

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Tuesday, September 2, 2025
6:00 PM**

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

**MAYOR: TIM LITFIN
COUNCIL MEMBER: NICK GLEASON
COUNCIL MEMBER: JEFF GRENGS
COUNCIL MEMBER: JACOB COLEMAN
COUNCIL MEMBER: DEREK SIDDONS**

**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@waconiamn.gov to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
- 8. 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) City Council Minutes August 18, 2025
- 2) Approve September 2, 2025 Expenditures
- 3) **Downtown Reconstruction Phase 3 Pay Request No. 4 to GMH Asphalt Corporation**
Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 4 to GMH Asphalt Corporation
- 4) **Water Treatment Plant No. 3 PLC Upgrade Quote**
Adopt Resolution No. 2025-207 Authorizing Acceptance of Quote for the Water Treatment Plant No. 3 Programmable Logic Controller Upgrades
- 5) **Approve Material Testing Proposal with AET in Support of the Wildcat Way Reconstruction project.**
Adopt Resolution No. 2025-208 Authorizing Acceptance for Material Testing in Support of the Wildcat Way Reconstruction project.
- 6) **Accepting Cash Donation for War Memorial Maintenance and Preservation**
Adopt Resolution No. 2025-209 Accepting Cash Donation for War Memorial Maintenance and Preservation
- 7) **Joint Powers Agreement with ISD#110 - Use of Election Equipment for November 4, 2025 Special Election**
Adopt Resolution No. 2025-210 Approving Joint Powers Agreement with ISD#110 for Use of Election Equipment
- 8) **Special Event Permit - Farmers Market Extension**
Adopt Resolution No. 2025-211 Approving the Special Event Permit for the Waconia Farmers Market

9. COUNCIL BUSINESS

- 1) **Variance - 100 Scott Lane**
Adopt Resolution No. 2025-212 Approving Variance at 100 Scott Lane
- 2) **Award Bayview Parking Lot Reconstruction Project**
Adopt Resolution No. 2025-213 Accepting Quote from Minger Construction for the Bayview Lot Reconstruction
- 3) **Ordering a Warrant Analysis for All-Way Stop at 2nd Street and Elm Street**
Adopt Resolution No. 2025-214 Ordering a Warrant Analysis for All-Way Stop Condition at the intersection of Elm Street and 2nd Street to be performed:
 - a. Immediately
 - b. Starting after December 2025

10. ITEMS REMOVED FROM CONSENT AGENDA

11. REPORTS/EMERGING ISSUES

- 1) Staff Reports**
- 2) Councilmember Siddons**
- 3) Councilmember Coleman**
- 4) Councilmember Gleason**
- 5) Councilmember Grengs**
- 6) Mayor Litfin**

12. ANNOUNCEMENTS

13. ADJOURN REGULAR MEETING

OFFICE OF THE CITY ADMINISTRATOR
Shane Fineran

WORK SESSION: 2026 LEVY & BUDGET WORK SESSION #2

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 2, 2025	
Item Name: 8.1. City Council Minutes August 18, 2025	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the August 18, 2025 City Council Minutes EXPLANATION OF AGENDA ITEM: Approve the August 18, 2025 City Council Minutes ATTACHMENTS: 1. August 17, 2025 Council Meeting Minutes	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
AUGUST 18, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the City of Waconia August 18, 2025, Council Meeting to order at 6:00 p.m.

Mayor Litfin stated Nick Gleason will not be in attendance.

2. PLEDGE OF ALLEGIANCE

Mayor Litfin led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None

4. ADOPT AGENDA

Motion to Adopt the Agenda as published made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

5. PUBLIC HEARING

None.

6. OPEN FORUM

Leroy Hendricks, 10585 Elm Creek Road, stated his main concern is regarding the safety of the entrances and exists of the Elm Creek Ridge Development. The developer is proposing 54 new homes, which means over 100 cars per day heading south on Elm Creek Road. The addition of a turn lane is not enough for the amount of additional traffic on Elm Creek Road. Hendricks requests the Council look at other options, including closing one entrance on Elm Creek Road and direct traffic north to Sierra Parkway.

Jacob Sams, 10475 Elm Creek Road, provided the Council with a handout. Sams main concerns are the access points, topography, and safety/traffic and is requesting the Council consider changing the proposed neighborhood design to close all south points onto Elm Creek Road. Resident is proposing routing access points north out of Waterford onto Sparrow Road. These roads are better equipped with existing turn lanes and shoulders. The neighborhood conducted a brief study on the subdivisions in Waconia to locate and count access points. Interlaken, Sierra, and Country Ponds have triple the number of homes with similar access points as requested. Also, the typography is an issue as there is a hill and

blind spot on Elm Creek Road where another eight homes are proposed. The neighborhood is very concerned with the safety of their families and the increased traffic.

Nicole Waldron, representing the Waconia Farmers Market, thanked the Council for permission to use Lot 1 for the new Waconia Farmers Market. The market started with 20 vendors and is now rotating around 60 vendors. The market will be introducing a new vendor called the POP Club, which is the Power of Produce Club. This is an incentive program for children to receive a \$2 token for fresh produce of their choice. The market has received donations from the Waconia Lions Club and the Waconia Fire Relief Association for this program and will continue to add more produce vendors to grow this program for Waconia children. Also, local businesses have seen increased foot traffic on Thursday afternoons and into the early evenings from the Market. Potentially, the market will be seeking permission to extend the schedule into October. The Waconia Farmers Market is open Thursdays from 4:00 to 7:00 p.m. and is a great success.

7. COMMUNITY INTEREST PRESENTATIONS

1) Waconia Chamber of Commerce & Visitors Bureau Annual Update

Christine Fenner, President of the Waconia Chamber of Commerce, provided the Council with an annual update. The mission of the Chamber is to be a non-profit, member-driven organization to promote business environments in a thriving community. The Chamber currently has over 300 members and is growing with 17 new members this year and a retention rate of 96%. The Chamber hosts approximately 12 annual events with an upcoming Nickle Day on September 13th. Nickle Dickle day is the largest fundraiser of the year for the Chamber, with most Waconia businesses having large increases in sales as well. Typically, there are 30,000 participants and 1.9 million dollars spent locally. Destination Waconia has received tourist requests from all over the country with over 800 tourism packets requested in 2025. The Chamber will continue to provide public relations for Destination Waconia, including local television, social media, websites, and billboards. The Chamber is also working with Explore Minnesota to make Waconia a film-ready destination.

8. ADOPT CONSENT AGENDA

- 1) Approve the August 4, 2025, Council Minutes**
- 2) Approve August 18, 2025 Expenditures**
- 3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred July 2025**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred July 2025**
- 5) Well Test Drilling (Wells #10 and #11), Pay Request #1 with Traut Companies**
- 6) Construction of Well #9, Pay Request #2 with Traut Companies**
- 7) Water Treatment Facility Piping Modifications Pay Request #8 to Municipal Builders**

- 8) **Sterling Hills Storm Sewer Extension Project**
- 9) **Sale or Disposal of Surplus Equipment**
- 10) **Revolving Loan Request - Waconia Square, LLC - Subordination Agreement with Security Bank Waconia**
- 11) **Local Housing Aid - Spruce Street Apartments**
- 12) **Designate Outdoor Area for Nickle Dickle Day Festival**
- 13) **Special Event Permit - Waconia Brewing Nickle Dickle Street Dance**
- 14) **Temporary On-Sale Liquor License Waconia Brewing Company**

Motion to Adopt the Consent Agenda as published made by Council Member Grengs, seconded by Council Member Coleman.

MOTION CARRIED.

9. COUNCIL BUSINESS

- 1) **Receive Feasibility Report and Call Hearing for the 2026 Downtown Phase 4 Improvement Project**

Pursuant to Council request, Staff prepared a Feasibility Study for the Downtown Reconstruction Phase 4 Project. This includes street and utility reconstruction of 1st Street from Olive Street to Spruce Street, Elm Street from 1st Street to 2nd Street, and 2nd Street from Elm Street to Pine Street with complete street reconstruction, storm sewer replacement and expansion, sidewalk replacement and widening, sanitary sewer replacement, water system replacement with upsizing and addition of cathodic protection, and irrigation system expansion. The project also includes the vacation of Pine Street from 1st Street to 2nd Street, parking lot improvements in the public and private parking areas south of 1st Street and west of Elm Street, and lighting improvements in City Square Park.

Jack Saulsbury stated that the project is on track and the next item is for the Council to accept the Feasibility Study and call for the Public Hearing on September 15, 2025, then conduct the public hearing and order improvements, conduct property inspections and obtain business questionnaires, hold a public open house, receive plans and specifications/authorizing advertising for bids, award contract, complete assessment benefit evaluation and obtain project financing, construct project, hold a final assessment hearing, and finally close out the project. Mr. Saulsbury went on to explain the proposed street/storm sewer improvements part of this project.

Shane Fineran, City Administrator, updated the Council on the vacation of Pine Street as an action/agreement was completed between the City and St Joseph Church in 2000. Over the years, the City has vacated areas to allow for the expansion of St. Joseph School. St. Joseph Church petitioned the City to vacate Pine Street for further expansion and the City agreed.

Mr. Saulsbury went on to explain that on 1st Street (Olive Street to Elm Street) the

proposed street width is 51.5 feet, 9-foot sidewalk on both sides, and 60-degree angled parking on the north side. On 1st Street (Elm Street to Pine Street), the proposed street width is 51.5 feet, an 8-foot sidewalk on the north side, 7.5-foot on the south side, 6-degree angled parking on the north side, and parallel parking on the south side. On 1st Street (Pine Street to Spruce Street), the proposed street width is 48 feet, a 6-foot sidewalk with a 5-foot boulevard on both sides, and parallel parking on both sides. Elm Street (1st Street to 2nd Street), the proposed street width is 48 feet, a 9-foot sidewalk on both sides, and parallel parking on both sides. On 2nd Street (Elm Street to Pine Street), the proposed street width is 42 feet, with an 8-foot sidewalk along the north side, a 6-foot sidewalk with a 5-foot boulevard on the south side, and parallel parking on both sides. The project includes the reconstruction of all existing concrete sidewalks to meet ADA requirements with a total estimated sidewalk project cost of \$572,410. The proposed street and park lighting will locate streetlights behind the sidewalks where possible, park lighting will be upgraded, the lighting style and layout will match the previous construction phase, three banner pole locations are proposed, and the cost was included in the street/storm project cost. The proposed sewer and water improvements include replacing all existing watermains with 8-inch/10-inch watermains, replacing all existing sanitary sewer with 8-inch mains, replacing all hydrants, gate valves, manholes, adding cathodic protection items and 1-inch irrigation lines. The estimated sanitary sewer cost is \$451,450. The estimated water system project cost is \$1,239,670. The proposed off-street parking improvements include the potential option to partner with private property owners for off-street parking, up to 35 parking stalls in a paved/striped parking lot, agreements with property owners along with reserved parking stalls for tenants. The estimated project cost is \$308,050. Phase 4 will be split into three stages. Stage one will be 1st Street to occur first with temporary access to Pine Street from the southeast corner. Stage 2 will be Elm Street, 2nd Street, and off-street parking. Stage 3 will include removal of Pine Street. Phase 4 will assess 33 properties and one city-owned property at \$287.95 per foot. This project will be financed through the sale of bonds. The total estimated project cost is \$6,787,330 with an estimated assessed amount of \$1,032,470. The total estimated developer cost sharing is \$41,500 with the bond rate to be determined at the time of sale with a term of 10 years.

Mayor Litfin reported that he had spoken with Father Stan Maderand Deacon Bruce Richards of St. Joseph's Church, who requested that a full sidewalk be installed on Pine Street and that the existing three-way stop remain in place to prevent the roadway from becoming a thoroughfare. Mr. Saulsbury noted that the intersection is currently a four-way stop and explained that, typically, a three-way stop would be constructed. He stated that this matter, along with the sidewalk configuration, will be reviewed during the final design stage of the project.

Mayor Liifin asked Mr. Saulsbury if they will straighten out the proposed angled crosswalk on 1st Street. Mr. Saulsbury reported that the crosswalk on 1st Street between Elm Street and Pine Street is currently angled. The Feasibility Study recommends realigning it with the street, as the current configuration impacts parking. He will review the crosswalk configuration and the Pine Street sidewalk with St.

Joseph's Church to gather their input.

Mayor Litfin also questioned the value of banner poles on 1st Street, noting that while he could see their use on the commercial side, he did not see the value to the east. Mayor Litfin also said that St. Joseph Church leadership does not want the pole between the school and the church. Mr. Fineran responded that Staff had previously reviewed the banner pole configuration citywide and confirmed that there are poles on 1st Street east to Olive Street and extending to Maple Street.

Motion to adopt Resolution No. 2025-203 Receiving a Feasibility Report and Calling for a Public Hearing for the 2026 Downtown Phase 4 Improvement Project made by Council Member Coleman, seconded by Council Member Grengs.
MOTION CARRIED.

