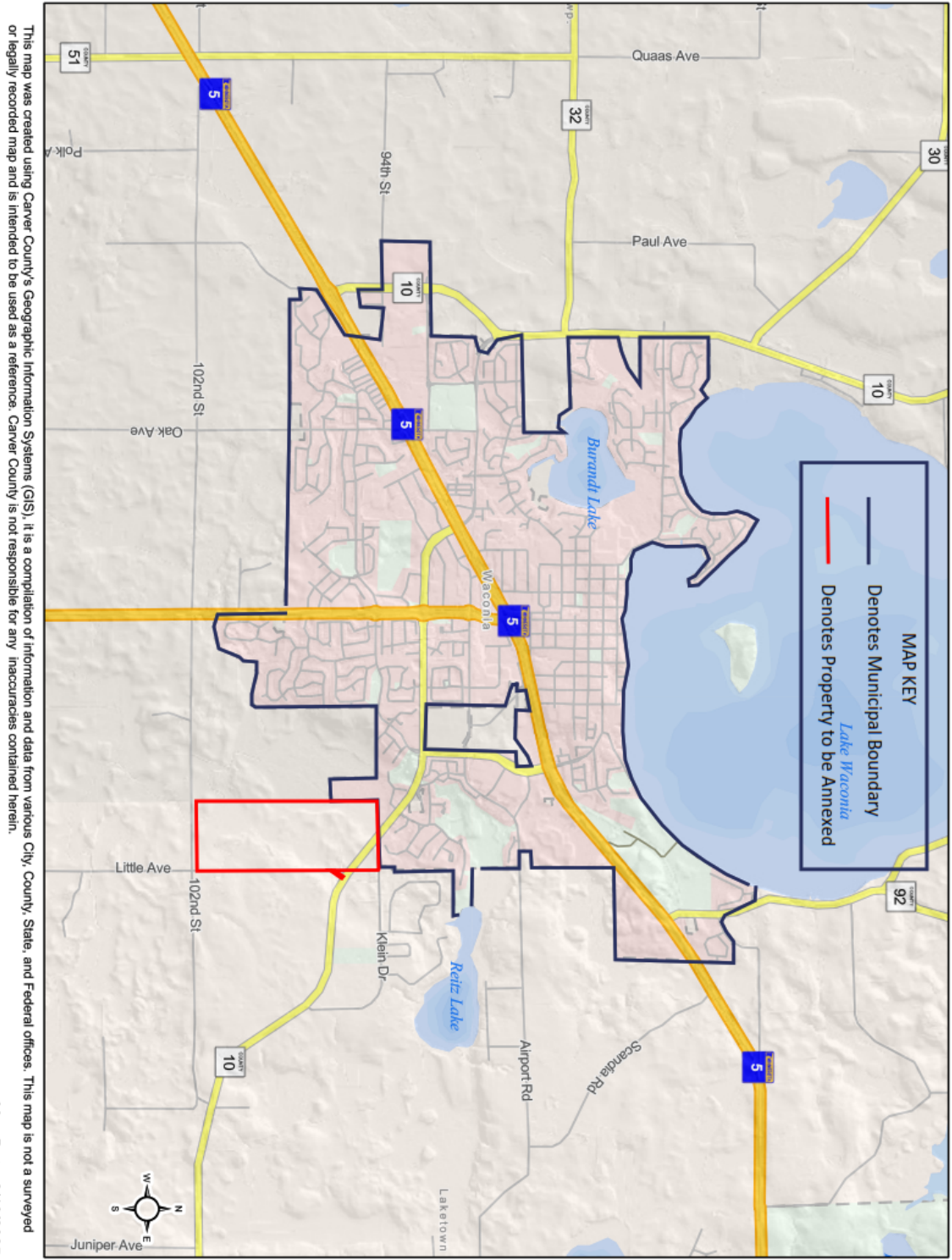
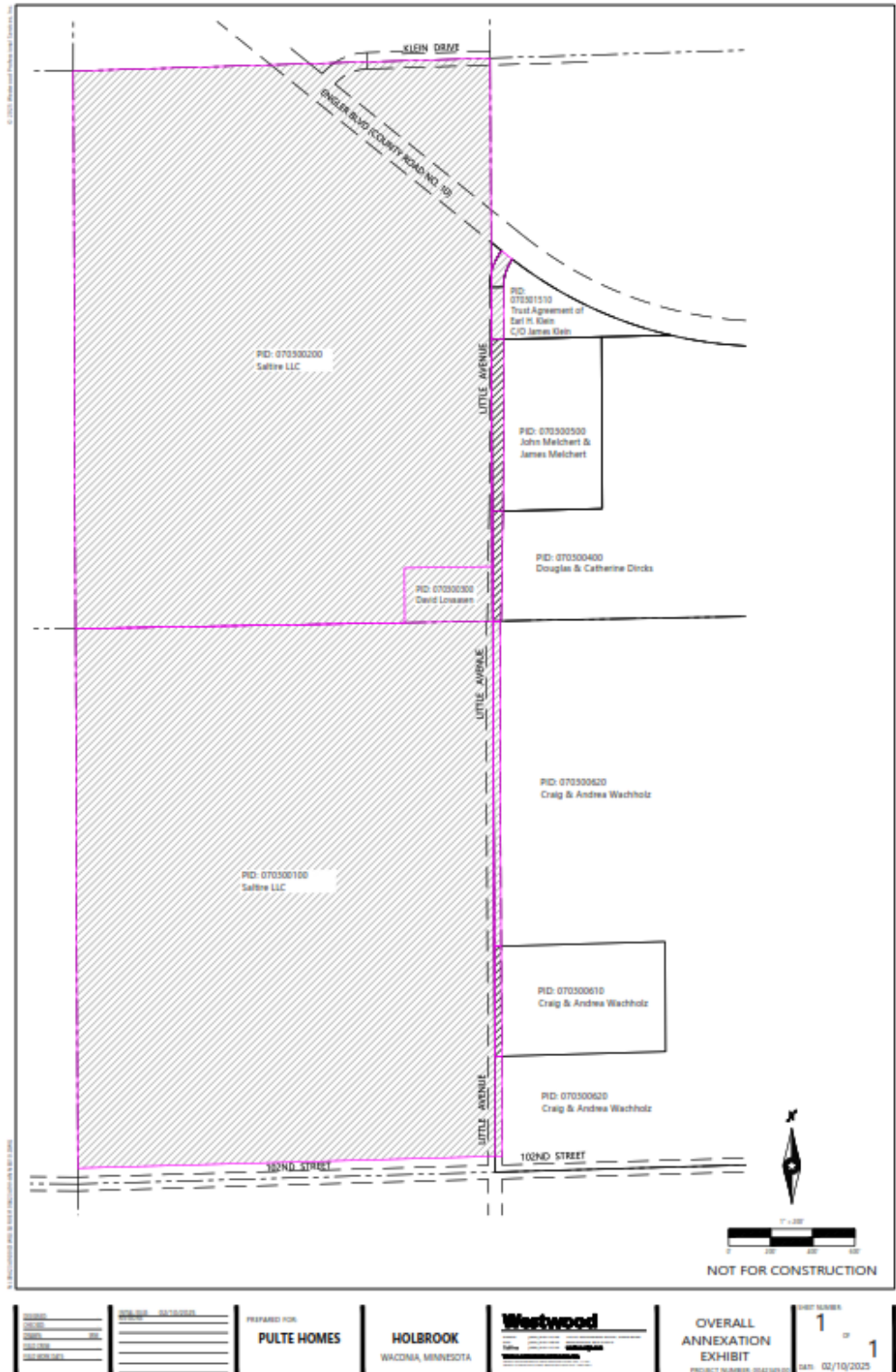


EXHIBIT B-2 AREA TO BE ANNEXED



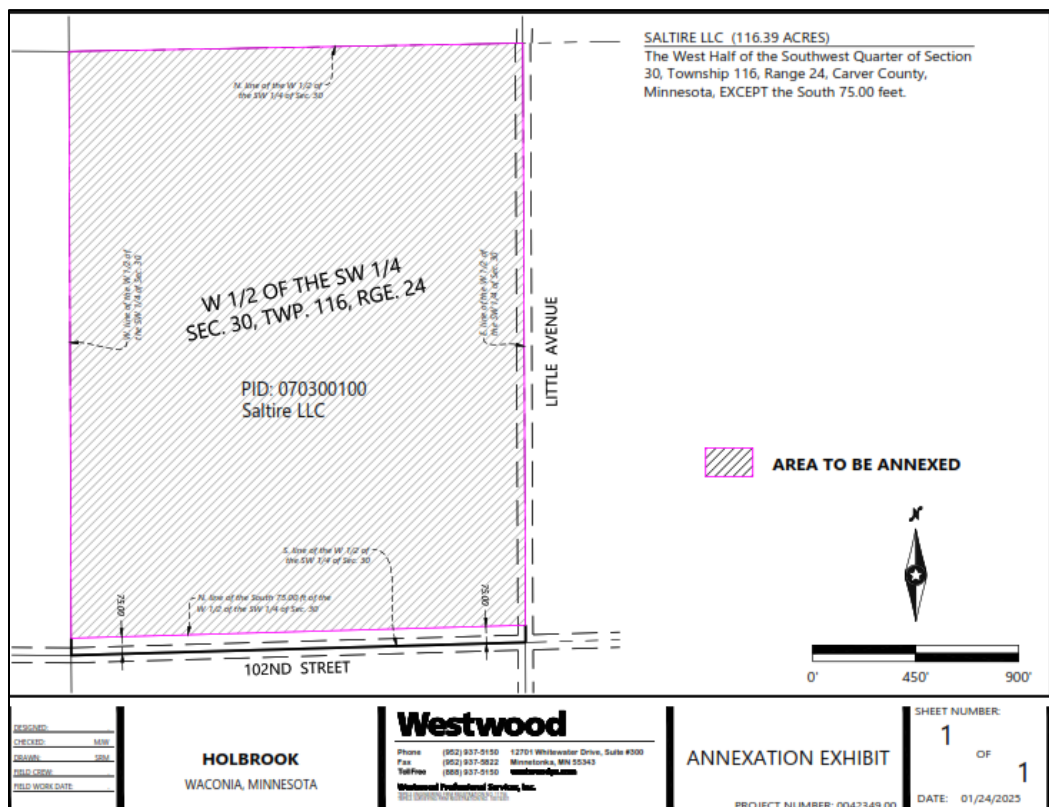


EXHIBIT B-3 (Continued)

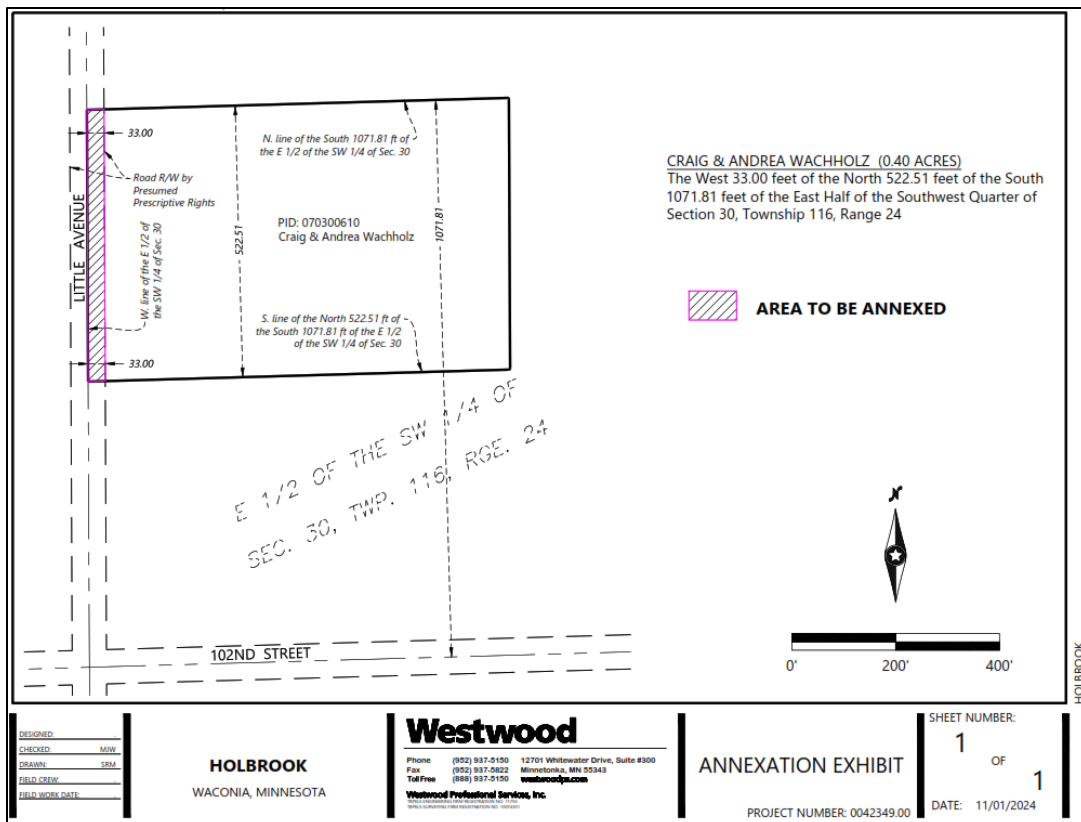
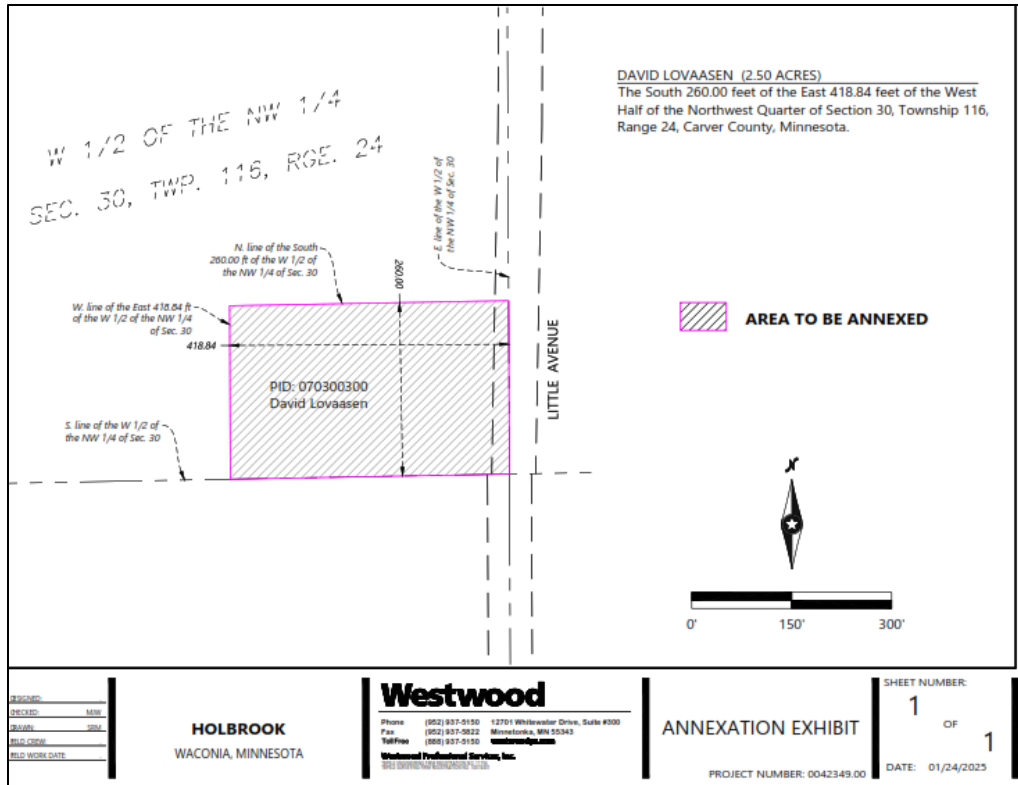


