

WACONIA CITY COUNCIL MEETING AGENDA



Monday, November 15, 2021
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:	KENT BLOUDEK
COUNCILMEMBER, WARD I:	RANDALL SORENSEN
COUNCILMEMBER, WARD I:	NICOLE WALDRON
COUNCILMEMBER, WARD II:	CARL PIERSON
COUNCILMEMBER, WARD II:	PETER LEO

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. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**
- 5. 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) Acceptance of Municipal Improvements
Adopt Resolution 2021-XXX Accepting Municipal Improvements for West Development Area of Shores of Lake Waconia.
- 2) Probationary Firefighter to Active Firefighter Status
Adopt Resolution 2021-XXX appointing firefighter to regular firefighter status.
- 3) Authorize Recruitment - Public Services Technician
Motion authorizing recruitment for Public Services Technician.
- 4) Bills List
Adopt November 1, 2021 Bills List for Expenditures
- 5) Parking Request - Evergreen Apartments

6. COUNCIL BUSINESS

- 1) New Firefighter Oath and Badge Pinning
Public swearing in and badge pinning of Firefighter Aaron Sorensen.
- 2) 2022 Prosecution Contract
Adopt Resolution 2021-XXX Approving 2022 Prosecution Contract

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

- 9. BOARD REPORTS**
- 1) Councilmember Waldron
 - 2) Councilmember Sorensen
 - 3) Councilmember Leo
 - 4) Councilmember Pierson
 - 5) Mayor Bloudek

10. ANNOUNCEMENTS

- Candy Cane Hunt
- Santa at Fire Station

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session:

- Representative Jim Nash
- Unified Collection

UPCOMING CALENDAR OF EVENTS/MEETINGS:

November 15	City Council Meeting	6:00 PM	City Hall
November 15	City Council Work Session: All Funds Discussion	After CC Meeting	City Hall
November 18	Park Board Meeting	6:30 PM	City Hall
November 30	Commission on Aging Meeting	5:00 PM	City Hall



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 15, 2021
Item Name:	Acceptance of Municipal Improvements
Originating Department:	Public Services
Presented by:	Granicus2 Support
Previous Council Action (if any):	Adopt Resolution 2021- XXX Accepting Municipal Improvements for West Development Area of Shores of Lake Waconia

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

Adopt Resolution 2021-XXX Accepting Municipal Improvements for West Development Area of Shores of Lake Waconia.

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

The following items occurred in the process of Development of the former Anderson parcel on the east shores of Lake Waconia ultimately being improved to a Single-Family Development with annexation into the City of Waconia in 2019.

- May 22, 2019; Preliminary Plat approval for Shores of Lake Waconia
- July 8, 2019; Orderly Annexation with Laketown Township, Agreement No. 76-47
- August 19, 2019; Planned Unit Development approval
- October 7, 2019; Developer's Agreement for West Development approved
- December 16, 2019; Final Plat approval for Shores of Lake Waconia

The acceptance includes Municipal Improvements within the west portion of the Shores of Lake Waconia Development consisting of the following:

1. Inset A; 16 Residential Lots
2. Inset B; 22 Residential Lots
3. Island View Road Improvements, east of Hwy 92
4. Outlot B; Storm water systems, Trunk Utilities, Sewer, and Wetlands
5. Outlot F; Open Space and Conservation Area and Wetlands on the east parcel of Hwy 92

The Developer Rachael Contracting has provided and completed all the necessary and allowable improvements Municipal Improvements; along with a Two-Year Maintenance Bond for 100% of the Municipal Improvements at a value of \$2,691,936.00 through the period of November 1, 2021, to November 1, 2023.

Staff recommends approval and acceptance of the Municipal Improvements and Maintenance Bond for the West portion of the Shores of Lake Waconia.

Attachments:

1. [Resolution](#)

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		
Public Services Operational Budgets		
Budget Information:	Planning Commission	
☒ X Budgeted	Parks and Recreation Board	

_____ Non Budgeted _____ Amendment Required	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
RESOLUTION NO. 2021-**

**RESOLUTION AUTHORIZING APPROVAL OF MUNICIPAL IMPROVEMENTS FOR WEST
DEVELOPMENT AREA OF SHORES OF LAKE WACONIA**

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

WHEREAS, throughout calendar year 2019 multiple planning steps including a Developers Agreement were taken by the Developer, City and Local Units of Government to allow for the Development of the Shores of Lake Waconia; and

WHEREAS, the Developer, Rachael Development has completed the necessary Municipal Improvements and a Developer provided two-year Maintenance Bond allowing acceptance of the Municipal Improvements; and

WHEREAS, as within the Developer’s Agreement next steps are to approve and accept the Municipal Improvements, monitor and maintain said improvements for the period of November 1, 2021 up to release of Maintenance Bond on November 1, 2023.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Municipal Improvements for West Development Area of Shores of Lake Waconia.