2) Site Plan & Design Review - 830 Marketplace Drive

Lane Braaten, Community Development Director, stated that Java Companies submitted an application for a Site Plan & Design Review to construct a 10,600-square-foot automotive tire store and repair building at 830 Marketplace Drive. The application is over on parking requirements and is meeting the pedestrian connection setbacks. The applicant is proposing connecting the sidewalk from Marketplace Drive to the trail on the north side of the property. The Planning Commission recommended approval with the conditions listed in the Resolution.

Mark Krogh of Java Companies, addressed the Council stating, if approved, construction will begin in the spring of 2026. The Council is excited to have a new business in Waconia.

Motion to Adopt Resolution No. 2025-204 Approving the Site Plan & Design Review Application for the Proposed 10,600 Square Foot Automotive Tire Store and Repair Shop Proposed to be Located at 830 Marketplace Drive was made by Coleman, seconded by Siddons.
MOTION CARRIED.

3) Elm Creek Ridge Preliminary Plat, PUD Zoning Request & Comprehensive Plan Amendment

Mr. Braaten stated the City received a preliminary plat application titled Elm Creek Ridge which proposes to plat portions of the subject properties and Elm Creek Road into 56 single-family home parcels and three outlots along with an application to zone the subject property Planned Unit Development District which would allow reduced lot sizing, reduced side yard setbacks, and increase the impervious surface allowance. Also, the City received a Comprehensive Plan Amendment to reguide the easterly 10 acres to low-density residential versus the current guidance of medium-density residential. This property is just under 30 acres and was annexed from Laketown Township in July. The applicant is proposing 50% hardcover, 65-foot-wide lots with a 7.5-foot side and rear yard setback in lieu of the 10-foot side and backyard setback,

which equates to 15 feet between homes. The Planning Commission held the required public hearing at their last meeting and voted unanimously on both Resolutions with the conditions listed.

Jason Palmby representing Magellan Land Development, stated that they are continuing to work with MnDOT and, as of now, MnDOT will require a should a turn lane coming south.

The Mayor stated the number one issue is safety and is requesting staff to work with MnDOT to reduce the speed on Highway 284. Haukaas stated the speed study will include public travel and make the evaluation at the 85 percentile, meaning it depends on the design of the road, the comfort of drivers and will reflect current conditions of the road.

Motion to Adopt Resolution No. 2025-205 Approving the Elm Creek Ridge Preliminary Plan and PUD made by Grengs seconded by Coleman

Aye: Coleman

Aye: Siddons

Aye: Grengs

Nay: Litfin

MOTION CARRIED.

Motion to Adopt Resolution No. 2025-206 Approving the Comprehensive Plan Amendment requiring a four-fifths Council vote made by Council Member Grengs, seconded by Council Member Coleman.

Aye: Coleman

Aye: Siddons

Aye: Grengs

Aye: Litfin

MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

None.

11. REPORTS/EMERGING ISSUES

1) Staff Reports

a. New Online Utility Billing System Update

Lacey Shaw, finance clerk, provided the Council with an update on the new Utility Billing System which went live on August 11th. The new system will clearly demonstrate the costs and usages to residents of Waconia and provide residents with more than transparency, as it also provides residents with a clear, detailed view of their water usage, billing and understanding of both personal costs and also the broader impact on the City. Also, when residents can see the true impact of water

usage, it triggers engagement and engagement is the major key in water conservation. The Customer Facing Portal is the first page the resident will see, and it shows the balance due and the actual water consumption profile. This profile shows the residents' water consumption for a date range of their choosing. Next, residents can view PDF copies of two years' worth of statements and their profile (email, phone numbers). Ms Shaw went on to explain the breakdown of the information available on the statements and encouraged all residents to go online and view all the information now available.

The Mayor indicated that, as per social media, residents are happy with the new software. The Council thanked Ms Shaw and Staff for a job well done.

b. All -Way Stop Sign Engineering Evaluations - Oak Ave/Sparrow Rd and Main St/Spruce St

Jon Haukaas, Public Services director, stated that the Council directed Staff and Bolton & Menk to perform an evaluation of a change to an all-way stop-controlled condition to help address reported safety concerns by the public, which include both pedestrian and cross-traffic conflicts. Currently, both intersections are two-way stop controls with the major road having through traffic. The conditions of the intersection and how the Minnesota Manual of Uniform Traffic Control Devices (MUTC) is applied have been used to evaluate both intersections. The results of the analysis find that none of the typical warrants for all-way stop control implementation are satisfied and the report's details are included in the Council packet. The reports do indicate the options of additional lighting and installing a push button on Yellow Crossing for the crosswalk. These devices cost approximately \$15,000 with more details forthcoming. Mr. Haukaas stated that education, signage, engineering, and enforcement are the best options for these intersections, with engineering being the most expensive. Mayor Litfin asked Mr. Haukaas to bring back options on Main Street to lower speed. He also requested the 35 miles per hour sign on Main Street by Kwik Trip #1 be changed to 30 miles per hour. Mr. Fineran stated that around May through July, speed study data was collected on the east end of Main Street with an average speed of 32 miles per hour.

2) Councilmember Siddons

Nothing to report

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Absent

5) Councilmember Grengs

Nothing to report

6) Mayor Litfin

The mayor stated the last two weeks were very busy in Waconia with the Carver County Fair and National Night to Unite.

Last week, attended the Chamber of Commerce Coffee Connection hosted by Brian Cook.

Last week, met with the general manager of Paulty Homes for a description of the Holbrook addition southeast of town.

Now is the time to get involved with your City, County, and school boards, as the City and County officials will be setting the preliminary levy by mid-September.

12. ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator, reminded everyone that there is a rescheduled music in the street event on Wednesday, August 20th on Elm Street between Main Street and 1st Street in front of the Saloon. Traveled Ground will start performing at 6:30 p.m. and the road will close around 4:30 p.m.

13. ADJOURN REGULAR MEETING

Motion to adjourn the August 18, 2025, Waconia City Council meeting made by Coleman, seconded by Grengs at 8:15 p.m.

MOTION CARRIED.

WORK SESSION: 2026 PRELIMINARY BUDGET & LEVY WORK SESSION #1

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: September 2, 2025	
Item Name: 8.2. Approve September 2, 2025 Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve September 2, 2025 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursements registers for the City of Waconia as of September 2, 2025. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025		
Item Name:	8.3. Downtown Reconstruction Phase 3 Pay Request No. 4 to GMH Asphalt Corporation		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	Resolution No. 2025-100 Accepting Bids and Awarding Contract for the 2025 Downtown Reconstruction Phase 3 Project		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Downtown Reconstruction Phase 3 Pay Request No. 4 to GMH Asphalt Corporation EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the Waconia Downtown Reconstruction Phase 3 Project and recommends payment of \$511,117.39 based on the engineering request for payment. This payment represents approximately 70% of the total approved contract for the project. ATTACHMENTS: 1. Pay Request #4 from GMH Asphalt			
FINANCIAL IMPLICATIONS: Funding Sources & Uses: PIR, Water, Sewer, Storm Water Budget Information: ☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required		ADVISORY BOARD RECOMMENDATIONS: Planning Commission: Park Board: Personnel Committee: Other:	



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

August 27, 2025

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

**RE: Waconia Downtown Reconstruction – Phase 3
Pay Request No. 4**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 4 for work completed through 8/22/2025 on the above referenced project. The work completed includes payment for removals, sand, aggregate base, curb, storm sewer, sanitary sewer, watermain, and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$511,117.39** to GMH Asphalt Corporation. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm	Irrigation	Sewer	Watermain	Sidewalk
Recon	\$511,117.39	50%	17%	0%	11%	21%	1%
TOTAL	\$511,117.39						

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Jon Haukaas, City of Waconia
Colton Lee, Bolton & Menk

Enclosure



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025		
Item Name:	8.4. Water Treatment Plant No. 3 PLC Upgrade Quote		
Originating Dept:	Public Services		
Presented By:	Jon Haukaas		
Previous Council Action:	Adopt Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Modifications to Water Treatment Plant 3 Piping.		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-207 Authorizing Acceptance of Quote Water Treatment Plant No. 3 Programmable Logic Controller Upgrades EXPLANATION OF AGENDA ITEM: The City is currently conducting a project to modify Water Treatment Plant (WTP) No. 3 to connect the new Well No. 9 to the Plant and Treatment process. This project includes upgrades to the Supervisory Control and Data Acquisition (SCADA) system to support additional controls and programming. During this work, staff identified that the two existing Programmable Logic Controllers (PLCs) are outdated and incompatible with the upgraded system. A PLC is a specialized industrial computer used to control automated processes with efficiency, accuracy, and reliability. These PLCs continuously monitor input signals from sensors throughout the water treatment plant and execute defined specific task instructions to pumps, motors, and chemical feed processes. City staff worked with Automated Systems Company, the City's professional services provider for treatment process programming, to obtain a proposal for replacing and programming the PLCs. The company can perform this work in parallel with the ongoing improvements at WTP No. 3, ensuring that plant operations remain uninterrupted. The quoted scope of work includes parts, labor, and an 18-month warranty in an amount of \$74,934.00. Staff recommends acceptance of the quote from Automatic Systems Company for Water Treatment Plant 3 Programmable Logic controller upgrades. ATTACHMENTS: 1. Resolution 2025-207 Authorizing Approval of Quote for PLC Upgrades 2. Water Treatment Plant PLC Upgrade Agreement			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
x	Budgeted	Personnel Committee:	
_____	Non-Budgeted	Other:	
_____	Amendment Required		

**CITY OF WACONIA
RESOLUTION NO. 2025-207**

**RESOLUTION AUTHORIZING ACCEPTANCE OF QUOTE FOR
WATER TREATMENT PLANT #3
PROGRAMABLE LOGIC CONTROLLER UPGRADES**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the City Council authorized approval on October 7th, 2024, for the award of the Modification to Piping at Water Treatment Plant 3 project to Municipal Builders, Inc.(MBI); and

WHEREAS, during construction of the project it was discovered that two additional Programmable Logic Controllers (PLCs) should be upgraded to fully modernize the Supervisor Control and Data Acquisition (SCADA) panels at Water Treatment Plant No. 3; and

WHEREAS, as this work does not need to go through MBI as the General Contractor on the project, staff reached out directly to our SCADA Programming company and vendor to provide a quote for this work to avoid the additional mark-up; and

WHEREAS, sufficient funds exist in the Water Treatment Plant No. 3 Modifications project to cover these expenses; and

WHEREAS, Staff recommend acceptance of the quote from Automatic Systems Co. for Water Treatment No. 3 Programmable Logic Controller Upgrades.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes City staff to accept the quote in the amount of \$74,934.00 from Automatic Systems Co. for Water Treatment No. 3 Programmable Logic Controller Upgrades.

Adopted by the City Council of the City of Waconia this 2nd day of September 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

Mr. Doug Bode
City of Waconia, MN
201 South Vine Street
Waconia, MN 55387

August 5, 2025

SUBJECT: Waconia, MN – Water Treatment Plant Programable Logic Controller Upgrades.

Mr. Bode,

We are pleased to offer the following proposal to upgrade the PLCs in the existing Supervisory Control Panel No. 1 “SCP-1” & Filter Council Control Panel not included in the Water Plant Piping Modifications project.

Supervisory Control Panel No. 1

- A One (1) **Compact Logix Family PLC**, ethernet capability, with associated power supply and for installation in place of the existing and obsolete SLC series PLC in the existing SCP-1 Control Panel.

Please note, this includes the includes the required communication module needed to facilitate communication between the upper and lower PLC racks.

- B Twenty-One (21) **CompactLogix Family I/O Modules**, for installation with the above PLC and as necessary to migrate all the existing I/O functions to the new CompactLogix platform.
- C Two (2) **Power Supplies**, 24VDC, for installation in place of the existing and antiquated power supplies currently in use.
- D One (1) **Uninterruptible Power Supply**, 120VAC, true online, double conversion, for installation in place of the existing and antiquated UPS currently in use.

Filter Control Panel No. 1

- E One (1) **Compact Logix Family PLC**, ethernet capability, with associated power supply and for installation in place of the existing and obsolete SLC series PLC in the existing SCP-1 Control Panel.
- F Five (5) **CompactLogix Family I/O Modules**, for installation with the above PLC and as necessary to migrate all the existing I/O functions to the new CompactLogix platform.



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE

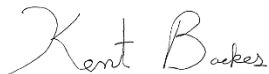
- G Two (2) **Power Supplies**, 24VDC, for installation in place of the existing and antiquated power supplies currently in use.
- H One (1) **Professional Services**, to include but not limited to the following:
1. Field modifications, as necessary to remove the existing PLCs, I/O modules, power supplies, UPS and related components from the existing "SPC-1" and Filter Council Control Panels.
 2. Field modifications as necessary to install the above PLCs, I/O modules, power supplies, UPS, and related components from the existing "SPC-1" and Filter Council Control Panels.
 3. Programming services as necessary download and convert the PLC programs to the newly installed processors.
 4. Engineering services, as necessary to update project documentation, provide a complete bill of materials including updated drawings with copies provided for insertion in the existing O&M manuals.
 5. Startup service, as necessary to verify the above is functioning as intended after installation.

Your net price for Items A through H, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment)..... **\$74,934.00 PLUS TAX (or exempt with ST3 form).**

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided below and return a copy to this office.

We look forward to hearing from you, should you have any questions please don't hesitate to give me a call.

Sincerely,



Kent Backes
Automatic Systems Company
CC Mr. Ryan Willis - ASC

Accepted by: _____ Date: SEPTEMBER 2, 2025



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE

Items Accepted: _____ Purchase Order No: _____

Purchase Order Amount: _____



Branch Office
515.232.4770
2740 Ford St.
Ames, IA 50010



Corporate Office
651.631.9005
2400 W County Rd. D
St. Paul, MN 55112



Branch Office
308.940.0649
Grand Island, NE



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025						
Item Name:	8.5. Approve Material Testing Proposal with AET in Support of the Wildcat Way Reconstruction project.						
Originating Dept:	Public Services						
Presented By:	Jon Haukaas						
Previous Council Action:	August 4, 2025 - Adopt Resolution No. 2025-194 Authorizing the Award of Construction Contract for the Wildcat Way Reconstruction Project						
Item Type:	Consent						
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-208 Authorizing Acceptance for Material Testing in Support of the Wildcat Way Reconstruction project. EXPLANATION OF AGENDA ITEM: The reconstruction of Wildcat Way is scheduled to begin in early September. The City of Waconia followed the best practices of contracting directly with a third party firm to perform material testing in support of this work. Staff solicited proposals from two firms to provide the required services. The base level testing estimates are as follows: <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">American Engineering Testing, Inc.</td> <td style="text-align: right;">\$13,294.25</td> </tr> <tr> <td>Braun Intertec</td> <td style="text-align: right;">\$14,660.00</td> </tr> </table> Staff recommends approval of the resolution authorizing acceptance of the proposal from American Engineering Testing, Inc. ATTACHMENTS: 1. Resolution No. 2025-208 Material Testing Proposal - AET Wildcat Way 2. AET Wildcat Way Reconstruction Proposal				American Engineering Testing, Inc.	\$13,294.25	Braun Intertec	\$14,660.00
American Engineering Testing, Inc.	\$13,294.25						
Braun Intertec	\$14,660.00						
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:					
Funding Sources & Uses:		Planning Commission:					
Budget Information:		Park Board:					
x	Budgeted	Personnel Committee:					
_____	Non-Budgeted	Other:					
_____	Amendment Required						

**CITY OF WACONIA
RESOLUTION NO. 2025-208**

**RESOLUTION AUTHORIZING APPROVAL OF AGREEMENT
FOR SERVICES FOR CONSTRUCTION MATERIAL TESTING
IN SUPPORT OF THE
WILDCAT WAY RECONSTRUCTION CIP PROJECT NO. 131-G**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the City of Waconia solicited bids for the Wildcat Way Reconstruction project resulting in the project being awarded at the August 4, 2025, City Council meeting; and

WHEREAS, it is desirable for the city to contract directly with a third party for verification of materials testing during construction of the project including soil proctors, utility trench compactions, sand and aggregate gradations, concrete and bituminous mix verifications, concrete strength analysis, and others necessary for successful completion of the project; and

WHEREAS, the City Consulting Engineer has solicited proposals from two firms to perform the required material testing associated with the project; and

WHEREAS, staff is recommending acceptance of the proposal from American Engineering Testing, Inc. proposal for anticipated services in an amount of \$13,294.25 for the standard tests plus additional services in the event poor soil conditions are encountered with the project; and

WHEREAS, upon approval the Public Services Director may execute the acknowledgement and agreement for services document with American Engineering Testing, Inc.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of the agreement for services with American Engineering Testing, Inc. for material testing in support of the Wildcat Way Reconstruction project.

Adopted by the City Council of the City of Waconia this 2nd day of September 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

July 31, 2025

Bolton & Menk, Inc.
2638 Shadow Lane, Suite 200
Chaska, Minnesota 55318



Attn: Colton Lee – Municipal Project Engineer
(colton.lee@bolton-menk.com)

RE: Quality Assurance Testing Proposal (revised)
Wildcat Way Reconstruction
S.A.P. 231-138-001
BMI Project No. 24X.137190.00
Waconia, Minnesota
AET Proposal No. P-0045748

Dear Mr. Lee:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on July 24, 2025, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

PROJECT INFORMATION

The City of Waconia will be performing a street and utility improvement project during the 2025 construction season. Construction is anticipated to begin in August of 2025 and be substantially completed by November 7, 2025. The project area will include Wildcat Way in-between Community Drive and Waconia Parkway South. The project will be funded with state funds.

Plans and Specifications were prepared by Bolton & Menk, Inc. (BMI). We understand Construction Inspection and Contract Management of the project will be performed by BMI. For the purposes of this proposal, we have assumed that testing rates will follow the 2024 State Aid for Local Transportation Schedule of Materials Control (2024 SALT SMC).

GEOTECHNICAL INFORMATION

A geotechnical exploration and analysis was performed for this project by Haugo Geotechnical Services. The results were presented in their Geotechnical Exploration Report, dated October 17, 2019 (Haugo Project No. 19-0874). Reference should be made to that report for more details regarding site conditions and recommendations.

PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2024 SALT SMC and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

We understand that the City or their authorized representative will contract with MnDOT Metro Inspections for bituminous and concrete plant monitoring.

SCOPE OF SERVICES

Based on our review of the available plans and our experience with BMI on similar projects, our anticipated scope of services is outlined below. These services will be provided on an on-call basis coordinated through authorized BMI field personnel. Any services not expressly identified in our scope of services is excluded from our contract responsibility.

Geotechnical Engineering Services During Construction (optional)

We understand that questions regarding the geotechnical reports or encountered conditions may arise during construction. To assist with these, AET will provide field visits and geotechnical consultation on an as-needed basis via staff engineers in the field and Senior Engineers in communications and recommendations.

Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2024 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the following materials:

- Utility Trench Backfill
- Select Granular Borrow

The compaction of the subgrade and Class 5 Aggregate Base on the project is by the Quality Compaction Method, per the Project Manual. We assume that the Inspector will observe the Quality Compaction. AET has not included time to perform compaction testing for these items but will include these services at your request.

AET will perform the sampling of the soils, Select Granular Borrow, Class 5 Aggregate Base, and Topsoil Borrow materials and transport the samples to our St. Paul, Minnesota laboratory. BMI personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that BMI will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume BMI personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. BMI will coordinate the removal of both the contractor and companion cores with the contractor.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

Concrete Sampling and Testing

During the placement of concrete, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2024 SALT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The

3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed BMI personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

REPORTING

AET staff will prepare reports for BMI to review. These reports will include the results of our field and laboratory testing as performed per the 2024 SALT SMC and testing frequencies referenced in the project documents. AET will complete the Preliminary Grading and Base Report and the Final Grading and Base Report, once provided with final project quantities. Daily field reports will also be prepared and made available upon request.

ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2025 projects.

We have estimated a "minimum required estimate" for the project which estimates the tests needed to satisfy the requirements as defined in the 2024 SALT SMC and the project documents. The "likely needed estimate" is the cost that we anticipate will be required to complete the previously described testing services, based on our experience, and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the "likely needed" estimate for the scope of services for the project as outlined in this proposal. Our "likely needed" estimated fee is **\$13,294.25** or **\$15,234.25 with the optional geotechnical consultation**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will



not, however, exceed the estimated total cost for the project without first obtaining your authorization.

TERMS AND CONDITIONS

Our services will be performed per the *Subconsultant Master Agreement for Professional Services (Task Orders)* between Bolton & Menk, Inc. and American Engineering Testing, Inc., effective January 1, 2021, through December 31, 2026.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,

American Engineering Testing

A handwritten signature in black ink, appearing to read 'Ryan S. Schaefer'.

Ryan S. Schaefer
Geologist II/Transportation Project Manager
rschaefer@teamAET.com
651-603-6639

A handwritten signature in black ink, appearing to read 'Madilyn R. Frisk'.

Madilyn R. Frisk
Geologist I
mfrisk@teamAET.com
651-242-1204

Please Initial which fees you are authorizing:

Without Geotechnical Consultation: _____

With Geotechnical Consultation: _____

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0045748

SIGNATURE: _____

PRINTED NAME: TIM LITFIN, MAYOR

COMPANY: CITY OF WACONIA

ADDRESS: 201 SOUTH VINE STREET, WACONIA MN 55387

PHONE NUMBER AND EMAIL: _____

DATE: SEPTEMBER 2, 2025

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____

BILLING/MAILING ADDRESS: _____

AP PHONE NUMBER AND INVOICE EMAIL: _____

P.O. NO./ PROJECT NO.: _____

Attachments: Materials Testing Estimate



Materials Testing Estimate for Wildcat Way Reconstruction – assumes 2024 SALT SMC
SAP 231-128-001; BMI Project No. 24X.137190.00; Waconia, Minnesota

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Storm Sewer	LF	356	2	6	Proctor (1/soil type)	1	2	195.00	195.00	390.00
					Longitudinal Trenches, Specified Density Nuclear Gauge (1/300'/2' fill)	4	6	44.00	176.00	264.00
					Relative Moisture (1/10,000 CY, 10 max)	1	1	56.00	56.00	56.00
Select Granular Borrow	CY	3,839	2	6	Gradation (1/40,000 CY)	1	1	142.00	142.00	142.00
					Proctor (1/soil type)	1	1	195.00	195.00	195.00
					Specified Density Nuclear Gauge (1/6,000 CY, test rolled)	1	3	44.00	44.00	132.00
					Relative Moisture (1/10,000 CY, 10 max)	1	1	56.00	56.00	56.00
Stabilizing Aggregate	CY	475	1	2	Gradation (1/40,000 CY)	1	1	142.00	142.00	142.00
Aggregate Base Class 5	TON	2,004	2	4	Gradation (2 per lot, 1 lot ≤ 4,000 TON)	0	2	142.00	0.00	284.00
					Road, Penetration Index DCP (1/1,500 CY, test rolled)	0	0	66.00	0.00	0.00
					Walks and Trails, DCP (1/500 feet)	0	0	66.00	0.00	0.00
					Relative Moisture (1/1,000 CY, 10 max)	0	0	56.00	0.00	0.00
					Percent Crushed (1/source, if required)			225.00	0.00	0.00
					LAR (1/source, if required)			195.00	0.00	0.00
					Insoluble Residue (1/source, if required)			640.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)			492.00	0.00	0.00
					Bitumen Content (Engineer's discretion)			303.00	0.00	0.00
Subgrade Preparation	STA	7	0	0	Proctor (1/soil type)	0	0	195.00	0.00	0.00
					Specified Density Nuclear Gauge (1/25 STA)	0	0	44.00	0.00	0.00
					Relative Moisture (1/25 STA)	0	0	56.00	0.00	0.00
Bituminous - SP WE/NW	TON	773	2	4	MnDOT Gyratory Mix Properties (1/day/mix type)	2	2	656.00	1,312.00	1,312.00
					Companion Core Density & Thickness	2	4	59.00	118.00	236.00
Bituminous - 3" Walk	TON	159	1	2	MnDOT Gyratory Mix Properties (1/day/mix type)	1	1	656.00	656.00	656.00
Topsoil Borrow	CY	238	1	2	Topsoil Borrow Testing (Engineer's discretion)	0	1	358.00	0.00	358.00
Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter	CY	106	4	12	Plastic Concrete Testing (1 set of tests/100 CY) - Included in hourly rate see below					
					Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cys/300 CY)	10	20	44.00	440.00	880.00
					Concrete sample pick up from job site	2	4	105.00	210.00	420.00
								Subtotal =	3,742.00	5,523.00

Notes:

1. For grading and base materials, per the 2024 SALT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
2. Material quantities are estimated based upon Statement of Estimated Quantities, conversions, and plans.
3. Number of "Likely" bituminous samples, cores, and trips assumes 2 days of mainline paving (1 mix per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have not included time for marking bituminous core locations or for determining the random bituminous core locations.
5. Per the Project Manual, Aggregate Base and the Subgrade shall be compacted using the Quality Compaction method.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.35	1,275	1,275	1,721.25	1,721.25
Technician II	Hour	120.00	38	38	4,560.00	4,560.00
Geotechnical Field Engineer (optional, not included)	Hour	170.00	0	6	0.00	1,020.00
Geotechnical Senior Engineer (optional, not included)	Hour	230.00	0	4	0.00	920.00
Engineer II, Project Management	Hour	200.00	6	7	1,200.00	1,400.00
Project Administrator	Hour	90.00	1	1	90.00	90.00
Subtotal =					7,571.25	7,771.25