EXHIBIT B-3 (Continued)

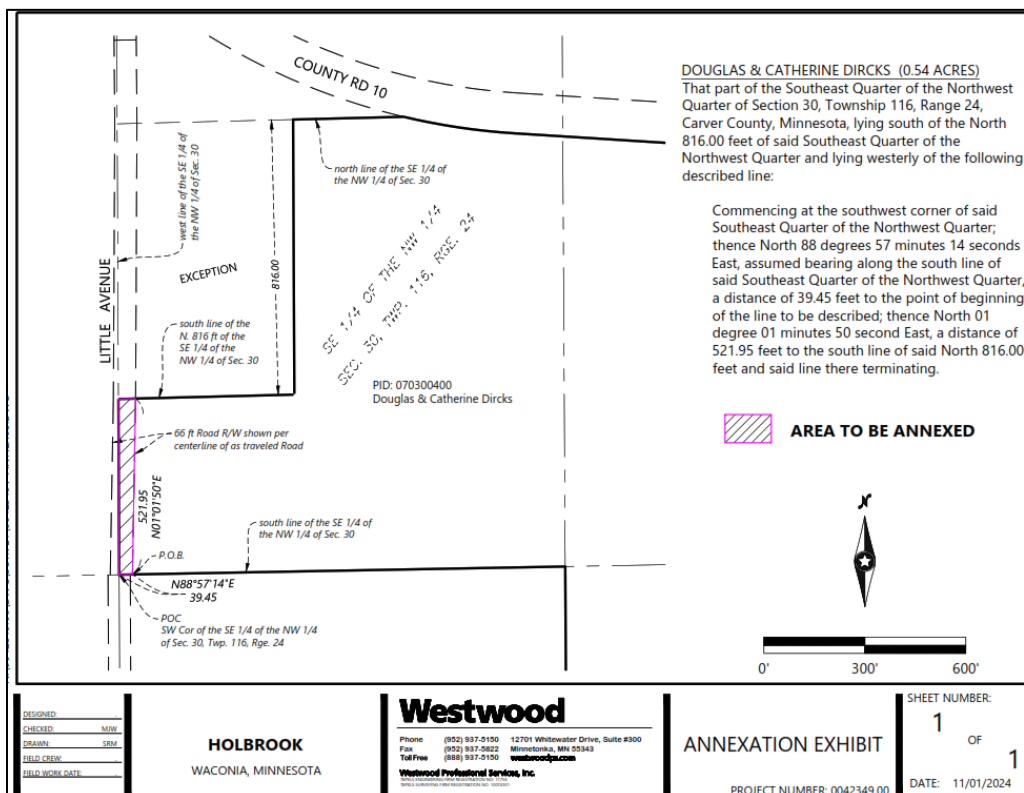
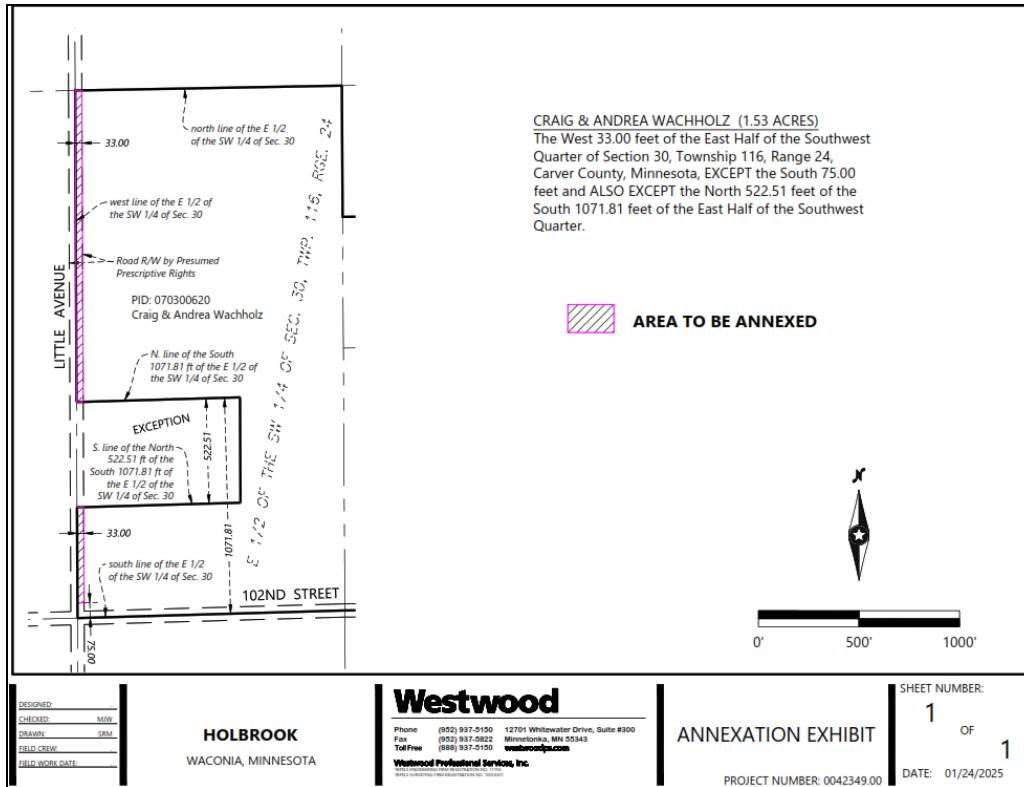


EXHIBIT B-3 (Continued)

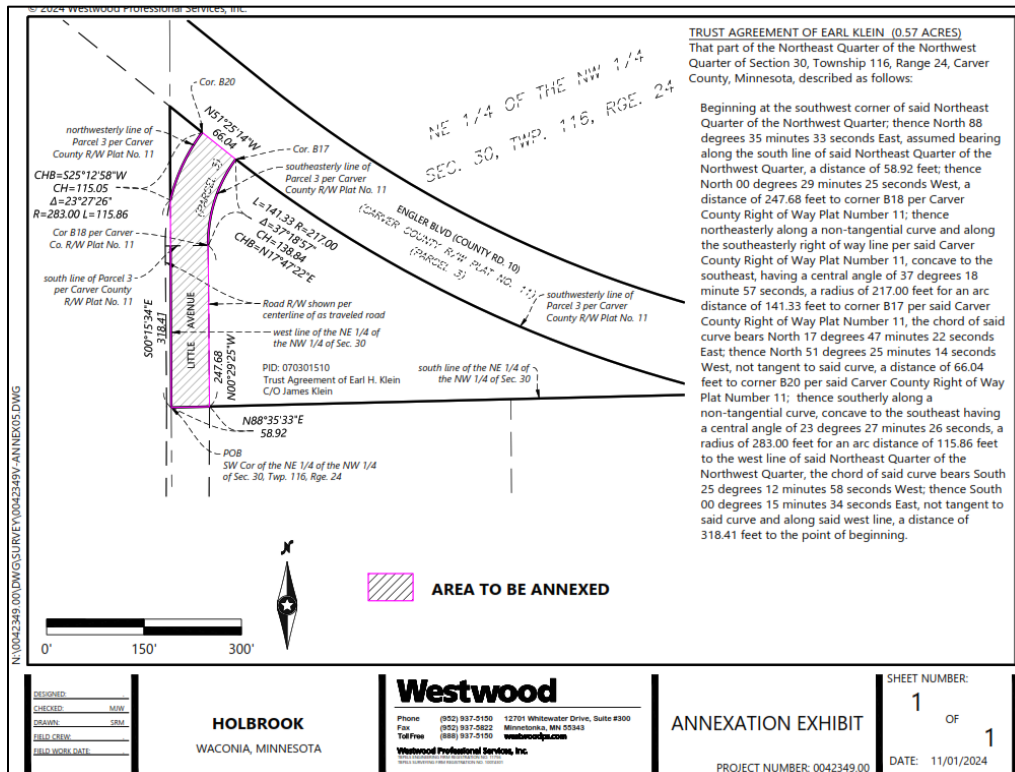
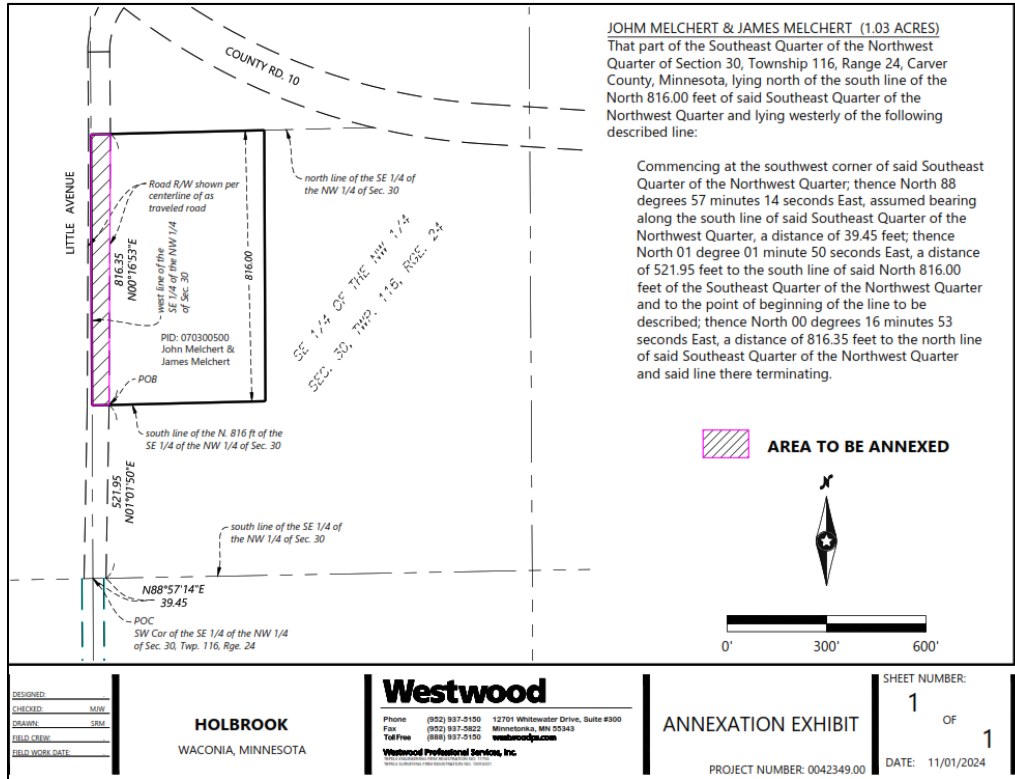


EXHIBIT C

LAKETOWN TOWNSHIP

RECEIPT FOR REIMBURSEMENT TO TOWNSHIP

FOR ANNEXATION OF TAXABLE PROPERTY

_____, 2025

Pursuant to Minnesota Statutes Section 414.036, the Township of Laketown hereby acknowledges the receipt of \$_____ as reimbursement for all of the taxable property being annexed to the City of Waconia as legally described on **Exhibit A** and as depicted on **Exhibit B** of the attached Joint Resolution and approves the annexation of such land. There are no special assessments assigned by Laketown Township to the annexed property and no debt incurred by the Township prior to the annexation attributable to the property annexed.