Adopted by the City Council of the City of Waconia this 1st day of November, 2021.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021			
Item Name:		Probationary Firefighter to Active Firefighter Status			
Originating Department:		Administration			
Presented by:		Granicus2 Support			
Previous Council Action (if any):					
Item Type (X only one):	Consent	☒ X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2021-XXX appointing firefighter to regular firefighter status.					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Firefighter Aaron Sorensen was hired by the Waconia Fire Department in April of 2021. He had previously served on the Fire Department for 12 years and resigned in 2018 due to moving to a different community. When he was hired, he was required to serve as a probationary firefighter for six months. All of his trainings and certifications have been kept up to date. Aaron has completed his six months in probationary firefighter status and is now eligible for active firefighter status. Attachments: 1. Active FF Status - Resolution.docx					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
☒ X Budgeted			Parks and Recreation Board		
☐ Non Budgeted			Safari Island Advisory Board		
☐ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2021-**

**RESOLUTION APPROVING
ACTIVE FIREFIGHTER STATUS**

WHEREAS, the City of Waconia hired Aaron Sorensen as a probationary firefighters in 2021;
and

WHEREAS, Aaron had previously served on the Waconia Fire Department for 12 years but was required to spend 6 months as a probationary firefighter upon coming back to Waconia;

WHEREAS, Aaron is now eligible to move off of probationary status; and

WHEREAS, all of Aaron's certifications and trainings are up to date; and

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

Adopted by the City Council of the City of Waconia this 1st day of November, 2021.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Sorensen	_____
S/ _____	Pierson	_____
	Leo	_____
	Waldron	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021					
Item Name:		Authorize Recruitment - Public Services Technician					
Originating Department:		Administration					
Presented by:		Granicus2 Support					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion authorizing recruitment for Public Services Technician.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
With the appointment of Justin Sorensen to Fire Chief, an immediate vacancy was created in the Public Services Technician role. This position involves a mix of technical field work and office work. Tasks include public services review, including location, processing, and inspections of assets visual and buried. The individuals in this position work closely with the Public Services Director, City Engineers, and supervisors on technical accuracy of infrastructure assets. After analyzing immediate needs of the department, it is recommended to move forward and recruit for the Public Services Technician position. There is currently one other individual in this role but there is a high demand for work -a greater workload than one person can take on. A significant need for this position will be a background in GIS Technology. The individual in this position will also assist with winter maintenance operations including snow plowing. Originally there was discussion for moving this position solely to be a utilities role, however after further analysis it was determined that doing this would take away from the technician position's capability to support all divisions within the Public Services Department. Additionally, we plan to transition right-of-way permits to this position, which is part of the position responsibilities, but that transition hasn't yet taken place. Finally, it is necessary to have two cross-trained individuals in these roles. The job description for the Public Services Technician was updated in 2018. No additional changes are necessary, but it is included as an attachment for reference. If authorized, we will recruit for this position over the next several weeks and hopefully have someone starting by the start of the year.							
<u>Attachments:</u>							
1. PS Tech Job Description.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			



Administrative Offices
201 S Vine Street
Waconia, MN 55387
Phone: (952) 442-2184
FAX: (952) 442-2135
www.waconia.org

Public Services
310 E 10th Street
Waconia, MN 55387
(952) 442-2615
(952) 442-4963

Parks & Recreation
1600 Community Drive
Waconia, MN 55387
(952) 442-0695
(952) 442-0692

Fire Department
26 S Maple Street
Waconia, MN 55387
(952) 442-2316
(952) 442-2198

JOB DESCRIPTION

Public Services Technician

Job Title

Public Services

Department

September 2018

Date

Non-Exempt

Status

Public Services Director

Title of Immediate Supervisor

F/T, 40 hours per week

FT/PT Hours per Week

Supervision Exercised: None

PRIMARY OBJECTIVES:

Under general direction of Public Services Director, perform technical support involving responsibility for technical field work and office/computer work. Assignments are consistent with Public Services review, locating, processing and inspections of assets visual and buried. Position coordinates closely with Public Service Director, Supervisors and Consulting Engineers on technical accuracy of Public Service infrastructure assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform all on-site locates including requests and on-site requirements.

Perform and maintain data for all on-site private and commercial inspections relevant to water, sewer, storm connection lateral installation, utility testing, top soil, landscaping, and final grade. Communicate deficiencies to Public Services Director.

Perform and maintain data on small site & boulevard erosion control, and MS4 permit inspections to ensure compliance with the Storm Water Pollution Prevention Program (SWPPP) City Permit. Report deficiencies to Developer or Contractor while informing Public Services Director

Remove snow from streets, alleys, sidewalks, trails, intersections, catch basins, municipal parking lots and around city buildings; apply gravel and/or salt to streets and walkways.

Perform and maintain GPS data collection to meet established policies for inspection of Public Service assets visual and buried and effectively inspect as necessary, maintain and modify all data in asset management software system.

Assist Public Services Director on maintaining up to date hard copy record drawing information for all Public Service Infrastructure and its utilization within asset management software system.

Assist Public Services Director as designated in development and implementation of Public Service Infrastructure Maintenance Manuals and Standard Procedures.

Perform and manage data for inspection processes of right-of-way utility permit applications. Meet with outside representatives, residents on permit and encroachment complaint issues and other matter related to easements and right of way issues.

Work cooperatively with internal staff, outside departments, contractors, and public as needed to complete assigned tasks.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of standard engineering construction principles, and land survey nomenclature methods for street, parks, water, wastewater, street lighting and storm water utilities.

Ability to work independently to complete projects in a timely manner and possess strong time-management and organizational skills

Ability to gather precise in-field data asset points, work from oral and written instructions, and to write clearly and concisely.

Proficient knowledge and use of personal computer using a variety of software applications utilized to maintain information data and records, including but not limited to Microsoft Office and GIS/GPS mapping software products.

Ability to communicate effectively, tactfully, professionally, and in a courteous manner in-person with other City employees and the general public.

Ability to write simple correspondence with the ability to effectively present information to supervisor, subordinates, government agencies, contractors, and the general public.

Ability to read and interpret technical manuals, conduct minor calculations and understand the most efficient and effective way to achieve the desired end product.

Possess ability to operate and maintain department vehicles and equipment including: pickups, skid loader, front end loader, and dump trucks as necessary.

Ability to recognize and use proper safety equipment when performing, or witnessing Public Service maintenance duties.

Knowledge of Confined Space Entry procedures.

Ability to maintain effective working relationships at all levels of the organization.

Normal working hours: Monday – Friday 7:00 a.m. – 3:30 p.m. Ability to work extended hours, weekends, holidays, be on-call and respond to calls during non-working hours as required.

Ability to attend work punctually and regularly.

OTHER DUTIES AND RESPONSIBILITIES:

Perform and assist other City departments with operations and duties as required.

Perform other duties and assume responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

High School diploma or general education degree (G.E.D.)

Three (3) years related experience

Must successfully perform aptitude testing covering areas outlined in job description.

Ability to speak, read, write and comprehend the English language.

Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.

Must successfully pass and comply with DOT drug and alcohol testing regulations.

May be required to successfully complete a background study.

All new hires and/or appointments require that they be subject to Personnel Policy 250.03 and 250.04. This position is considered as a "Non-Exempt" status.

CERTIFICATES AND LICENSES:

Must possess and maintain valid Minnesota Class "D" Driver's License.

Must have or be able to obtain within six (6) months of hire, a Minnesota class "B" Commercial Driver's License. (CDL) with tanker and air brake endorsement.

DESIRABLE QUALIFICATIONS:

A two year civil engineering technician certificate or a four year degree in a related field, or three years of relevant public service experience together with a public works certificate, or the ability to obtain a public works certificate within five years

Minimum of five (5) years working experience with Public Services operations or civil engineering field. May substitute related education and licensing for experience.

Technical knowledge and field experience of municipal water, sewer, and storm water utilities and their operations.

Technical knowledge and field experience of computer data base use and its functionality

PHYSICAL DEMANDS:

Physical demands that are described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Ability to work outside year round and during all weather conditions.

Ability to perform physical labor requiring continual and repetitive use of large motor skills to stand, walk, sit, bend, stoop, crawl, crouch, push and pull twist and turn, and continual and repetitive use of the fine motor skills and manual dexterity.

Ability to operate heavy and light equipment to remove snow. Ability to see and use depth perception when plowing streets at night or other non-daylight hours.

Ability to hear, see, taste, touch and smell. Specific vision abilities required of this position include close vision, distance vision, peripheral vision, depth perception, ability to distinguish colors and different shades of color.

Ability to frequently lift and carry objects weighing up to 75 pounds and occasionally lift objects weighing up to 150 pounds.

Ability to use personal protective equipment to safely work with around hazards.

Ability to work around noise and vibration generated from equipment and blowers.

Occasional anxiety due to deadlines.

May occasionally deal with angry or upset citizens, developers and or contractors.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and confined spaces. The employee is occasionally exposed to extreme hot and cold as well as other types of inclement weather conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Work with exposure to loud noises from operating equipment. The employee will be required to wear personal protective equipment under appropriate circumstances.

NON-DISCRIMINATION POLICY:

The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance.

(These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed. This position is subject to drug and alcohol testing.)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021					
Item Name:		Bills List					
Originating Department:		Finance					
Presented by:		Granicus2 Support					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt November 1, 2021 Bills List for Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The bills list for expenditures for the November 1, 2021 City Council Meeting is attached.							
<u>Attachments:</u>							
1. Council List-Expenditures 11.01.2021.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

I have reviewed the list of claims for council approval and recommend payment.



Nicole Meyer, Finance Director

CITY OF WACONIA
Council List-Expenditures
Meeting: November 1, 2021

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
AMERICAN ENGINEERING TESTING, INC.	Street Sweeping Analysis	\$871.00	Storm Water Fund
AUTOMATIC SYSTEMS CO.	Well 6 Transducer Repair	\$1,265.90	Water Utility Fund
BOLTON & MENK, INC	2021 Infrastructure Improvement	\$2,284.18	PIR Fund
BOLTON & MENK, INC	2021 Infrastructure Improvement	\$1,587.32	Storm Water Fund
BOLTON & MENK, INC	2021 Storm Sewer Lining	\$646.00	Storm Water Fund
BOLTON & MENK, INC	2022 Improvement Project	\$3,025.00	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	\$1,512.50	Sewer Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	\$1,512.50	Storm Water Fund
BOLTON & MENK, INC	2022 Improvement Project	\$1,512.50	Water Utility Fund
BOLTON & MENK, INC	ADA Transition Plan	\$9,271.00	PIR Fund
BOLTON & MENK, INC	Anderson Property Development	\$226.00	PIR Fund
BOLTON & MENK, INC	Apartments Industrial Blvd Site	\$1,948.00	PIR Fund
BOLTON & MENK, INC	Brethorst Retaining Wall	\$370.00	Planning
BOLTON & MENK, INC	CCWMO Meeting	\$60.00	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$2,079.50	PIR Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$623.85	Sewer Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$831.80	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$623.85	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$28,952.59	PIR Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$6,204.13	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$6,204.12	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Parking Lot	\$5,872.96	PIR Fund
BOLTON & MENK, INC	Fields of Waconia Development	\$25,107.00	PIR Fund
BOLTON & MENK, INC	Fire Station Geotechnical/Survey	\$60.00	PIR Fund
BOLTON & MENK, INC	General Engineering Meetings	\$150.00	Streets
BOLTON & MENK, INC	Highway 5 Phase II Funding Plan	\$5,119.00	Streets
BOLTON & MENK, INC	Interlaken 8th Addition	\$622.00	PIR Fund
BOLTON & MENK, INC	L-52 Lift Station Upgrade	\$10,706.50	Sewer Utility Fund
BOLTON & MENK, INC	Legacy Village Townhomes	\$574.00	PIR Fund
BOLTON & MENK, INC	Municipal State Aid System Mgmt.	\$380.00	Streets
BOLTON & MENK, INC	Orchard Park Development	\$4,234.00	PIR Fund
BOLTON & MENK, INC	Shores of Lake Waconia East	\$132.00	PIR Fund
BOLTON & MENK, INC	Siegle Property Development	\$20,125.50	PIR Fund
BOLTON & MENK, INC	Sparrow Road Kwik Trip	\$1,501.00	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Improvement	\$36,342.81	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Improvement	\$2,725.70	Storm Water Fund
BOLTON & MENK, INC	Waconia Parkway South Improvement	\$6,359.99	Water Utility Fund
BOLTON & MENK, INC	Waconia Parkway North Culvert	\$30.00	Storm Water Fund

CITY OF WACONIA
Council List-Expenditures
Meeting: November 1, 2021

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
BOLTON & MENK, INC	Waterford Park	\$786.00	PIR Fund
BOLTON & MENK, INC	Waterford Park	\$1,719.00	Storm Water Fund
BOLTON & MENK, INC	Woodland Creek	\$5,748.00	PIR Fund
BOLTON & MENK, INC	Water Treatment Facility Upgrade & Filter Media	\$94.00	Water Utility Fund
CARVER COUNTY	2nd Half 2021 Police Contract	\$425,943.50	Law Enforcement
CARVER COUNTY	Fines/Prosecution Qtr 3.2021	\$3,183.73	Administration
CARVER COUNTY	Fines/Prosecution Qtr 3.2021	\$4,049.29	Law Enforcement
CARVER COUNTY	Phone/Internet Service 10.2021	\$52.81	Bill Back Receivable
CARVER COUNTY	Phone/Internet Service 10.2021	\$697.38	Central Facilities
CARVER COUNTY	Phone/Internet Service 10.2021	\$207.38	Ice Arena
CARVER COUNTY	Phone/Internet Service 10.2021	\$247.71	Safari Island Fund
CARVER COUNTY	Phone/Internet Service 10.2021	\$54.57	Sewer Utility Fund
CARVER COUNTY	Phone/Internet Service 10.2021	\$116.42	Storm Water Fund
CARVER COUNTY	Phone/Internet Service 10.2021	\$133.64	Water Utility Fund
CARVER COUNTY	Police Contract Overtime Q3.2021	\$15,326.65	Law Enforcement
CCP NI MASTER TENANT 4, LLC	Solar Electric 06.2021	\$1,492.12	Central Facilities
CCP NI MASTER TENANT 4, LLC	Solar Electric 06.2021	\$1,439.23	Sewer Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 06.2021	\$687.55	Street Light Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 06.2021	\$29.41	Water Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 09.2021	\$1,615.78	Central Facilities
CCP NI MASTER TENANT 4, LLC	Solar Electric 09.2021	\$1,545.51	Sewer Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 09.2021	\$749.30	Street Light Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 09.2021	\$33.46	Water Utility Fund
C-D PRODUCTS, INC.	Inclusive Playground Signs	\$140.00	PIR Fund
CHOICE ELECTRIC INC	Brook Peterson Park Flag Pole Light	\$145.00	Parks
CHOICE ELECTRIC INC	East Frontage Road Parking Lot Light	\$26,251.19	PIR Fund
CHOICE ELECTRIC INC	Street Light Repair	\$685.62	Street Light Utility Fund
EHLERS & ASSOCIATES, INC.	2018A Arbitrage Reporting	\$1,250.00	2018A GO Bond
EHLERS & ASSOCIATES, INC.	2018A Arbitrage Reporting	\$1,250.00	Sewer Utility Fund
EHLERS & ASSOCIATES, INC.	2018A Arbitrage Reporting	\$1,250.00	Water Utility Fund
ELEVATE LEARNING CONSULTING, LLC	Fire Public Education Material	\$2,450.00	Fire
FIRE CATT, LLC	Fire Hose Testing	\$1,512.00	Fire
HAWKINS, INC	Water Treatment Plant Chemicals	\$8,257.21	Water Utility Fund
IRON TAP	Refund Outdoor Seating Deposit	\$250.00	PIR Fund
KAEDING ARCHITECTURE, LLC	East Frontage Road - Everson's	\$634.10	PIR Fund
LEAGUE OF MINNESOTA CITIES	APMP Luncheon - Schulze	\$20.00	Parks
LOE'S OIL COMPANY INC	Used Oil Filter Disposal	\$35.00	Streets
MARCO HOLDINGS, LLC	Cisco Insights 10.16-11.15	\$210.00	Technology
MARCO HOLDINGS, LLC	MS Azure Subscription	\$28.82	Technology
MASTER TECHNOLOGY GROUP	Fire Station PA System Repair	\$620.00	Central Facilities
MN DEPARTMENT OF TRANSPORTATION	Waconia Parkway South Inspect	\$882.39	PIR Fund
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$3,313.33	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$1,210.20	Ice Arena
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$2,564.62	Sewer Utility Fund

CITY OF WACONIA
Council List-Expenditures
Meeting: November 1, 2021

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$581.23	Storm Water Fund
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$330.75	Street Light Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 08.2021	\$3,292.22	Water Utility Fund
SCOTT COLTON	Beaver Control - Windmill/Bent Creek	\$400.00	Storm Water Fund
SCOTT COUNTY TREASURER	2021 Trail Maintenance	\$25,840.23	Parks
SHI INTERNATIONAL CORP.	Laptop Docking Stations	\$1,075.00	Technology
SHI INTERNATIONAL CORP.	Laptops (Qty 12)	\$12,000.00	Technology
SHI INTERNATIONAL CORP.	Refund Duplicate Inv B13582377	-\$7,805.00	Technology
TAMARACK LAND DEVELOPMENT, LLC	Return Municipal Improvement Escrow	\$518,952.00	PIR Fund
USA SECURITY, INC.	City Hall Security/Door Repair	\$586.50	Central Facilities
WATER DOCTORS	Refund Permit WA300366	\$45.00	Building Inspections
WATER DOCTORS	Refund Permit WA300366	\$1.00	Building Permit Surcharge
WM MUELLER & SONS INC	1/2" Wear	\$1,528.96	Streets
WM MUELLER & SONS INC	1/2" Wear - Drain tile Repair	\$769.28	Storm Water Fund
WM MUELLER & SONS INC	3/8" Fine - Iron Work	\$504.72	Streets
Grand Total		\$1,268,668.01	

The above bills have been approved for payment at the regular City Council Meeting on November 1, 2021.

Authorized and ordered for payment:

Mayor

City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021					
Item Name:		Parking Request - Evergreen Apartments					
Originating Department:		Administration					
Presented by:		Granicus2 Support					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
<u>Attachments:</u> 1. 21242res Parking Request Res.pdf 2. 21242Attachment Parking Request Attach.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2021-242**

**RESOLUTION AUTHORIZING LEASE
OF PARKING SPACES**

WHEREAS, the City has received a request from Evergreen Apartments for the use of three parking space on Vine Street for residents, as they do not have sufficient parking for the current tenants and their cars at their current facility; and

WHEREAS, the City finds that it can allow the use of the three spaces on Vine Street between November 1, 2021 and April 1, 2022 for the cost of \$100 per space, provided the residents move their cars before 9 a.m. each day and agree not to occupy the spaces after 9 a.m. on any weekday; and

WHEREAS, the City finds it in the best interests of its residents to authorize the lease of these spaces and agrees that it will mobilize its staff to clean up the parking area following a snow event; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby authorizes the lease of three parking spaces on Vine Street to Evergreen Apartments from November 1, 2021 to April 1, 2022 and authorizes the City Administrator to execute said lease.

Adopted by the City Council of the City of Waconia this 18th day of October, 2021.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/	_____	Bloudek	_____
S/	_____	Sorensen	_____
		Pierson	_____
		Leo	_____
		Waldron	_____





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021					
Item Name:		New Firefighter Oath and Badge Pinning					
Originating Department:		Fire					
Presented by:		Granicus2 Support					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Public swearing in and badge pinning of Firefighter Aaron Sorensen.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Firefighter Aaron Sorensen was hired back to the Waconia Fire Department in April of 2021. Aaron had previously been a Waconia Firefighter for 12 years before moving to the City of Watertown. He moved back to Waconia in late 2020 and was rehired as a probationary firefighter. The City required six months probationary status prior to moving to active firefighter status. We request that Mayor Kent Bloudek swear in Aaron Sorensen and allow his person(s) of choice to pin his badge and formally welcome him as an active member of the Waconia Fire Department.							
Attachments:							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 15, 2021					
Item Name:		2022 Prosecution Contract					
Originating Department:		Administration					
Presented by:		Granicus2 Support					
Previous Council Action (if any):							
Item Type (X only one):	Consent		Regular Session	X	Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2021-XXX Approving 2022 Prosecution Contract							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The Carver County Attorney has provided the contract costs for 2022, the contract costs will increase from \$12,734.92 to \$13,205.47 in 2022. The City contracts for all gross misdemeanor, misdemeanor, and petty misdemeanor ordinance offenses in the City of Waconia. The contract rate is a 3-year average of cases within the community shared with other cities in the County that contract for prosecution services. The contract rate was budgeted for in the 2022 preliminary levy amount and General Fund Budget, and it is my recommendation that the contract be approved conditioned upon final approval of the 2022 budget and levy. Attachments: 1. Prosecution Contract RES.docx 2. Prosecution Contract ATTACH.docx 3. Prosecution Contract ATTACH 2.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: General Fund > Legal Services							
Budget Information: ☒ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2021-XX**

**RESOLUTION AUTHORIZING EXECUTION OF
JOINT POWERS AGREEMENT PROSECUTION CONTRACT**

WHEREAS, The Carver County Attorney (the “Attorney”) offers to provide certain prosecution services for the City of Waconia (the “City”); and

WHEREAS, The Attorney will provide for the prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, excluding certain liquor law violations, and the cost of said prosecution services shall be provided by the City contributing an additional one-third (1/3) of all fine and penalties to Carver County; and

WHEREAS, The Attorney may provide other prosecution services for ordinance violations and will not charge an additional fee; and

WHEREAS, The Attorney will charge the City \$13,205.47 for 2022; and

WHEREAS, The City desires to obtain these prosecution services.

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

1. The Joint Powers Agreement Prosecution Contract is hereby approved, conditioned upon adoption of the 2022 General Fund Budget.
2. The Mayor and City Administrator are hereby authorized and directed to execute said Agreement on behalf of the City.

Adopted by the City Council of the City of Waconia this 1st day of November, 2021.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

M/ _____	Bloudek	_____
	Leo	_____
S/ _____	Pierson	_____
	Sorensen	_____
	Waldron	_____

2022 PROSECUTION CONTRACT

THIS JOINT POWERS AGREEMENT is made and entered into between the Carver County Attorney, the Carver County Board of Commissioners, a political subdivision of the State of Minnesota, and the City of Waconia, a municipal corporation organized under the laws of the State of Minnesota, to provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Waconia and also to provide for prosecution of municipal traffic and parking ordinance violations.

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, Minnesota Statutes Section 484.87, Subdivision 3, provides that statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and municipal ordinance violations in the counties of Anoka, Carver, Dakota, Scott and Washington shall be prosecuted by the attorney of the municipality where the violation is alleged to have occurred and further provides that municipalities may enter into three party agreements with the County Board and the County Attorney to provide for prosecution services for criminal offenses; and

WHEREAS, each of the parties hereto desires to enter into this Joint Powers Agreement and has, through the actions of its respective governing bodies, been duly authorized to enter into this Joint Powers Agreement for the purposes hereinafter stated;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed by and between the County of Carver, through the Board of Commissioners, the Carver County Attorney, and the City of Waconia, through its Council, that:

1. Enabling Authority.

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 484.87, Subdivision 3 authorizes the City of Waconia to enter into an agreement with the County of Carver and the Office of the Carver County Attorney to provide for prosecution services for criminal offenses.

2. Purpose

Provide for prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, other than liquor law violations directly involving establishments, organizations or individuals with liquor licenses or permits issued by the City of Waconia and also to provide for prosecution of municipal traffic and parking ordinance violations.

3. Services.

The Carver County Attorney's Office shall prosecute statutory gross misdemeanor, misdemeanor, petty misdemeanor violations and, any other criminal municipal ordinance violation. The Carver County Attorney shall also prosecute all municipal traffic and parking ordinance violations allegedly occurring within the jurisdiction of the municipality and within Carver County.

4. Term.

Prosecution services shall be rendered by the Carver County Attorney's Office commencing January 1, 2022, and extending through December 31, 2022.

5. Payment for Services.

In consideration for prosecution services being rendered, the County shall collect one-half (1/2) of all funds allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(1) (fines that the court administers allocates 100% to the fines to the city or town in which the offense was committed) and one-third (1/3) allocated pursuant to Minnesota Statute Section 484.90, Subdivision 6(a)(2) (fines that the court administers allocates two-thirds to the fines to the city or town in which the offense was committed). An additional surcharge calculated on the percentage of cases and fine revenue in the amount of \$13,205.47 is to be paid by the City of Waconia to the Carver County Attorney's Office in four equal installments by April 15, 2022, July 15, 2022, October 15, 2022 and January 15, 2023.

6. Ordinances.

The City shall forward current traffic ordinances to the Carver County Attorney's Office and immediately inform the County Attorney of any changes made during the contract period.

7. Data.

All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.

8. Audit.

Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt,

and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

9. Indemnification.

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employee may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04.

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

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

10. Nonwaiver, Severability and Applicable Laws.

Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability.

If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

11. Termination.

This Agreement shall terminate of its own accord without further action taken or notice given by either party at midnight, December 31, 2022.

12. Merger and Modification.

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

Space Intentionally Left Blank

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by its

appropriate officers and with the consent and approval of its appropriate governing bodies.

CITY OF WACONIA

IN PRESENCE OF:

BY: _____
Mayor

City Administrator

Date: _____

Date: _____

COUNTY ATTORNEY

Mark Metz
Carver County Attorney

Date: _____

IN PRESENCE OF:

COUNTY OF CARVER

BY: _____
Dave Hemze
County Administrator

Date: _____

2022 Prosecution Contract

Carver County Attorney's Office



Who We Serve

Carver
Chaska
Cologne
Hamburg
Mayer
New Germany
Norwood
Young America
Victoria
Waconia
Watertown



Determination of Contract Fees

County Attorney Staff Costs	\$178,928
<i>Less Total Fine Revenue paid to Carver County</i>	
<i>Attorney's office in 2020</i>	<i>(\$ 65,970)</i>
<i>Contract Cost Allocation</i>	<i>(\$ 40,207)</i>
Equals Total Surcharge to be paid in 2022	\$ 72,751

Participating cities pay surcharge quarterly per their three-year case load average (see chart later in presentation) Surcharge includes 3.0% county personnel cost allowance

Cases by Location (2018 – 2020)

Cases listed: Adult (PM/MD/GM)				Updated: 02/26/2021	
	2018	2019	2020	3 Yr Avg	% Total
Carver	60	66	52	59	5.90%
Chaska	577	477	377	477	47.40%
Cologne	23	26	12	20	2.02%
Hamburg	3	7	8	6	0.60%
Mayer	15	22	22	20	1.95%
New Germany	8	7	8	8	0.76%
Norwood Young America	54	71	77	67	6.69%
Victoria	108	93	82	94	9.37%
Waconia	178	183	187	183	18.15%
Watertown	73	64	79	72	7.15%

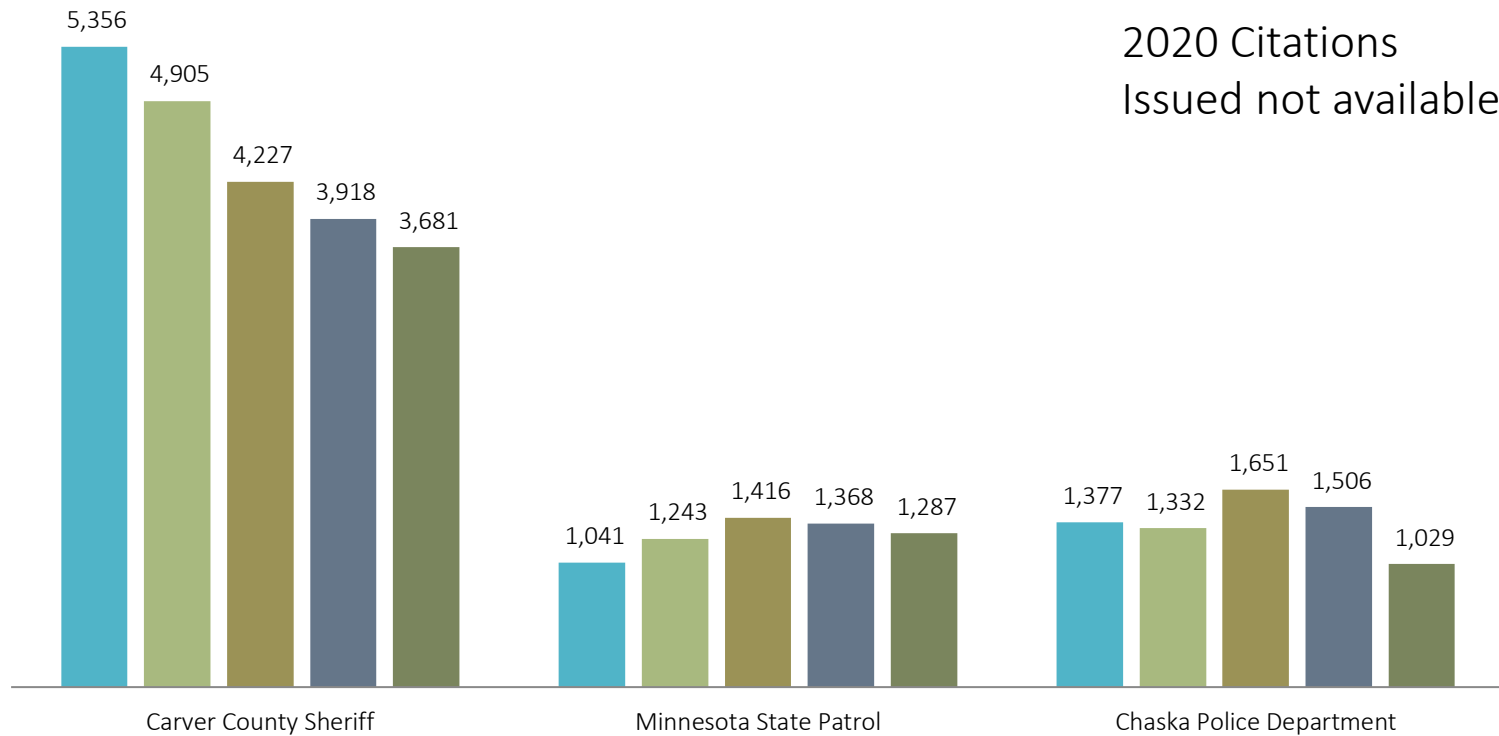
Usage and Rate Comparison

2022 Contract Fees						
With usage change	2021	2022		2021	2022	
and 3.0% increase	Contract	Contract	Change	Contract	Contract	Change
	3 Yr Avg	3 Yr Avg	+/-	Rate	Rate	+/-
Carver	5.81%	5.90%	0.09%	\$4,103.47	\$4,289.37	\$ 185.89
Chaska	50.02%	47.40%	-2.62%	\$35,327.61	\$34,483.64	\$ (843.98)
Cologne	2.37%	2.02%	-0.35%	\$1,674.41	\$1,469.95	\$ (204.45)
Hamburg	0.37%	0.60%	0.23%	\$259.42	\$433.76	\$ 174.34
Mayer	1.70%	1.95%	0.25%	\$1,202.74	\$1,421.76	\$ 219.01
New Germany	0.50%	0.76%	0.26%	\$353.75	\$554.24	\$ 200.50
Norwood Young America	5.51%	6.69%	1.18%	\$3,891.23	\$4,867.71	\$ 976.49
Victoria	9.35%	9.37%	0.03%	\$6,603.29	\$6,819.61	\$ 216.32
Waconia	18.03%	18.15%	0.12%	\$12,734.92	\$13,205.47	\$ 470.55
Watertown	6.34%	7.15%	0.81%	\$4,480.81	\$5,205.08	\$ 724.27
				\$ 70,631.64	\$ 72,750.59	\$ 2,118.95

Citations issued by Law Enforcement

Citations Issued

■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019



County Attorney Update:

- Veteran's Court
- Drug Court
- Other trends in the County Attorney's Office

Our Office

Mark Metz, County Attorney

Peter Ivy, Chief Deputy

Rhonda Betcher, Executive Assistant

John Rekow, Law Office Manager

Nancy Yates, Victim Witness Manager

1Victim Witness Coordinator

1 Victim Witness Legal Admin

17 Assistant County Attorneys

2.5 Paralegals

6 Legal Administrative Assistants

1 Administrative Assistant