Estimate prepared by: Ryan Schaefer		Minimum	Likely	Optional Geotechnical Fees =	
Total Cost Estimate =		11,313.25	13,294.25	1,940.00	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025		
Item Name:	8.6. Accepting Cash Donation for War Memorial Maintenance and Preservation		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-209 Accepting Cash Donation for War Memorial Maintenance and Preservation EXPLANATION OF AGENDA ITEM: The City received the following donations for war memorial maintenance and preservation at City Square Park: American Legion Post 150 - Community Giving Foundation - \$6,115 With the Council's acceptance of the donation, staff will recognize the donation as revenue in the parks department fund 2025 budget. Offsetting expenditures for the maintenance and preservation work are recognized in the 2025 parks department actual expenditures.			
ATTACHMENTS: 1. Resolution No. 2025-209 Accept Cash Donation			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
☐ Budgeted ☒ Non-Budgeted ☐ Amendment Required		Personnel Committee:	
		Other:	

**CITY OF WACONIA
RESOLUTION NO. 2025-209**

**RESOLUTION ACCEPTING CASH DONATION FOR
WAR MEMORIAL MAINTENANCE & PRESERVATION**

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
American Legion Post 150	Cash	\$6,115
Community Giving Foundation		

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered in the General Fund-Parks Department for maintenance and preservation of the war memorials located in City Square Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes.
3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 2nd day of September, 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025		
Item Name:	8.7. Joint Powers Agreement with ISD#110 - Use of Election Equipment for November 4, 2025 Special Election		
Originating Dept:	Administration		
Presented By:	Jackie Schulze		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-210 Approving Joint Powers Agreement with ISD#110 for Use of Election Equipment			
EXPLANATION OF AGENDA ITEM:			
Independent School District No. 110 will be holding a special election on November 4, 2025. To conduct the election, the School District has requested the use of the City of Waconia's election equipment. Pursuant to Minnesota Statutes §471.59, a Joint Powers Agreement has been drafted between the City of Waconia and ISD #110 to outline the terms of use for the School District's special election. Key provisions of the agreement include: • <i>Equipment Use:</i> The City will provide the School District with 5 ePoll Pads, 2 OmniBallot Accessible Ballot Marking Devices, and 2 DS200 Ballot Scanner and Vote Tabulators for use at the ISD 110 District Office and Waconia Ice Arena. • <i>Ownership:</i> The City retains ownership of the equipment. The School District assumes responsibility for transport, programming, and any costs associated with loss or damage. • <i>Maintenance Fees:</i> The School District agrees to pay its proportional share of the annual election maintenance fees for the equipment. The City will invoice ISD #110 once the County invoices the City. • <i>Term:</i> The Agreement is effective August 25, 2025, and terminates upon the return of the equipment or November 6, 2025, whichever comes first. Staff recommends approval of the Joint Powers Agreement with ISD #110 regarding the use of election equipment for the November 4, 2025 Special Election.			
ATTACHMENTS:			
1. Resolution No. 2025-210 Agreement with ISD #110 Election Equipment 2. Election Equipment Agreement			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted			

**CITY OF WACONIA
RESOLUTION NO. 2025-210**

**RESOLUTION APPROVING JOINT POWERS AGREEMENT
WITH ISD #110 FOR USE OF ELECTION EQUIPMENT**

WHEREAS, Independent School District No. 110 will be holding a special election on November 4, 2025; and

WHEREAS, the School District has requested the use of certain election equipment owned by the City of Waconia to conduct the election; and

WHEREAS, the City of Waconia and ISD #110 have prepared a Joint Powers Agreement setting forth the terms and conditions for the School District's use of election equipment; and

WHEREAS, the Agreement specifies that ISD #110 shall assume responsibility for transporting, programming, maintenance fees, and any damages related to the election equipment during the term of the Agreement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, that - the Joint Powers Agreement with Independent School District No. 110 regarding use of election equipment for the November 4, 2025 Special Election is hereby approved.

Adopted by the City Council of the City of Waconia this 2nd day of September, 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

JOINT POWERS AGREEMENT

REGARDING USE OF ELECTION EQUIPMENT

This Joint Powers Agreement Regarding Use of Election Equipment (“**Agreement**”) is dated August 25, 2025 (“**Effective Date**”) and is between Independent School District No. 110, a Minnesota public school district (“**School District**”), and the City of Waconia, a Minnesota municipal corporation (“**City**”).

1. Purpose

This is a joint powers agreement pursuant to Minnesota Statutes §471.59. The purpose of this Agreement is to facilitate public elections by allowing the School District to use election equipment owned by the City for the School District’s special election on November 4, 2025 (the “**Special Election**”).

2. Term and Termination

This Agreement shall commence on the Effective Date set forth above and shall terminate upon the return of the Election Equipment (defined below) or on November 6, 2025, whichever occurs first. If the School District breaches this Agreement, the City may immediately terminate the Agreement by giving the School District notice of the termination.

3. Election Equipment

- 3.1. **License.** Subject to the terms of this Agreement, the City grants the School District a limited license to use the following equipment for the Special Election (“**Election Equipment**”):

5 ePoll Pads

- Waconia Ice Arena (4 for Election Day)
- Waconia Ice Arena (1 Backup for Election Day)

2 OmniBallot Accessible Ballot Marking Devices

- ISD 110 District Office (Absentee Voting)
- Waconia Ice Arena (Election Day)

2 DS200 Ballot Scanner and Vote Tabulators

- ISD 110 District Office (Absentee Voting)
- Waconia Ice Arena (Election Day)

The addresses of the polling places indicated above are: ISD 110 District Office, 512 Industrial Blvd, Waconia, MN 55387, and the Waconia Ice Arena, 1250 Oak Ave, Waconia, MN 55387. Additional equipment may be added or removed by a written amendment to this Agreement signed by both parties.

- 3.2. **Ownership.** The City retains ownership of all Election Equipment. The School District acknowledges and agrees the Election Equipment may contain proprietary and trade secret information that is owned by Election Systems and Software (“**ES&S**”) and is protected under federal copyright law or other laws,

rules, regulations, and decisions. The School District shall protect and maintain the proprietary and trade secret status of the Election Equipment.

3.3. **Handling and Use**

3.3.1. **Transporting and Return of Equipment.** The School District shall transport the Election Equipment from and to the City. Upon termination of this Agreement, the School District shall promptly deliver the Election Equipment to the City or its designee, complete and in good order and working condition. The School District shall be responsible for all costs including, but not limited to, shipping related to the repair or replacement of lost, stolen, destroyed, or damaged Election Equipment.

3.3.2. **Maintenance Agreement.** The School District shall obtain the services furnished by the Maintenance Agreement between the City and ES&S directly from ES&S, Inc. if needed.

3.3.3. **Program Service.** The School District is responsible for programming the DS200 tabulators. The School District is also responsible for paying the programming costs of the OmniBallot unit.

4. **Compensation for Use.** The City shall allow the School District to use the Election Equipment without compensation to the City, provided the School District shall promptly pay all expenses (e.g., programming costs) and perform all other obligations described in this Agreement.

The school district will agree to pay the portion of election maintenance fees for the five ePoll Pads, two OmniBallot machines, and two DS200 Ballot Scanners and Tabulators. The City will invoice the school district for their portion upon receipt of the invoice from Carver County.

5. **Disclaimer of Warranties, Risk of Loss, and Indemnification**

5.1. **Warranty Disclaimer.** THE SCHOOL DISTRICT AGREES THAT THE CITY IS FURNISHING THE ELECTION EQUIPMENT ON AN "AS IS" BASIS, WITHOUT ANY SUPPORT WHATSOEVER, AND WITHOUT REPRESENTATION OR ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT IN ANY MANNER LIMITED TO, FITNESS FOR PARTICULAR PURPOSE, MERCHANTABILITY OR THE ACCURACY AND COMPLETENESS OF THE ELECTION EQUIPMENT. THE CITY DOES NOT WARRANT THAT THE ELECTION EQUIPMENT WILL BE ERROR FREE. THE CITY DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, RESPECTING THIS AGREEMENT OR THE ELECTION EQUIPMENT. THE CITY'S SOLE LIABILITY AND THE SCHOOL DISTRICT'S EXCLUSIVE REMEDY FOR ANY SUBSTANTIAL DEFECT WHICH IMPAIRS THE USE OF THE ELECTION EQUIPMENT FOR THE PURPOSE STATED HEREIN SHALL BE THE RIGHT TO TERMINATE THIS AGREEMENT.

5.2. **Risk of Loss.** The School District shall be responsible for the Election Equipment while it is in the School District's possession. The School District, either through insurance or a self-insurance program, shall be responsible for all costs, fees,

damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Election Equipment while this Agreement is in effect, consistent with the School District's defense and indemnity obligations contained in Section 5.3 below.

- 5.3. **Limitation of Liability and Indemnification.** In no event shall the City be liable for actual, direct, indirect, special, incidental, consequential damages (even if the City has been advised of the possibility of such damage) or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the City. The City and the School District agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and to the extent authorized by law shall defend, indemnify, and hold harmless the other party for such acts. Each party shall not be responsible for the acts, errors, or omissions of the other party under the Agreement and the results thereof. The parties' respective liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. Except as provided in the first sentence of this Section 5.3, the provisions of this section shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this Agreement.

6. Other Terms and Conditions.

- 6.1. **Notice.** Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the School District: Independent School District #110
512 Industrial Blvd
Waconia, MN 55387

To the City: City of Waconia
201 S Vine St
Waconia, MN 55387

- 6.2. **Audit Provision.** All parties agree that any party, 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, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
- 6.3. **Survival of Provisions.** It is expressly understood and agreed that the obligations and warranties of the School District and the City in this Agreement shall survive the completion of performance and termination or cancellation of this Agreement.

- 6.4. **Authority.** The person or persons executing this Agreement on behalf of the School District and the City represent they are duly authorized to execute this Agreement on behalf of their respective governmental entities and they further represent and warrant that this Agreement is a legal, valid, and binding obligation and is enforceable in accordance with its terms.
- 6.5. **Signatures.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, and together which shall constitute one and the same document. Signatures transmitted by fax, email, or other electronic means (e.g., pdf format) shall be deemed binding, delivered and enforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date first written above.

SCHOOL DISTRICT

Pam Carman
Director of Finance and Operations

CITY

Tim Litfin
Mayor

Jacqueline Schulze
City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025		
Item Name:	8.8. Special Event Permit - Farmers Market Extension		
Originating Dept:	Administration		
Presented By:	Shane Fineran		
Previous Council Action:	Approved Resolution #2025-109, Approving Special Event Permit		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adtop Resolution N0. 2025-211 Approving the Special Event Permit for the Waconia Farmers Market			
EXPLANATION OF AGENDA ITEM: Nicole Waldron, manager of the Waconia Farmers Market, is requesting an extension of the permit granted in April for the 2025 season. The current permit allows the market to operate in Lot 1 through September 25, 2025. Approval of this request would extend the season by an additional two weeks, providing the community with continued access to locally grown produce and supporting our vendors during the peak harvest period.			
ATTACHMENTS: 1. Resolution No. 2025-211 Special Event Permit Waconia Farmers Market Extension 2. Special Event Permit Waconia Farmers Market			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other:	
_____ Amendment Required			

**CITY OF WACONIA
RESOLUTION NO. 2025-211**

**A RESOLUTION APPROVING APPLICATION FOR SPECIAL EVENT PERMIT
WACONIA FARMERS MARKET & FLEA MARKET**

WHEREAS, The City Council of the City of Waconia, Minnesota has received an Application for an Exempt Permit from the Excelsior Christkindlsmarket, Incorporated

WHEREAS, the Excelsior Christkindlmarket have requested this application in order to conduct a Farmers Market and Flea Market in the parking lot located at 224 1st Street North in Waconia, every Thursday from June 15, 2025, thru September 25, 2025, as stated on the application for said exemption: and

WHEREAS, the Excelsior Christkindlmarket have requested to the permit to operate the Farmers Market and Flea Market through October 9, 2025.

WHEREAS, municipal property to be used include portion of the parking lot located at 241 1st Street North in Waconia; and,

WHEREAS, the application will be responsible for posting and removing “No Parking” Signs at the location; and

WHEREAS, the applicant shall furnish the City of Waconia a certificate of insurance naming the City as additional insured with the limits consistent with the Special Events Policy at least two weeks prior to the event; and

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

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approve the Special Event Permit

Adopted by the City Council of the City of Waconia this 2nd day of September 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

411
COMPLETE

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- ☐ Amplified Sound to be used – COMPLETE SECTION 3 (B)
- ☐ Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- ☐ Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL'S OFFICE IF REQUIRED
- ☒ Tents or other membrane structures to be erected as part of the event
- ☐ Fireworks Display as part of the event

Staff Initials	For your license application to be processed, you must submit the following to the City Hall's Office:
-------------------	--

- | | |
|--------------------------|--|
| ☐ | ☐ This application form, fully completed and signed by the applicant or an authorized officer or partner.
ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS WILL BE RETURNED WITHOUT PROCESSING. |
| ☐ | ☐ Detailed Site Plan for the event |
| ☐ | ☐ Certificate of Insurance, if required |
| ☐ | ☐ Traffic Control plan from an approved vendor for any street closures |
| ☐ | ☒ Payment for required permit fee; Checks must be made payable to the City of Waconia
• \$100 for base Special Event Permit # 1804 |
| ☐ | ☐ Any required additional permit applications from other City departments |

Waconia Farmers Market / Flea Market

Section 2. REQUIRED LICENSE INFORMATION – complete every question

A. Information about who is completing and submitting this application

1. First Name <u>Myrle Mac</u>		2. Last Name <u>MacKenzie</u>	
3. Primary Telephone Number <u>952 292 8898</u>	4. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	5. Alternate Phone Number <u>—</u>	6. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
7. Email Address <u>myrlemac@gmail.com</u>			
8. Please send official notices relating to this license to: ☒ Mailing Address ☒ Email ☐ Business Address		9. Role of person completing application: ☐ Owner ☒ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other <u>—</u>	

B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT

10. First Name <u>Kim Linder</u>		11. Last Name <u>LINDER</u>	
12. Primary Telephone Number <u>952-412-6960</u>	13. Type of Phone: ☒ Cell ☐ Business ☐ Home ☐ Other	14. Alternate Phone Number <u>—</u>	15. Type of Phone: ☐ Cell ☐ Business ☐ Home ☐ Other
16. Email Address <u>Klinder66@yahoo.com</u>		17. Role of primary contact: ☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ☐ Other <u>COORDINATOR</u>	

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit <u>MINNESOTA CHRISTIAN MARKET, INC.</u>			
19. Email Address <u>myrlemac@gmail.com</u>			
20. Mailing Address <u>107 State Hwy 7</u>	21. City <u>Excelsior</u>	22. State <u>MN</u>	23. Zip Code <u>55331</u>
24. Please send official notices relating to this license to: ☒ Mailing Address ☒ Email			

D. License Holder Information

Provide information about who this license will be issued to

25. Entity license will be issued to <u>MINNESOTA CHRISTIAN MARKET, INC.</u>			
26. Business Federal Tax ID Number/Tax Exempt Number <u>45-2125600</u>		27. Business State Tax ID Number <u>—</u>	
28. Business Address <u>107 State Hwy 7 #202</u>	29. City <u>Excelsior</u>	30. State <u>MN</u>	31. Zip Code <u>55331</u>

Section 3. Event Information – attach additional sheets as needed for any questions

A. Event Basics

32. Name of Event <u>Waconia Farmers Market & Flea Market</u>	
33. Date(s) of Event <u>June 12, 19, 26 & July 3, 10, 17, 24, 31 & Aug 7, 14, 21, 28 & Sept 4, 11, 18, 25</u> complete separate applications for a series of events held at separate times	
34. Time of Event <u>Farmers Market & Flea Market</u>	35. Set up start time and clean up finish time <u>Noon setup 7:00 Clean up</u>

36. Location of Event—Street Address <u>Parking Lot 241st W</u>	37. City <u>Waconia</u>	38. State <u>MN</u>	39. Zip Code <u>55387</u>
40. Description of area to be used at the event location for activities (Attach additional sheets as needed) ***A detailed diagram of the site plan is also required to be submitted <u>have attached side plan</u>			
41. Is your event in a City park? ☐ Yes ☒ No If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615			
42. Is your event outdoors? ☒ Yes ☐ No			
43. Estimated Number of Attendees- <u>45-50</u>	44. Are tickets being sold? ☐ Yes ☒ No		
45. What is the admission charge, if any <u> </u>	46. Purpose of event proceeds (if applicable) <u>Fundraiser for Christkindlmarkt</u>		
47. Describe how attendance will be monitored and limited if necessary <u>We have space outside and attendance is not expected to be larger than 100 people at a time.</u>			
48. Describe any entertainment being provided <u>not planned at this time.</u>			

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

Food vendors NOT planned at this time

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

calling 911 as needed.

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

☐ Yes

Company providing this service:

Number of receptacles:

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

☒ No

Explain how trash will be managed as part of the event:

52. Will you be providing toilets and wash stations?

☐ Yes

Company providing this service:

Number of toilets:

Number of wash stations:

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

☒ No

Explain how these needs will be met for event attendees:

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ☐ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☒ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

We don't have any additional noise expected.

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- ☐ Yes, for a very limited duration less than 15 minutes
- ☐ Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- ☒ No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

57. Are you proposing a street closure that will impact residential properties?

- ☐ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure
- ☐ No

58. Are you proposing a street closure that will impact commercial properties?

- ☐ Yes
 - ☐ No
- If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

59. Are you planning to serve alcoholic beverages as part of this event?

☐ Yes – if yes, please answer the following questions

☒ No – if no, please skip the remainder of this section and jump to Section 4 of the application

60. Which of the following are you requesting as part of serving alcoholic beverages?

☐ Temporary Liquor License (requires a separate application)

☐ Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service

☐ Service by licensed on-sale licensee(s) on Municipal Facilities

☐ Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food

☐ Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority

61. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

☐ Yes

☐ No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

Indicate what type of organization will be applying for the liquor license:

☐ Club

☐ Religious Organization

☐ Political Committee Registered Under Minn. Stat. Section 10A.14

State University

☐ Brewer or Microdistillery

☐ Charitable Organization

☐ Non-Profit Organization

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license

If the organization is a club or a charitable, religious or non-profit organization, has it been in existence for at least 3 years?

☐ Yes

☐ No-the organization is not eligible for a temporary liquor license

Note: A temporary liquor application must be received by the City Hall's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement.

62. Please list all on-sale licensees who will be providing liquor service as part of this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

63. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

64. List who will be carrying liquor liability insurance for this event

65. Indicate the specific area(s) liquor will be dispensed and consumed, and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age, and that no liquor leaves the authorized area

66. Do you plan to hire off-duty officers to provide security during the event (required with alcohol service)?

☐ Yes

☒ No

Contact Carver County Sheriff's Office. 952-361-1231

67. Fireworks Display as Part of the event?

☐ Yes

☒ No

If you answered yes to the above, please contact the Fire Department at 952-442-2316 in order to request a Fireworks Display Permit

68. Tents or other membrane structures to be erected as part of the event?

☒ Yes

☐ No

69. If you answered yes to question 68, please name the tent provider/company. Please also list the square footage and dimensions of your tent. If you do not have or need a tent provider please state so below. *We will have 10x10 pop up tents with 30# weights on each leg. Not all vendors have tents*

If your tent is over 400 square ft. Please contact the Planning Department for a temporary structure permit. 952-442-2184

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Waconia License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Waconia is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

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

I, (print name) Myrle Mackenzie, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant

Myrle Mackenzie Date March 11, '25

To Whom It May Concern,

As a current tenant in Waconia Square, when I heard that Myrle was planning on bringing an established farmer's and flea market to Waconia Square's parking lot this summer, I felt it was a natural choice. Not only would my organization's customers very likely go to the market, but I feel there would be a lot of cross-pollination between the other businesses also located in Waconia Square. Additionally, the area is near many other businesses downtown within easy walking distance. After visiting the market, customers could easily go for happy hour at several restaurants on the same block, see a movie, or continue shopping at all of the nearby boutiques.

Myrle has included me in some of the planning, being very mindful of the logistics of how to best interact and include Waconia Square's other tenants, as well as the best place and time to host the market. I believe that kicking off each retail weekend on Thursday evenings (and placing customers right next to local restaurants during the happy and dinner hours) will easily benefit the businesses surrounding blocks.

Thank you for your time and consideration of this event.

Ashley Spang
Executive Director
Home Again Furnishings



224 W 1st Street, Waconia / 952-442-2268 / www.homeagainfurnishings.org

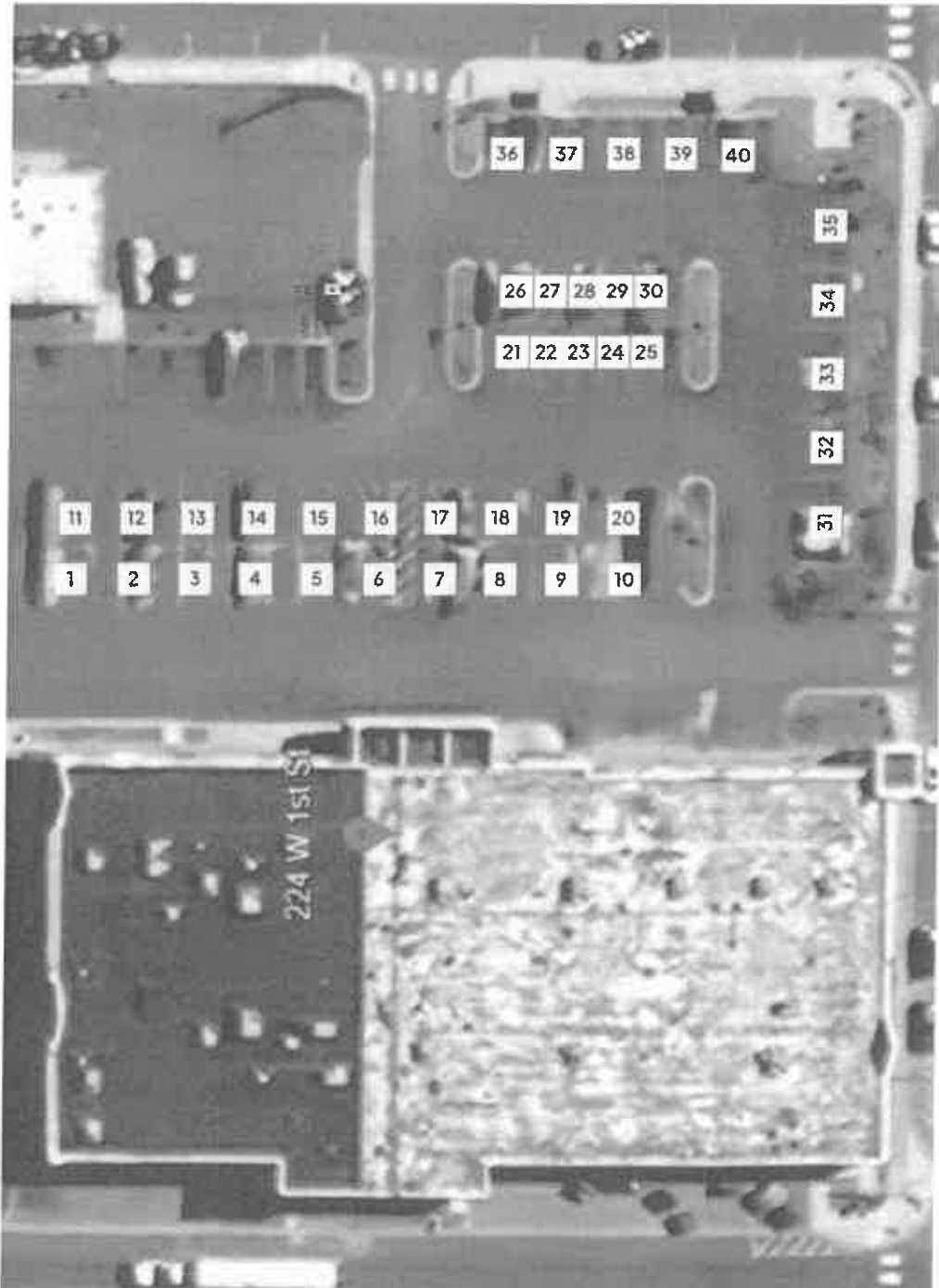


0 12.5 50 75 100 ft
Coordinate System:
WGS 1984 Web Mercator Auxiliary Sphere
March 2025

City of Waconia
201 Yano Street South, Waconia, MN 55577

Landscape_11x17

PINE ST



1st

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025
Item Name:	9.1. Variance - 100 Scott Lane
Originating Dept:	Community Development
Presented By:	Abdihafid Sahal
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-212 Approving Variance at 100 Scott Lane

EXPLANATION OF AGENDA ITEM:

BACKGROUND:

Applicants/Owners: Don and Tracy Nemitz

Address: 100 Scott Lane

PID #: 753010010

Zoning: R-2 Single Family Residential District

District: Shoreland Overlay District

REQUEST:

The property owner is requesting a variance to reconstruct an existing deck, construct a roof over a portion of the deck, and add a screen porch beneath it at their residence. The existing deck is located approximately 21.2 feet from the rear lot line versus the 30 ft. minimum setback requirement in the R-2, Single-Family Residential District. The proposed new partially covered deck, over an enclosed screen porch, is proposed to be located 19.2 feet from the rear lot line. The current hardcover for the property is 33.7%. With the proposed improvement, the maximum hard covering would be 33.8%.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05.3 - R-2 Single-Family Residential District, Subd, 7.e - Minimum yards
2. Section 900.12 - Administration, Enforcement and Procedures, Subd. 4 - Variances
3. Section 900.06.7 - Shoreland Overlay Regulations

VARIANCE REVIEW CRITERIA:

Waconia City Code Section 900.12 Subd. 4 and Minnesota State Statute 462.357, Subd. 6 establishes criteria to be considered when contemplating the issuance of a Variance in terms of "practical difficulty" as follows: "Variance shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the intent of the variances are consistent with the Comprehensive Plan." So a City evaluating a Variance application should make finds as to:

1. Is the Variance in harmony with the purpose and intent of the ordinance?
2. Is the Variance consistent with the Comprehensive Plan?
3. Does the proposal put the property to use in a reasonable manner?
4. Are there unique circumstances to the property not created by the landowner?