Laketown Township

By: _____

**NOTICE OF PUBLIC HEARING ON PROPOSED ANNEXATION BY JOINT RESOLUTION OF CERTAIN
LAND INTO THE CORPORATE LIMITS OF THE CITY OF WACONIA PURSUANT TO MINNESOTA
STATUTES SECTION 414.0325, SUBD. 1B**

CITY OF WACONIA

NOTICE IS HEREBY GIVEN that a hearing will be held before the City Council of the City of Waconia, Minnesota, to consider the proposed annexation by joint resolution of certain land into the corporate limits of the City of Waconia pursuant to Minnesota Statutes Section 414.0325, Subd. 1b

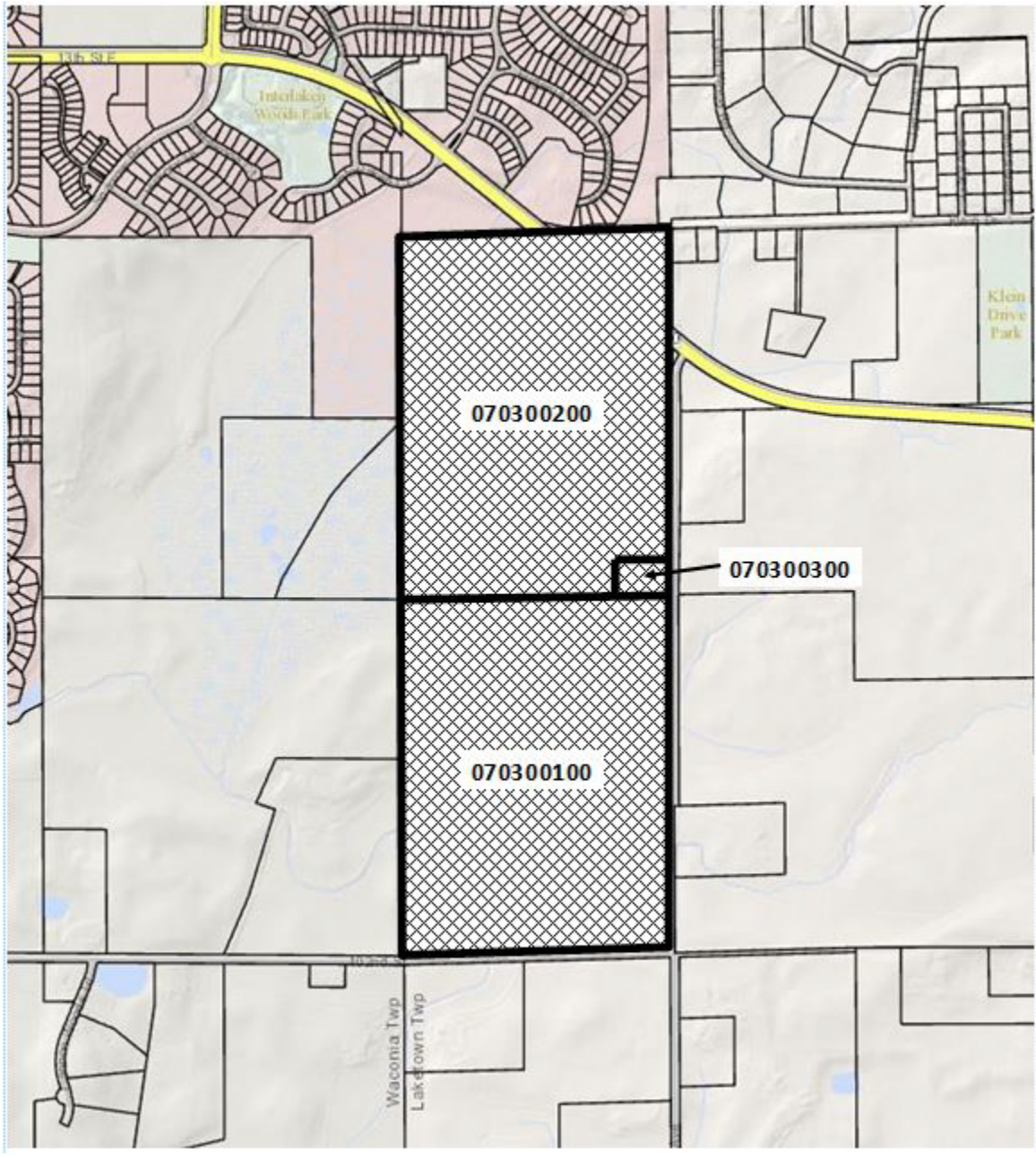
The land proposed for annexation is owned by SALTIRE LLC AND DAVID LOVAASEN and described as PID numbers 070300200, 070300100 & 070300300. The parcels are located in Laketown Township, Minnesota. The land is depicted in the cross hatched area on attached Exhibit A. Full sized Legal description available upon request.

NOTICE IS FURTHER GIVEN that such hearing will be held in the Council Chambers of the City Hall in the City of Waconia at 201 Vine Street South on **Monday, March 17, 2025, at 6 p.m.**, at which time and place the City Council, as required by law will consider the proposed annexation and shall hear all persons or parties interested in this matter.

CITY OF WACONIA

Lane Braaten, Community Development Director

Exhibit A





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: March 17, 2025	
Item Name: March 3, 2025, City Council Minutes	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve the March 3, 2025, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the March 3, 2025, City Council Minutes	
ATTACHMENTS: 1. 03-03-2025 City Council Minutes	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

**CITY OF WACONIA
MARCH 3, 2025**

1) CALL MEETING TO ORDER AND ROLL CALL

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

Council Members Absent: Jaccob Coleman

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

2) PLEDGE OF ALLEGIANCE

3) ADOPT AGENDA

Motion by Grengs second by Gleason to Adopt the Agenda as Published.

MOTION CARRIED

4) VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

Reidun Trostad, 9424 Glacier Road, a Junior at Waconia High School. She is on the Student Council and is here to present an update to the Council of the events at Waconia High School. Reidun shared her interests, what is happening at the High School, things for improvement, goals for the Mayoral board and a description of the student life at Waconia High School. Reidun and the Mayor are implementing a Mayoral Board as a leadership opportunity for high school students. The main would is to create a connection between the City Council and the School District to discuss important issues.

Also students in attendance: Nic Maass, 1304 Brenda Road and Zach Robbins, 10595 Elm Creek Road.

5) ADOPT CONSENT AGENDA

5.1 Approve City Council Minutes February 18, 2025

[Cover Page](#)

[February 18, 2025 City Council Minutes](#)

5.2 Approve March 3, 2025 Expenditures

[Cover Page](#)

5.3 Approve Appointment of Fire Captains for the remainder of term.

[Cover Page](#)

[Resolution No. 2025-076 Appointing Fire Department Officers](#)

- 5.4 [Accept Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association](#)

[Cover Page](#)

[Resolution No. 2025-077 Accepting Donation and Pass Thru Recommendation From Waconia Fire Relief Association](#)

- 5.5 [Contractor Pay Request #1 - Industrial Park Wetland Excavation](#)

[Cover Page](#)

[02-26-2025 Industrial Park Wetland Payment Request #1](#)

- 5.6 [Approve Purchase of Replacement Speed Signal and Trailer - Capital Equipment Project No. 832](#)

[Cover Page](#)

[Resolution No. 2025-078 Authorizing Acquisition of Replacement Speed Signs and Trailer](#)

[02-11-2025 Quote All Traffic Solutions Signatures](#)

[Specifications Traffic Logix Safe Place Evolution](#)

[Manual Traffic Logix Safe Pace Cruiser](#)

- 5.7 [Approve Purchase of Metal Pless Snowplow Skidsteer Attachment](#)

[Cover Page](#)

[Resolution No. 2025-079 Authorizing Acquisition of Metal Pless Plow for Skidsteer](#)

[02-14-2025 Storm Equipment Quote](#)

- 5.8 [Authorizing Approval of Sale or Disposal of Surplus Equipment](#)

[Cover Page](#)

[Resolution No. 2025-080 Approving Surplus Equipment and Sale](#)

- 5.9 Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100 & 1101

[Cover Page](#)

- 5.10 Verizon Tower #2 Lease Amendment

[Cover Page](#)

[First Amendment to Site Lease Agreement with Verizon Wireless](#)

- 5.11 Carver County CDA Community Growth Partnership Initiative Grant

[Cover Page](#)

[Resolution No. 2025-081 Approving Carver County CDA Community Growth Partnership Initiative Grant Application](#)

[2025 CGPI Predevelopment Application](#)

- 5.12 Minor Subdivision - Falk/Lovaasen

[Cover Page](#)

[Resolution No. 2025-082 Approving Minor Subdivision for the Properties 9550, 9780, and 10080 Little Avenue](#)

[Location Map](#)

[Minor Subdivision Plan Set](#)

- 5.13 Approve the Sidewalk Cafe License and Encroachment Agreement with Waconia Brewing

[Cover Page](#)

[Resolution No. 2025-083 Approving Sidewalk Cafe License and Encroachment Agreement for Waconia Brewing Company](#)

[Outdoor Patio Plan for Waconia Brewing Company](#)

- 5.14 Approve Special Event Permit for Don't Worry Be Hoppy 5K, 10K and Kids Run.

[Cover Page](#)

[Resolution No. 2025-084 Approving Special Event Permit for Don't Worry Be Hoppy 5K, 10K, and Kids Run](#)

Waconia Brewing Company Letter 01-29-2025

Special Event Permit Application

Location Map

Parking Lot Map

5.15 Authorize Hire for Public Services Asset Management/GIS Technician

Cover Page

Resolution No. 2025-085 Authorizing Public Services Asset Management/GIS Technician Hire

Motion by Siddons second by Grengs to Adopt the Consent Agenda as Published Removing Item #5.10 Verizon Tower #2 Lease Amendment.
MOTION CARRIED.

6) COUNCIL BUSINESS

6.1 Prepare Plans & Specifications and Authorize Advertisement for Bids - Wildcat Way Reconstruction

Cover Page

Resolution No. 2025-086 Authorizing Prepare Plans and Specifications and Authorizing Advertisements for Bids Wildcat Way Reconstruction Project

Jon Haukaas, Public Services Director, stated that the Council approved the acceptance of including Wildcat Way into the Municipal State Aid System at the February 18th meeting. Staff will include 12-15 parking stalls in the design as directed. Staff will develop and submit plans for approval from the Office of State Aid for Location Transportation which is required to access funding for the project. Staff was also directed to try to include cross walk safety and speed bumps.

Motion by Gleason second by Siddons to Adopt Resolution No. 2025-086 Authorizing Preparation of Plans & Specifications and Authorizing Advertisement for Bids for the Wildcat Way Reconstruction Project.
MOTION CARRIED

7) ITEMS REMOVED FROM CONSENT AGENDA

At the request of Mayor Litfin, Agenda Item #5.10 was removed from the Consent Agenda for discussion.

Shae Fineran, City Administrator stated that the City leases locations on water towers to various cellular and telecommunications companies. Verizon has a site on Tower #2. The original lease expires at the end of 2026 and Verizon reached out to extend the lease. The term of the extension is that the initial term will be for a period of five years with astatically renewal for four additional terms of five years each. There will be an automatic increase of 5% every year.

Motion by Grengs second by Siddons to Approve the First Amendment to Site Lease Agreement the Verizon Wireless
MOTION CARRIED

8) **STAFF REPORTS**

None

9) **BOARD REPORTS**

Council Member Siddons: Will not be attending the School Board Meeting tonight.
Council Member Gleason: Nothing to report
Council Member Grengs Nothing
Mayor Litfin: February 20th attended the Park Board Meeting
February 24th attended the Groundbreaking Ceremony for Olive and
Second Apartments and Retail Project

10) **ANNOUNCEMENTS**

Jackie Schulze, Assistant City Administrator, reminded the Council of the Waconia Stewardship Award deadline of March 15, 2025. The City has received approximately 4 nominations to date.

11) **ADJOURN REGULAR MEETING**

Motion by Gleason second by Grengs to Adjourn the March 3, 2025, Waconia City Council Meeting at 6:30 p.m.
MOTION CARRIED

Tim Litfin Mayor

ATTEST: _____

Sue Schwalbe, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	March 17, 2025 Expenditures		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the March 17, 2025 Expenditures			
EXPLANATION OF AGENDA ITEM: Attached is the claim and disbursements register for the City of Waconia as of March 17, 2025. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Waconia Ice Arena Expenditures Incurred 02-2025		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Regular Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Waconia Ice Arena Expenditures for 20-2025 iwth Rink Management Corporation			
EXPLANATION OF AGENDA ITEM:			
Rink Management Services Corporation has provided the attached report for expenditures paid in February 2025. 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.			
ATTACHMENTS:			
None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Water Treatment Facility Piping Modifications Pay Request #4		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Water Treatment Plant 3 Piping Modifications		
Item Type:	Discussion		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Water Treatment Facility Piping Modifications Pay Reques #4 to Municipal Builders Inc			
EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the Water Treatment Facility Piping Modifications and recommends payment of \$75,341.36 based on the engineering request for payment. This payment represents approximately 41.0% of the total approved contract for the project.			
ATTACHMENTS: 1. Water Treatment Facility Piping Modifications Pay Request #4			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

March 4, 2025

City of Waconia
Attn: Nicole Meyer
201 South Vine St.
Waconia, MN 55387

**RE: Water Treatment Facility Piping Modifications
Pay Request No. 4**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 4 for the Water Treatment Facility Piping Modifications project. The request includes payment for the remainder of the valve replacement alternate work completed at the treatment facility. The request also includes the remainder of the stored materials and accessories for the Well #9 piping.

We have reviewed the estimate and recommend the City make payment in the amount of **\$75,341.36** to Municipal Builders, Inc. 100% of this requested payment is for work associated with the water system.

Please contact me if you have any questions regarding this pay request.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, Public Services Director
Seth Peterson, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025
Item Name:	Test West Drill Contract
Originating Dept:	Administration
Presented By:	Jon Haukaas
Previous Council Action:	Resolution No. 2024-210 Authorizing Staff to Obtain Quotes for Test and monitoring WELLS for Future Well Development
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-089 Authorizing Award of Contract for Test Well Drilling

EXPLANATION OF AGENDA ITEM:

On January 6, 2020, Council authorized staff to begin work exploring future source water for drinking and fire protection. As a result, Staff and City Engineer Bolton & Menk worked with Leonard Rice Engineers, Inc (LRE). reviewing potential source water locations. This preliminary work was included in the East Area Feasibility Study recently reviewed with the City Council. Goals were to find two different ground water formations with volumes of water to support municipal pumping applications.

Current City wells are within Sand/Gravel and Mount Simon formations. Mount Simon wells are restricted as a last resort source by Minnesota Statute for potable use only. This leaves us with potential sources of Jordan, Sand /Gravel and Tunnel City Woneewoc (TCW) formations. LRE assisted in determining the best locations based upon our current well formations and well formation logs within our proposed target areas. Sand/Gravel wells will be the target for larger water volumes and the TCW for lesser volumes allowing for multiple source water opportunities. The specific target areas are near 102nd Street in the Southeast study area and near Airport Road on the Northeast study area. City Engineer recommends to review both areas for the Sand/Gravel and TCW formations and include a pumping well and monitoring well approximately 1,000 LF apart. This process will allow Engineers to determine the source water value and impacts of pumping municipal volumes on the formations and what recharge rates look like for the individual aquifers.

The East Area Feasibility Study was discussed with the City Council on August 5, 2024 and accepted by Council on September 3, 2024. A related action was taken by the Council on August 19, 2024 to begin the process of updating the water model and system study.

On October 7, 2024 the City Council authorized staff to obtain quotes for Test wells to determine the best locations for future wells. Proposals to complete test borings were sent to three well drillers: Traut, Keys, and Renner. Renner provided a response stating they would not be bidding as they already had too much work. Keys responded to the initial proposal and seemed interested, but ultimately did not provide a bid. As a result, Traut was the only driller that responded to the proposal.

Traut had a total bid amount of \$107,000 for the four test borings. After review, staff and City Engineer recommend the City award the contract to Traut Companies.

ATTACHMENTS:

1. Resolution No. 2025-089 Authorizing Award of Contract for Test Well Drilling
2. Test Well Award Letter 03-03-2025

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Planning Commission:	
Budget Information:	Park Board:	
Water Budgeted	Personnel Committee:	
Cash	Other: More sample text.	
Non-Budgeted		
Amendment Required		

Jon Haukaas

From: Seth Peterson <Seth.Peterson@bolton-menk.com>
Sent: Monday, March 3, 2025 11:22 AM
To: Jon Haukaas; Doug Bode
Cc: Jake Saulsbury; Justin Garrison
Subject: Waconia Test Hole Quotes
Attachments: Completed_Proposal Waconia Test Hole-HDMarkup JEG Final Edits.pdf

Jon and Doug,

Proposals to complete test borings were sent to three well drillers: Traut, Keys, and Renner. Renner provided a response stating they would not be bidding as they already had too much work. Keys responded to the initial proposal and seemed interested, but ultimately did not provide a bid. As a result, Traut was the only driller that responded to the proposal.

Traut had a total bid amount of \$107,000 for the four test borings. After reviewing the bid, we believe it to be reasonable and recommend the city award the contract to Traut.

Please do not hesitate to reach out should you have any questions.

Thank you!



Real People. Real Solutions.



Seth Peterson, PE (MN, WI)

Water/Wastewater Treatment Group Leader | Senior Principal

Bolton & Menk, Inc.

📍 12224 Nicollet Avenue, Burnsville, Minnesota, 55337-1649

📞 (952) 299-0596

📱 (612) 803-5223

✉ seth.peterson@bolton-menk.com

🌐 www.Bolton-Menk.com

**CITY OF WACONIA, MINNESOTA
PROPOSAL FOR TEST BORINGS**

I. DESCRIPTION OF PROJECT

1. The City of Waconia is requesting proposals from licensed contractors to drill four pilot borings. The intent of this test boring project is to verify the thickness of the sand and gravel or Jordan sandstone aquifer at the site(s).
 - a. Drill a 6-inch nominal boring to a depth below ground level specified in the below schedule of unit of prices below.
 - b. Collect soil samples of the full water-bearing formation at 5-foot intervals for sand and gravel aquifer well. Samples to be sent to Johnson Screen for sieve analysis. For Jordan formation well confirm the formation thickness with Minnesota Geological Survey (MGS) using the rock cutting samples.
 - c. Perform steps A and B four (4) times at four different locations staked by the owner.
 - d. Gamma logging to be conducted on the open hole of the Jordan Sandstone test borings, Test Boring #3 and #4.
2. PROPOSAL SUBMISSION DATE: Email Proposals to Bolton & Menk, Inc.
by 2:00 p.m., February 28th, 2025.
3. EMAIL PROPOSAL TO: justin.garrison@bolton-menk.com
4. PROJECT QUESTIONS: Address inquires to:
Justin Garrison, E.I.T.
Environmental Design Engineer
Telephone: (507) 740-2247
Email: justin.garrison@bolton-menk.com

II. COMPLETION DATE:

Test borings completed within 90 calendar days after issuance of Notice to Proceed.

III. BACKGROUND INFORMATION

- A. Test boring #1 will be drilled approximately 750 feet north of the intersection of Airport Rd and Reitz Lake Road.
- B. Test boring #2 will be drilled just south of the intersection of County Rd. 10 and Interlaken Ct. in the Southeast area of the City of Waconia.
- C. A figure showing the locations of test borings #1 and #2 is included as Attachment #1.
- D. Test borings #3 and #4 will be drilled through suspected Jordan Sandstone aquifer locations approximately 1-mile further southeast. Final locations to be determined and staked by the owner. A figure showing locations of test borings #3 and #4 is included as Attachment #2.

E. Nearest High-Capacity Wells:

	Existing City Well No. 3	Existing City Well No. 4	Existing City Well No. 7	Existing City Well No. 8
Unique Number	239961	239962	750575	763311
Casing Depth (ft.)	225	223	305	349
Well Depth (ft.)	250	253	345	379
Water Bearing Formation	Quaternary Buried Sand and Gravel	Quaternary Buried Sand and Gravel	Quaternary Buried Sand and Gravel & Tunnel City Group	Quaternary Buried Sand and Gravel
Static Water Level (ft.)	130	132	122	145

IV. INSURANCE

1. Contractor's Liability Insurance

- a. CONTRACTOR shall purchase and maintain such comprehensive general liability and other insurance as is appropriate for the Work being performed and furnished and as will provide protection from claims set forth below which may arise out of or result from CONTRACTOR's performance and furnishing of the Work and CONTRACTOR's other obligations under the Contract Documents, whether it is to be performed or furnished by CONTRACTOR, by a Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:
 - i. Claims under workers or workmen's compensation, disability benefits and other similar employee benefit acts;
 - ii. Claims for damages because of bodily injury, occupational sickness or disease, or death of CONTRACTOR's employees;
 - iii. Claims for damages because of bodily injury, sickness or disease, or death of any person other than CONTRACTOR's employees;
 - iv. Claims for damages insured by personal injury liability coverage which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by CONTRACTOR, or (b) by any other person for any other reason;
 - v. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting there from;
 - vi. Claims arising out of operation of Laws or Regulations for damages because of bodily injury or death of any person or for damage to property; and
 - vii. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

- b. The CONTRACTOR shall purchase and maintain workers compensation insurance providing limits of \$100,000/500,000/100,000 or the limits required by Statute, whichever are greater.
- c. The CONTRACTOR shall purchase and maintain general liability insurance including completed operations and contractual liability coverages, with limits of at least six hundred thousand dollars (\$600,000) per occurrence. All insurance shall remain in effect until final payment.

2. Insurance Certificates

Before commencement of any work, the CONTRACTOR shall submit written evidence to the City that all required insurance policies have been obtained. The certificates shall contain a provision that the coverages will not be canceled, materially changed or renewal refused until at least thirty (30) days prior written notice has been provided to the City.

3. Additional Insureds

All liability and property insurances shall name the City of Waconia as an Additional Insured, which shall automatically include the City's agents.

4. Errors and Omissions Coverage

Any insurance agent who signs the certificate of insurance shall furnish with it a certificate that the agent has Errors and Omissions coverage with limits of at least \$600,000 per occurrence.

V. BONDS

- 1. Performance Bond - None required.
- 2. Payment Bond - None required.

VI. WORK PROVIDED BY CITY

In developing the proposal, it should be assumed by the CONTRACTOR that the CITY will provide the following:

- 1. Legal and physical access to the Well Site.
- 2. Payment will be made upon issuance of an invoice after completion of each test well report, and the recommendations of the Engineer.

VII. WORK BY THE CONTRACTOR

- 1. See attached specification Section 33 11 00 - Test Boring Construction.

VIII. BID PROPOSAL

- 1. Total Project Bid Proposal - See attached Unit Price Schedule.

**City of Waconia, Minnesota
Test Wells**

Schedule of Unit Prices and Bid Proposal

Test Boring #1					
No.	Description	Units	Quantity	Unit Price	Subtotal Bid
1	Mobilization/demobilization, reports, permits including sealing the bore hole	LS	1	\$	\$
2	Drill 6-inch borehole with surface sampling	LF	400	\$	\$
Total Bid Amount for Test Boring #1					\$

Test Boring #2					
No.	Description	Units	Quantity	Unit Price	Subtotal Bid
1	Mobilization/demobilization, reports, permits including sealing the bore hole	LS	1	\$	\$
2	Drill 6-inch borehole with surface sampling	LF	400	\$	\$
Total Bid Amount for Test Boring #2					\$

Test Boring #3					
No.	Description	Units	Quantity	Unit Price	Subtotal Bid
1	Mobilization/demobilization, reports, permits including sealing the bore hole	LS	1	\$	\$
2	Drill 6-inch borehole with surface sampling	LF	500	\$	\$
3	Gamma Logger	LS	1	\$	\$
Total Bid Amount for Test Boring #3					\$

Test Boring #4					
No.	Description	Units	Quantity	Unit Price	Subtotal Bid
1	Mobilization/demobilization, reports, permits including sealing the bore hole	LS	1	\$	\$
2	Drill 6-inch borehole with surface sampling	LF	500	\$	\$
3	Gamma Logger	LS	1	\$	\$
Total Bid Amount for Test Boring #4					\$

Total Bid Amount for Four Test Borings	\$
Total Bid Amount	\$

Communications concerning this Proposal shall be addressed to:

CONTRACTOR: _____

ADDRESS: _____

CITY & STATE: _____

TELEPHONE: _____

SIGNATURE: _____

SECTION 33 11 00 – TEST BORING CONSTRUCTION

PART 1 -- GENERAL

1.1 SUMMARY

- A. This section covers the furnishing of all labor, materials, tools, equipment, and performances of all work and services necessary for drilling the proposed test wells as described herein.
- B. Construction of an access road to the well location shall be incidental to the project unless noted otherwise.

1.2 PROJECT LOCATION

- A. The project location is within the city limits of Waconia, Minnesota. The first two test borings will be located in Township 116, Range 24, Section 30. The final locations of the two Jordan Sandstone test borings, test borings #3 and #4, have not yet been finalized, but will be approximately 1-mile Southeast of the first test boring location. Final locations to be sent to bidders before proposal due date.

1.3 PERMITS

- A. Upon award of the Contract, the Contractor shall apply for and acquire the necessary permits from the appropriate authorizing Agencies. Work shall not begin until the permits have been acquired. A copy of the respective permits shall be sent to the City and Engineer.

1.4 SPECIFICATION REFERENCE

- A. The following specifications, standards, codes, etc., are adopted by reference as they may apply to the work described herein.
 - Specifications Water Supply Well Construction, General Requirements.
 - Occupational Safety and Health Regulations for Construction.
 - Division of Environmental Health, Minnesota Department of Health.
 - Minnesota Pollution Control Agency.
 - Minnesota Industrial Commission.
 - Rules Relating to Licensing of Water Wells, Contractors and Construction of Water Wells, Minnesota Department of Health, (Latest Edition).
 - American Water Works Association (AWWA), Standards for Deep Wells, AWWA, A-100 (Latest Edition).
 - Guide to Water Wells and Borings (GWWB), Minnesota Rules, Chapter 4725.

1.5 GEOLOGICAL CONDITIONS

- A. The information presented herein regarding subsurface conditions is intended to assist the Contractors in preparing the bid. The Owner does not guarantee its accuracy, nor that it is necessarily indicative of conditions to be encountered in completing the work to be constructed hereunder. The Contractor shall satisfy himself regarding all local conditions affecting the work by personal investigation. Neither the information contained in this section, nor that derived from maps or plans, or from the Owner or his agent or employees shall relieve the Contractor from any responsibility hereunder or from fulfilling any and all of the terms and requirements of the Contracts.

1.6 GENERAL DESCRIPTION OF THE WORK TO BE PERFORMED

- A. Drill a 6-inch nominal diameter pilot hole to a depth specified in the bid schedule for each of the three proposed test borings. Collect soil samples of the full water-bearing formation at 5-foot intervals for sand and gravel aquifer well. Samples to be sent to Johnson Screen for sieve analysis. For Jordan formation test holes confirm the formation thickness with Minnesota Geological Survey (MGS) using the rock cutting samples. Gamma logging to be conducted on the open hole of the Jordan Sandstone test borings, Test Boring #3 and #4.
- B. Drilling fluid shall be collected in a tank and re-circulated. Digging a pit to re-circulate the drilling fluid will not be allowed.

1.7 PERSONNEL AND DRILLING EQUIPMENT

- A. The Contractor shall supply only competent and experienced personnel and suitable drilling equipment to perform this work. All such work shall be performed under the direct supervision of an experienced well driller.

1.8 RECORDS AND SAMPLES

- A. A continuous record of the progress of the job shall be kept available at the job site for the Owner's review.
- B. The daily report shall include:
 - 1. The reference point for all depth measurements.
 - 2. The depth at which each change of formation occurs.
 - 3. The identifications of the material of which each stratum is composed, i.e., color, loose or tight material, and drilling rate.
 - 4. The depth of static water and changes in static water with well depth.
 - 5. Other pertinent data may be requested by the Owner or pertinent to the log of the well.
- C. A final Project Report contains:
 - 1. Driller's name and Contractor's name and address.
 - 2. Location of wells.
 - 3. Dates of starting and completion of drilling.
 - 4. Other pertinent information useful for future references.
 - 5. This report shall be neatly typed and bound. Four copies are required.
- D. Copies of the "Construction Record" as required by Chapter 4725 GWWB, shall be included in the Final Project Report.

1.9 METHOD OF MEASUREMENT AND PAYMENT

- A. Mobilization
 - 1. The lump sum amount bid shall be full compensation for bringing the equipment used for drilling the well to the site, setting up, and removing the same. Any temporary access road required to bring the drill rig shall be included in the mobilization. All erosion control work required to meet the MPCA requirements shall also be included in the mobilization. All work items required but not listed as a separate pay item shall be included in mobilization.

- B. Drilling Pilot Test Boring
 - 1. The Contractor shall be paid in accordance with the unit price bid per linear foot as full compensation for drilling the specified diameter hole complete in place. The drilled boring shall be measured vertically for the full depth of the boring.
- C. Site Restoration
 - 1. The lump sum bid shall be full compensation for restoring the site.
- D. Gamma Log
 - 1. The lump sum bid shall be full compensation for furnishing, setting up and removing all the necessary equipment, conducting the required tests, furnishing the necessary records to the Owner and Engineers and the removal of the equipment when the test period is complete. Deliver one complete set of sample and or rock cuttings to Minnesota Geological Survey (MGS) with gamma log for interpretation.

PART 2 -- PRODUCTS

2.1 MATERIALS

- A. Grout
 - 1. The neat cement grout shall be a mixture of Portland Cement (ASTM C-595, Type IL, or API-10-A, Class A). The mixture shall not contain more than 6 gallons of water per bag. (1 cu. ft. or 94 lbs) of cement.
 - 2. The use of additions to reduce shrinkage, permeability, or increase fluidity, and/or central setting time must be approved by the Engineer.
 - 3. The water used in the preparation of the mixture must be potable and carry a chlorine residual.

PART 3 -- EXECUTION

3.1 GENERAL

- A. The Contractor shall drill the test boring at the location designated by the Engineer.
- B. Drill test boring in accordance with State regulations.
- C. Construct well with solid bit cable tool drilling equipment, dual-rotary "Barber" equipment, or "Mud" rotary drilling equipment.
- D. Construction procedures and listed quantities or depths are for general information and bidding purposes only. Procedures and quantities may be adjusted by the Engineer as necessary for geological conditions encountered.

3.2 PROTECTION OF THE WELL

- A. The Contractor shall take whatever precautions as may be necessary to prevent contaminated water from entering the borehole.
- B. In the event that the well becomes contaminated due to the neglect of the Contractor, they shall, at their own expense, perform such work or supply such casings, seals, sterilizing agents, or other materials as may be necessary to eliminate the contamination and source of the contamination. If remedial action cannot be taken, the well, as drilled, shall be sealed in accordance with State regulations at no expense to the Owner or his Agents. A new well shall be started at a designated site

and constructed in accordance with these specifications. All work performed to construct the original well and the replacement well and sealing of the contaminated well shall be at the Contractor's expense.

- C. The Contractor shall exercise extreme care in the performance of his work in order to prevent the breakdown, or caving in, of strata overlaying that from which the water is to be drawn.

3.3 SEALING OF WELL

- A. Should the test hole fails to conform to these specifications, and the contractor is unable to correct the condition to negotiate a mutually acceptable cost reduction for specification deviations, and the contractor shall immediately start a new well at a nearby location designated by the Engineer.
- B. The sealed hole shall be treated as follows:
- C. The well shall be sealed according to the procedures established by local, state, or federal regulatory agencies.
- D. In the event that the Contractor shall fail to conform the well according to the contract, or should they seal the well because of loss of tools or for any other cause, they shall, as directed by the Engineer and in accordance with the rules as stated in GWWB, Chap. 4725.

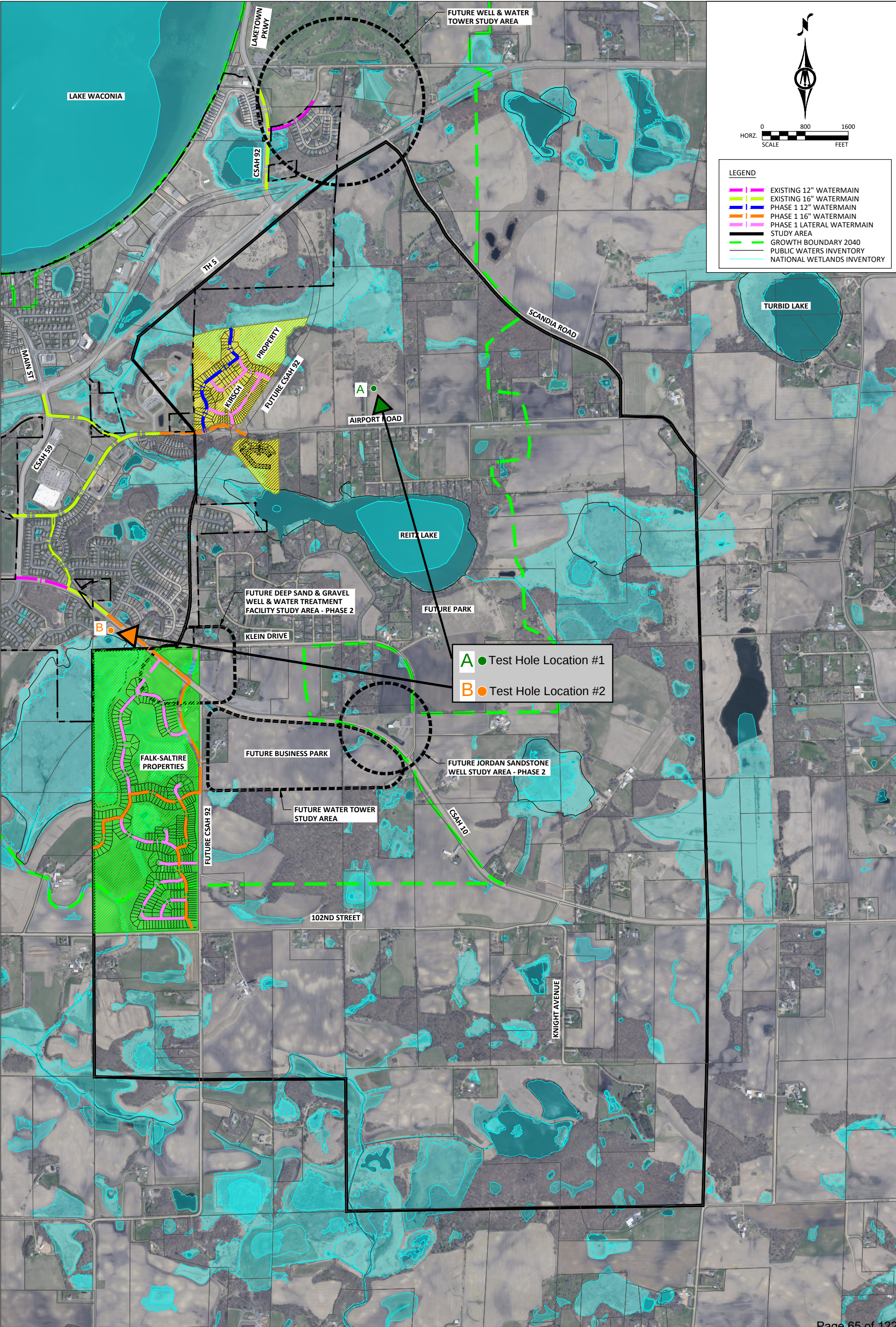
3.4 DRILLING SITE CLEAN-UP

- A. Contractor shall police the site at the end of each working day and leave it in a neat and orderly condition.
- B. The Contractor shall leave the site clean, neat, and orderly, and the construction area shall be restored to its original condition. The site shall be finished with 6-inches of topsoil and seeded with MnDOT seed Mixture No. 500, applied at 50 lbs/acre. Fertilizer shall be applied at 435 lbs/acre. The Contractor shall be responsible for providing water and maintenance necessary to firmly establish the seed.
- C. All clean-up and repair are incidental to the project, and no compensation will be paid for this work.

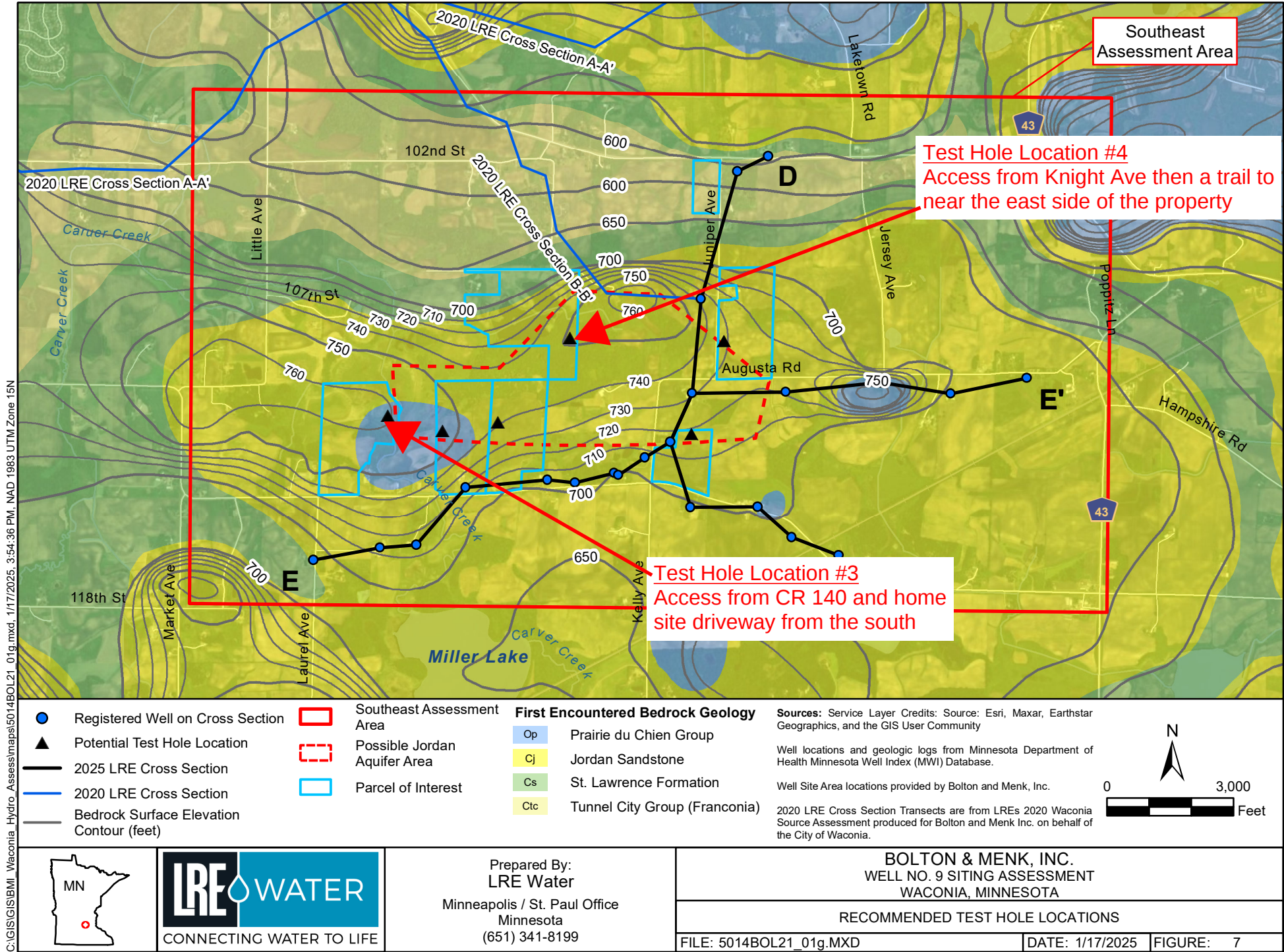
3.5 GUARANTEES

- A. Contractor shall guarantee that all materials, equipment, structures and work performed are free from defects in workmanship or materials for a period as stated in Standard General Conditions of Contract Article 13.07 and as amended by Supplementary Conditions 1.18. If any part of the work shall fail within this period, it shall be replaced, and the unit restored to operation at no cost to the owner. The Surety Bond shall cover this guarantee. The well shall be warranted for the period as stated in Standard General Conditions of Contract Article 13.07 and as amended by Supplementary Conditions 1.18.

**** END OF SECTION ****



Attachment #2 - Location of Test Boring #3 and #4





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Sale or Disposal of Surplus Equipment		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-090 Authorizing Approval of Sale or Disposal of Surplus Equipment			
EXPLANATION OF AGENDA ITEM: 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 since the equipment cannot be used in the City's current operations. • 68 Gallons of Cabot Wood Sealer • 200 Gallon Single Walled Water Tank • 300 Gallon Single Walled Water Tank • 160 Gallon Single Walled Water Tank • Trailer – Asset ID #8001 • 50 Bales of NUVO 3405 Crack Seal Material The City utilizes Jeff Martin Auctioneers, Inc. for the sale of these types of items along with general postings at City Hall. The equipment and supplies are 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/Administration (101) as reimbursement revenue.			
ATTACHMENTS: 1. Resolution No. 2025-090 Approving Surplus Equipment and Sale			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: More sample text. _____	

**CITY OF WACONIA
RESOLUTION NO. 2025-090**

RESOLUTION APPROVING SURPLUS EQUIPMENT AND SALE

WHEREAS, Public Services staff have identified equipment in storage that is no longer used in the department's operation; and

WHEREAS, the list of surplus equipment includes the following:

- 50 Bales of NUVO 3405 Crack Seal Material
- 68 Gallons of Cabot Wood Sealer
- 200 Gallon Single Walled Water Tank
- 300 Gallon Single Walled Water Tank
- 160 Gallon Single Walled Water Tank
- Trailer – Asset ID #8001

WHEREAS, funds received for the equipment with saleable value will be recognized in the General Fund – Streets (101) 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 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Hot Water Tank Softener/Filter Replacement Project - Waconia Ice Arena		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-091 Approving Capital Project at Waconia Ice Arena for Hot Water Tank, Softener, and Filter Replacement with Peterson Salt & Water Treatment Company EXPLANATION OF AGENDA ITEM: A project listed in the City's current 2025 capital budget is replacement of hot water tanks, softener, and filters at the Waconia Ice Arena. These tanks are used in the operation of the Zamboni and preparation of the sheet of ice for skating. Staff obtained two quotes for replacement. These quotes include replacement of the equipment and labor for installation. The two quotes are attached to this resolution and are summarized below: ○ Peterson Salt & Water Treatment Company - \$44,818.16 ○ Peterson Sheet Metal - \$46,500.00 The City has budgeted to use cash in the Ice Arena Operating Fund (678) to complete the project. The total budgeted for this project is \$50,000. With approval of the project, staff will work with the vendor to schedule delivery and installation. ATTACHMENTS: 1. Resolution No. 2025-091 Approving Capital Project at Ice Arena for Water Water Tank, Softener, and Filter Replacement 2. Quote for Storage Tanks and Softeners with PSM Company 3. Quote for Water Heater with Peterson Treatment Company			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Budget Information: ☐ Budgeted ☐ Non-Budgeted ☐ Amendment Required		Planning Commission: Park Board: Personnel Committee: Other: More sample text. 	

**CITY OF WACONIA
RESOLUTION NO. 2025-091**

**RESOLUTION APPROVING CAPITAL PROJECT AT WACONIA ICE ARENA FOR
HOT WATER TANK, SOFTENER, AND FILTER REPLACEMENT WITH PETERSON
SALT & WATER TREATMENT COMPANY**

WHEREAS, the 2025 capital improvement plan includes a project for hot water tanks, softener, and filter replacement; and

WHEREAS, the equipment is used regularly during the hockey season for the Zamboni equipment and preparation of the ice sheet for skating; and

WHEREAS, City staff obtained two quotes as listed below:

- Peterson Salt & Water Treatment Company - \$44,818.16
- Peterson Sheet Metal - \$46,500.00

WHEREAS, the City budgeted \$50,000 to fund the project and plans to utilize Ice Arena Operating fund cash (Fund 678); and

WHEREAS, City staff requests approval of the project to ensure the equipment can be ordered, delivered, and installed as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Waconia Ice Arenan for hot water tank, softener, and filter replacement with Peterson Salt & Water Treatment Company totaling \$44,818.16.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



MECHANICAL

Proposal

December 13, 2024

To: Dan Montague – Waconia Ice Rink

Re: Replace storage tank and softeners
Waconia, MN

Scope of work:

- Disconnect and remove two hot water storage tanks from site.
- Disconnect and remove three water softeners from the site.
- Remove boiler vent pipe to accommodate removal of tanks.
- Repair dripping RPZ.
- Replace existing hot water and cold water SDR 11 CPVC with new schedule 80 CPVC pipe.
- Provide two new 260-gallon hot water storage tanks and reconnect to piping system.
- Provide two new 150k grain water softeners and reconnect to the existing water piping system.
- Re-install boiler vent pipe after tank installation.
- Permits as pertains

Exclusions:

- PIPE INSULATION
- Overtime premiums
- RO System modifications
- Temporary systems
- Tax
- Controls

BASE BID PRICE: **\$ 46,500**

Estimate Prepared by: Ryan Ress

This estimate is for completing the job(s) as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise.
NOTE: This estimate may be withdrawn by us if not accepted within 30 days

Peterson Sheet Metal is proud to be an Equal Opportunity Employer and actively solicits bids from qualified Disadvantaged Business Enterprises (DBE), which includes Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and other entities defined as socially and/or economically disadvantaged.



Peterson Salt & Water Treatment Company

WACONIA ICE ARENA CID 34848
1250 Oak Ave
WACONIA, MN

☎ (720) 556-2999
✉ DMontague@waconia.org

ESTIMATE	#891
EXPIRATION DATE	May 2, 2025
TOTAL	\$44,818.16

CONTACT US

1617 5th St. South
Hopkins, MN 55343

☎ (952) 929-0422
✉ aj@petersonsalt.com

ESTIMATE

Services	qty
Water Heaters - AO Smith TJV-250A ASME Storage Tank 250 gallon hot water storage tank. A. O. Smith storage tanks are ideal for use with gas-fired copper heat exchanger equipment for storage of any potable water at temperatures up to 180°F. ASME certified.	2.0
Replace existing 16" tanks with dual 21" Setup existing valves for 21" tanks. Remove the existing 3 - 16" vessels. Replumb accordingly for duplex system. 120-144GPM service/peak flow. 14 cubic ft. of resin capacity. Parts, labor, startup, and removal included.	1.0
CTS Replacement Replace existing 1.5" CTS with SCH80 CPVC. Run pipe from hot water storage tanks to fill lines on back wall. Run new SCH80 to expansion tank. Add new hangers to support pipe where needed. Work takes place up in ceiling. Customer has scissor lift on site.	1.0
Repair Leaking 3" Main Includes pipe, fittings, and labor.	1.0
Install 1.5" RPZ	1.0
Replace Hot Water Expansion Tank Install new expansion tank with new water heaters. 25 gallon ASME approved steel Diaphragm/Bladder: Heavy Duty Butyl Compound Liner – Diaphragm Models Only: Antimicrobial JIS Z 2801 Tested for Reduction of Legionella, Staphylococcus and E.coli	1.0

System Connection: Stainless Steel
Finish: Red Oxide Primer
Air Valve: Schrader Valve w/ EPDM Seats
Factory Precharge: 55 PSIG (3.8 bar)

Subtotal	\$44,818.16
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Tax (Carver County 8.375%)	\$0.00
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Total	\$44,818.16
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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025
Item Name:	Applicant Management Software Swipeclock Workforce
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-092 Authorizing Contract with Swipeclock Workforce Management for Applicant Tracking/Onboarding Software

EXPLANATION OF AGENDA ITEM:

The City of Waconia currently uses NeoGov for recruiting and applicant tracking. While NeoGov is widely used by local governments, it is not user-friendly or intuitive, making it difficult for hiring managers to efficiently review applicants. Also, the annual amount paid has increased the years, without further enhancements. The original plan was to transition to a new ERP system in 2024, which would have included its own applicant tracking system. However, this project has been delayed indefinitely, prompting staff to explore alternative solutions.

After evaluating multiple options, staff recommends transitioning to Swipeclock Workforce Management, which includes a recruiting and onboarding system called ApplicantStack. This system offers:

- A month-to-month contract, providing flexibility until the ERP transition occurs.
- An improved hiring manager experience, simplifying the applicant review process.
- An onboarding portal, allowing candidates to complete pre-employment and new hire documents online.

Cost & Implementation

- ApplicantStack Cost: \$234.99 per month (\$2,820 annually)
- Implementation Fee: \$150 (one-time)
- Current NeoGov Cost: \$7,727 per year
- Annual Savings: Approximately \$4,800

Our contract with NeoGov expires July 1, 2025, and the goal is to go live with ApplicantStack one month prior to ensure a smooth transition.

Given the cost savings, added functionality, and flexibility, staff recommends moving forward with Swipeclock Workforce Management for recruiting and onboarding.

ATTACHMENTS:

1. Resolution No. 2025-092 Approving Workforce Management Software with Swipeclock
2. Quote for Workforce Management Software with Swipeclock

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Planning Commission:	
Budget Information:	Park Board:	
_____ Budgeted	Personnel Committee:	
_____ Non-Budgeted	Other: More sample text.	
_____ Amendment Required		

**CITY OF WACONIA
RESOLUTION NO. 2025 - 092**

**RESOLUTION APPROVING THE TRANSITION TO SWIPECLOCK
WORKFORCE MANAGEMENT FOR RECRUITING AND APPLICANT
TRACKING**

WHEREAS, the City of Waconia currently contracts with NeoGov for recruiting and applicant tracking software; and

WHEREAS, the City originally planned to transition to a new ERP system in 2024, which would have included its own applicant tracking system, but this project has been delayed; and

WHEREAS, staff has evaluated alternative recruiting and onboarding software options and recommends Swipeclock Workforce Management, which utilizes ApplicantStack for applicant tracking and onboarding; and

WHEREAS, ApplicantStack offers a month-to-month contract for greater flexibility, an improved hiring manager experience, and an onboarding portal that allows candidates to complete pre-employment and new hire documents online; and

WHEREAS, the total cost of ApplicantStack is \$234.99 per month (\$2,820 annually), with a one-time implementation fee of \$150, compared to NeoGov's annual cost of \$7,727, resulting in an estimated annual savings of nearly \$5,000; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waconia, Minnesota, that the City Council approves the transition to Swipeclock Workforce Management (ApplicantStack) for recruiting and applicant tracking.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

swipeclock

WORKFORCE MANAGEMENT

Sales Order Agreement

Company **Swipeclock**
Address: 10644 Jordan Gateway, Suite 400
South Jordan, UT 84095

Prepared by: Ian Gratz
igratz@swipeclock.com

Expiration
Date:

Client: City of Waconia

Client Contact: Jackie Schulze
+1 (952) 442-3103
jschulze@waconia.org

Monthly Recurring Charges

Product	Price	Quantity	Total
Additional Admin/Recruiter License - Bundle	\$75.00	1	\$75.00
ApplicantStack Bundle 1 (Includes 1 Admin and 5 Managers; Recruit + Onboard)	\$159.99	1	\$159.99

Total Minimum Monthly Fee **\$234.99**

One-Time Fees & Charges

Product	Price	Quantity	Total
ApplicantStack Implementation	\$150.00	1	\$150.00

Total One-time Charges **\$150.00**

Notes

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Authorization

The monthly recurring charges quoted in this Sales Order Agreement (SOA) represent the minimum to be billed each month upon completion of implementation unless actual usage of those products is higher. Thirty (30) day advance notification is required for any reduction in minimum billable employees and may result in an adjustment to the billing rate. I agree that I have read and understand that Swipeclock will bill for all active employees each month, primarily representing employees without a termination date prior to the start of each billing period, and as more fully defined in the Swipeclock Pricing Guide.

By signing this agreement, I represent and warrant that I am authorized to sign on behalf of the Client designated above. I authorize charges to be billed each month pursuant to this SOA. I agree that any use of Swipeclock hardware will be in full compliance with any applicable privacy laws. I accept the Swipeclock Terms & Conditions found at <https://www3.swipeclock.com/terms-of-use/>

If I am purchasing or using a product that includes text messaging services, I further acknowledge that I have read and agree to the Twilio Messaging Policy located at <https://www.twilio.com/legal/messaging-policy> and I grant Swipeclock permission to register with the text messaging provider on my behalf.

Name: TIM LITFIN, MAYOR

Signature: _____

Date: MARCH 17, 2025

POWERED BY | [swipeclock](#)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	League of Minnesota Cities Insurance Trust - Tort Liability Waiver		
Originating Dept:	Administration		
Presented By:	Jackie Schulze		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve the Non-Waiver of Monetary Limits on the 2025-2026 Tort Liability Insurance Policy Renewal. EXPLANATION OF AGENDA ITEM: As part of the annual liability insurance renewal process, the City Council is required to waive or not waive the tort liability limit within our insurance program through the League of Minnesota Cities Insurance Trust (LMCIT). The <i>Liability Coverage-Waiver Form</i> included describes the waiver and the effect on a potential client. If statutory tort limits are not waived, individual claims are capped at \$500,000, and the total payout for all claims from a single occurrence is limited to \$1,500,000. These limits apply even if the member has optional LMCIT excess liability coverage. It has been past practice and staff recommends the continued non-waiver of the monetary limits for the 2025-2026 policy year. ATTACHMENTS: 1. League of Minnesota Cities Liability Coverage Waiver Form			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: Park Board: Personnel Committee: Other: More sample text.	

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025
Item Name:	Comprehensive Plan Amendment - Holbrook Land Use Update
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-093 Approving the Comprehensive Plan Amendment and authorizing submittal to the Metropolitan Council.

EXPLANATION OF AGENDA ITEM:

The City Council, at their regular meeting on December 16th, 2024, reviewed and approved the Preliminary Plat for the Holbrook residential project. Subsequently, staff was notified by the Metropolitan Council that a Comprehensive Plan Amendment would be necessary to re-guide the property for the approved use. As such, staff has drafted the attached Comprehensive Plan Amendment to reconcile how the development is actually occurring versus the more conceptual Future Land Use Map.

The attached information includes the existing land use map, the overlay of the Holbrook development on the existing land use map, and the proposed amendment to the land use map. Staff, in a number of conversations with the Metropolitan Council, has indicated that the City's Future Land Use Map is conceptual and that the proposed Holbrook plan is conforming based on a review of City staff, the Planning Commission and the City Council. The conversations with Met Council and the appeal to our Met Council representative did not influence the decision made by the Metropolitan Council staff and therefore the amendment is before the City Council for review and approval. There are no proposed changes to the Holbrook plat, the amendment merely relocates the identified areas to be consistent with the land use map.

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on February 20th, 2025, and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. There have been written public hearing comments received to date.

CONCLUSION/RECOMMENDATION

The Planning Commission, at their regular meeting on March 6th, 2025, reviewed the information, held the required public hearing, took all public comment, and recommended approval of the Comprehensive Plan Amendment via a 5-0 vote.

ATTACHMENTS:

1. Resolution No. 2025-093 Approving Comprehensive Plan to the Metropolitan Council
2. Public Hearing Notice Comp Plan Amendment Holbrook
3. Comparison Images

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Planning Commission:	
Budget Information:	Park Board:	
_____ Budgeted	Personnel Committee:	
_____ Non-Budgeted	Other: More sample text.	
_____ Amendment Required		

**CITY OF WACONIA
RESOLUTION NO. 2025-093**

**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, March 6th, 2025, to consider a Comprehensive Plan Amendment which was required by the Metropolitan Council; and

WHEREAS, the subject parcels are identified as PID#s 070300200, 070300100, and 070300300 and located at 9550 Little Avenue, 10080 Little Avenue, and 9780 Little Avenue, Laketown Township; and

WHEREAS, the Metropolitan Council required the City to re-guide the subject parcels to reconcile how the development is actually occurring versus the more conceptual land use map included in the City's 2040 Comprehensive Plan; and

WHEREAS, the Planning Commission made the following findings at their regular meeting on Thursday, March 6th, 2025 in support of the application:

1. The required amendment is consistent with the original Holbrook approvals and the amendment does not alter the details of the preliminary plat.
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 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CITY OF WACONIA, MN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Waconia, MN, will hold a public hearing on March 6th, 2025, at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider amending the 2040 Comprehensive Plan. The Metropolitan Council has formally requested that the City of Waconia amend the 2040 Comprehensive Plan to be consistent with the approved Holbrook Preliminary Plat. The amendment would re-guide the 241+ acres associated with the Holbrook residential development to reconcile how the development is actually occurring versus the more conceptual Future Land Use Map. The amendment is proposed to include the properties described as follows:

9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue.

The City Council approved the Holbrook Preliminary Plat at their regular meeting on December 16th, 2024. The Metropolitan Council has since notified the city that the 2040 Comprehensive Plan requires an update to reflect the proposed improvements. Therefore, the Planning Commission will consider an amendment to the existing Comprehensive Plan clarifying the future land use locations. Please note that there are no proposed changes to the approved preliminary plat.

Pertinent information pertaining to this request is available at City Hall. Interested persons may submit written or oral comments pertaining to this matter any time prior to the hearing, or at the hearing on March 6th, 2025. Written comments will be distributed to the Planning Commission for review and consideration. Please submit written comments by mail, email or in person as follows:

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

By: WACONIA PLANNING COMMISSION

ATTEST: Lane L. Braaten, Community Development Director

(Published in the Waconia Patriot on February 20th, 2025)



EXISTING LAND USE
MAP

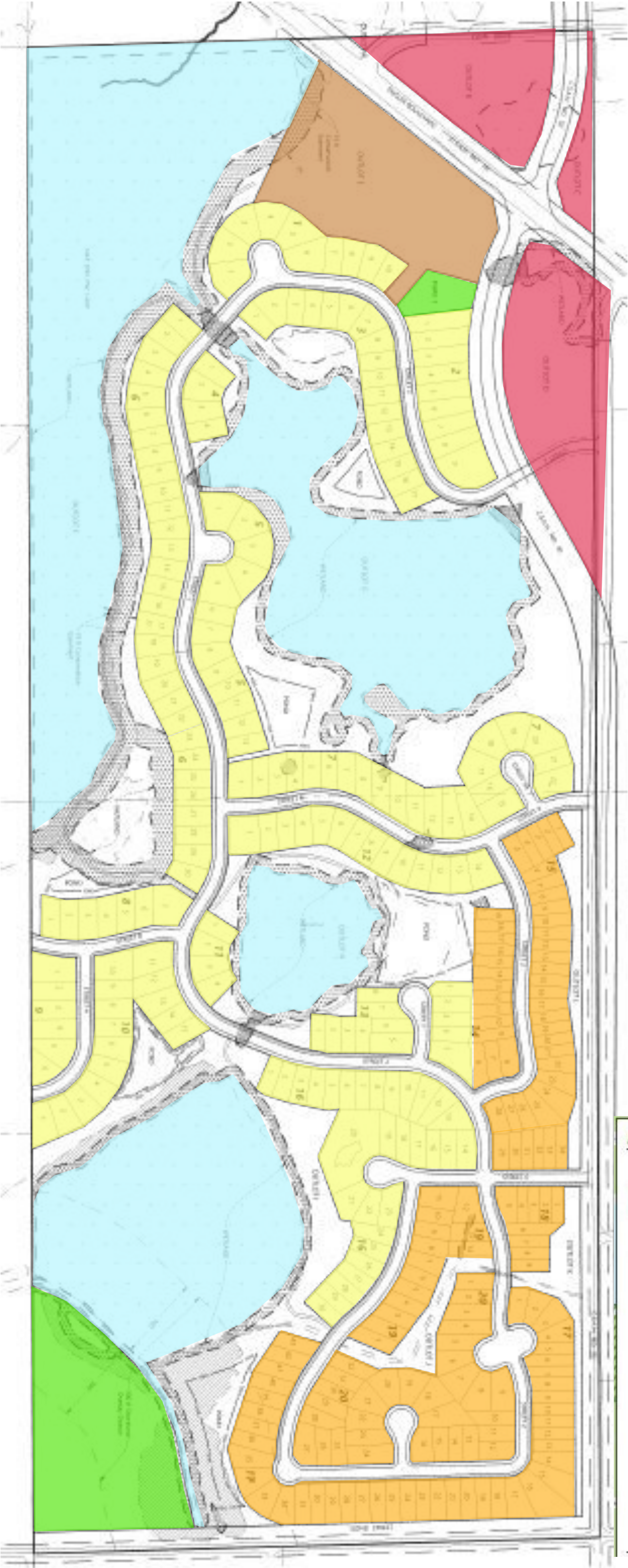
Annexation Areas & Land Use Classes			
	Waconia Township Annexation Areas		BP - Business Park
	L - Low Density Residential		I - Industrial
	M - Medium Density Residential		I-P - Institutional or Public
	H - High Density Residential		P - Park
	MXD - Mixed Use		GC - Golf Course
	C - Commercial		R - Rural
			UR - Urban Reserve
			W/O - Wetland / Open Space
			Agricultural Preserve

EXISTING LAND USE
MAP w/ HOLBROOK
OVERLAY



Annexation Areas & Land Use Classes			
	Waconia Township Annexation Areas		BP - Business Park
	L - Low Density Residential		I - Industrial
	M - Medium Density Residential		I-P - Institutional or Public
	H - High Density Residential		P - Park
	MXD - Mixed Use		GC - Golf Course
	C - Commercial		R - Rural
			UR - Urban Reserve
			W/O - Wetland / Open Space
			Agricultural Preserve

PROPOSED COMP PLAN
GUIDANCE BASED ON
HOLBROOK PLAT



Annexation Areas & Land Use Classes			
	Waconia Township Annexation Areas		BP - Business Park
	L - Low Density Residential		I - Industrial
	M - Medium Density Residential		I-P - Institutional or Public
	H - High Density Residential		P - Park
	MXD - Mixed Use		GC - Golf Course
	C - Commercial		R - Rural
			UR - Urban Reserve
			W/O - Wetland / Open Space
			Agricultural Preserve



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Special Event Permit - Lake Waconia Band Festival		
Originating Dept:	Administration		
Presented By:	Shane Fineran		
Previous Council Action:			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-094 Approving Special Event Permit for the Lake Waconia Band Festival and Practices. EXPLANATION OF AGENDA ITEM: Waconia Band Boosters have submitted a Special Event Permit for the annual Lake Waconia Band Festival for June 21, 2025, at 6:00 p.m. The annual festival showcases 15 high school marching bands from across the state. This year's route will utilize Main Street from Orange Street to Walnut Street. Additionally, there will be band staging areas on Oak Street and Orange Street and both of these roads will be closed between Main Street and 1st Street. Also, 1st Street will be closed between Oak Street and Orange Street, which are all indicated on the attached maps. This year's downtown reconstruction project's official detour route utilizes some of the requested streets and the City will work with the contractor to amend the detour routes during these events. The Lake Waconia Band Festival is a city-supported event per the Special Event Policy and city staff provide some staff support for set-up and take down of no parking signs and barricades provided by the city, as well as some emergency/medical response staffing by fire department personnel during the festival on the 21st. ATTACHMENTS: 1. Resolution No. 2025-094 Approving use of Streets, Parade Permit, and Food Trucks for the Waconia Band Festival 2. Special Event Permit - Waconia Band Festival			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			

**CITY OF WACONIA
RESOLUTION NO. 2025-094**

**RESOLUTION APPROVING USE OF STREETS, PARADE PERMIT, AND FOOD
TRUCKS FOR THE LAKE WACONIA BAND FESTIVAL**

WHEREAS, Lake Waconia Band Festival organizers have requested use of and closure of certain streets in support of the 26th annual Lake Waconia Band Festival; and

WHEREAS, request closure and use of Main Street from Orange Street to Walnut Street from 9:00 a.m. and 3:00 p.m. on June 21st for marching band practice; and

WHEREAS, request closure and use of Main Street from Orange Street to Walnut Street from 9:00 a.m. and 3:00 p.m. on June 21st for band staging areas; and

WHEREAS, request closure and use of Main Street between Orange Street and Walnut between 5:00 p.m. and 9:00 p.m. for the marching band parade route; and

WHEREAS, request the permitting of food trucks and/or other private food vending and concessions sales on public streets, public parking lots, or within City Square Park during the event; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the requested use of streets, parade permit on the designated route, and food truck and/or concession sales on public property.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



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 Jill		2. Last Name Stineman		
3. Primary Telephone Number 515-229-2531	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number		6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address jill.stineman@hotmail.com				
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 Festival Coordinator		
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 Waconia Band Boosters				
19. Email Address lakewaconiabandfestival@gmail.com				
20. Mailing Address 1650 Community Drive		21. City Waconia	22. State MN	23. Zip Code 55387
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 Jill Stineman c/o Waconia Band Boosters				
26. Business Federal Tax ID Number/Tax Exempt Number		27. Business State Tax ID Number 38-3681247		
28. Business Address 1650 Community Drive		29. City Waconia	30. State MN	31. Zip Code 55387
Section 3. Event Information – attach additional sheets as needed for any questions				
A. Event Basics				
32. Name of Event Lake Waconia Band Festival				
33. Date(s) of Event <i>complete separate applications for a series of events held at separate times</i> 6/21/2025				
34. Time of Event 6:00 PM		35. Set up start time and clean up finish time 7:00 AM; 10:00 PM		

36. Location of Event –Street Address Main Street; Orange St. to Walnut 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) ***A detailed diagram of the site plan is also required to be submitted The parade route runs on Main Street from Orange to Walnut. There will also be band staging areas.			
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- 2,000	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any None	46. Purpose of event proceeds (if applicable) Waconia Band Boosters...historically parade is non-revenue generator		
47. Describe how attendance will be monitored and limited if necessary Parade has volunteer staff stationed at every intersection along the parade route on the north and south sides of every intersection. Those volunteers are in contact with the leader of the intersection control team, who is in contact with both the Festival Coordinator and the Lead volunteer of the Safety team, who will be in contact with local fire department and sheriff's department.			
48. Describe any entertainment being provided This year's parade will include 15 high school marching bands. This is a bands only (no floats) parade. Nothing is thrown to spectators.			

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.

The coordinating team is working with local vendors and food trucks to provide food and beverages for the spectators. The festival is in conversation with private entities for food trucks. The festival requests street closure of Pine Street between Main and 1st Streets, west of City Square Park, for the staging of these food trucks. No alcohol will be served as part of the festival.

50. Describe how any emergencies or medical needs occurring during the event will be met

There is a Safety team that has three different first aid tents and is also working with local EMT, Fire Departments, and Sheriff's Department to provide immediate first aid. I have attached our Emergency Response Information.

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: 22

What is the plan for picking these receptacles up following the event?

Volunteer team will pick up all trash cans on Sunday morning.



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: Mini-Biff via ISD110

Number of toilets: 1

Number of wash stations:

What is the plan for picking these items up following the event?

Mini-Biff will be instructed to remove all units by end of the day Sunday.



No

Explain how these needs will be met for event attendees:

Additionally, the spectators will be made aware of the public facilities at City Square Park

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.

The noise from the event is only from musical instruments as normal part of a marching band. We do not take any measures to limit the sound, but the parade is usually over by 8:00pm at the latest.

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

The parade route runs on Main Street from Orange to Walnut. Additionally, there will be band staging areas on Oak and Orange and both of these roads will be closed between Main Street and 1st Street. Finally, 1st Street will be closed between Oak and Orange. See attached maps showing road closure and traffic barricade placement.

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
☐ Religious Organization
☐ Political Committee Registered Under Minn. Stat. Section 10A.14
State University
☐ Brewer or Microdistillery
☐ Charitable Organization
☐ Non-Profit Organization

*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.

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

Jill Stineman

I, (print name) Jill Stineman, 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 _____

Date _____

2/16/2025



General Coordination With City

2025 Lake Waconia Band Festival
Saturday, June 21, 2025

Lake Waconia



Barricades & Cones

2025 Lake Waconia Band Festival

Intersection	Corner	8' Barricades	Type III Barricades	Cones	A-Frames	Delivered	Picked Up	Comments
West 2nd Street & South Walnut Street	NW	6						
West 1st Street & South Walnut Street	NW	6						
West Main Street & South Walnut Street	NW		2					Will add updated numbers if additional barricades available.
West Main Street & North Cedar Street	NW	2						
West Main Street & North Maple Street	NE	4						
West Main Street & North Vine Street	NW	5						1 @ City Parking Lot
West Main Street & North Olive Street	NW	8						2 @ Old National Bank
West Main Street & North Elm Street	NW	2						
East Main Street & South Pine Street	SE	6						
East Main Street & South Spruce Street	SW	2						
East Main Street & South Oak Street	NW	2		4				
East Main Street & South Birch Street	NW		2					
East 1st Street & South Oak Street	SW	2		8				
East 1st Street & South Orange Street	SW	3		4				
East 1st Street & South Birch Street	SW	1		4				
City Park Drop Off At Park Bathroom		8			10			To be picked up at watertower
	TOTAL	57	4	20	10			

DRAFT

ADDITIONAL REQUESTS

- Can we use 24 of the 42" traffic cones? If so, can we pick up on Thursday morning?
 - In past years, you placed them outside by the 2 big garage doors
- Can we use additional barricades?
 - Slide 5 is updated with the appropriate numbers.
- Worst intersection is on Main Street and Birch Street by cemetery at top of hill. Can we have a sheriff's car and deputy at that intersection?
- City to request digital board(s) from the county to use to display parade route
- Shane to request School Resource Officer
- Can we stage Food Trucks on Pine Street between Main and 1st Streets, west of City Square Park?
- Biff in the same place as usual on Orange for any last minute band member emergencies.



Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

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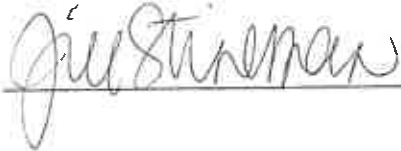
A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) Jill Stineman, 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.

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Signature of Applicant



Date

2/16/2025



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Exempt Permit for Carver County Pheasants Forever		
Originating Dept:	Administration		
Presented By:	Sue Schwalbe		
Previous Council Action:			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-095 Approving Application for Exempt Permit for Carver County Pheasants Forever			
EXPLANATION OF AGENDA ITEM: Carver County Pheasants Forever has submitted an application for an Exempt Permit to conduct BINGO at American Legion Post 150, Suite 1, 4 East Main Street on March 30, 2025. Staff recommend the approval of this application.			
ATTACHMENTS: 1. Resolution No. 2025-095 Approving Exempt Permit for Carver County Pheasants Forever			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			

**CITY OF WACONIA
RESOLUTION NO. 2025-095**

**A RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT,
CARVER COUNTY PHEASANTS FOREVER**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for an Exempt Permit from the Carver County Pheasants Forever; and

WHEREAS, Carver County Pheasants Forever has requested this application in order to conduct BINGO at American Legion Post 150, 4 East Main Street. Suite 1, Waconia, Minnesota on March 30, 2025 as stated on the application for said exemption: and

WHEREAS, The City Council of the City of Waconia has no objection to the said application.

NOW, THEREFORE, BE IT RESOLVED That the City Clerk is hereby instructed to provide a copy of this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, State of Minnesota.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Exempt Permit for Waconia Dandy Lions		
Originating Dept:	Administration		
Presented By:	Sue Schwalbe		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-096 Approving Application for Exempt Permit for the Waconia Dandy Lions			
EXPLANATION OF AGENDA ITEM: The Waconia Dandy Lions have submitted an application for an Exempt Permit to conduct BINGO at American Legion Post No. 150, 4 East Main Street, Suite 1, on April 13, 2025. Staff recommend the approval of this application.			
ATTACHMENTS: 1. Resolution No. 2025-096 Approving Exempt Permit for Waconia Dandy Lions			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other: More sample text.	
_____ Amendment Required			

**CITY OF WACONIA
RESOLUTION NO. 2025-096**

**A RESOLUTION APPROVING APPLICATION FOR EXEMPT PERMIT,
WACONIA DANDY LIONS**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for an Exempt Permit from the Waconia Dandy Lions; and

WHEREAS, the Waconia Dandy Lions have requested this application in order to conduct BINGO at American Legion Post No. 150, 4 East Main Street, Suite 1, Waconia, Minnesota on April 13, 2025, as stated on the application for said exemption: and

WHEREAS, The City Council of the City of Waconia has no objection to the said application.

NOW, THEREFORE, BE IT RESOLVED That the City Clerk is hereby instructed to provide a copy of this Resolution to be included with the permit application to the Department of Gaming, Gambling Control Division, State of Minnesota.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025
Item Name:	Legislative Update
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Discussion
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Discussion and direction	
EXPLANATION OF AGENDA ITEM: Representative Jim Nash will be present to provide a legislative update regarding activities occurring at the state capitol. The City Council is currently requesting that Representative carry two bills on behalf of the City this session. HF0934 appropriates \$4.7 million in state bonds to assist in the completion of the Highway 5 Phase 2 reconstruction project. The other bill which has been jacketed but is awaiting introduction in the House of Representatives is the special legislation allowing the City of Waconia to create a Social District within the community.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025		
Item Name:	Water Treatment Plant No. 4 Request for Qualifications for Professional Services for the Design and Construction		
Originating Dept:	Administration		
Presented By:	Jon Haukaas		
Previous Council Action:	Adopt Resolution No. 2025-072 Receiving the City of Waconia 2025 Water System Study		
Item Type:	Regular Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:			
EXPLANATION OF AGENDA ITEM:			
With the acceptance of the Water Supply Plan Update and subsequent discussions of expanding the Water System for the future growth of the city, the next step to advance this work is to contract with an experienced engineering firm to design a new water treatment plant including contract administration and support during construction. It has been discussed by the City Council of considering other engineering firms to provide services to the city. Our current City Engineering firm, Bolten & Menk Inc (BMI), designed our last water treatment plant, investigated and modeled our water system which culminated in our update Water Supply Plan, and is very capable of providing these services directly. Going outside the Professional Services Agreement with BMI may be appropriate in this situation as this may be the single largest and most expensive project the City has done. This can be an opportunity to see what capabilities other firms specializing in this work can offer. Therefore, staff has prepared a Request for Qualifications document to be sent to select qualified firms giving them the opportunity to propose on the project. This evaluation would be primarily on the qualifications and experience of the firms submitting. This evaluation may include interviewing the design and construction support team proposed by the firms to ensure we are getting the best they can offer. Final cost will be negotiated with the most qualified consultant is determined to develop a contract for approval by the City Council. The attached Resolution to solicit for qualified firms is being provided if the City Council wishes to take this additional step in the selection process to ensure the best value is chosen for the city.			
ATTACHMENTS:			
1. Resolution No. 2025-097 Authorizing Request for Qualifications for Design and Construction Administration of Water Treatment Plant No. 4 2. Construction of Water Treatment Plant No. 4 Request for Qualifications			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted			

Non-Budgeted Amendment Required	Personnel Committee: Other: More sample text.
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**CITY OF WACONIA
RESOLUTION NO. 2025-097**

**RESOLUTION AUTHORIZING A REQUEST FOR QUALIFICATIONS
FOR DESIGN AND CONSTRUCTION ADMINISTRATION OF
WATER TREATMENT PLANT NO. 4**

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, the City is ready for the expansion of the water infrastructure starting with design of a water treatment plant no. 4 with that firm also providing construction administration and support during construction; and

WHEREAS, plans and specifications must be developed for the project meeting the requirements and approval by the Minnesota Department of Health prior to construction of the project; and

WHEREAS, the City Council desires to review the qualifications of other firms experienced in this type of work to obtain the best benefit to the city.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby directs staff to send to qualified firms a Request for Qualification for the Design and Construction Administration of Water Treatment Plant No. 4, a copy of which is available at the Public Services office.

Adopted by the City Council of the City of Waconia this 3rd day of March 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



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

Date issued March 18, 2025

Proposals Due by **April 18, 2025 12:00 pm (noon)**

Project Overview

The City of Waconia, Minnesota, is soliciting proposals for professional services related to new Water Treatment Plant No. 4 (WTP4). The scope of work includes, but is not limited to, design, bidding, and full construction services for WTP4.

Project Background

To meet new development demand, the City of Waconia needs a new treatment facility to treat groundwater from new wells, and then for distribution into the public potable water system. The plant shall be designed to produce potable water meeting all primary and secondary drinking water standards and shall have a rated capacity of 2,000 gpm or 2.88 MGD.

Treatment Methodology

Water treatment from several new wells is needed primarily for iron and manganese removal from raw groundwater as well as disinfection. The treatment processes and components selected by the City include: aeration, greensand and anthracite media gravity filtration, bulk chlorine, below grade clearwell storage, chemical feed for final disinfection, fluoridation, corrosion control, high service pumping, and underground decant tank for backwash recovery. Proposals will be evaluated based on the consultant's ability to understand the city's needs, experience in the design and construction of similar facilities, and overall value delivered with the project.

Reference Information

- Water System Plan Update, BMI, Inc. 2025

Scope of Services

Administration of the project will include monthly progress reports, invoicing, contract amendment requests (if necessary), cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel and all other work to ensure all the project tasks are completed on time, within budget and in accordance with state and federal laws, rules and regulations.

The consultant will perform Quality Assurance and Quality Control (QA/QC) functions throughout the project duration to ensure delivery of a quality product in a timely manner.

Consistency in project management for this project is paramount. No changes in project management personnel will be made without written notice. Conditions where changes in key personnel are unavoidable (personnel no longer employed by the firm) are understood. Substitutions based on new projects or other additional workloads will not be favorably received. Likewise, the City will notify the selected consultant if there are changes in key personnel for the City.

The submittal shall include the following components in the scope of work:

1. Work Plan

- a. The consultant shall submit a detailed work plan outlining the overall schedule, deliverables, and milestone dates. This work plan shall be updated and referenced throughout the project. The City will need 1 week to review all design packages. Four City council presentations will be needed; a workshop to discuss and review architecture of the facility, one to review the final design for authorization to bid, one to award the bid to the successful construction contractor, and one to review the final construction before start-up.
- b. The consultant shall assume biweekly communication to the City on the status of the project deliverables, schedule and budget.
- c. The project engineer shall provide design and construction services for a complete water treatment facility including the full drinking water treatment process, building, power, communications, yard piping, site work, and landscape design.
- d. Supervisory Control and Data Access (SCADA) Integration shall not be included in the scope of work, and shall be performed by the City's integrator under a separate professional services contract.

2. Preliminary Design

- a. Kickoff meeting
- b. Biweekly meetings with city staff
- c. Topographic survey
- d. Complete geotechnical report
- e. Conceptual site plan

- f. Conceptual building layout and general arrangements including meetings for maintenance staff review and input.
- g. Coordination and preliminary approval by the watershed district
- h. Coordination with the city's integrator
- i. Presentations of architectural alternatives
- j. Review of city communications, SCADA and security systems

3. Detailed Design

- a. 30% design bid package, review meeting
- b. 60% design bid package, review meeting
- c. Neighborhood meeting if requested
- d. 90% design bid package, review meeting
- e. Final bid package
 - i. Final plans in DWG and PDF format
 - ii. Final specifications in Microsoft Word and PDF format
- f. Final Engineer's Estimate of Cost
- g. Presentation at a city council meeting or workshop
- h. Submittal of all forms, text, exhibits, etc. to complete the acquisition of all permits required to move the project forward to construction, including but not limited to: the Carver County Watershed Management Organization the Minnesota Department of Natural Resources (DNR), Corps of Engineers, the Board of Water and Soil Resources (BWSR), the Minnesota Department of Health for plan approval, and any other agencies as required.

4. Bidding

- a. Preparation of the bid package for the city to use in bidding
- b. Attendance at a pre-bid meeting
- c. Responses to contractor questions
- d. Addenda (as required)
- e. Evaluation of the bids, bid tabulation, recommendation for award
- f. Presentation at a City Council workshop and/or meeting

5. Construction administration

- a. Full time onsite construction observation
- b. In-person attendance at meetings at City Hall or the construction site, as appropriate.
- c. Construction staking
- d. Weekly construction meetings
- e. Shop drawing and submittal review
- f. Review contractor pay applications
- g. Requests for Information (RFI) processing
- h. Field orders
- i. Change orders

- j. Record drawings
 - k. Punch list
6. Start-up and Commissioning
- a. Startup of all equipment
 - b. Employee training
 - c. A minimum of 2 weeks of onsite start-up and troubleshooting
 - d. Six months of on call system operations optimization
 - e. O&M manual
 - f. Warranties

Submittal Content and Format

The proposal submittal shall include the following:

1. Firm information. Information on the lead firm and any sub consultants.
2. Proposed Work Plan. The consultant shall submit a detailed work plan outlining the overall schedule, deliverables, and milestone dates. This work plan shall demonstrate the consultant's technical abilities and understanding of the work.
3. Project Delivery Process. Including project management, communications, and quality control plans.
4. Team bios. Please include all main employee bios that will be working on this project from design, through construction and start up. The discipline leads shall not be changed from the proposal to design without discussion with the city. All design drawings must be signed by an engineer licensed by the State of Minnesota.
5. Relevant Projects. The firm shall show relevant examples of projects completed in the last 10 years, with references (email addresses and phone numbers).
6. Cost Breakdown. Estimated hours, hourly rates and total estimated costs to be itemized and included in the proposal.

The proposal should be concise and limited to a maximum of 40 single-sided, 8½" x 11" pages with a font size no smaller than 11-point. Fold-out exhibits may be used, but will be included in the 40-page count. The cover, cover letter, and table of contents shall be included in the page count.

Submission Requirements

Proposals will be accepted until **April 18, 2025 12:00 pm (noon)**

Submit six (6) hard copies of the proposal to the Director of Public Services

Proposal for Water Treatment Plant No. 4

Jon Haukaas, Director of Public Services

310 10th Street East

Waconia, MN 55387

Selection Process

A selection committee of city staff will review the proposals and provide a recommendation on award to the City Council. In some instances, an interview may be part of the evaluation process. The proposal will be evaluated based on firm qualifications, staff experience, approach to the work, availability of key staff, past performance with previous City of Waconia projects, and ability to provide overall value to the city.

Cost Proposal

The fee for this work will be negotiated with the successful proposal after the award of the project. In the event that the city and the firm cannot come to a mutually agreed upon contract, the City will enter into contractor negotiations with the next highest rated firm.

Questions

All questions must be submitted in writing to Jon Haukaas by April 4, 2025 at 12:00pm (noon). Written responses will be distributed to all interested firms.

Tentative Schedule

A tentative schedule for the project is listed below:

Request for Proposals Issued	March 18, 2025
Questions due in writing	April 4, 2025 12:00pm (noon)
Responses to questions distributed	April 10, 2025
Proposals Due	April 18, 2025 12:00 pm (noon)
Interviews	April 28-May 2, 2025
Selection Announced	May 6, 2025
Final scope, fees and contract completed	May 26, 2025
Council approval	June 2, 2025
Final design complete	December 2025
Advertise for Construction Bids	February 2026
Start up and Commissioning	November 2028

Attachments:

Water System Plan Update, BMI, Inc. 2025



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	March 17, 2025																												
Item Name:	Purchase of Water Maintenance Division Half-Ton Picup																												
Originating Dept:	Public Services																												
Presented By:	Jon Haukaas																												
Previous Council Action:	Adopted Resolution No. 2024-262 Authorizing Staff to Solicit Pricing for 2025 Capital Projects and Equipment Acquisitions																												
Item Type:	Regular Session																												
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-098 Authorizing Acquisition of Half Ton Pickup Maintenance Vehicle for Water Division - Project No. 542 EXPLANATION OF AGENDA ITEM: On December 18, 2024, the Council authorized the solicitation of pricing for equipment acquisition. The 2025 Capital Improvement Plan identified \$44,000 for purchase of a half-ton pickup truck to be used in the Water Division. This vehicle will be used primarily by the Utility Division supervisor. This item was discussed at the February 18, 2025 in which the authorizing resolution failed to be approved by the City Council. Additionally, the information provided to the Council did not make it clear which purchases were replacements versus additions to the fleet. That information and staffing levels has since been provided to the City Council for further clarification. As directed, requested quotes from both local vendors and through the Minnesota State Cooperative Purchasing Contracting system to find the best pricing from approved vendors. New contract pricing was released on March 5 so staff waited for that information prior to bringing this item back before Council. Staff received the following quotes for this vehicle: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Vendor</th> <th style="text-align: left;">Source</th> <th style="text-align: left;">Model</th> <th style="text-align: left;">Year</th> <th style="text-align: left;">Price w/ Brake Control</th> </tr> </thead> <tbody> <tr> <td>Burnsville Dodge</td> <td>State Contract</td> <td>Ram 1500</td> <td>2025</td> <td>\$ 42,396.00</td> </tr> <tr> <td>Buffalo Ford</td> <td>State Contract</td> <td>F150</td> <td>2025</td> <td>\$ 43,791.00</td> </tr> <tr> <td>Waconia Ford</td> <td>Direct Quote</td> <td>F150</td> <td>2025</td> <td>\$ 44,639.00</td> </tr> <tr> <td>Waconia Dodge</td> <td>Direct Quote</td> <td>Ram 1500</td> <td>2025</td> <td>\$ 45,179.00</td> </tr> </tbody> </table> There are additional basic license, taxes, and document fees that are equal for each offering. A lighting package will be added to the vehicle from Operating Expense. Staff recommends the purchase of the vehicle from Dodge of Burnsville as the best price to the City. ATTACHMENTS: Resolution No. 2025-098 Authorizing Acquisition of Half-Ton Truck Maintenance Vehicle for Water Division					Vendor	Source	Model	Year	Price w/ Brake Control	Burnsville Dodge	State Contract	Ram 1500	2025	\$ 42,396.00	Buffalo Ford	State Contract	F150	2025	\$ 43,791.00	Waconia Ford	Direct Quote	F150	2025	\$ 44,639.00	Waconia Dodge	Direct Quote	Ram 1500	2025	\$ 45,179.00
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FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2025-098**

**RESOLUTION AUTHORIZING ACQUISITION OF A HALF TON TRUCK
MAINTENANCE VEHICLE FOR THE WATER DIVISION
PROJECT NO. 542**

WHEREAS, replacement of half-ton pickup Unit #49 is in the 2025 Capital Investment Plan; and

WHEREAS, pricing for a new half ton truck was solicited as direct quotes from two local dealerships and also from two different manufacturers utilizing the Minnesota State Cooperative Purchasing Contracting system to guarantee best government pricing; and

WHEREAS, staff have received and reviewed the quotes from the four sources and recommend the acquisition of the 2025 Ram 1500 offered by Burnsville Dodge as the lowest price option meeting the City requirements.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acquisition of a 2025 Ram 1500 from Burnsville Dodge in the amount of \$42,396.00.

Adopted by the City Council of the City of Waconia this 17th day of March 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator