

WACONIA CITY COUNCIL MEETING AGENDA



Monday, December 4, 2023
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: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: STEVE YETZER
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS

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

PUBLIC HEARING: 2024 Fee Schedule Ordinance Amendment

Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Adopt Ordinance No. 769 amending chapter 1100 of the Waconia City Code related to permits, licenses, and fees to authorize summary publication

5. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

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.) [Minutes from November 20, 2023 City Council Meeting](#)
- 2.) [December 4, 2023 Expenditures](#)
Approve Payment of December 4, 2023 Expenditures
- 3.) [Contractor Pay Request #1 - 2023 Alley Improvement Project](#)
Motion to approve Pay Estimate No. 1 to Kusske Construction Company LLC. for the 2023 Alley Improvement Project
- 4.) [Contractor Pay Request #1 - 2023 Infrastructure Improvement Project](#)
Motion to approve Pay Estimate No. 1 to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project
- 5.) [Contractor Pay Request #2 - 2023 Infrastructure Improvement Project](#)
Motion to approve Pay Request No. 2 to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project
- 6.) [Final Pay Request #8 - Waterford Park - Water Reuse Station Project](#)
Motion to approve Pay Request No. 8-Final to S.M. Hentges & Sons for the Waterford Park - Water Reuse Station Project
- 7.) [Joint Assessment Contract with Carver County](#)
Adopt Resolution No. 2023-251 Authorizing Execution of Contract for Joint Assessment with Carver County.
- 8.) [Declaration of Restrictive Covenant - Waterford Park - Minnesota Department of Natural Resources Grant Requirement](#)
Resolution 2023-252; Approve Declaration of Restrictive Covenant
- 9.) [Authorize Application for Metropolitan Council Municipal Inflow and Infiltration Grant](#)
Adopt Resolution No. 2023-253 Authorizing Application for Metropolitan Council Municipal Inflow and Infiltration Grant for Calendar Years 2024-2025
- 10.) [Authorize Application for Metropolitan Council Private Property Inflow and Infiltration Grant](#)
Adopt Resolution No. 2023-254 Authorizing Application for Metropolitan Council Private Property Inflow and Infiltration Grant for Calendar Year 2024
- 11.) [Inflow & Infiltration Reduction Program Construction Vendor](#)
Adopt Resolution No. 2023-255, Approving Contract Pricing and Authorize Contract
- 12.) [Contract with USA Security](#)
Adopt Resolution No. 2023-256 Contract with USA Security

7. COUNCIL BUSINESS

- 1.) [2024 Budget & Levy Presentation](#)
No action required. This is an opportunity for the Public to ask questions of the City Council regarding the proposed budget and property tax levy for 2024. Council can direct staff to make adjustments during this discussion and presentation.
- 2.) [Public Services Director Recruitment Firm](#)
Adopt Resolution 2023-257, Authorizing the City to Engage with Recruitment Firm David Drown & Associates for Hiring of Public Services Director
- 3.) [Main Street 15 Minute Parking Alteration](#)
Adopt Resolution 2023-258, Approving Updated Time Restrictions for Parking on Main Street

8. ITEMS REMOVED FROM CONSENT AGENDA

9. STAFF REPORTS

10. BOARD REPORTS

- 1) Councilmember Sorensen
- 2) Councilmember Yetzer
- 3) Councilmember Gleason
- 4) Councilmember Grengs

5) Mayor Waldron

11. ANNOUNCEMENTS

12. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: 2024 Downtown Reconstruction Plan Review

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Planning Commission - December 7th at 6:30 p.m.

City Council Meeting - December 18th at 6:00 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 4, 2023
Item Name:	PUBLIC HEARING: 2024 Fee Schedule Ordinance Amendment
Originating Department:	Finance
Presented by:	Nicole Meyer
Previous Council Action (if any):	October 16, 2023 - Call Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100

Item Type (X only one):	☐ Consent	☐ Regular Session	☐ Discussion Session
--------------------------------	----------------------------------	--	---

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Adopt Ordinance No. 769 amending chapter 1100 of the Waconia City Code related to permits, licenses, and fees to authorize summary publication

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

Under Minnesota law, the City must hold a public hearing before a zoning ordinance is amended. Chapter 1100 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 each year to avoid inadvertently violating this requirement for land use/zoning fee changes. The fee schedule changes also include fee changes that are incorporated into the 2024 budget. Other corrections and updates have been added for items that have changed in cost or are added services provided by the City throughout 2023.

These fee changes are to be effective January 1, 2024 after adoption.

With Council's approval, staff will publish the updated fee information in the Waconia Patriot and update Ordinance No. 1100 on the City's website.

Attachments:

1. [Fee Schedule Publication Information](#)

<i>FINANCIAL IMPLICATIONS:</i>	<i>ADVISORY BOARD RECOMMENDATIONS:</i>	
Funding Sources & Uses:		
Budget Information:	Planning Commission	
☒ Budgeted	Parks and Recreation Board	
☐ Non Budgeted	Safari Island Advisory Board	
☐ Amendment Required	Other	

CITY OF WACONIA ORDINANCE NO. 769

AN ORDINANCE AMENDING CHAPTER 1100 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 January 1, 2024.

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Parks					
	Facility Rental				
	Fields-no lights-#5 - #8	\$ 15.00	\$ 30.00	Hour	
	Field with Lights	\$ 20.00	\$ 40.00	Hour	
	Gazebo Rental	\$ 25.00	\$ 35.00	Hour	
	City Square Pavilion	\$ 15.00	\$ 25.00	Hour	
	Brook Peterson Park Pavilion	\$ 25.00	\$ 35.00	Hour	
	Tennis Court	\$ 10.00	\$ 15.00	Hour	Fee is per court per hour
Safari Island					
	Memberships				
	Family Resident	\$ 660.00	\$ 715.00	Annual	Plus Tax
	Adult Non-Resident	\$ 495.00	\$ 520.00	Annual	Plus Tax
	Adult Plus One Non-Resident	\$ 605.00	\$ 627.00	Annual	Plus Tax
	Adult Non-Resident Military	\$ 385.00	\$ 407.00	Annual	Plus Tax
	Youth/Senior Non-Resident	\$ 385.00	\$ 407.00	Annual	Plus Tax
	Family Non-Resident	\$ 715.00	\$ 792.00	Annual	Plus Tax
	Family Non-Resident Military	\$ 605.00	\$ 627.00	Annual	Plus Tax
Ice Arena					
	Ice Rental				
	Winter Prime Season Fee	\$ 235.00	\$ 240.00	Hour	Plus Tax
Streets					
	Recycled Asphalt Sales	\$ 8.50	\$ 10.50	Ton	Plus Tax
	Winter Maintenance Liquids				
	Salt Brine - 100%	\$ 0.20	\$ 0.25	Gallon	
	Salt Brine - Apex C 90/10	\$ 0.72	\$ 0.86	Gallon	
	Salt Brine - Apex C 80/20	\$ 0.87	\$ 1.05	Gallon	
Sewer					
	Sewer Trunk Charge	\$ 3,300.00	\$ 3,600.00	Unit	Commercial: Multiple times the number of SAC determined by MET Council
	Residential Usage				
	Monthly Base	\$ 15.24	\$ 16.76	Month	
	Tier One (Zero to 3,000)	\$ 5.46	\$ 5.84	Per 1,000 gallons	
	Tier Two (3,001 to 6,000)	\$ 6.00	\$ 6.42	Per 1,000 gallons	
	Tier Three (6,001 to 12,000)	\$ 6.66	\$ 7.12	Per 1,000 gallons	
	Tier Four (12,001 and over)	\$ 7.31	\$ 7.82	Per 1,000 gallons	
	Sewer Only (no City Water Service)	\$ 43.62	\$ 47.12	Month	Residential Only
	Commercial/Industrial Usage				
	Monthly Base	\$ 15.24	\$ 16.76	Month	
Water					
	Plumbing Permit	\$ 25.00	\$ 30.00	Each	
	Residential Usage				
	Monthly Base	\$ 7.75	\$ 7.91	Month	
	Tier One (Zero to 3,000)	\$ 2.97	\$ 3.02	Per 1,000 gallons	
	Tier Two (3,001 to 6,000)	\$ 3.23	\$ 3.29	Per 1,000 gallons	
	Tier Three (6,001 to 12,000)	\$ 3.49	\$ 3.56	Per 1,000 gallons	
	Tier Four (12,001 and over)	\$ 3.80	\$ 3.87	Per 1,000 gallons	
	Residential Summer Use	\$ 6.03	\$ 6.16	Per 1,000 gallons	Used in summer months (May-October) for when usage goes over allotted irrigation amount (30,000 gallons) & winter usage average.
	Move Out Final Bill	\$ 92.00	\$ 97.00	Move	
	Commercial/Industrial Usage				
	Monthly Base	\$ 7.75	\$ 7.91	Month	Plus Tax
	Tier One (Zero to 3,000)	\$ 2.97	\$ 3.02	Per 1,000 gallons	Plus Tax
	Tier Two (3,001 to 6,000)	\$ 3.23	\$ 3.29	Per 1,000 gallons	Plus Tax
	Tier Three (6,001 to 12,000)	\$ 3.49	\$ 3.56	Per 1,000 gallons	Plus Tax
	Tier Four (12,001 and over)	\$ 3.80	\$ 3.87	Per 1,000 gallons	Plus Tax
Storm Water					
	Storm Water Trunk Charge-Residential	\$ 2,900.00	\$ 3,100.00	Unit	
	Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family	\$ 11,050.00	\$ 11,200.00		
	Residential & Commercial Usage				Times acreage of parcel
	Single Family Residence	\$ 21.19	\$ 22.25	Month	
	Duplex	\$ 26.00	\$ 27.30	Month	
	Minimum Commercial	\$ 48.07	\$ 50.47	Month	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 48.07	\$ 50.47	Month	
	Commercial/Business Storm Water Multiplier	\$ 101.96	\$ 107.06	Formula	Total monthly fee = Impervious Surface x Acreage x Multiplier
	Reuse Usage				
	Monthly Base	\$ 7.75	\$ 7.91	Month	
	Tier One	\$ 2.50	\$ 2.95	Per 1,000 gallons	

Department	Fee Description	Current Rate	Proposed New	Unit	Additional Information
Street Lights					
	Residential Usage				
	Single Family	\$ 3.26	\$ 3.33	Month	
	Duplex	\$ 6.53	\$ 6.66	Month	
	Multiplex	\$ 20.81	\$ 21.22	Month	
	Commercial, Small Institutional, Industrial				
	.01 to 1.0 Acres	\$ 20.81	\$ 21.22	Month	
	1.01 to 2.0 Acres	\$ 27.85	\$ 28.40	Month	
	2.01 to 4.0 Acres	\$ 41.62	\$ 42.45	Month	
	4.01 to 10.0 Acres	\$ 61.91	\$ 63.15	Month	
	10.01 to 100 Acres	\$ 69.72	\$ 71.11	Month	
	Multiplex	\$ 20.81	\$ 21.22	Month	
Fire					
	Fire Lock Boxes				
	Fire Lock Box S-2	\$ 158.40	\$ 166.32	Each	Plus Tax
	Fire Lock Box S-3	\$ 210.10	\$ 220.61	Each	Plus Tax
	Fire Lock Box R-3	\$ 273.90	\$ 287.60	Each	Plus Tax
License & Permits					
	Re-curring Special Event Permit	\$ -	\$ 50.00	Event	
	Parking & Transportation				
	Towing Charge/Vendor Admin Fee	\$ 160.00	REMOVE	Offense	Contract Service with Local Vendor (Minimum Fee)
	Towing Charge Vehicle Storage	\$ 40.00	REMOVE	Day	Minimum 1 Day Charge
	Towing Charge City Admin Fee	\$ 168.00	REMOVE	Offense	Based on Staff Rates (1 Hour Administrative Services, 1 Hour
	Illegally Parked Vehicle Storage Fee	\$ 30.00	REMOVE	Day	Vehicle owner must pay all fees (parking ticket, towing charge plus staff & notification fees)
	Liquor & Tobacco				
	Cannabis & Low Potency Hemp				
	Cannabis Retail Registration	\$ -	\$ 500.00		Initial year and renewal
	Cannabis Retail Registration Renewal	\$ -	\$ 1,000.00		Collected upon 2nd year renewal
	Lower Potency Hemp Edible Retailer Registration	\$ -	\$ 125.00		Initial year and renewal
	Lower Potency Hemp Edible Retailer Renewal	\$ -	\$ 125.00		Collected upon 2nd year renewal
	Special Vehicles				
	Special Vehicle Permit Fee (Year 1)	\$ 100.00		Annual	
	Special Vehicle Permit Fee (Year 2 - Renewal)		\$ 70.00	Annual	
	Special Vehicle Permit Fee (Year 3 - Renewal)		\$ 40.00	Annual	
	Garbage & Recycling				
	Solid Waste Garbage Truck Charge	\$ 50.00	\$ 75.00	Truck	
	Recycling Truck Charge	\$ 50.00	\$ 75.00	Truck	
Planning & Zoning					
	Land Use				
	Variance Requests-Residential	\$ 125.00	\$ 250.00	Each	Plus Staff Time Rates
	Variance Requests-Non-Residential	\$ 275.00	\$ 350.00	Each	Plus Staff Time Rates
	After the Fact Variance Requests-Residential	\$ -	\$ 750.00	Each	Plus Staff Time Rates
	After the Fact Variance Requests-Non-Residential	\$ -	\$ 1,050.00	Each	Plus Staff Time Rates
	Conditional Use Permit-Residential	\$ 125.00	\$ 250.00	Each	Plus Staff Time Rates
	Conditional Use Permit-Non-Residential	\$ 275.00	\$ 350.00	Each	Plus Staff Time Rates
	Park Dedication				
	Residential Development	\$ 6,000.00	10% of Fair Market Value	Acre	Determined by City Council based on development's impact on community need for parks and other amenities.
	Commercial/Industrial/Other Land	\$ 5,000.00	10% of Fair Market Value	Acre	Determined by City Council based on development's impact on community need for parks and other amenities.
Administrative Services					
	Staff Time Rates				
	Administrative Services	\$ 83.00	\$ 85.00	Hour	
	Planning & Zoning	\$ 83.00	\$ 85.00	Hour	
	Public Works Maintenance Labor (Regular)	\$ -	\$ 47.00	Hour	
	Utility Maintenance Labor (Regular)	\$ -	\$ 50.00	Hour	
	Fire Administrative	\$ 77.00	\$ 85.00	Hour	

SECTION 2. The reminder of Section 1100 of the Waconia City Code shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 769 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 FEE SCHEDULE has been amended to include updated fees for ice arena rental and daily fees along with the addition of punch card passes for Safari Island Community Center and establishment of an escrow fee for cell tower modifications.

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 of the City of Waconia on this 4th day of December 2023.

Nicole Waldron, Mayor

ATTEST:

Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Minutes from November 20, 2023 City Council Meeting					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
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>							
Minutes from November 20, 2023 City Council Meeting are attached							
Attachments:							
1. Minutes 11.20.23.docx							
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			

CITY OF WACONIA
November 20, 2023

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

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Waldron at 6:00 p.m. The following members were present:
Nicole Waldron, Randy Sorensen, Steve Yetzer, Nick Gleason, Jeff Grengs

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Justin Sorensen, Jake Saulsbury, Nicole Meyer, Mike Melchert, Brenda Stein

2) [PLEDGE OF ALLEGIANCE](#)

3) [ADOPT AGENDA](#)

No changes to the agenda.

Motion by Sorensen, seconded by Yetzer to adopt the agenda. **MOTION CARRIED.**

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

Nothing listed for Visitor's Presentation.

5) [ADOPT CONSENT AGENDA](#)

5.1 [October 16, 2023, Minutes](#)

[Cover Page](#)

[City Council 11062023.docx](#)

5.2 [November 20, 2023, Expenditures](#)

[Cover Page](#)

[Council List-Expenditures 11.20.2023_Other.pdf](#)

[Council List-Expenditures 11.20.2023_Regular.pdf](#)

[Council List-Expenditures 11.20.2023_Purchasing Card.pdf](#)

5.3 [Rink Management Services Corporation Safari Island Community Center
Expenditures Incurred October 2023](#)

[Cover Page](#)

[Safari Island - Bills Applied Payments Oct 23.pdf](#)

- 5.4 Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred October 2023

[Cover Page](#)

[Waconia Ice Bills Applied Payments Oct 23.pdf](#)

- 5.5 Kraus Anderson Contractor Pay Request - New Fire Station

[Cover Page](#)

[6.2023.10 Waconia Fire Station.pdf](#)

- 5.6 Contractor Pay Request #14 - New Fire Station

[Cover Page](#)

[Waconia_Fire_Station_Payment_Application_14.pdf](#)

- 5.7 Contractor Pay Request #6 - Waconia Downtown Reconstruction - Phase 1

[Cover Page](#)

[2023-11-15 Downtown Recon Ph1 - Payment #6.pdf](#)

- 5.8 Waconia Township Letter of Support

[Cover Page](#)

[N Shore Rd Support Letter.docx](#)

- 5.9 Ordinance Amending Chapter 415 Regarding Stormwater Reuse Systems

[Cover Page](#)

[Ord_768_Ordinance_Amending_Chapter_415_to_Add_Waterford_Additions.docx](#)

[23-242_Chapter_415_Summary_Publication_Resolution.docx](#)

- 5.10 Sudheimer Industrial Park Pond Cleaning Authorization to Bid

[Cover Page](#)

[23243_Sudheimer_Park_Pond.doc](#)

[2023-11-13 Wetland Project Auth Memo.pdf](#)

[Sudheimer Ind Park Pond.pdf](#)

- 5.11 Approval of Auditor Engagement for 2023-2025 Financial Statement Audits with Redpath and Company, LLC

[Cover Page](#)

[Res_2023-244_Audit_Engagement_Redpath.doc](#)

[Waconia, City of - 23FG - Engagement Letter.pdf](#)

- 5.12 Authorize Approval of Sale or Disposal of Surplus Equipment

[Cover Page](#)

[2023-245 Surplus_Equipment_Res_Misc.docx](#)

- 5.13 Application for Exempt Permit for Knights of Columbus

[Cover Page](#)

[11.20.23_2023-246_KOC_Exempt_Permit.doc](#)

- 5.14 Firefighter Leave of Absence

[Cover Page](#)

[11.20.23 2023-247 FF LOA.docx](#)

- 5.15 Contract with Johnson Controls for Fire Alarm Monitoring of Public Services Facility

[Cover Page](#)

[11.20.23 2023-248 Fire Alarm Monitoring Res.docx](#)

[35631192_CityofWaconia_555982_January_2024.pdf](#)

Motion by Grengs, seconded by Yetzer 5) ADOPT CONSENT AGENDA

MOTION CARRIED

6) COUNCIL BUSINESS

6.1 Loader Winter Rental

[Cover Page](#)

[2023-249_Winter Loader Rental.doc](#)

[Lano Sany Quote.pdf](#)

[United Case Quote](#)

At the City Council meeting November 6th, the Council requested additional analysis regarding the terms and financial commitment of loader equipment. The focus is on submittals from both Lano Equipment and United Rental due to the compatibility options to the existing plow.

Fineran compared both companies for the usage, explanation price per month, number of hours, along with other costs from the companies. Both machines are 2022 lightly used pieces of equipment. Both Lano and United Rental have service technicians for repairs if needed.

Sorensen inquired about information on the hitch. United has acquired a hitch from the plow manufacturer. Lano would make an adaptor for hitch that is on the existing plow.

Tom-Public Services Mechanic. Lano has been a great company to work with.

Sorensen stated that he would like to see documentation on the time, hours, and cost of the machinery. Detailed information is needed in the rental contract regarding any possible additional charges.

Gleason asked about the term with Lano vs when would it start with United. Lano equipment rental is for a 5-month term. December 1, 2023 – April 30, 2024. United rents monthly and is readily available when the equipment is needed. Fineran feels it is necessary to have the equipment readily available and on site when it is needed.

Waldron mentioned the cost savings with United Rental.

Yetzer wants to stay local.

Motion by Yetzer, to Adopt Resolution #2023-249 Authorizing Loader Winter Rental and go through Lano for the loader and hitch option. **MOTION FAILED FOR LACK OF A SECOND.**

City Council members discussed taking advantage of some savings by going with United Rental.

Motion by Gleason, seconded by Grengs to Adopt Resolution #2023-249 Authorizing Loader Winter Rental from for the loader and hitch option. Resolution approved with a 4-1 vote. Yetzer dissented. **MOTION CARRIED.**

6.2 241 W 3 1/2 Street Landscaping Items

[Cover Page](#)

[241 W 3 1-2 St Owner Statement.pdf](#)

[Drive Way Construction Survey Figures.pdf](#)

[241 31-2 Street Property - Waconia 2022 Infrastructure Improvements.pdf](#)

[241 31-2 Street Retaining Wall Pre Construction Conditions.pdf](#)

[2 St Retaining Wall Post Construction Conditions .pdf](#)

Fineran addressed Lynette Ische, 241 West 3 ½ Street, Waconia.

Items complete to date are the driveway widening/replacement, retaining wall replaced, two trees removed and replaced along with turf restoration. The driveway was reconstructed twice. Once during construction and then after with the intent to maintain the slope.

Ische presented her request. Ische feels the project is incomplete and wants her property to be finished. The council felt the requests were beyond the scope of the work regarding the impact of the work being completed.

Saulsbury stated it's normal for the retaining wall construction to leave a little trench. The material behind the retaining wall has a drain system below the base of the wall that connects to the street tile. Additional discussion took place regarding the sidewalk and driveway grades. Saulsbury stated that all items considered have been replaced. Fineran stated all items have been completed and is satisfactory to the council with no other work needed.

6.3 Parking Items

[Cover Page](#)

[23-250_No_Parking_Elm_and_Fireside.doc](#)

[Post Office Time Limited Parking.pdf](#)

[Fireside Ct No Parking.pdf](#)

Fineran talked about parking adjustments throughout the community. Two specific areas to look at are the Post Office parking location to be 15-minute parking zones to operating hours. Postmaster is in full support of this change.

The second request came from the HOA President of the Timberline Group. The area is located behind a small office complex off Peitz Avenue on Fireside Court. The request is for the east side of Fireside Court to be labeled no parking. Discussion took place among Council members about a site line guidance regarding exiting the office complex.

Amend resolution to state: designated to limited parking zone.

Motion by Gleason, seconded by Grengs to amend resolution 23-250 to state “designated to limited parking zone”. **MOTION CARRIED.**

7) **ITEMS REMOVED FROM CONSENT AGENDA**

No items removed from the consent Agenda.

8) **STAFF REPORTS**

Schulze mentioned the Candy Cane Hunt and Santa at the Fire Station this weekend.

9) **BOARD REPORTS**

Sorensen- Nothing to report.

Yetzer- Nothing to report.

Gleason - Nothing to report.

Grengs - Lola's run cancelled.

Waldron- Nothing to report.

10) **ANNOUNCEMENTS**

No other announcements.

11) **ADJOURN REGULAR MEETING**

Motion by Randy Sorensen, seconded by Nick Gleason 11) ADJOURN REGULAR MEETING. **MOTION carried.**

Adjourn 7:00pm

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Nicole Waldron, Mayor

ATTEST: _____

Brenda Stein, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		December 4, 2023 Expenditures					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
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>							
Approve Payment of December 4, 2023 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attached is the claim and disbursements registers for the City of Waconia as of December 4, 2023. Payments are made to vendors via check, electric payment, and through the City's purchasing card program.							
<u>Attachments:</u>							
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			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Contractor Pay Request #1 - 2023 Alley Improvement Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
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 to approve Pay Estimate No. 1 to Kusske Construction Company LLC. for the 2023 Alley Improvement Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the 2023 Alley Improvement Project and recommends payment of \$182,897.34 based on the engineering request for payment. This payment represents approximately 92.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Storm Water Utility Fund							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Contractor Pay Request #1 - 2023 Infrastructure Improvement Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Estimate No. 1 to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the 2023 Infrastructure Improvement Project and recommends payment of \$86,321.09 based on the engineering request for payment. This payment represents approximately 9.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund, Storm Water Utility Fund							
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:		December 4, 2023					
Item Name:		Contractor Pay Request #2 - 2023 Infrastructure Improvement Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	☒	Regular Session	☐	Discussion Session	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Request No. 2 to GMH Asphalt, Inc. for the 2023 Infrastructure Improvement Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the 2023 Infrastructure Improvement Project and recommends payment of \$613,461.24 based on the engineering request for payment. This payment represents approximately 78.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Fund, Storm Water Utility Fund							
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:		December 4, 2023					
Item Name:		Final Pay Request #8 - Waterford Park - Water Reuse Station Project					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
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 to approve Pay Request No. 8-Final to S.M. Hentges & Sons for the Waterford Park - Water Reuse Station Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waterford Park - Water Reuse Station Project and recommends payment of \$26,710.40 based on the engineering request for payment. This payment represents approximately 101.0% of the total approved contract for the project.							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Storm Water Utility Fund							
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:		December 4, 2023					
Item Name:		Joint Assessment Contract with Carver County					
Originating Department:		Administration					
Presented by:		Shane Fineran					
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 No. 2023-251 Authorizing Execution of Contract for Joint Assessment with Carver County.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Annually the City contracts with the Carver County Assessor's Office for property assessment services within the community. Carver County has consistently provided this service in our community. At least 20% of all parcels in the community are viewed in person for assessment purposes. The per parcel cost has increased approximately 6.5% increase per parcel type, which is consistent with pervious contract increases. The actual per parcel costs are as follows: Residential \$15.91 Agricultural \$16.55 Commercial & Industrial \$17.74 The 2024 assessment budget has funds programmed for this contract service and is recommended for approval by staff. <u>Attachments:</u> 1. Resolution_No._2023.251_Joint_Assessment_Agreement_with_Carver_County.docx 2. 2023 24 CITY OF WACONIA Service Agreement.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Administration, Contract Services							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-251**

**RESOLUTION AUTHORIZING
2024 JOINT ASSESSMENT CONTRACT**

WHEREAS, The Carver County Assessor (the “Assessor”) offers to provide joint assessment services for the City of Waconia (the “City”); and

WHEREAS, The Assessor will provide for the assessment of property within the City pursuant to the terms and conditions of an agreement; and

WHEREAS, Minnesota Statutes 273.072 and Minnesota Statutes 471.59 permit such an agreement for joint assessment services.

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

1. The Contract for Joint Assessment for 2024 is hereby approved, effective January 1, 2024, conditioned upon adoption of the 2024 General Fund Budget.
2. The Mayor and City Clerk 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 4th day of December, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

(2023) SERVICE AGREEMENT FOR (2024) JOINT ASSESSMENT

This Agreement is entered into by and between the County of Carver, 600 East 4th Street, Chaska, Minnesota 55318, through Carver County Assessor, (hereafter “County”) and City of Waconia, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as the Town.

WHEREAS, the Town desires to enter into an agreement with the County to provide for the assessment of property in said Town by the County Assessor’s Office; and

WHEREAS, Minn.Stat.§ 273.072 and Minn.Stat.§ 471.59 permit such an agreement for joint assessment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

- 1) **Term.** That the Town, which is situated in the County of Carver, and which constitutes a separate assessment district, shall have its property within Carver County assessed by the Carver County Assessor for the assessment date of January 2, 2024. All work necessary to the establishment of the estimated market value for each Carver County parcel in the Town shall be performed by the Carver County Assessor or by one or more of the licensed assessors under his/her direction and supervision.
- 2) **Cooperation.** It is hereby agreed that the Town and all of its officers, agents and employees shall render full cooperation and assistance to the County to facilitate the provision of the services contemplated hereby.
- 3) **Payment Amount.** The Town shall pay to the County for the assessment of property with Carver County the sum of Fifteen dollars and ninety one cents (\$15.91 per residential valuation, Sixteen dollars and fifty five cents (\$16.55) per agricultural valuation, and Seventeen dollars and seventy four cents (\$17.74) per commercial/ industrial valuation (for the assessment of January 2, 2024) existing or created before the closing of the relative assessment year.
- 4) **Payment terms.** Full payment of all claims submitted by the County Assessor for relative assessment dates shall be received by the County no later than November 15th of the respective years.
- 5) The County agrees that in each year of this Agreement it shall, by its County Assessor or one or more of his/her deputies, view and determine the market value of at least twenty percent (20%) of the parcels within this taxing jurisdiction. It is further agreed that the County shall have on file documentation of those parcels – physically inspected for each year of this Agreement.
- 6) **Data Privacy.** Pursuant to Minn. Stat. Chap. 13, the parties agree to maintain and protect data received or to which they have access. No private or confidential data

developed, maintained or received by the Town under this agreement may be released to the public by the Town. The Town agrees to indemnify and hold the County, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of the Minnesota Government Data Practices Act by Town or its agents, assigns, or employees, including legal fees and expenses incurred to enforce this provision of this agreement.

- 7) **Mutual Indemnification.** The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Party and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Party, its officials, agents, and employees, from any liability, loss, or damages the other Party may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

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.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

- 8) **No Joint Venture.** Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Town or employees of the Town performing services under this Agreement.

9) **Records: Availability and Retention.** Pursuant to Minn. Stat. §16C.05, subd. 5, the Town agrees that the County, the State Auditor, or any of their duly authorized representatives at any 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, et., which are pertinent to the accounting practices and procedures of the Town and involve transactions relating to this Agreement. Town agrees to maintain these records for a period of six years from the date of termination of this Agreement.

10) **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. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

11) **Default and Cancellation.** If the Town fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Town's default is excused by the County, the County may, upon written notice to the Town's representative listed herein, cancel this Agreement in its entirety as indicated in (b.) below.

This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

Representatives for each of the parties to this Agreement are as listed below:

<u>Town/City</u>	<u>County/Division</u>
Waconia 201 S. Vine Street Waconia, MN 55387	Ryan Johnson Carver County Assessor 600 E 4th Street Chaska MN 55318 rjohnson@co.carver.mn.us

12) **Subcontracting and Assignment.** Neither party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other party and subject to such conditions and provisions as the other party may deem necessary. The party attempting to subcontract or assign its obligations shall be responsible for the performance of all Subcontractors.

No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement,

or their successors.

- 13) **Nondiscrimination.** During the performance of this Agreement, the Town agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.
- 14) **Health and Safety.** Each party shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. Each party shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement.
- 15) **No Waiver.** Nothing in this Agreement shall constitute a waiver by the either party of any statute of limitations or exceptions on liability. If the either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 16) **Severability.** If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- 17) **Applicable Laws.** The Laws of the State of Minnesota shall apply to this Agreement.

IN WITNESS WHEREOF, the City of Waconia, has caused this Agreement to be executed by its Chairperson/Mayor and its Town Clerk by the authority of its governing body by a duly adopted resolution on

This the _____ day of _____, 2023.

The County of Carver has caused this Agreement to be executed by its Chairperson and the County Assessor pursuant to the authority of the Board of Commissioners by resolution adopted on

This the 3rd day of November, 2023

CITY OF WACONIA

COUNTY OF CARVER

By: _____
Chairperson/Mayor

By: _____
John P. Fahey/Chair
Board of Commissioners

By: _____
Clerk

Attest: _____
Dave Hemze/County Administrator

And: _____
Ryan Johnson/County Assessor



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 4, 2023					
Item Name:	Declaration of Restrictive Covenant - Waterford Park - Minnesota Department of Natural Resources Grant Requirement					
Originating Department:	Finance					
Presented by:	Nicole Meyer					
Previous Council Action (if any):	Resolution 2021-83; Resolution Authorizing Staff to Apply for Grant Funds - Dated: March 30, 2021 Resolution 2021-43; Resolution Approving Application for Grant Funds from the Department of Natural Resources - Dated February 16, 2021					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Resolution 2023-252; Approve Declaration of Restrictive Covenant						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Staff has been working with the Minnesota Department of Natural Resources to finalize the grant requirements for the \$250,000 grant for the Waterford Park improvements. The two final requirements include a final inspection of the improvements which is scheduled for this week and recording of the declaration of restrictive covenant. These items were agreed too as part of the original grant agreement that was signed in May 2022 when the City was notified of the award. The declaration of restrictive covenants restricts the use of the Waterford Park to outdoor public recreation which is the intended use of the park land and amenities. With the City Council's approval, staff will execute the document, record it at Carver County, and return a copy to the MNDNR for their records. At this time, the grant can be closed out and the funds reimbursed to the City for the project. Attachments: 1. Resolution No. 2023-252 Approving Declaration of Restrictive Covenant 2. Declaration of Restrictive Covenant						
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital Project Fund (103)						
Budget Information:			Planning Commission			
☒ Budgeted			Parks and Recreation Board			
☐ Non Budgeted			Safari Island Advisory Board			
☐ Amendment Required			Other			

CITY OF WACONIA
RESOLUTION NO. 2023-252

RESOLUTION APPROVING DECLARATION OF RESTRICTIVE COVENANT

WHEREAS, the City of Waconia (the “City”) and the State of Minnesota, acting through its Commissioner of Natural Resources (“DNR”), previously entered into a State of Minnesota Grant Contract Agreement dated May 2, 2022 (the “Grant Contract”); and

WHEREAS, pursuant to the Grant Contract, the DNR provided the City with grant funds (the “Grant”) to use for a project at the Waterford Park in the City that included the installation of inclusive playground improvements, associated structure relocation, trail construction, parking lot and storm sewer upgrades, landscaping, and lighting (the “Improvements”); and

WHEREAS, the City has substantially completed the Improvements; and

WHEREAS, as a condition of receiving the Grant, the City is required to record a restrictive covenant against the park where the Improvements are located that restricts the use of the park to outdoor public recreation; and

WHEREAS, the City Attorney has prepared a proposed Declaration of Restrictive Covenant to meet the City’s obligation under the Grant Contract to restrict the use of the Waterford Park to outdoor public recreation, the form of which is attached to this resolution as Exhibit 1 (the Declaration); and

WHEREAS, the DNR has approved the form of the proposed Declaration; and

WHEREAS, the City Council also finds the proposed Declaration acceptable; and

WHEREAS, the City Council further finds it is in the best interests of the City and its residents to execute the Declaration and record it in the Carver County property records;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City Of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.
2. The form of the Declaration is approved.
3. The Mayor and Clerk are authorized to execute the Declaration on behalf of the City and to submit the document to the Carver County Recorder together with any required recording fees. The execution of the Declaration by such officers shall be conclusive evidence of the approval of such document in accordance with the terms of this resolution.

Passed and adopted by the City Council of the City of Waconia this 4th day of December, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

EXHIBIT 1

Form of Declaration of Restrictive Covenant

DECLARATION OF RESTRICTIVE COVENANT

THIS DECLARATION OF RESTRICTIVE COVENANT ("Declaration") is entered into on December ____, 2023 (the "Effective Date") by the City of Waconia, a Minnesota municipal corporation (the "City").

RECITALS

1. This Declaration applies to a parcel of real property legally described as Park, WATERFORD, Carver County, Minnesota, which is depicted on the diagram attached as Exhibit A (the "Park").
2. As a condition of receiving a grant from the State of Minnesota pursuant to Department of Natural Resources Outdoor Recreation Contract LW27-01458, the City is required to record this Declaration against the Park.

RESTRICTIVE COVENANT

1. Covenant. The City hereby declares and imposes the following restrictions on the Park:
 - 1.1. The Park shall be permanently managed and maintained for public outdoor recreation use.
 - 1.2. The Park cannot be converted to other than public outdoor recreation use without the written approval of the State of Minnesota, acting through its Commissioner of Natural Resources, and the United States Secretary of the Interior.
2. Covenant Runs with Land. This restrictive covenant runs with the land and shall inure to the benefit of the respective parties, their successors, and assigns.
3. Governing Law. The laws of the State of Minnesota govern the interpretation, validity, performance, and enforcement of this Declaration.
4. Recitals and Exhibits. The recitals set forth above and the exhibits attached hereto are incorporated and made a part of this Declaration.

[Signature page follows.]

SIGNATURE PAGE TO DECLARATION OF RESTRICTIVE COVENANT

CITY OF WACONIA, a Minnesota municipal corporation

By: _____
Nicole Waldron, Mayor

By: _____
Jacqueline Schulze, Clerk

STATE OF MINNESOTA)

) ss.:

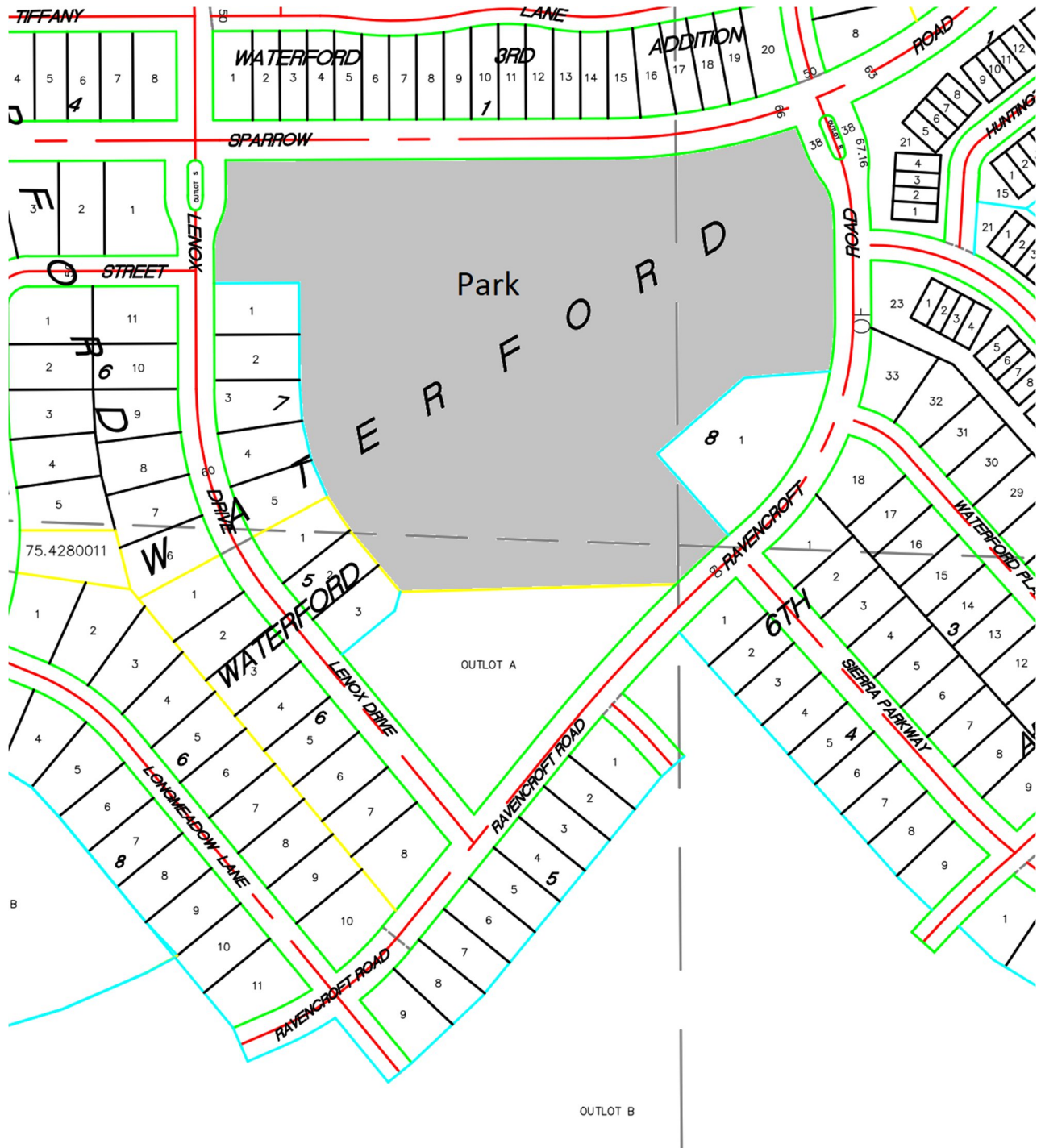
COUNTY OF CARVER)

The foregoing was acknowledged before me this ____ day of December, 2023, by Nicole Waldron and Jacqueline Schulze, the Mayor and Clerk, respectively, of the City of Waconia, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Melchert Hubert Sjodin, PLLP
121 West Main Street, Suite 200
Waconia, MN 55387
(952) 442-7700
(jmm)

EXHIBIT A
Diagram of Park



DECLARATION OF RESTRICTIVE COVENANT

THIS DECLARATION OF RESTRICTIVE COVENANT ("Declaration") is entered into on December __, 2023 (the "Effective Date") by the City of Waconia, a Minnesota municipal corporation (the "City").

RECITALS

- A. This Declaration applies to a parcel of real property legally described as Park, WATERFORD, Carver County, Minnesota, which is depicted on the diagram attached as Exhibit A (the "Park").
- B. As a condition of receiving a grant from the State of Minnesota pursuant to Department of Natural Resources Outdoor Recreation Contract LW27-01458, the City is required to record this Declaration against the Park.

RESTRICTIVE COVENANT

- 1. Covenant. The City hereby declares and imposes the following restrictions on the Park:
 - 1.1. The Park shall be permanently managed and maintained for public outdoor recreation use.
 - 1.2. The Park cannot be converted to other than public outdoor recreation use without the written approval of the State of Minnesota, acting through its Commissioner of Natural Resources, and the United States Secretary of the Interior.
- 2. Covenant Runs with Land. This restrictive covenant runs with the land and shall inure to the benefit of the respective parties, their successors, and assigns.
- 3. Governing Law. The laws of the State of Minnesota govern the interpretation, validity, performance, and enforcement of this Declaration.
- 4. Recitals and Exhibits. The recitals set forth above and the exhibits attached hereto are incorporated and made a part of this Declaration.

[Signature page follows.]

SIGNATURE PAGE TO DECLARATION OF RESTRICTIVE COVENANT

CITY OF WACONIA, a Minnesota municipal corporation

By: _____
Nicole Waldron, Mayor

By: _____
Jacqueline Schulze, Clerk

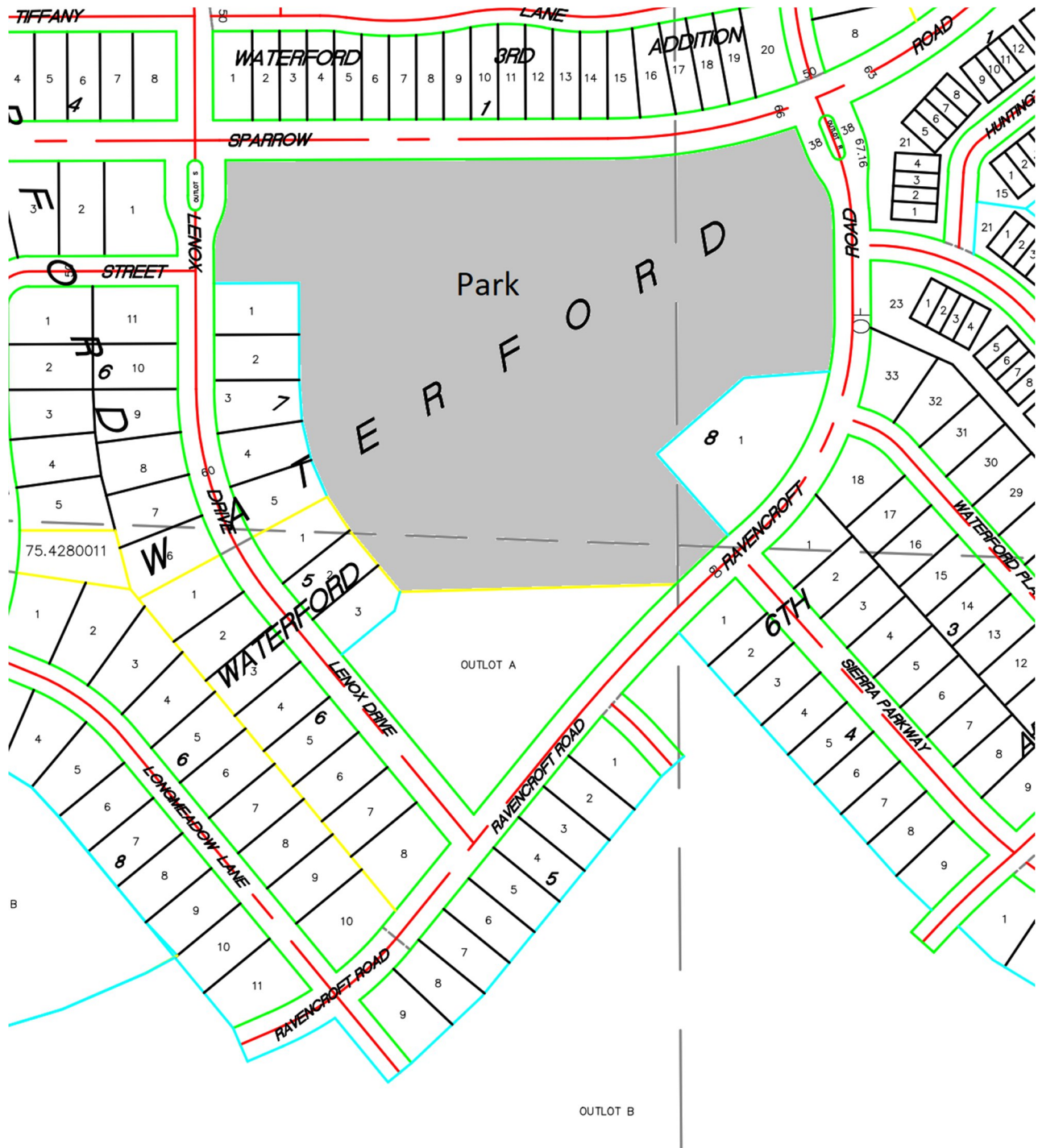
STATE OF MINNESOTA)
) ss.:
COUNTY OF CARVER)

The foregoing was acknowledged before me this ____ day of December, 2023, by Nicole Waldron and Jacqueline Schulze, the Mayor and Clerk, respectively, of the City of Waconia, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Melchert Hubert Sjodin, PLLP
121 West Main Street, Suite 200
Waconia, MN 55387
(952) 442-7700
(jmm)

EXHIBIT A
Diagram of Park



[https://mhslaw.sharepoint.com/sites/1/41908/draftdocs/parks and recreation/brook peterson park/2020 improvement project/declaration of restrictive covenant 08-25-2020.docx](https://mhslaw.sharepoint.com/sites/1/41908/draftdocs/parks%20and%20recreation/brook%20peterson%20park/2020%20improvement%20project/declaration%20of%20restrictive%20covenant%2008-25-2020.docx)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Authorize Application for Metropolitan Council Municipal Inflow and Infiltration Grant					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
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 No. 2023-253 Authorizing Application for Metropolitan Council Municipal Inflow and Infiltration Grant for Calendar Years 2024-2025							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to its sanitary collection system. The City has worked extensively on reducing impacts of inflow and infiltration through processes of sump pump disconnections, sewer main line replacements, lining of sanitary main lines, structure sealing, and private lateral line sealing. Once again, the Minnesota legislature has approved funding for inflow and infiltration reduction and have a grant opportunity available for expenditures incurred January 1, 2024 through December 31, 2025. Funding can be used for pipe lining and replacement, pipe joint sealing, manhole lining or replacement, chimney seals, manhole sealing joints, castings or covers, flood mitigation, cross connection elimination, and repair or replacement of lateral tee, wye, or tap connections. With Council approval, staff will complete the application guided upon maintenance and improvement projects listed in the capital improvement plan and budgetary items for inflow and infiltration reductions as listed in the sewer operating budget. Staff recommends approval of this request in an effort to off-set financial impacts in the sanitary sewer fund.							
<u>Attachments:</u>							
1. Resolution No. 2023-253 Grant Application with Metropolitan Council Municipal Inflow and Infiltration							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Sewer Utility Fund (602)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-253**

**RESOLUTION AUTHORIZING APPLICATION FOR METROPOLITAN COUNCIL
MUNICIPAL INFLOW AND INFILTRATION GRANT FOR
CALENDAR YEARS 2024-2025**

WHEREAS, the Metropolitan Council has secured funding for inflow and infiltration reduction efforts; and

WHEREAS, the City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to the sanitary sewer system; and

WHEREAS, the grant funds assist in off-setting capital and operational expenditures to eliminate ground water, inflow, and infiltration of the public sanitary sewer system; and

WHEREAS, the City Council authorizes the Utilities Supervisor and Finance Director to prepare the grant application and supporting documents for the grant period.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby authorizes approval of the grant application for the Metropolitan Council Municipal Inflow and Infiltration program for expenditures incurred January 1, 2024 thru December 31, 2025.

Adopted by the City Council of Waconia, Minnesota this 4th day of December, 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Authorize Application for Metropolitan Council Private Property Inflow and Infiltration Grant					
Originating Department:		Finance					
Presented by:		Nicole Meyer					
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 No. 2023-254 Authorizing Application for Metropolitan Council Private Property Inflow and Infiltration Grant for Calendar Year 2024							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to its sanitary collection system. The City has worked extensively on reducing impacts of inflow and infiltration through processes of sump pump disconnections, sewer main line replacements, lining of sanitary main lines, structure sealing, and private lateral line sealing. This new grant program provides \$1.5 million in wastewater revenue to provide grants to private property owners to help with repairs that will remove and prevent clear water from entering the wastewater treatment system. Funding can be used for private lateral repair or replacement, foundation drain disconnections and new sump pumps, sewer lateral inspection and cleaning. Grant awards may be 50% of eligible costs up to \$5,000. All qualified spending on eligible work can happen between January 1, 2024 and December 31, 2024. With Council approval, staff will complete the application due to the Metropolitan Council by December 15, 2023. Staff recommends approval of this request in an effort to off-set financial impacts in the sanitary sewer fund.							
Attachments:							
1. Resolution No. 2023-254 Grant Application with Metropolitan Council for Inflow and Infiltration Private Property							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Sewer Utility Fund (602)							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
☒ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-254**

**RESOLUTION AUTHORIZING APPLICATION FOR METROPOLITAN COUNCIL
PRIVATE PROPERTY INFLOW AND INFILTRATION GRANT FOR
CALENDAR YEAR 2024**

WHEREAS, the Metropolitan Council has secured an additional \$1.5 million in funding for inflow and infiltration reduction efforts; and

WHEREAS, the City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to the sanitary sewer system; and

WHEREAS, the grant funds assist in off-setting operational expenditures to eliminate ground water, inflow, and infiltration of the public sanitary sewer system; and

WHEREAS, the City Council authorizes the Utilities Supervisor and Finance Director to prepare the grant application and supporting documents for the grant period.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby authorizes approval of the grant application for the Metropolitan Council Private Property Inflow and Infiltration program for expenditures incurred January 1, 2024, thru December 31, 2024.

Adopted by the City Council of Waconia, Minnesota this 4th day of December 2023.

Nicole Waldron, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Inflow & Infiltration Reduction Program Construction Vendor					
Originating Department:		Public Services					
Presented by:		Shane Fineran					
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 No. 2023-255, Approving Contract Pricing and Authorize Contract							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City is on the list of communities on the MCES regional sanitary sewer system which exceed discharge limits due to inflow & infiltration of ground water or non-compliant connections to the sanitary sewer system. This is often related to older pipe connections and service laterals that have been compromised, illegal discharge points such as sump pumps or roof drains, and also mainline degradation. The City has undertaken a comprehensive approach to eliminate the illicit discharge points through municipal infrastructure improvements, chimney sealing, and also working with property owners to repair or fix illicit discharge points and/or compromised service laterals. Annually we budget to perform this work and have developed a homeowner assistance program for identified properties that makes up to \$7,000 in assistance available to eliminate these issues on private property. We have long utilized Northland Lining to perform the televising inspections, line sealing, and repairs necessary to eliminate the illicit discharge. The contract to perform this service expires at the end of the year and staff solicited pricing quotes from two interested vendors for the next 2 year period. Quotes were received by Northland Lining and Diversified Plumbing. Based on the pricing received it is recommended that the City enter into a contract with Northland Lining to perform this work for the next 2 year period to be executed by the City Administrator. A summary of the pricing and typical service project summary based on that pricing. Attachments: 1. Resolution No. 2023-255 Authorizing Award of Inflow and Infiltration to Northland Lining 2. Inflow and Infiltration Lining Pricing from Northland Lining							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Sewer Utility Fund I&I Reduction							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2023-255**

**RESOLUTION AUTHORIZING APPROVAL AUTHORIZING AWARD OF LATERAL LINING
PRICING FOR TWO-YEARS AND AN OPTIONAL THIRD-YEAR PRICING STRUCTURE TO
NORTHLAND LINING**

WHEREAS, one of the City’s Priorities for Infrastructure is “Plan for Management, Maintenance, and Improvements to Current and Future Physical Assets”; and

WHEREAS, continuing lateral inspection and repair provides great benefits to reducing inflow and infiltration of ground water from private service laterals; and

WHEREAS, Northland Lining has provided high quality services for Waconia since 2009; and

WHEREAS, maintaining a quality relationship with a Contractor who performs lateral lining services is extremely desirable, and important when targeting ground water reductions into its sanitary sewer system.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of lateral lining pricing for two-years and an optional third-year pricing structure to Northland Lining and authorizes the City Administrator to execute a contract for these services.

Adopted by the City Council of the City of Waconia this 4th day of December 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Shulze, Assistant City Administrator

**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

November 28, 2023

City of Waconia
Attn: Shane Fineran
201 Vine Street S.
Waconia, MN 55387**RE: Inflow & Infiltration Reduction Program
2024-25 Construction Contract**

Dear Mr. Fineran:

The City's current agreement for work related to the Inflow & Infiltration (I&I) Reduction Program expires at the end of 2023. Pricing for a new 2-year contract was obtained from Northland Lining and from Diversified Plumbing. Below is a table of the pricing received:

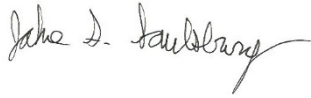
ITEM	UNIT	Northland Lining	Diversified Plumbing
TELEVISIONING SERVICE	EA	\$175	\$90
SERVICE CLEANING / ROOT CUTTING	---	\$175 / each	\$300 / hour
CLEANOUT INSTALLATION	EA	\$950	\$800
TV REVIEW / RESIDENT MEETING	---	\$100 / hour	NA
LINING MOBILIZATION	LS	\$600	\$1,500
SERVICE LINING (SPOT REPAIR)	LS	\$1,400	\$2,800
SERVICE LINING (6' to 29')	LF	\$45	\$75
SERVICE LINING (30' and Above)	LF	\$90	\$75
5 HP INTERNAL SUMP PUMP	EA	\$2,200	\$1,800

The majority of construction funds utilized to date for the I&I Reduction Program have been for service linings. This trend is anticipated to continue for the upcoming 2-year contract. Therefore, to follow is a pricing comparison for 3 hypothetical service lining projects using the above pricing:

ITEM	Northland Lining	Diversified Plumbing
SPOT REPAIR SERVICE LINING	\$2,000	\$2,800
SERVICE LINING (LENGTH = 25 FEET)	\$2,900	\$3,375
SERVICE LINING (LENGTH = 50 FEET)	\$5,100	\$5,250

Northland Lining has been the City's primary contractor for I&I Reduction Program work since 2009 and is very familiar with the City's process and the City's staff. Based on the items above, it is recommended to enter into a construction agreement with Northland Lining to provide I&I related services for 2024 and 2025. Please let me know if you have any questions or if you need any additional information at this time.

Sincerely,
Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read "Jake S. Saulsbury".

Jake S. Saulsbury, P.E.

Cc: Doug Bode, City of Waconia
Robert Porter, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Contract with USA Security					
Originating Department:		Administration					
Presented by:		Jackie Schulze					
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 No. 2023-256 Contract with USA Security							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City currently contracts with USA Security for our door security system. This transition was made in 2020 and CARES act funds funded the first three years of the agreement for the Fire Station and City Hall. We are now at the point where we need to renew our contract with USA Security. The term is for December 25, 2023 - December 24, 2024. This contract is for all doors at our various facilities (City Hall, Water Treatment Plant, existing Fire Station). This is an annual agreement for a cost of \$2,592 for all three facilities. We plan to use USA Security for the new Fire Station as well, however that initial contract will be included in the capital project costs. Capital projects to transition the Ice Arena and Grandstand to USA Security are also programmed for 2024. Staff recommend approval of this contract. We have been very happy with this security system and hope to incorporate more facilities in coming years to get every location with the same vendor.							
<u>Attachments:</u>							
1. Resolution No. 2023-256 Open Path Contract with USA Security 2. Hosted Services Agreement Addendum with USA Security							
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			

**CITY OF WACONIA
RESOLUTION NO. 2023-256**

**RESOLUTION APPROVING AGREEMENT WITH USA SECURITY
FOR OPEN PATH DOOR SECURITY SYSTEM**

WHEREAS, the City of Waconia has contracted with USA Security for door security at various facilities since 2020; and

WHEREAS, the City's original three year contract is expiring this year; and

WHEREAS, City staff recommend approval of an updated contract consolidating all the facilities and dates together; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the contract with USA Security for Open Path Door Security System.

Adopted by the City Council of the City of Waconia this 4th day of December 2023.

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, City Clerk



ADDENDUM C

HOSTED SERVICES AGREEMENT

This ADDENDUM C Hosted Services Agreement supplements the Standard Commercial Master Security Agreement (the “SCMSA”) between USA SECURITY INC. (“USA Security”) and Buyer, and sets forth the terms and conditions governing USA Security’s provision of hosted services as requested by Buyer as part of the Parties’ SITE AGREEMENT for the location described herein:

1. **LOCATION OF PREMISES:** The location of Buyer’s premises to be covered by this ADDENDUM C Internet Hosted Services Agreement is 201 South Vine Street, Waconia, MN 55387.

2. **BUYER TELEPHONE NUMBER:** Buyer’s telephone number for purposes of coordinating hosted services is _____.

3. **SERVICES OFFERED UNDER THIS ADDENDUM:** Buyer has elected to enroll the following services pursuant to the terms and conditions of the Parties’ Agreement and this ADDENDUM C:

☒ OpenPath Hosted Access

☐ Hosted Video

4. **SERVICES FEES:** Pursuant to this ADDENDUM C Internet Hosted Services Agreement, Buyer agrees to pay the sum of \$2,592.00 per year, payable in advance on Quote #32978, for the term of this ADDENDUM C Internet Hosted Services Agreement, commencing the first day of hosting.

4.1 Payments shall be made pursuant to the procedure identified on the PAYMENT SCHEDULE to the Parties’ Agreement.

5. **TERM OF AGREEMENT; RENEWAL AND COST OF INFLATION:** The term of this ADDENDUM C Internet Hosted Services Agreement shall be for a period of 1 year. Effective 12/25/2023 through 12/24/2024.

6. **INSTALLATION SCHEDULE:** Installation and/or setup of all required software and hardware under this ADDENDUM C Internet Hosted Services Agreement will occur in accordance with the terms of Paragraph 4 of the Parties’ corresponding SITE AGREEMENT. The Parties will execute an acknowledgement of substantial completion of all installation work as part of the SITE AGREEMENT.

7. **BUYER’S USE OF USA SECURITY SERVERS:** Pursuant to the payment provided for in Paragraph 4 herein, USA Security agrees to use its servers in support of Buyer’s access control, video, and/or data storage and retrieval needs under the Parties’ Agreement.

8. **BUYER’S VIEWING CAPABILITIES FOR HOSTED VIDEO:** If the Parties have agreed on hosted video services, Buyer will receive internet access to USA Security’s server, permitting Buyer to view its Video Camera System connected to that server. The remote video server viewing system connects Buyer’s Video components to the remote video server permitting Buyer to view the Video cameras on any computer connected to a high speed internet connection or any Smart Phone with internet access capabilities. USA Security will provide Buyer with a unique passcode which will allow Buyer to access the remote video server for viewing Buyer’s cameras connected to the remote video server system. USA Security is not responsible for Buyer’s access to the internet or any interruption of service or down time of the remote video server. In the event of Buyer’s failure to timely pay the hosted service fees set forth in Paragraph 4 herein, USA Security shall be permitted to terminate Buyer’s access to the remote video server without notice.

9. **HOSTED ACCESS CONTROL:** Access control equipment shall be connected to computer software and hardware supplied by USA Security and connected to USA Security’s servers and network. USA Security will use its servers and network to operate Buyer’s Access Control System. Buyer will advise USA Security of all changes in personnel and/or changes in access levels, authorizations and restrictions. Buyer will provide USA Security with access card serial numbers or biometric data and such other information necessary to identify personnel. All communication by Buyer to USA Security regarding personnel access must be in writing via email or facsimile to email addresses and/or fax numbers designated by USA Security.

10. **DATA STORAGE AND RETRIEVAL:** In connection with the hosted services, USA Security shall store data received from Buyer’s system(s) for one week. Buyer’s data shall be maintained confidentially and shall be released only to Buyer, upon Buyer’s authorization to a third party, or as required by legal process.

10.1. USA Security shall have no liability for data corruption or inability to retrieve data.

City of Waconia



ADDENDUM C

HOSTED SERVICES AGREEMENT

11. REMOTE ACCESS AND PRIVACY: Customer acknowledges and grants unattended remote access permission to USA Security, Inc. to manage, maintain and support the system purchased. USA Security Inc. acknowledges permission has been granted to remotely access only the systems/products outlined in this agreement only when required. I accept all responsibilities and understand that USA Security is not liable for any intrusions or breaches which may arise from using the system. I grant permission for remote access.

Initial _____ Print _____

USA Security Inc. has always maintained a security first approach and only selects vendor/partners who share this commitment. While it is impossible to guarantee 100% security from all outside threats, we and our product partners follow internationally recognized security standards and processes to minimize risk. We are committed to the highest level of protection of personal data and privacy rights.

USA Security requires any system purchased through USA Security or, provided to USA Security for use; be added to the client's own information security policy and maintenance program to protect and safeguard the Client's information from unauthorized access, disclosure or misuse. The Client shall maintain adequate physical controls, system patches and password protections for any server or system on which any Data may reside regardless if client signed up for a service agreement with USA Security.

12. BUYER'S RESPONSIBILITY FOR INTERNET AND ELECTRIC SERVICE: Buyer is responsible for supplying high speed internet access and electrical services at Buyer's premises. USA Security does not provide, service or maintain Buyer's (i) internet connection or access, (ii) computer(s), (iii) smart phone(s), or (iv) electric current connection or supply.

13. NO CENTRAL OFFICE OR VIDEO MONITORING UNDER THIS ADDENDUM C: Buyer acknowledges that no central office or video monitoring is provided pursuant to this ADDENDUM C Internet Hosted Services Agreement. Central office and/or video monitoring services must be specifically requested and purchased pursuant to ADDENDUM B to the SCMSA.

14. TERMINATION OF AGREEMENT AND DELETION OF DATA: Upon early termination of this ADDENDUM C Internet Hosted Services Agreement by Buyer, USA Security shall be permitted to order the termination of any hosted services and delete any programming and/or data from its servers.

15. REMEDY FOR BUYER'S BREACH OF THIS HOSTED SERVICES AGREEMENT: The Parties agree that due to the nature of the hosted services to be provided by USA Security, the payments to be made by Buyer for the term of this ADDENDUM C Internet Hosted Services Agreement are an integral part of USA Security's anticipated profits and in the event of Buyer's breach of this ADDENDUM C Internet Hosted Services Agreement it would be difficult – if not impossible – to reasonably estimate USA Security's actual damages. Therefore, in the event of Buyer's breach or default under this ADDENDUM C Internet Hosted Services Agreement, Buyer shall remain liable for all payments called for herein for the remaining balance of the term set forth in Paragraph 5. In the event USA Security prevails in any legal proceedings between the Parties, Buyer shall also be liable for USA Security's attorneys' fees and costs of litigation.

16. RELATIONS TO PARTIES' OTHER DOCUMENTS: Except insofar as the Parties' hosted services arrangement memorialized herein requires a specific term or condition noted above, this ADDENDUM C Internet Hosted Services Agreement is subject to, and is intended to be construed consistent with, the terms and conditions set forth in the Parties' Standard Commercial Master Security Agreement (including all SITE AGREEMENT(S), ADDENDUMS, SCHEDULES, RIDERS and SUPPLEMENTS thereto) which are incorporated herein.

IN WITNESS WHEREOF, the Parties have caused this ADDENDUM C Internet Hosted Services Agreement to be executed by their duly authorized representatives.

USA SECURITY, INC.

CITY OF WACONIA

Date: _____

Date: DECEMBER 4, 2023

By: _____

By: _____

City of Waconia



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023			
Item Name:		2024 Budget & Levy Presentation			
Originating Department:		Finance			
Presented by:		Nicole Meyer			
Previous Council Action (if any):					
Item Type (X only one):	Consent		Regular Session		Discussion Session
					X
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
No action required. This is an opportunity for the Public to ask questions of the City Council regarding the proposed budget and property tax levy for 2024. Council can direct staff to make adjustments during this discussion and presentation.					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attached are a few slides from the presentation that will be reviewed during the public information meeting regarding the City's proposed 2024 budget and levy. A portion of the city's financial model is also included for your review. A detailed copy of the City's departmental budgets will be posted on the City's website prior to the meeting for inspection by interested parties. After the budget and levy presentation, the City Council may take comments from the public. Property owners received their preliminary tax statements from Carver County in late November. The statements received were based on the City's preliminary levy that was set earlier this year. The attached presentation is based on the proposed final levy that is planned to be approved on Monday, December 18, 2023. The final levy is not proposed to change from what was approved as the preliminary levy on September 18, 2023. <u>Attachments:</u> 1. 2024 Budget Presentation					
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		

A tall white water tower with a blue base and a red and white logo on top that reads "Waconia". The tower is set against a clear blue sky and surrounded by trees with green and yellow autumn foliage.

2024 Budget & Levy Information Meeting

Monday, December 4, 2023

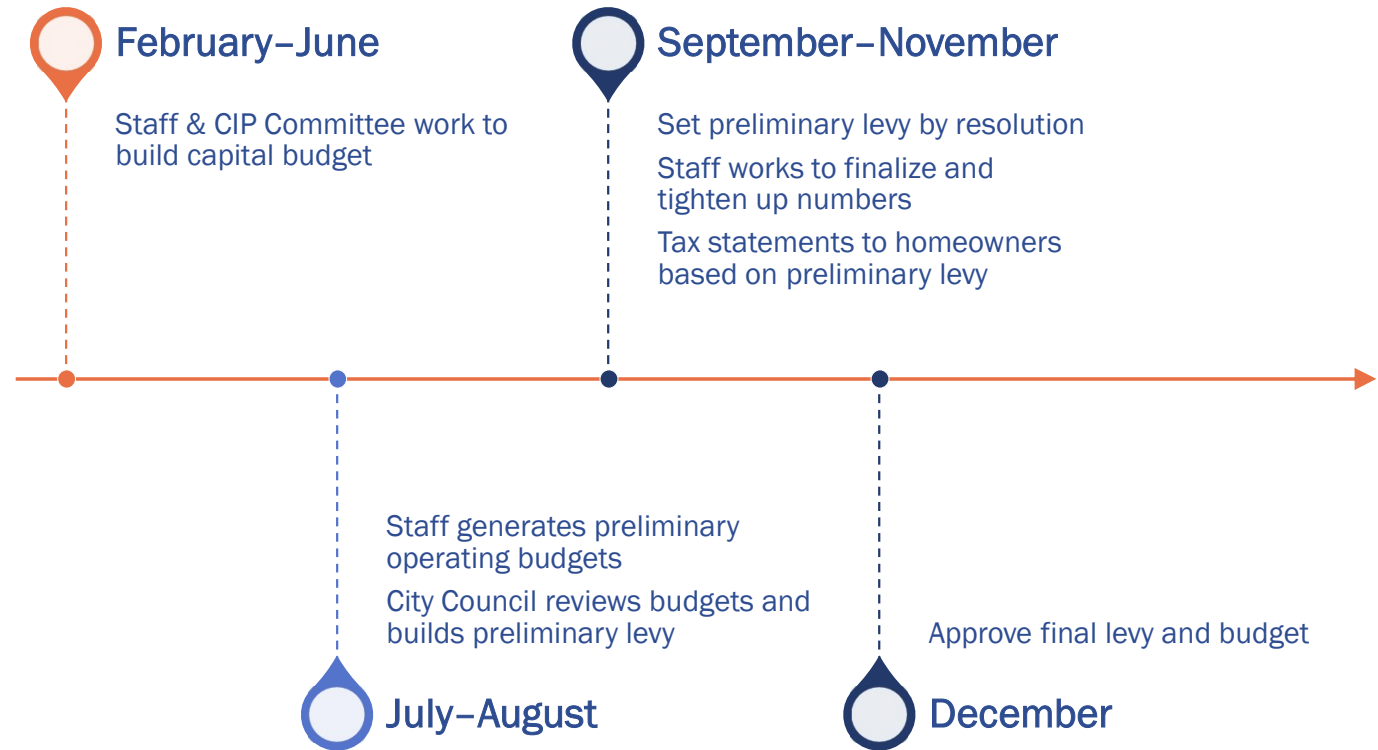
6:00 p.m.

Agenda



Review	Annual Budget Process & Proposed Final Levy
Analyze	Departmental Budgets – General Fund
Examine	Departmental Budgets – Enterprise Funds
Wrap-Up	Other Funds Review & Questions

City's Annual Budget Process



Taxable Market Value Information

- Property owners notified of market value changes in March
- Review valuation of their property with the Carver County Assessor in April
- County board of equalization reviews adjustments in June
- City receives numbers in August to build preliminary levy
- City of Waconia's Market Value Information
 - Overall Taxable Market Value increased 6.25% from 2023
 - Average Valued Home in Waconia increased in value approximately 2%
 - Current average valued home is about \$426,000

Preliminary vs. Proposed Final Levy

	2023 - Final	2024 - Preliminary	2024 – Proposed Final
General Operating Levy	\$6,490,575	\$7,843,162	\$7,843,162
Special Debt Levy	\$3,732,514	\$3,801,394	\$3,801,394
Total Levy:	\$10,223,089	\$11,644,556	\$11,644,556
City's Tax Rate	41.301%	44.620%	44.666%

City Utility Rates

2023 average utility bill is \$91.97/month

2024 average proposed utility bill is \$97.07/month

Total increase for average bill: \$5.10/month

- \$1.06 Storm Sewer
- \$3.51 Sewer
- \$0.46 Water
- \$0.07 Street Light

WACONIA FINANCIAL MANAGEMENT PLAN
Updated: 11/29/2023

GENERAL FUND	2022 Actual	2023 Final Budget	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast
REVENUE						
GENERAL PROPERTY TAX LEVY	6,004,232	6,490,575	7,808,162	9,057,467	9,238,617	9,423,389
Potential for Uncollectible Taxes	(20,563)	(64,906)	(78,082)	(90,575)	(92,386)	(94,234)
ECONOMIC DEVELOPMENT TAX LEVY	-	-	35,000	40,000	50,000	50,000
LOCAL GOVERNMENT AID (LGA)	9,282	-	-	-	-	-
TRANSFERS IN - ENTERPRISE & PEG & PIR DEBT	242,202	272,200	317,200	326,716	336,517	346,613
ADMINISTRATION, FINANCE, & TECH	1,278,323	720,805	728,321	750,171	772,676	795,856
PLANNING & INSPECTIONS	1,665,505	926,200	702,800	709,828	716,926	724,096
CENTRAL FACILITIES	73,512	85,757	90,972	93,701	96,512	99,408
FIRE	112,314	140,219	161,910	166,767	171,770	176,923
LAW ENFORCEMENT	171,270	103,000	295,455	304,319	313,448	322,852
STREETS	226,360	206,971	215,306	221,765	228,418	235,271
PARKS	17,035	8,700	8,700	8,961	9,230	9,507
RECREATION	9,779	9,800	9,800	10,094	10,397	10,709
TOTAL REVENUE	9,789,251	8,899,321	10,295,544	11,599,215	11,852,126	12,100,389
	7.3%	6.9%	15.7%	12.7%	2.2%	2.1%
EXPENDITURES						
ADMINISTRATION, FINANCE, & TECH	1,753,301	1,946,633	2,210,009	2,298,409	2,390,346	2,485,960
PLANNING & INSPECTIONS	1,030,907	762,046	719,681	748,468	778,407	809,543
FIRE	597,052	660,770	755,009	785,209	816,618	849,282
LAW ENFORCEMENT & COMMUNITY SAFETY	952,489	1,065,621	1,299,148	1,351,114	1,405,158	1,461,365
STREETS	1,556,707	1,818,320	2,139,008	2,224,568	2,313,551	2,406,093
PARKS	779,120	968,998	1,058,817	1,101,170	1,145,216	1,191,025
RECREATION	19,225	72,650	81,633	84,898	88,294	91,826
CENTRAL FACILITIES	307,956	315,190	407,675	423,982	440,941	458,579
ECONOMIC DEVELOPMENT	-	-	30,000	31,200	32,448	33,746
TRANSFERS OUT - Debt Service Tax Abatement	416,407	447,825	464,475	475,548	152,442	152,442
TRANSFERS OUT- Capital Equipment Support	300,000	325,000	440,000	650,000	700,000	750,000
TRANSFERS OUT- Safari Island Support	322,710	190,000	176,000	176,000	176,000	176,000
TRANSFERS OUT - Arena Support	530,000	530,000	543,800	594,050	594,050	594,050
TRANSFERS OUT - PIR Capital Support	589,000	535,000	425,000	500,000	600,000	700,000
TRANSFERS OUT-PIR Debt Fund Support	-	-	-	-	-	-
TOTAL EXPENDITURES	9,154,874	9,638,053	10,750,255	11,444,617	11,633,472	12,159,911
Operating % Change	11.9%	9.5%	11.5%	6.5%	1.7%	4.5%
INCREASE(DECREASE) IN FUND BALANCE	634,377	(738,732)	(454,711)	154,598	218,653	(59,523)
EFFECT on Fund Balance						
Fund Balance - January 1	4,024,600	4,658,977	3,920,245	3,465,534	3,620,131	3,838,785
Budgeted Increase(Decrease)	634,377	(738,732)	(454,711)	154,598	218,653	(59,523)
Projected Fund Balance - December 31	4,658,977	3,920,245	3,465,534	3,620,131	3,838,785	3,779,262
% of Operating	67%	52%	40%	40%	41%	39%
GENERAL OPERATING LEVY	6,004,232	6,490,575	7,843,162	9,097,467	9,288,617	9,473,389
% Change	2.0%	8.1%	20.8%	16.0%	2.1%	2.0%
SPECIAL DEBT LEVY	3,021,026	3,732,515	3,801,394	3,731,491	3,177,460	2,879,809
% Change	12.5%	19.1%	1.8%	-1.9%	-17.4%	-10.3%
SPECIAL LEVY FOR INFRASTRUCTURE/EQUIPMENT	0	0	0	612,383	1,470,051	2,078,929
PROPOSED OVERALL TAX LEVY	9,025,258	10,223,089	11,644,556	13,441,342	13,936,128	14,432,127
LESS FISCAL DISPARITIES	1,055,102	990,589	918,979	918,979	918,979	918,979
NET LEVY TO TAXPAYERS	7,970,156	9,232,500	10,725,577	12,522,363	13,017,149	13,513,148
Overall Levy % Change	5.63%	15.84%	16.17%	16.75%	3.95%	3.81%
TAXABLE MARKET VALUE	1,670,262,400	2,130,609,500	2,272,760,500	2,469,688,892	2,552,527,710	2,603,990,290
Change in Market Value	4.70%	21.61%	6.25%	7.97%	3.25%	1.98%
EXISTING TAX CAPACITY	19,157,926	24,264,958	26,108,967	28,197,684	29,325,592	30,205,359
MWF/Cherry Street TIF Capacity reduction	177,980	162,252	190,594	100,000	100,000	100,000
TAX CAPACITY Revisions from MV Changes	-1,712,816	-1,748,340	-1,905,272	-2,057,694	-2,140,002	-2,204,202
NET TOTAL TAX CAPACITY	17,267,130	22,354,366	24,013,101	26,039,991	27,085,590	27,901,158
Tax Capacity Change	4.50%	29.46%	7.42%	8.44%	4.02%	3.01%
TAX RATE ON TAX CAPACITY	46.158%	41.301%	44.666%	48.089%	48.059%	48.432%
TAX RATE % CHANGE	0.49%	-4.86%	3.36%	3.42%	-0.03%	0.37%
Average Valued Home	\$ 334,400	\$ 418,500	\$ 426,000	\$ 443,040	\$ 460,762	\$ 474,584
Average Valued Home with Market Value Exclusion	\$ 327,300	\$ 418,500	\$ 426,000	\$ 443,040	\$ 460,762	\$ 474,584
Estimated Annual City Portion of Tax Bill	\$ 1,510.75	\$ 1,728.43	\$ 1,902.75	\$ 2,130.53	\$ 2,214.39	\$ 2,298.52
Amount Increase or (Decrease)	\$ 98.81	\$ 217.68	\$ 174.32	\$ 227.78	\$ 83.86	\$ 84.13
Percent Increase or (Decrease)	7.00%	14.41%	10.09%	11.97%	3.94%	3.80%



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023					
Item Name:		Public Services Director Recruitment Firm					
Originating Department:		Administration					
Presented by:		Shane Fineran					
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 2023-257, Authorizing the City to Engage with Recruitment Firm David Drown & Associates for Hiring of Public Services Director							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The City Council has reviewed the timing and approach for the recruitment process for the vacant Public Services Director position. Upon review and evaluation of proposals from executive search firms it is recommended that the City engage with David Drown & Associates (DDA) for these services. The scope of services offered are full suite which included development of position profile through information gathering with staff, elected officials, and any other desired stakeholders. DDA will then post and advertise the position utilizing a variety of sources and methods, including individual outreach locally and nationally. Applicants will be screened and evaluated to determine a preferred candidate list for review by the City. Evaluations will include review of qualifications, background, and aptitude screening. DDA will coordinate interview schedules and materials for candidates selected by the City and prepare all materials and be present through the interview process. The utilization of executive recruitment services offered by DDA will present a focused and professional approach to the process of filling the position to potential candidate as well utilizing the networks of uncovering and attracting top quality candidates. The process management of the recruitment will also be managed by the firm, allowing City staff to focus attention and time on core functions. During our conversations with DDA, it is their recommendation to get the Public Services Director hired and onboard, and allow them to be part of the process in hiring the Assistant Director position, as the working relationship between these two individuals will be essential to the success of the department. In regards to timeline, over the course of the month of December, DDA will focus on information gathering, which will include conversations with key stakeholders regarding what they are looking for in the position. The plan would be for them to post the position in mid-January, candidate evaluation by DDA and the City in February, final interviews in March, with the goal of getting someone onboard in April of 2024.							
Attachments:							
1. Resolution No. 2023-257 Public Service Director Executive Search Recruitment 2. Public Services Director Search Proposal - DDA HR							
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
------------------------------------	------------------

**CITY OF WACONIA
RESOLUTION NO. 2023-257**

**RESOLUTION APPROVING
EXECUTIVE RECRUITMENT FIRM FOR
PUBLIC SERVICES DIRECTOR SEARCH**

WHEREAS, The City's Public Services Director position is currently vacant; and

WHEREAS, the City has engaged in conversations with executive recruitment firms over the last several weeks; and

WHEREAS, it is recommended that the City enlist David Drown & Associates for the Public Services Director Recruitment for a cost of \$23,000; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Waconia hereby executes a contract with David Drown & Associates for the Public Services Director recruitment.

Adopted by the City Council of the City of Waconia this 4th day of December, 2023.

Nicole Waldron, Mayor

Attest: _____
Jacqueline Schulze, City Clerk

November 13, 2023

Sent via email only

Shane Fineran, City Administrator
Jackie Schulze, Assistant City Administrator
City of Waconia
201 South Vine Street
Waconia, MN 55387

Dear Shane and Jackie,

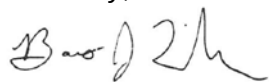
Thank you for the opportunity to submit a proposal to assist the City of Waconia with a search for your Public Services Director. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by cities in Minnesota. DDA HR uses a comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge:** Our firm comprehensively understands city and county government in Minnesota, and our consultants are former Administrators with significant experience.
- **Neutral Third Party:** We provide a neutral, objective perspective and ensure the process is focused on assisting you with finding the best possible fit. If you select DDA, be assured you will not have to deal with political challenges that can creep into the hiring process.
- **Brochure/Profile:** We develop a detailed, professional profile to present the City in the most positive manner. A sample is attached.
- **Advertising and Outreach:** Our advertising and direct outreach is comprehensive and designed to penetrate deeper and reach more potential candidates. Our depth and scope of outreach is unparalleled.
- **Experience:** DDA HR has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Candidate Communication:** Through direct contact and a sophisticated software system, we ensure candidates understand the process and where they stand at all times. Candidates deserve nothing less.
- **Work Personality Index:** Prior to deciding on final candidates, you will receive a personality index report on each person being considered for an interview.
- **Background Check Process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the City.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **All Inclusive Pricing:** Costs for all the services we provide are included. No surprises with us.
- **Two-year Guarantee:** We include a two-year guarantee because we use a proven process that you can trust.

Thank you for your consideration.

Sincerely,



Bart Fischer
Management Consultant
DDA Human Resources, Inc.

Enclosures



CITY OF WACONIA

Public Services Director Search Proposal
Submitted by **DDA Human Resources, Inc.**

November 10, 2023



Prepared by:
Bart Fischer
Management Consultant

CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline
- Process Details
- Fees
- Assurance

DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 25 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs ten individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 125 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring local government managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Waconia. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented, you will be confident that these people are the best matches from the submitted applications.

After you select the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the final decision.

Communication with the City is a high priority. In addition to our Consultant Bart Fischer being on site regularly, you will receive weekly email updates, and he will always be available for questions.

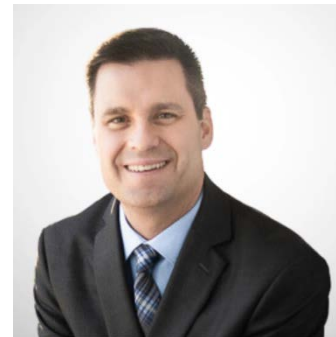
SERVICE TEAM

BART FISCHER – CO-PROJECT LEAD

Bart joined DDA in 2023 as a Management Consultant that focuses on mentoring, organizational work, strategic planning, and executive search work. He has over 20 years of experience as a public sector leader/manager in local government organizations as well as most recently working as a consultant with public sector clients. Bart's recent consultant experience provided him the opportunity to establish connections and relationships in the public works and city engineer community, which will greatly benefit the City of Waconia in this search process.

Bart's experience has taken him from being the Assistant City Administrator in the Cities of Newport and Chaska, Minnesota, to being the City Administrator in the Cities of Falcon Heights and Oakdale, Minnesota. As a consultant, Bart fostered existing client relationships, supported business development, helped mentor staff, and managed strategic client pursuits and partnerships. He is a strategic leader known for relationship development and connecting people around common themes and goals. Bart obtained his Master's in Public Administration from Metropolitan State University in St Paul.

Bart will serve as the project lead.



Contact Information:

bart@daviddrown.com

7383 Hyde Ave S
Cottage Grove, MN 55016

LIZA DONABAUER

Liza is a Management Consultant and specializes in Executive Search services. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department. This path led her into city management for Clearwater, Kansas, and Arlington, Minnesota. Throughout the years, her work has centered on human resource management, strong community participation, and leadership development. Liza received her MBA with an emphasis in public administration from the College of St. Scholastica.

Since joining DDA, Liza has conducted over 50 Administrator/Manager, Department and Executive Director searches.

Liza will assist with various aspects of the process including recruitment and consulting as needed.



Contact Information:

liza@daviddrown.com

612-920-3320 x111
P.O. Box 534
Waconia, MN 55387

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA.
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)

GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees. Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons. In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators. Additionally, he helped develop a Human Resource Technical Assistance Program that provides one-to-one consultation and access to a host of pertinent documents and policies to counties throughout Minnesota.



Contact Information:
gary@daviddrown.com
612-920-3320 x109
1327 Merrywood Court
Faribault, MN 55021

Gary has conducted over 95 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.

PAT MELVIN

Pat joined DDA as a Management Consultant specializing in Executive Search Services. He has a Government and Management Degree from Saint John's University and a Public Administration Studies master's degree from the University of Minnesota – Mankato which he earned while working for the City of Edina. Pat grew from being the Special Projects Administrator in Wright County to becoming the Administrator in McLeod County and has city experience serving as City Administrator in the Cities of Arlington and Minnetonka Beach. While working in county and city government, Pat has been involved in numerous aspects of local government including policy development, budgeting, human resources (including recruiting), payroll, benefits and workplace investigations, capital improvement plans, contract negotiations, grievance settlements, and managed a group self-insured health insurance plan.



Contact Information:
pat@daviddrown.com
612-920-3320 x116
3620 Northome Ave
Wayzata, MN 55391

Pat will assist with recruitment and reference checking as needed.

LIZ FOSTER

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. As a Certified Professional Recruiter and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.



TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed.

ITEM	TASK	COMPLETION DATE
Decision by City to proceed		November 20, 2023
Information gathering	- Gather all pertinent background information - Gather salary information and review job description - Meet with City staff and pertinent stakeholders	December 14, 2023
Professional position profile	Develop position profile and advertisement	January 8, 2024
Approve position profile	City approves profile, job description, salary range, and hiring process	January 15, 2024
Candidate recruitment	- Post position immediately upon approval of profile - Comprehensively advertise - Email and phone calls to prospective candidates	January 16, 2024- February 13, 2024
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	February 14, 2024
Personality Index	DDA will administer a work-related personality index to all semifinalists	February 25, 2024
Selection of finalists	- City selects finalists for interviews - DDA will notify candidates not selected as finalists	March 4, 2024
Background check of all finalists	Includes: - Criminal background: county, state, national - Sex offender registry - Social Security number verification - Education verification - Credit check	March 18, 2024
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	March 18, 2024
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	March 18, 2024
Finalist packet	DDA will provide the City information including: - Summary of references - Results of background checks - Personality index reports - Resumes, etc.	March 19, 2024
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions.	March 26, 2024
Decision	City will select candidate for offer	March 26, 2024
Offer and agreement	DDA will negotiate agreement with selected candidate as needed	March 29, 2024
Projected start date	New Public Services Director begins	April/May 2024

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Bart will meet individually with City staff and key stakeholders to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and updated and, if needed, we will gather relevant comparative salary information for consideration. We will quickly develop a comprehensive understanding of the organization, community, and position.

Deliverables:

- In-person information gathering via interviews with City staff and key stakeholders
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City, DDA will develop a professional position profile that is customized to present the City of Waconia in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the City for consideration and approval prior to advertising. A sample profile is attached.

Deliverables:

- Draft profile sent to City for approval
- Review and approval of job description and salary range by the City
- Review and approve proposed search timeline for purposes of advertisement and scheduling

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers or traditional candidates. Given the challenging job market as of recent, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 800 million members with over 52 million job seekers visiting LinkedIn Jobs every week. This platform offers us 100% visibility to all those members. The use of over 40 advanced recruiting filters, recommended matches, and up-to-date insights allow us to reach individuals that possess the desired backgrounds and/or experiences. It offers our job posts high visibility to both active and passive candidates across more than 50 million organizations and over 38,000 skills. At the same time, it allows us to personalize messages and connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota
- Minnesota Private College Consortium- Augsburg University, Bethel University, Carleton College, College of Saint Benedict, The College of St. Scholastica, Concordia College, Gustavus Adolphus College, Hamline University, Saint John's University, Saint Mary's University, St. Catherine University, St. Olaf College, and the University of St. Thomas

- Minnesota State Colleges and Universities- Bemidji State University/Northwest Technical College, Metro State University, Minnesota State Universities of Moorhead & Mankato, Southwest Minnesota State University, St. Cloud State University, and Winona State University
- Minnesota City County Management Association
- Minnesota Municipal Utilities Association
- Minnesota Rural Water Association
- LinkedIn

Regional Outreach

- Direct outreach to candidates
- South Dakota Municipal League
- Iowa League of Cities
- League of Wisconsin Municipalities
- Over 20 universities outside of Minnesota throughout the upper Midwest
- University of Iowa
- University of Wisconsin
- University of South Dakota
- University of Nebraska
- LinkedIn

Nationwide Outreach

- Direct outreach to candidates
- National Association of County Administrators
- National League of Cities
- National Association of Counties
- International City/County Management Association
- American Public Works Association
- National Society of Professional Engineers
- American Public Power Association
- American Society of Civil Engineers
- Engineering and Science Career Network
- LinkedIn

The simple DDA online application process will be used unless the organization prefers to use an existing methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively.

We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Additionally, our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open to the “right opportunity.”

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional networks
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria. Each semifinalist would complete an information disclosure and a

work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, personality index, cover letter, and resume from each of the semifinalists will be made available to the City for viewing. This will allow you ample time to comprehensively review candidates prior to determining who to bring in for the final interviews. Upon reviewing this introductory material, DDA will then assist the City in selecting its finalists for final interviews. After the City selects finalists, those not selected as finalists will be notified by DDA.

Candidate confidentiality when the City is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter and resume
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one's ability to perform the requirements of this leadership role
- Confirm interview schedule and logistics
- DDA will contact those not selected

STEP 5: SELECTION

After the City selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City will have access to each of the candidate's application materials, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Bart will discuss interview possibilities including leadership staff participation or virtual and/or in-person options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Council interviews, a community tour, lunch with leadership staff, or other functions.

Prior to interviews, Bart will prepare questions and then facilitate all interviews and other activities the City determines appropriate.

Our goal is to make the process smooth and painless so you can focus your energy on finding the right person for the job.

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile

- Information Disclosure
- Cover letter and resume
- Press release

STEP 6: OFFER

After interviews are complete, Bart will facilitate the offer to the selected candidate as needed. Bart will negotiate the terms with the candidate based on the parameters established by the City.

Deliverables:

- Employment agreement
- Press release
- DDA will contact those not selected

STEP 7: FOLLOW UP

DDA will make periodic contact with the new Public Services Director and City representative for at least the first year of employment.

Deliverables:

- Periodic check in with new Public Services Director and City representative

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City is encouraged to speak with any of the entities listed below:

CITIES

Aitkin- Administrator
Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Chatfield- Administrator
Corcoran- Administrator
Credit River- Administrator
Crystal- Manager
East Grand Forks- Administrator
Fairmont- Public Works Director
Hawley- Administrator
Lakeville- Finance Director
Maple Plain- Administrator
Mayer- Administrator
Melrose- Director of Electric Operations
Mora- Administrator/Public Utilities General Manager
Morris- Manager
New Hope- Manager
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Pelican Rapids- Administrator
Richmond- Administrator/Treasurer
Spring Park- Administrator/Treasurer
Stillwater- Administrator
Wadena- Administrator
White Bear Lake- Manager
Winsted- Administrator
Winthrop- Administrator

COUNTIES

Morrison- Administrator

OTHER ENTITIES

Albert Lea HRA- Executive Director
Dakota 911- Executive Director
Des Moines Valley Health and Human Services- Administrator
Kitchigami Regional Library System- Executive Director
Middle Fork Crow River Watershed District- Executive Director
Mississippi Watershed Management Organization- Executive Director
Red Wing HRA- Executive Director
Riley Purgatory Bluff Creek Watershed District- Administrator

DDA is currently conducting searches for the Cities of Corcoran, Eden Valley, Mound, Richmond, and Rochester, Minnesota, the Counties of Cass, Steele, and Wadena, Minnesota, the Arrowhead Library System, and Ramsey/Washington Recycling & Energy.

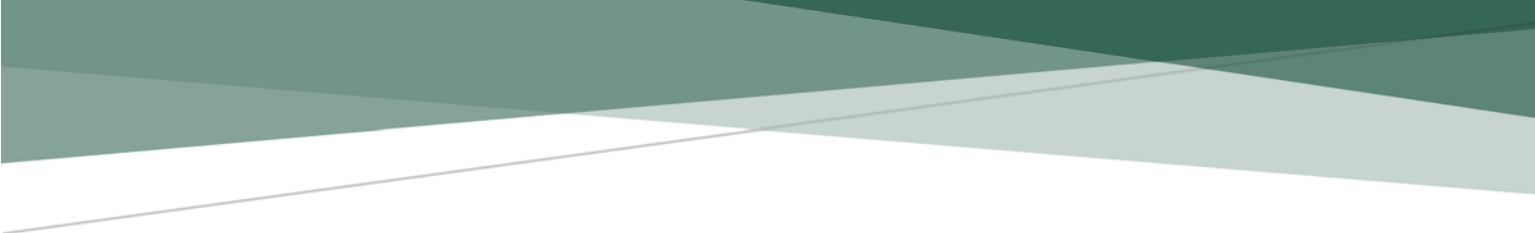
FEES

The fee for the search process is \$23,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If the City chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City and the candidates. DDA would be available to provide input and guidance on this item.

ASSURANCE

If the newly hired Public Services Director leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.



Sample Profile

SEEKING TO FILL THE POSITION OF

DIRECTOR OF PUBLIC WORKS/ UTILITIES - CITY ENGINEER

SALARY RANGE: \$113,651 TO \$143,852

HIRING RANGE: \$113,651 TO \$126,214



WELCOME TO FAIRMONT, MINNESOTA!



City of Lakes



Fairmont is a classic small town, nestled in the plains of southern Minnesota. The City is characterized by rolling plains, lakes and wooded areas. The City's historic downtown and chain of lakes provide a beautiful man-made and natural setting for recreation, gathering, and economic prosperity. Downtown Plaza, the City's historic Main Street, offers a unique variety of retail, businesses, restaurants, and civic buildings in a walkable setting. This asset provides the City with opportunities to meet modern-day expectations for places to gather with friends and family that many communities aren't as lucky to have.

The same can be said for the City's chain of five lakes. The lakes provide a beautiful setting and sense of pride for Fairmont. Nearby creeks provide an opportunity for additional parks, trails, and housing in a natural, active setting.

Fairmont's mix of housing includes historic neighborhoods in a walkable grid system to the north, south, and east of Downtown. Larger homes ring many of the community's lakes with newer housing in the south and west. The beautiful tree-lined neighborhoods are an asset the community can leverage.



GREAT PEOPLE

The City's mix of businesses serve the region's need for retail, service, and industry. In addition to the historic downtown, a commercial corridor exists on the City's east side along State Street and near the interchange with Interstate 90. A number of large-scale industrial sites line the railroad tracks which bisect the community.



CHAIN OF LAKES



INDUSTRY

As changes to retail, manufacturing, and food processing have taken place nationally, the impact locally is changing the City's environment. Multiple redevelopment and infill opportunities exist within the City's existing infrastructure.



CONNECTIONS



ECONOMIC PROSPERITY

Fairmont's biggest asset is its people. Fairmont is a community of 10,000 with a strong past and a positive future. The people of Fairmont are hard-working, industrious, and family-focused. When the people of Fairmont come together, they can accomplish anything.



HISTORIC DOWNTOWN



FAIRMONT AREA SCHOOLS, ISD 2752

A full array of K-12 educational service is available from the Fairmont Area School District and from private religious-based schools. The Fairmont Area School District is a leader in providing trades-education and post-secondary educational offerings, while offering a variety of athletic programs and extracurricular activities.



Mayo Clinic Health Systems-Fairmont campus has been meeting the medical needs of Fairmont and the surrounding community for more than 20 years, offering in-patient and out-patient care, a hospital, an eye clinic, 24-hour emergency room services as well as other specialized programs.

Other providers include; the Center for Specialty Care, Dulcimer Medical Center, and the United Hospital District.

Lakeview Methodist Health Services provides 24-hour skilled nursing care for short or long-term stays, assisted living, and memory care facilities and services.

Fairmont's economy consists of large and small industry and commerce. Major employers includes: CHS, 3M, Fairmont Foods, Mayo Clinic Health Systems-Fairmont Campus, Avery Weigh-Tronix, Hy-Vee, Walmart, Green Plains, and REM Heartland. Fairmont is positioned for continued growth with site available with immediate interstate access.





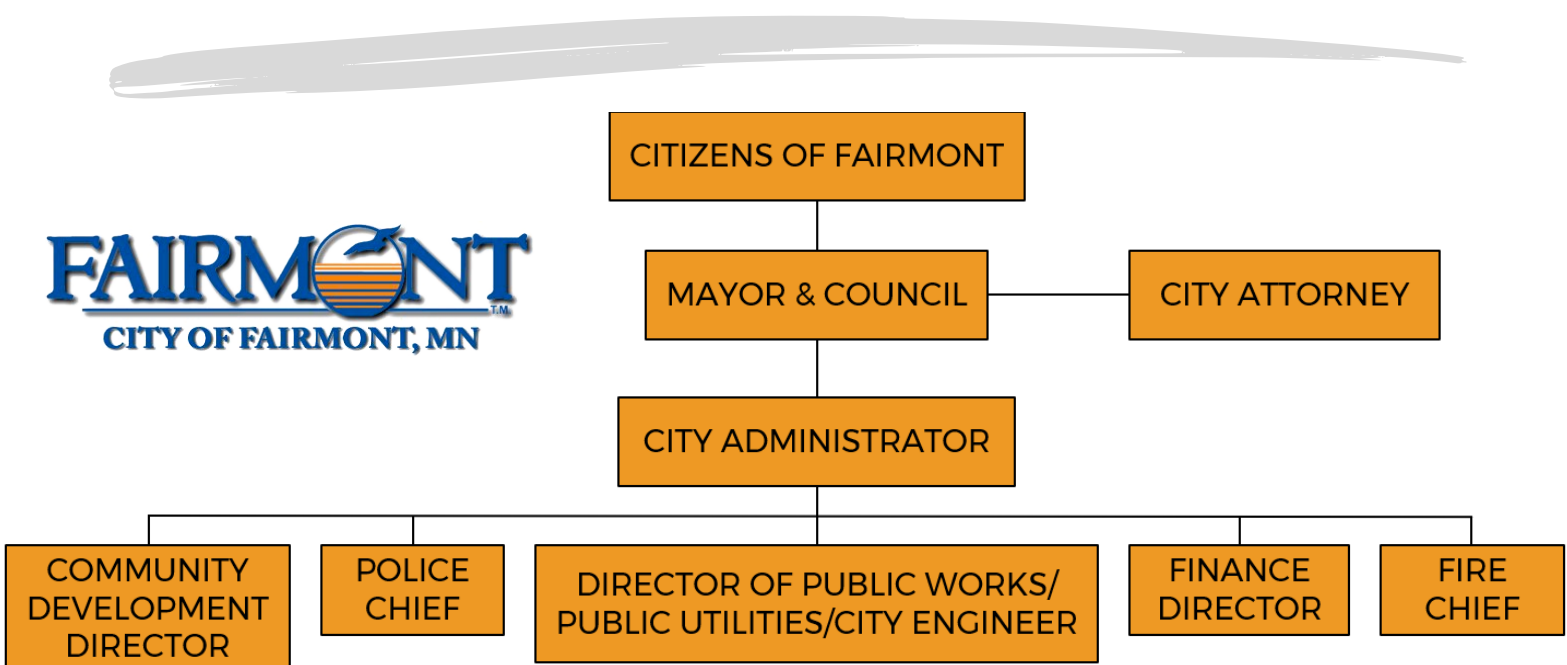
THE ORGANIZATION

The City of Fairmont is a home rule charter city with a Council-Administrator form of government. The City Council is comprised of six elected officials who govern the issues related to the City of Fairmont. The Mayor and Councilmember-At-Large are elected by all Fairmont citizens. The additional four Council Members are elected by the citizens of the ward they represent. The Mayor and Council Members are elected for a four-year term.

Fairmont is a full service city with 89 full-time and 117 part-time employees. The City maintains 75 miles of streets, 29 parks, 6 miles of trails, and over 400 acres of green space.

The City is financially sound and professionally managed. The City Administrator and Administration Department has been easy to work with allowing for open communication and support to the Director, Department, and its staff.

The Public Works Department has historically operated very well and has been professionally managed. A talented team of staff is in place. Staff take pride in their work, are resourceful, and creative in problem solving. Staff have been given a voice on the Department's safety and equipment needs. The Department has benefited by having experienced superintendents leading each division, in-house engineering, a new Public Works Building, a new Water Plant in 2013, and the initiation of a City GIS and Asset Management Program. The Department has been recognized with various awards from the State for its projects.



Public WORKS



The Public Works Department works to maintain and enhance the quality of life for residents through efficient and effective delivery of residential services. Departments under Public Works include the Park Department, the Street Department, the Engineering Department and Stormwater Management.



Park Department

The Park Department is responsible for snow removal, general maintenance of municipal facilities and buildings, park and trail maintenance and equipment services. The Park Board provides recommendations to the Council regarding park and rec facilities and develops rules and regulations regarding their use. The Park Board is also the Tree Board.



Street Department

The Street Department is responsible for street maintenance, snow removal and equipment services.



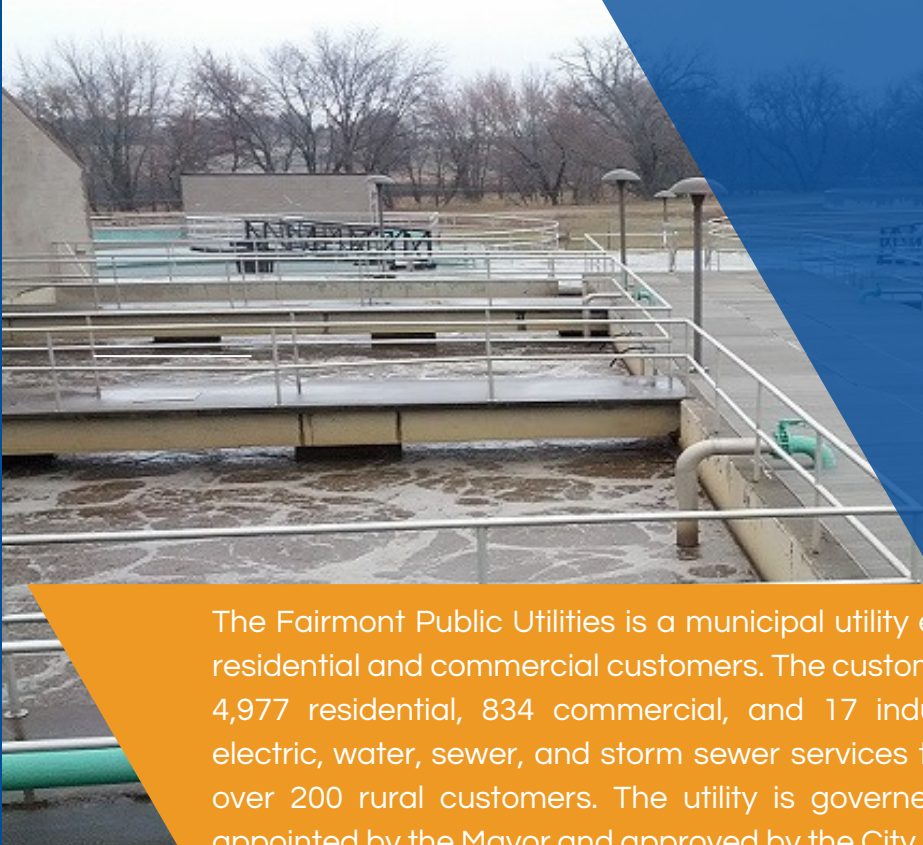
Engineering Department

The Engineering Department is responsible for the general engineering requirements of the city. The department implements all plans and programs relating to city infrastructure including storm and sanitary sewers, water mains, structures, roadways, sidewalks, bike trails and other improvements. The department also coordinates traffic engineering and grant estimation as well as plat books and easements.



Stormwater Management

Stormwater management plays an important role in protecting our lakes, rivers, creeks and wetlands. The City of Fairmont is located in the Blue Earth River watershed and its storm sewer system discharges directly to our chain of lakes, which flow to the Blue Earth River.

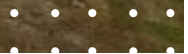


PUBLIC UTILITIES

The Fairmont Public Utilities is a municipal utility established in 1902 serving 11,000 residential and commercial customers. The customer base consists of approximately 4,977 residential, 834 commercial, and 17 industrial users. The utility provides electric, water, sewer, and storm sewer services to customers within city limits and over 200 rural customers. The utility is governed by a five-member commission appointed by the Mayor and approved by the City Council.



AIRPORT



With the largest runway facility and most technically equipped airport in south central Minnesota, the Fairmont Municipal Airport (KFRM) provides general aviation services for the region. The facility serves a wide range of aircraft including corporate jet and other aircraft for local businesses. Approximately 30 aircraft are currently based at the airport. A newly constructed 7-unit T-hangar was made available in 2020 to increase the available aircraft storage. They also recently updated the taxi runways.

The Airport Advisory Board (AAB) provides input on operations and capital needs. The AAB works with City staff to make recommendations to the City Council for budgetary consideration.



Core Duties of the Job

- Directs and monitors the development of long-range planning for the Public Works (streets, parks, shop, facilities), Public Utilities (electric, water, wastewater), and Engineering Departments and City Airport.
- Works with department superintendents to establish objectives, priorities, and policies within each department.
- Prepares and recommends annual capital and operating budgets in cooperation with department superintendents and staff and monitors expenditures within approved budgetary limitations.
- Prepares or supervises preparation of feasibility reports for municipal improvements including preliminary cost estimates and project recommendations.
- Monitors inspection activities to ensure compliance with City and State codes.
- Reviews availability of federal, state, and other funds for Engineering, Public Works, and Public Utility use and makes recommendations to the Council and the Public Utilities Commission.
- Monitors current monies/grants being used by the Public Works, Public Utilities, and Engineering departments.
- Directs the preparation of assessment rolls based on established procedures.
- Functions as liaison and advisor to various consultants, government agencies, developers, other City departments, and the public.
- Maintains contacts with outside agencies, i.e., MNDOT, MMUA, MPCA, MDH, DNR.
- Functions as Chief Engineer on improvement projects to ensure compatibility with established City design and maintenance standards.

CORE DUTIES OF THE JOB - CONT'D

- Directs the maintenance of appropriate Public Works and Public Utilities files, records, and maps.
- Drafts resolutions, ordinances, and revisions related to Public Works/Utilities for consideration by the City Council and Public Utilities Commission.
- Attends Public Utility Commission, City Council, Park Board, Airport Advisory Board, staff, and other meetings as needed.
- Contributes to and participates in problem solving within management team.
- Directs the implementation of the City's MS4 permit, Stormwater Pollution Prevention Program (SWPPP), and Surface Water Management Plan.
- Reviews construction plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans, and authorizes permits.
- Directs the preparation of engineering project plans and specifications related to Public Works improvements and maintenance for water, sanitary sewer, storm sewer, streets, etc. This includes site investigation, design calculations, project estimates, and construction documents.
- Administers construction contracts and negotiates contracts and change orders.
- Administers the bridge inspection program, pavement management system, asset management system, CAD, and GIS programs.
- Serves as a member representative on Southern Minnesota Municipal Power Agency (SMMPA) Board.
- Oversees staffing in all Public Works, Public Utilities, and Engineering Departments including hiring and other personnel related actions.



Desired Attributes

- Has developed a broad base of knowledge working in Public Utilities, including electric.
- Has successful project management skills and a general background in construction.
- Excels in taking on the role as a life-long learner and moving the Department forward. Leads in a positive, collaborative, and forward-thinking manner.
- Is confident and comfortable working in the public eye and with an elected body. Demonstrates patience and takes the time to educate and engage others on complex concepts.
- Has a strong skillset in communication, is approachable, an active listener, and has the desire to earn the trust of the public.
- Leads with a calm and steady demeanor. Has the ability to balance and prioritize projects, tasks, and interruptions.
- Is resourceful and enjoys working in a collaborative capacity with other departments, field experts, as well as community and state partners.
- Has excellent problem-solving skills and can be described as a creative and an outside-of-the-box thinker.
- Is a proactive leader who challenges, “this is how we have always done it” mentality.
- Coaches staff to take the lead role in project management.
- Conducts a mobile leadership style which includes a presence in City Hall and at other sites to engage department staff across all levels.
- Experience working with union employees and human resource issues.



POSITION GOALS AND PROJECTS

- Orientate self with department operations, the capital improvement plan, and annual budget, and prospective projects.
- Continue the Street & Utility Improvement and Pavement Management Programs and expand their funding sources.
- Implement an ongoing maintenance program for all utilities and facilities.
- Facilitate multi-year wastewater treatment plant upgrades (currently in design phase).
- Ensure the AMI (Advanced Metering Infrastructure) water and electric meter project is completed in a timely manner.
- Prepare for a 2023 construction project at Gomsrud Park (valued at \$2.5 million in improvements).
- Serve as the project lead on the construction of a Community Center (2024) and community bandshell improvement project.
- Propel the completion of the City's GIS and Asset Management programs and integrate the implementation of the programs across all departments.
- Effectively communicate and serve as a liaison for the Department with various stakeholders including the PUC, City Council, City Departments and staff, County, Minnesota Department of Transportation (MnDOT), Southern Minnesota Municipal Power Agency (SMMPA), and the various community and government entities.
- Proceed with the planning and execution of a multi-year upgrade to the electric distribution model (valued at \$14 million).
- Update the City's stormwater management plan.
- Be an active partner with Martin County and the Martin SWCD on water quality projects.

POSITION ANNOUNCEMENT



CITY:
FAIRMONT, MINNESOTA

POSITION:
DIRECTOR OF PUBLIC WORKS/UTILITIES - CITY ENGINEER

SALARY RANGE:
\$113,651 TO \$143,852

HIRING RANGE:
\$113,651 TO \$126,214

APPLICATION DEADLINE:
DECEMBER 6, 2022

JOB SUMMARY:

The Director of Public Works/Utilities – City Engineer coordinates, plans, and provides direction to all Public Works, Public Utilities, Engineering, and Airport functions of the City consistent with City policy, federal and state regulations, and objectives developed and/or approved by the City Council and/or the Public Utilities Commission. This is a highly responsible position requiring good judgement and ability to act independently.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil, Electrical, or Mechanical Engineering, or a related field, five years of experience in Civil Engineering or a related field preferably in municipal operations, and three years of supervisory experience. Ten years of experience in Civil Engineering/Public Works in municipal operations, Minnesota Registered Professional Engineer, and five years of experience in leading and operating public utilities preferred.

APPLY:

Visit <https://daviddrown.hiringplatform.com/134668-fairmont-director-of-public-works-utilities-city-engineer/505476-application-form/en> and complete the application process by December 6, 2022. An initial round of application screening will take place on November 23, 2022, and a final screening will take place on December 7, 2022. Preliminary interviews will take place on December 13, 2022, with final round interviews by December 29, 2022.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA
Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.
Waconia Office
P.O. Box 534
Waconia, MN 55375

Phone: 612-920-3320 x111
Fax: 612-605-2375
liza@daviddrown.com
www.ddahumanresources.com



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		December 4, 2023			
Item Name:		Main Street 15 Minute Parking Alteration			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent		Regular Session		Discussion Session X
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2023-258, Approving Updated Time Restrictions for Parking on Main Street					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Greg James, James Rentals LLC has requested that the City Council consider amending the 15 minute parking spaces located on Main Street. There were 2 of these time limited spaces located on Main Street prior to construction, one mid block and one a few spaces to the east. Post construction the spaces were moved adjacent to each other mid block and next to the van accessible parking stall. Mr. James is requesting that these spaces be posted as 15 minute parking from the hours of 8:00 a.m. to 5:00 p.m. when the majority of retail business are open for business, and thus freeing up the spaces for longer term parking in the evening hours when restaurant and bar parking has higher demand. City Council members have also heard from some Main Street businesses about the need or lack there of for 2 15 minute parking stalls on Main Street. As noted, these two spots existed prior to construction on the block. In discussion with a business adjacent to the stalls, concerns regarding reduction and enforcement of the remaining 15 minute parking stall was a concern. Reduction of a space and lack of enforcement of the remaining stall would be a burden to those businesses and customers who frequently utilize these spaces.					
<u>Attachments:</u>					
1. 23-258_Time Parking Main St.doc					
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		

**CITY OF WACONIA
RESOLUTION NO. 2023-258**

**RESOLUTION AMENDING
TIME RESTRICTIONS FOR PARKING
ON MAIN STREET**

WHEREAS, municipal code section 631.01 permits the City Council to designate certain streets or portions of streets as no parking zones or may limit the hours in which restrictions apply; and

WHEREAS, the City has determined that two spots on Main Street be posted at 15-minute parking; and

WHEREAS, the City has received a request to modify the hours of the 15-minute parking restriction to better accommodate all businesses on Main Street; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby amends the parking restrictions as described:

- 15-minute parking spaces on Main Street in the newly constructed area should be posted as 15-minute parking from the hours of 8:00 am to 5:00 pm

Adopted by the City Council of the City of Waconia this 4th day of December 2023.

Nicole Waldron, Mayor

Attest: _____
Jackie Schulze, City Clerk