5. Will the Variance, if granted, alter the essential character of the locality?

State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas, practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

VARIANCE ANALYSIS:

The subject property at 100 Scott Lane contains an existing non-conforming deck that encroaches into the required 30-foot rear yard setback. The original deck, believed to have been built around 1990 without a permit, does not comply with current zoning standards. The current homeowners purchased the property in 2022 and were not aware of the deck's non-compliant status at the time of sale.

The applicants propose to remove the existing non-conforming deck and construct a new 14-foot by 18.7-foot deck with a screened porch below. The existing deck is located approximately 21.2 feet from the rear lot line. The new structure would be set back 19.2 feet from the rear lot line, which requires a variance from the required 30-foot setback.

In addition, the current hardcover for the property is 33.7% and the proposed improvements would result in a total impervious surface of 33.8%, exceeding the maximum 25% allowed in the Shoreland Overlay District, thereby needing a second variance for the impervious surface. As part of this variance, the applicants included a storm water mitigation system. The mitigation system includes the installation of a rain garden, which is intended to address runoff associated with an increase in impervious surface coverage.

PLANNING CONSIDERATIONS:

1. Minnesota State Statute Sec 394.27 Subd. 7. states "The board of adjustment may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance."
2. The reconstruction of a partially covered 14 ft by 18.7 ft deck with a screened porch below. Allowing the new deck to have a setback of 19.2.
3. The property is located within the Shoreland Overlay District, which allows a maximum hardcover of 25%. The existing hardcover for the property, prior to any further improvements, is 33.7%. The proposed improvements would have a hardcover of 33.8%, which exceeds the 25% hardcover maximum.
4. As directed by the Planning Commission, staff conducted a site visit to assess the property's existing stormwater mitigation. While the applicant indicated that French drains were in place, staff found only popup emitters and confirmed that no subsurface drainage system currently exists.
5. The existing measures were inadequate for managing runoff effectively. Staff have requested a reviewed stormwater mitigation plan.
6. The applicant has now submitted a stormwater plan and has been sent to the City Engineer for final review. Staff recommend requiring the final plans to conform to the City Engineers' approval.
7. The DNR has indicated they have no comment on this variance.

RECOMMENDATION:

The Planning Commission held the required public hearing, reviewed the Variance application based upon the Variance Criteria stated above and recommended approval via a 5-0 vote with the following condition: *That City Staff conduct a site visit to the subject property to review the current stormwater mitigation and initial stormwater mitigation palm prior to consideration by City Council.*

If the City Council chooses to recommend approval, the Planning Commission and staff recommend including the following conditions:

1. The final Stormwater Plan shall require a maintenance agreement and be approved to the City Engineer's satisfaction. The maintenance agreement shall be recorded against the property upon execution by the property owner.
2. All applicable permits are applied for by the applicant with all supporting documentation and issues prior to the start of construction.

ATTACHMENTS:

1. Resolution No. 2025-212 Approving Variance at 100 Scott Lane
2. Location Map
3. Revised Applicant Narrative
4. Existing Conditions Site Photos
5. 100 Scott Lane Revisions
6. Deck and Screen Porch Plans

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

**CITY OF WACONIA
RESOLUTION 2025-212**

**A RESOLUTION APPROVING A VARIANCE
FOR THE PROPERTY LOCATED AT 100 SCOTT LANE**

WHEREAS, Don and Tracy Nemitz (the “**Applicants**”), have submitted a Variance application for the property located at 100 Scott Lane (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 1, Block 1, HARMS LK VIEW TERRACE 6TH ADDITION and identified as PID# 753010010; and

WHEREAS, the City received a variance application from the Applicants to construct a home addition at a rear yard setback of 19.2 feet versus the 30-foot rear yard setback required in the R-2, Single-Family District and to exceed the 25% hardcover maximum allowed in the Shoreland Overlay District. The applicant is proposing a hardcover maximum of 33.8%; and

WHEREAS, the Planning Commission, at their regular meeting on August 7th, 2025, reviewed the pertinent information and recommended approval of the proposed Variance application via a 5-0 vote with the following conditions:

1. That City Staff conduct a site visit to the subject property to review the current stormwater mitigation and initial stormwater mitigation plan prior to consideration by City Council.
2. The final Stormwater Plan shall require a maintenance agreement and be approved to the City Engineer's satisfaction. The maintenance agreement shall be recorded against the property upon execution by the property owner
3. All applicable permits are applied for by the applicant with all supporting documentation and issues prior to the start of construction.

WHEREAS, the City Council finds and concludes:

1. The proposed improvements do not alter the essential character of the locality, as the reconstruction of a deck in this location is consistent with the established residential character of the neighborhood.
2. The variance is in harmony with the purposes and intent of the ordinance because it replaces a non-conforming structure with a code-reviewed improvement that maintains the residential use of the property.
3. The applicant's request is reasonable, as it removes an aging, non-permitted deck and replaces it with a new structure that provides functional outdoor space and safe access to the backyard. While the new deck slightly increases the encroachment into the rear yard setback, it does so by only two feet and increases the hard covering by 0.1%
4. Unique circumstances exist due to the fact that the original non-conforming deck was believed to have been constructed without a permit around 1990. The current homeowners, who purchased the property in 2022, were unaware of its non-compliant status.
5. The property and proposed improvements are further constrained by the lot's size and its location within the Shoreland Overlay District, which limits impervious surface coverage to 25%. The applicants have submitted a stormwater mitigation plan that includes the installation of a rain garden intended to manage the additional runoff.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the Variance application for Don and Tracy Nemitz to construct a home addition at a rear yard setback of 19.2 feet versus the 30-foot rear yard setback required in the R-2, Single-Family District and to exceed the 25% hardcover maximum allowed in the Shoreland Overlay District. The applicant is proposing a hardcover maximum of 33.8% subject to the conditions, findings and recommendations of the Waconia City Council and Planning Commission stated above.

Adopted by the City Council of the City of Waconia on this 2nd day of September 2025.

Tim Liftin, Mayor

ATTEST:

Jackie Schulze, Assistant City Administrator



Canver County GIS, City of Waconia

City of Waconia – Zoning Department
Variance Request – 100 Scott Lane, Waconia, MN 55387

6/3/25

To Whom It May Concern,

We are respectfully requesting a variance to allow for the reconstruction of an existing deck located at 100 Scott Lane, Waconia, MN 55387. The original deck, believed to have been constructed around 1990, appears to have been built without a permit. The current homeowners, Don and Tracy Nemitz, purchased the property in 2022, and the status of the deck was not raised as an issue at that time.

The homeowners are proposing to remove the existing deck and patio and rebuild within a similar footprint. The new structure will consist of a low-maintenance deck and an enclosed screen porch below.

We believe that both the existing deck and the proposed improvements are consistent with the character of the property, neighboring homes, and the surrounding neighborhood. The structure does not appear to visually encroach upon any setback requirements, and the proposed updates will enhance both the functionality and aesthetics of the backyard.

We appreciate your consideration of this request and are happy to provide any additional information as needed.

Sincerely,
Steve Follett – Homeland Builders -Contractor BC379948

Don Nemitz Owner

Tracy Hart Owner

City of Waconia – Zoning Department

Variance Request – 100 Scott Lane, Waconia, MN 55387

7/9/25

Subject: Request for Hard Cover Variance – Patio Replacement

Following my earlier request for a setback variance related to our planned deck rebuild, 6/3/25 it has come to our attention that a hard cover variance is also required for the replacement of the existing patio.

Both the current deck and patio are believed to have been in place since the early 1990s. The existing patio has a negative slope that directs water toward the home's foundation, which we are seeking to correct as part of this project.

The dimensions of the current patio are approximately 11'8" x 20'7". We are requesting approval for a new patio footprint measuring 13' x 18'7".

The current plan includes an under-deck water management system that will direct rainwater into a gutter. As part of our proposal, we plan to terminate this system into a rain barrel to help mitigate runoff and promote responsible water management on the property.

Please let me know the next steps and if any additional documentation is required.

Thank you for your time and consideration.

Steve Follett – Homeland Builders -Contractor BC379948

Don Nemitz Owner

Tracy Hart Owner







CERTIFICATE OF SURVEY

FOR:

HOMELAND BUILDERS

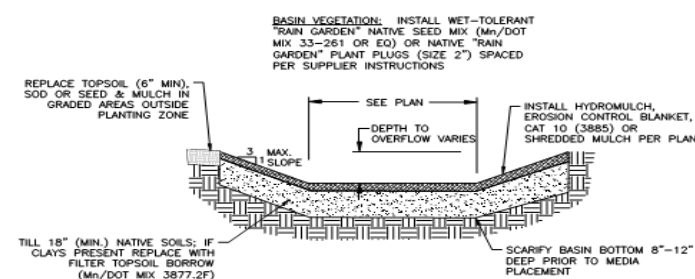
OF THE:

DON & TRACY NEMITZ RESIDENCE

EXISTING HARDCOVER:		PROPOSED HARDCOVER:	
HOUSE & ENTRY:	2,371 sq. ft.	HOUSE & ENTRY:	2,371 sq. ft.
REAR PORCH:	147 sq. ft.	REAR PORCH:	147 sq. ft.
PATIO:	242 sq. ft.	SCREEN PORCH UNDER DECK:	262 sq. ft.
DRIVEWAY:	530 sq. ft.	DRIVEWAY:	530 sq. ft.
SIDEWALK:	131 sq. ft.	SIDEWALK:	131 sq. ft.
TOTAL = 3,421 sq. ft.		TOTAL = 3,441 sq. ft.	
PARCEL AREA = 10,165.64 sq. ft.		PARCEL AREA = 10,165.64 sq. ft.	
HARDCOVER = 33.7%		HARDCOVER = 33.8%	

RAIN GARDEN INFORMATION:	
PROPERTY AREA =	10,165.64 sq. ft.
TOTAL EXISTING IMPERVIOUS =	3,421 sq. ft.
TOTAL PROPOSED IMPERVIOUS =	3,441 sq. ft.
ALLOWED % IMPERVIOUS =	30.0%
ALLOWED IMPERVIOUS =	3049.7 sq. ft.
IMPERVIOUS OVERAGE =	391.3 sq. ft.
MITIGATION VOLUME =	391.3 sq. ft.(0.083) = 32.5 CF
REQUIRED RETENTION VOLUME =	32.5/0.75 = 43.7 CF
PROPOSED RAIN GARDEN RETAINS 50 CF AT A MAX. DEPTH OF 1 FT	

RAIN GARDEN INFILTRATION BASIN



- Denotes iron monument
- Denotes found monument
- x 000.0 Denotes existing elev.
- - - Denotes 2023 4" Non Perforated Tile and Pop-Up System Installation
- Denotes surface drainage
- sf- Denotes Proposed Silt Fence Erosion Control per City Specs.

LEGAL DESCRIPTION:

Lot 1, Block 1,
HARMS LAKEVIEW TERRACE 6TH ADDITION

100 SCOTT LANE
WACONIA, MN 55387

**DEMARS-GABRIEL
LAND SURVEYORS, INC.**
2317 W. 93rd St.
Bloomington, MN 55431
763-559-0908
612-751-6785
dec@qwestoffice.net

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the Laws of the State of Minnesota.

David E. Crook

6/02/2025

David E. Crook Minnesota License No. 22414

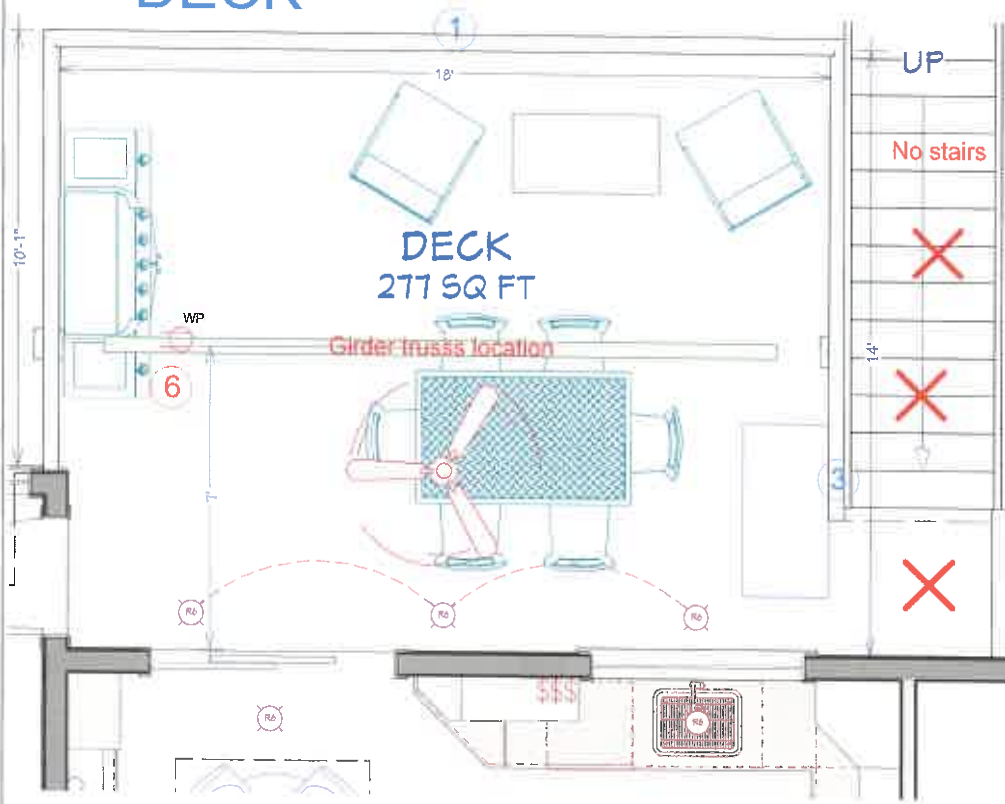
REVISED: 6/25/25
REVISED: 6/26/25
REVISED: 8/26/25

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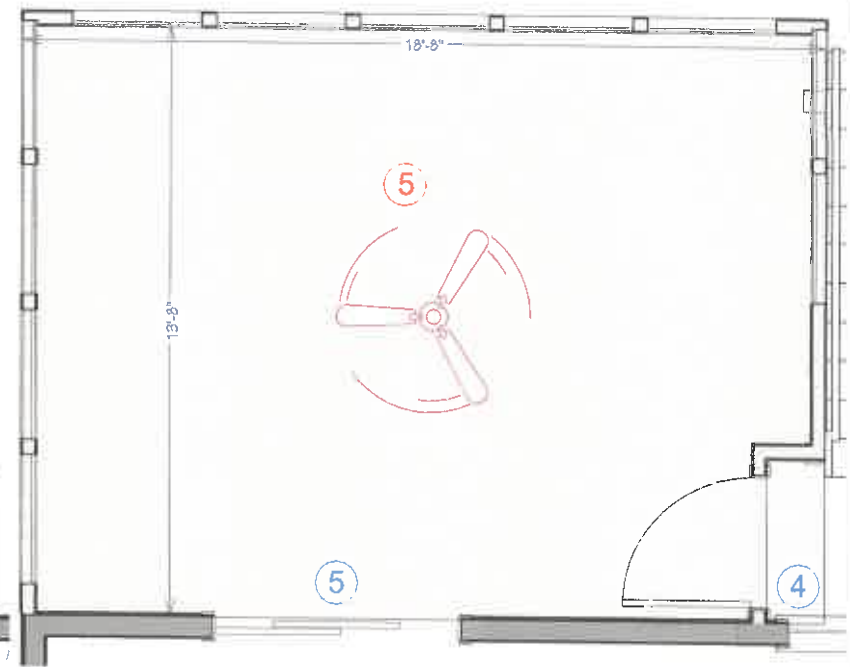
Book-Page

Scale
1"=20'

DECK



SCREENED PORCH



2 Ply engineered girder truss , hand frame vaulted ceiling with 1-3/4"x9-1/4" IVL ridge beam and 2x8 rafters

- 1) NEW FOOTINGS AND CONCRETE PAD BELOW, TO ALLOW FOR A 14' DECK
- 2) FRAME GABLE EXTENSION TO ALLOW PARTIAL COVERAGE OF DECK. SADDLE ROOF BETWEEN GABLES.
- 3) FUTURE STAIRS LOCATION SO NECESSARY FOOTINGS CAN BE MARKED AND INLCUED AS NECESSARY
- 4) JOG IN FRAMING OF SCREENED PORCH TO AVOID LOWER LEVEL WINDOW
- 5) REPLACE SLIDING GLASS DOOR
- 6) ASSUME SOFFIT OUTLETS OR OUTLETS ALONG BEAMS FOR HOLIDAY LIGHTING
- 7) 24" KNEE WALL TO ALLOW FOR ELECTRICAL (& CAT DOOR?)



THIS DRAWING IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. IF USED FOR CONSTRUCTION, ALL DIMENSIONS AND SPECIFICATIONS SHOULD BE VERIFIED BY THE USER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SPECIFICATIONS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SPECIFICATIONS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SPECIFICATIONS.

DATE: 12-27-2017
DESCRIPTION: EXTERIOR AS BUILT & PROPOSED DEMO & CONSTRUCTION NOTES

PROJECT DESCRIPTION: NEMITZ, DON & TRACY
100 SCOTT LANE
WACONIA, MN 55387

DRAWINGS PROVIDED BY: JLC

DATE: 12-27-24

SCALE: 3/4" = 1'

SHEET: A-1



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025
Item Name:	9.2. Award Bayview Parking Lot Reconstruction Project
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-213 Accepting Quote from Minger Construction for the Bayview Lot Reconstruction

EXPLANATION OF AGENDA ITEM:

Bolton & Menk, Inc. has completed a review of the turf parking lot installed on the north side of the Bayview Elementary School property. The lot was constructed in 2021 with other City infrastructure improvements, but it was not installed to meet any local or State requirements for stormwater runoff management (e.g. CCWMO, NPDES). Since it was to provide additional treatment of runoff prior to discharge to Lake Burandt, the City applied for and received \$25,000 in grant funding from the CCWMO for the turf lot. The CCWMO reimbursed the City \$12,500 in 2022 based on completion of construction with the remaining reimbursement predicated on final stabilization of the turf surface.

However, a lack of turf growth on the lot has resulted in an inadequate surface for regular use, with rutting occurring all over the lot. Since turf growth is essential to providing section integrity, the lack of turf has resulted in an inadequate surface to support regular vehicle traffic. In addition, the tight turning movements necessary to utilize the parking lot generate too much stress for the lot to accommodate without turf.

Bolton & Menk staff looked at several options for the reconstruction, ranging in cost from \$68,000 to \$170,000. It was decided to move forward with a hybrid design of partial permeable pavers and partial traditional asphalt pavement. This will still provide the stormwater management advantages while creating a much more stable parking surface. The estimated cost was thought to be approximately \$89,000.

Quotes were solicited from multiple contractors working in the city. Ultimately, only two companies responded due to the small size of the project and current workloads.

Bidder	Bid Amount
Minger Construction	\$112,435.00
GMH Asphalt Corp.	\$117,160.20

These bids were higher than hoped, primarily due to the higher than anticipated costs for the permeable paver component. Staff is confident this is the best option to provide all the benefits expected. Staff recommends acceptance of the quote from Minger Construction for the project.

ATTACHMENTS:

1. Resolution No. 2025-213 Bayview Lot Reconstruction
2. Bayview Turf Lot
3. Bayview Turf Replacement V3

4. Bayview Turf Lot Quote - Minger 5. Bayview Turf Lot Quote - GMH	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: Park Board: Personnel Committee: Other:

**CITY OF WACONIA
RESOLUTION NO. 2025-213**

**RESOLUTION ACCEPTING PROPOSAL FOR
BAYVIEW ELEMENTARY SCHOOL LOT RECONSTRUCTION**

WHEREAS, in 2021 the City reconstructed the Bayview Elementary parking lot off Waconia Parkway North to be a grass turf parking lot partly funded by a \$25,000 grant from the Carver County Watershed Management Organization since the lot provided additional stormwater treatment prior to discharge to Burandt Lake; and

WHEREAS, the Grasspave system proved to not perform as expected or provide adequate surface for parking requiring reconstruction to a different design; and

WHEREAS, a hybrid of partial permeable pavers and partial traditional pavement was designed to provide similar stormwater runoff capture and treatment; and

WHEREAS, the City's Engineering consultant prepared a plan and solicited quotes from two contractors for this work as shown below; and

Bidder	Bid Amount
Minger Construction	\$112,435.00
GMH Asphalt Corp.	\$117,160.20

WHEREAS, Minger Construction is the contractor on the Waconia Parkway North and CSAH 10 project and has provided excellent service in this type of work; and

WHEREAS, sufficient funding is available in the Storm Water - Contract Services budget for this work; and

WHEREAS, Staff recommends acceptance of the quote from Minger Construction to reconstruct the Bayview Elementary School Lot off Waconia Parkway North.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acceptance of the quote from Minger Construction for Bayview Lot Reconstruction in the amount of \$112,435.00.00.

Adopted by the City Council of the City of Waconia this 2nd day of September 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

February 14, 2024

City of Waconia
Attn: Shane Fineran, City Administrator
201 South Vine Street
Waconia, MN 55387

RE: Bayview Elementary School Turf Parking Lot

Dear Mr. Fineran,

As requested by the City of Waconia, Bolton & Menk, Inc. has completed a review of the turf parking lot installed on the north side of the Bayview Elementary School property. The lot was constructed in 2021 with other City infrastructure improvements, but it was not installed to meet any local or State requirements for stormwater runoff management (e.g. CCWMO, NPDES). Since it was to provide additional treatment of runoff prior to discharge to Lake Burandt, the City applied for and received \$25,000 in grant funding from the CCWMO for the turf lot. However, lack of turf growth on the lot has resulted in an inadequate surface for regular use, with rutting occurring all over the lot. Therefore, Bolton & Menk has reviewed the original turf lot design, installation procedures, and potential improvements.

Existing Condition

The original turf lot design consists of a 1" HDPE matrix (Grasspave) filled with soil mix (60% sand, 40% compost) over 24" of 1 ½" – 2" aggregate (25" section thickness). A 6" perforated drain tile was installed along the downstream (west) edge. Based on field review, the lot appears to have been installed per the original design. Since the project was completed, grant reimbursement was applied for from the CCWMO. The CCWMO reimbursed the City \$12,500 in 2022 based on completion of construction with the remaining reimbursement predicated on final stabilization of the turf surface.

However, turf establishment on the lot surface has been difficult and continues to be an issue. Based on field review, the lot section appears to be draining so well that sufficient moisture is not being retained at the surface in the soil mix. The combination of a minimal thickness sandy soil mix and well-draining aggregate is draining the lot section of moisture so quickly after a precipitation event, that turf is unable to establish in the thin section of soil mix provided. Since turf growth is essential to providing section integrity, the lack of turf has resulted in an inadequate surface for support of regular vehicle traffic. In addition, the tight turning movements necessary to utilize the parking lot is generating too much stress for the lot to accommodate without turf.

Potential Improvements

Since the turf lot is inadequate for use in its current condition, options for potential improvements to stabilize the lot surface were reviewed as follows:

1. Re-install Grasspave matrix with topsoil
2. Install PaveDrain permeable pavement
3. Install bituminous pavement

Option 1: Re-Install Grasspave matrix with topsoil

To establish the turf lot surface, the existing soil mix could be removed, the section modified, and the Grasspave reinstalled. By modifying the section to a 4" common topsoil layer (with the top 1" utilizing the Grasspave matrix), a 3" choker layer of ¾" pea gravel (to separate the topsoil from the aggregate), and 18" aggregate layer, a sufficient top section should be provided to allow for establishment of the turf surface necessary for surface integrity. The total estimated project cost of these improvements is **\$117,000**.

This option would allow the City to pursue the remaining \$12,500 of grant reimbursement funds once turf is established. However, due to the nature of the design and use required by the school, a grass surface may no longer be preferred. Due to the tight turning movements and amount of use, rutting of the surface may be an ongoing issue.

Option 2: Install PaveDrain permeable pavement

To maintain a surface capable of infiltrating runoff, the existing soil mix could be removed, and Pavedrain permeable pavement could be installed. By modifying the section to a 5.65" PaveDrain Layer, 2" choker layer of ¾" pea gravel, and 17" aggregate layer, a sufficient section to provide parking for intended vehicles would be provided. The total estimated project cost of these improvements is **\$170,000**.

This option would maintain a Best Management Practice in this location that infiltrates runoff, allowing the City to pursue the remaining grant reimbursement funds from the CCWMO. In addition, an adequate surface would be provided to meet the demands of the school's intended use.

Option 3: Install bituminous pavement

To create an adequate surface to meet the demands of the school's intended use, the existing soil mix could be removed, and bituminous pavement could be installed. By modifying the section to a 4.5" bituminous pavement layer and 20" aggregate layer, a sufficient section to provide parking for intended vehicles would be provided. The total estimated project cost of these improvements is **\$68,000**.

This option would not allow for infiltration of runoff, requiring the return of \$12,500 to the CCWMO for the grant funds provided. However, a permanent surface meeting the needs of the school would be provided.

Please refer to the attachment for an Estimate of Probable Costs for each option. If you have any questions or comments, you may contact either Jake or myself at (952) 488-8838 to discuss. For a more detailed discussion on potential improvement options, we are available to meet at your convenience.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "Robert E. Bean, Jr." in a cursive script.

Robert E. Bean, Jr., P.E.

Senior Water Resources Project Manager

CC: Jake Saulsbury, Bolton & Menk, Inc.

Attach: Estimate of Probable Costs

ESTIMATE OF PROBABLE COSTS

CITY OF WACONIA

BAYVIEW ELEMENTARY SCHOOL TURF LOT

POTENTIAL IMPROVEMENT OPTIONS

ITEM NO.	BID ITEM	UNIT	UNIT COST	TOTAL QUANTITY	TOTAL COST
OPTION 1: RE-INSTALL GRASSPAVE RINGS AND SOIL MIX					
1	MOBILIZATION	LS	\$10,000.00	1	\$10,000.00
2	TRAFFIC CONTROL	LS	\$5,000.00	1	\$5,000.00
3	REMOVE EXISTING GRASSPAVE, SOIL, AND AGGREGATE	CY	\$30.00	250	\$7,500.00
4	REFRESH GRASSPAVE SUBBASE	CY	\$50.00	100	\$5,000.00
5	GRASSPAVE PAVERS	SY	\$50.00	1165	\$58,250.00
6	3" - 1/4" PEA ROCK	CY	\$50.00	100	\$5,000.00
7	TOPSOIL	CY	\$50.00	150	\$7,500.00
8	HYDROMULCH TYPE BONDED FIBER MATRIX, SEED MIX 25-131	SY	\$5.00	1165	\$5,825.00
9	EROSION CONTROL	LS	\$2,000.00	1	\$2,000.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$106,075.00
PROJECT COSTS (10%):					\$10,607.50
TOTAL ESTIMATED PROJECT COST:					\$116,682.50
OPTION 2: INSTALL PAVEDRAIN PERMEABLE PAVEMENT					
1	MOBILIZATION	LS	\$10,000.00	1	\$10,000.00
2	TRAFFIC CONTROL	LS	\$5,000.00	1	\$5,000.00
3	REMOVE EXISTING GRASSPAVE, SOIL, AND AGGREGATE	CY	\$30.00	300	\$9,000.00
4	REMOVE EXISTING 6" PERFORATED DRAINTILE	LF	\$10.00	170	\$1,700.00
5	REFRESH AGGREGATE SUBBASE	CY	\$50.00	50	\$2,500.00
6	PAVEDRAIN PERMEABLE PAVERS	SY	\$100.00	1165	\$116,500.00
7	2" - 1/4" PEA ROCK	CY	\$50.00	75	\$3,750.00
8	6" HDPE DRAINTILE	LF	\$20.00	170	\$3,400.00
9	EROSION CONTROL	LS	\$2,000.00	1	\$2,000.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$153,850.00
PROJECT COSTS (10%):					\$15,385.00
TOTAL ESTIMATED PROJECT COST:					\$169,235.00
OPTION 3: INSTALL BITUMINOUS PAVEMENT					
1	MOBILIZATION	LS	\$10,000.00	1	\$10,000.00
2	TRAFFIC CONTROL	LS	\$5,000.00	1	\$5,000.00
3	REMOVE EXISTING GRASSPAVE, SOIL, AND AGGREGATE	CY	\$25.00	200	\$5,000.00
4	REFRESH AGGREGATE SUBBASE	CY	\$50.00	50	\$2,500.00
5	1.5" - TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$130.00	100	\$13,000.00
6	3.0" - TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$120.00	200	\$24,000.00
7	EROSION CONTROL	LS	\$2,000.00	1	\$2,000.00
TOTAL ESTIMATED CONSTRUCTION COST:					\$61,500.00
PROJECT COSTS (10%):					\$6,150.00
TOTAL ESTIMATED PROJECT COST:					\$67,650.00



H:\WACA\ Surface Water Management\ Reuse\ Reuse Projects\ Bayview\ Bayview Turf Replacement V3.dwg 4/10/2025 9:10:12 AM

PROPOSAL FOR
BAYVIEW ELEMENTARY SCHOOL TURF LOT RECONSTRUCTION
CITY OF WACONIA, MINNESOTA
July 15, 2025

Date: 8/8/25

City of Waconia, Minnesota
201 S. Vine Street
Waconia, MN 55387

The undersigned, Minger Construction Companies, Inc.

as bidder, proposes and agrees to furnish all equipment, labor, materials, and supplies for the Bayview Elementary School Turf Lot Reconstruction project which is located within the City of Waconia, MN, in accordance with the Plans as prepared by Bolton & Menk, Inc., 2638 Shadow Lane, Suite 200, Chaska, MN, for the following lump sum and unit prices.

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and applicable taxes and fees.

ITEM	BID ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	MOBILIZATION		LUMP SUM	1	<u>11,500.00</u>	<u>11,500.00</u>
2	TRAFFIC CONTROL		LUMP SUM	1	<u>2,250.00</u>	<u>2,250.00</u>
3	EROSION CONTROL		LUMP SUM	1	<u>2,750.00</u>	<u>2,750.00</u>
4	REMOVE EX. GRASSPAVE, SOIL, & AGG		CY	300	<u>47.00</u>	<u>14,100.00</u>
5	REFRESH AGGREGATE SUBBASE		CY	50	<u>89.00</u>	<u>4,450.00</u>
6	PAVEDRAIN PERMEABLE PAVERS	(1)	SQ YD	280	<u>182.00</u>	<u>50,960.00</u>
7	2" - 1/4" PEA ROCK		CY	20	<u>150.00</u>	<u>3,000.00</u>
8	1.5" - TYPE SP 9.5 WEAR COURSE MIX (3,C)		TON	70	<u>150.00</u>	<u>10,500.00</u>
9	2.5" - TYPE SP 12.5 NON WEAR MIX (3,B)		TON	110	<u>117.50</u>	<u>12,925.00</u>
TOTAL AMOUNT BID:						<u>112,435.00</u>

NOTES:

(1) CONTRACTOR RESPONSIBLE TO OBTAIN PAVERS. STATED LEAD TIME FROM MANUFACTURER IS 3 TO 5 DAYS.

A bid bond will not be required. If this proposal is accepted, the bidder will enter into a contract and furnish a certificate of insurance within ten (10) days after this proposal is accepted. Bolton & Menk Inc. and the City of Waconia shall be listed as additional insureds.

If this proposal is accepted, bidder agrees to commence work as required after acceptance and to complete all work by November 1, 2025.

It is understood and agreed that this proposal may not be withdrawn within thirty (30) days after bid closing date and the Bidder acknowledges the right of the Owner to reject any or all bids, waive any irregularities or informalities therein and award the Contract to other than the lowest Bidder if, in its discretion, the interests of the Owner would be best served thereby.

After the quotes are received and prior to award of the Contract, the Owner, at its sole discretion, may revise the project scope. In this event, no payment will be made to the Contractor for the deleted work, nor shall any adjustment be made to the unit prices bid due to the reduction of the scope of the project of the reduced quantities of work items.

I, the undersigned, state that the organization which I represent will be in compliance with applicable Federal and State Statutes and the City of Waconia's adopted Affirmative Action Program concerning non-discrimination and equal opportunity employment.

BY: 
TITLE: President
ADDRESS: 620 Corporate Dr.
Jordan, MN 55352
TELEPHONE: 952-368-9200
EMAIL: Lukem@mingerconst.com

PROPOSAL FOR BAYVIEW ELEMENTARY SCHOOL TURF LOT RECONSTRUCTION

CITY OF WACONIA, MINNESOTA

July 15, 2025

Date:

7-28-25

City of Waconia, Minnesota
201 S. Vine Street
Waconia, MN 55387

The undersigned,

GMH Asphalt Corp.

as bidder, proposes and agrees to furnish all equipment, labor, materials, and supplies for the Bayview Elementary School Turf Lot Reconstruction project which is located within the City of Waconia, MN, in accordance with the Plans as prepared by Bolton & Menk, Inc., 2638 Shadow Lane, Suite 200, Chaska, MN, for the following lump sum and unit prices.

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and applicable taxes and fees.

ITEM	BID ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	MOBILIZATION		LUMP SUM	1	3500. ⁰⁰	3500. ⁰⁰
2	TRAFFIC CONTROL		LUMP SUM	1	1500. ⁰⁰	1500. ⁰⁰
3	EROSION CONTROL		LUMP SUM	1	1025. ⁰⁰	1025. ⁰⁰
4	REMOVE EX. GRASSPAVE, SOIL, & AGG		CY	300	69. ⁵⁰	20,850. ⁰⁰
5	REFRESH AGGREGATE SUBBASE		CY	50	125. ³⁰	6,265. ⁰⁰
6	PAVEDRAIN PERMEABLE PAVERS	(1)	SQ YD	280	201. ⁵⁰	56,420. ⁰⁰
7	2" - 1/4" PEA ROCK		CY	20	0. ⁰¹	0. ²⁰
8	1.5" - TYPE SP 9.5 WEAR COURSE MIX (3,C)		TON	70	190. ⁰⁰	13,300. ⁰⁰
9	2.5" - TYPE SP 12.5 NON WEAR MIX (3,B)		TON	110	130. ⁰⁰	14,300. ⁰⁰
TOTAL AMOUNT BID:						117,160. ²⁰

NOTES:

(1) CONTRACTOR RESPONSIBLE TO OBTAIN PAVERS. STATED LEAD TIME FROM MANUFACTURER IS 3 TO 5 DAYS.

A bid bond will not be required. If this proposal is accepted, the bidder will enter into a contract and furnish a certificate of insurance within ten (10) days after this proposal is accepted. Bolton & Menk Inc. and the City of Waconia shall be listed as additional insureds.

If this proposal is accepted, bidder agrees to commence work as required after acceptance and to complete all work by November 1, 2025.

It is understood and agreed that this proposal may not be withdrawn within thirty (30) days after bid closing date and the Bidder acknowledges the right of the Owner to reject any or all bids, waive any irregularities or informalities therein and award the Contract to other than the lowest Bidder if, in its discretion, the interests of the Owner would be best served thereby.

After the quotes are received and prior to award of the Contract, the Owner, at its sole discretion, may revise the project scope. In this event, no payment will be made to the Contractor for the deleted work, nor shall any adjustment be made to the unit prices bid due to the reduction of the scope of the project of the reduced quantities of work items.

I, the undersigned, state that the organization which I represent will be in compliance with applicable Federal and State Statutes and the City of Waconia's adopted Affirmative Action Program concerning non-discrimination and equal opportunity employment.

BY:

Brandon Butarc BBT

TITLE:

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REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	September 2, 2025
Item Name:	9.3. Ordering a Warrant Analysis for All-Way Stop at 2nd Street and Elm Street
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-214 Ordering a Warrant Analysis for All-Way Stop Condition at the intersection of Elm Street and 2nd Street to be performed: a. Immediately b. Starting after December 2025	
EXPLANATION OF AGENDA ITEM: Staff have received a request to evaluate the intersection of Elm Street and 2nd Street for a potential change to an All-Way Stop Condition. This evaluation takes into account traffic volumes on each of the approach legs, sight lines, and historical data of crashes at the intersection per the Minnesota Manual of Uniform Traffic Control Devices (Mn MUTCD), Section 2B.7 Multi-way Stop Applications. This work is recommended to be performed under normal operations. Currently, the intersection has construction along two of the street legs and will continue to be impacted for several more months. Observations of the area show that traffic is avoiding the intersection during construction. While the analysis can be performed immediately, the data will not be representative of normal operations. Staff recommend conducting the analysis in December (or later), once the city street projects are complete and the apartment project has shifted from exterior construction to interior finishes. This timing is expected to provide a more accurate representation of traffic through the intersection. The cost of each analysis is typically \$1400 to \$1600 per intersection, per review. Staff are requesting direction from the Council on the timing to proceed with an intersection analysis should the Council choose to adopt the attached recommendation.	
ATTACHMENTS: 1. Resolution No. 2025-214 All-Way Stop at 2nd and Elm Streets	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:

Funding Sources & Uses: Budget Information: ☒ Budgeted ☐ Non-Budgeted ☐ Amendment Required	Planning Commission: Park Board: Personnel Committee: Other:
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**CITY OF WACONIA
RESOLUTION NO. 2025-214**

**RESOLUTION ORDERING A WARRANT ANALYSIS FOR ALL WAY STOP
CONDITION AT THE INTERSECTION OF ELM STREET AND SECOND STREET**

WHEREAS, one of the City’s Priorities is to “manage, maintain, and improve our current and future physical assets”; and

WHEREAS, the city received a request to review the intersection control at Elm and 2nd Streets; and

WHEREAS, currently 2nd Street flows freely through the intersection and the stop condition is on 2nd Street; and

WHEREAS, a warrant analysis of the intersection will need to be performed to determine technical support for stop condition change; and

WHEREAS, the city’s engineering consultant Bolton & Menk has the technical expertise to perform the analysis.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes a warrant analysis for all way stop condition at the intersection of 2nd Street and Elm St.

Adopted by the City Council of the City of Waconia this 2nd day of September 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator