# CITY OF WACONIA
# JUNE 2, 2025

## 1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the June 2, 2025, Waconia City Council Meeting to order at 6:00 p.m.

Mayor Litfin stated that Nick Gleason and Jacob Coleman would not be attending this meeting.

## 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 Grengs, second by Council Member Siddons.

**MOTION CARRIED.**

## 5. PUBLIC HEARING

### PUBLIC HEARING: Comcast Cable Franchise Application

Jackie Schulze, Assistant City Administrator, provided a history of the requirements for a cable franchise application. In April 2025, the Council published a Notice of Intent to accept applications for cable franchises. It is a Minnesota State Statue that the Notice of Intent be published twice. One application was received and that was from Comcast along with the required $5,000 application fee. The only other company with a franchise agreement with the City is MediaCom and franchise agreements are non-exclusive. Another requirement is for the City Council to hold a public hearing as this is part of the review process. The City has received no public comment on this agreement and Comcast is present to answer any questions. No formal action is required on this item with the full agreement to be reviewed at the June 16, 2025, Council Meeting.

Comcast has invested over 80 billion dollars in the past ten years to build essential infrastructure to power the internet. Comcast understands the importance of communication and can create a personalized expansion network website for the City of Waconia and can include frequently asked questions, local phone numbers for residents to call with any questions or concerns, and an email/mailbox for residents to upload photos to assist technicians in troubleshooting. When Comcast begins construction, they will provide residents with notifications including when access is required to the right-of-way or easements, what to expect during construction, how to protect property and pets, and will provide local business contractor contact information. All Comcast employees, as well as contractors, wear labeled high-vision vests with badges so that residents are aware of who is working in their neighborhoods. Also, residents will receive notifications in the form of door hangers, postcards, and mailed correspondence at various points during the construction and a final notification when the address is serviceable.

Council Member Siddons touched on communication with residents and appreciates the email drop box feature to assist residents who are having issues.

MOTION to Open the Public Hearing made by Council Member Grengs, second by Council Member Siddons
**MOTION CARRIED.**

No comments from the public.

Motion to close the Public Hearing made by Council Member Siddons, second by Council Member Grengs.
**MOTION CARRIED.**

## 6. OPEN FORUM

Waconia residents Christine Ripka and son Max were thanked by Mayor Litfin for saving a turtle on Main Street here in Waconia. The Mayor was very appreciative of Max directing traffic so that the turtle was able to cross the street safely.

## 7. COMMUNITY INTEREST PRESENTATIONS

Rick Gramith of the Waconia Heritage Association took the Council on an "elevated tour" of the City. Rick presented side-by-side pictures of downtown Waconia after the tornado in 1904 and present day. These pictures can be viewed on the Waconia Heritage Association website at www.waconiaheritageassociation.org.

The Mayor and Council thanked Mr. Gramith for all the work putting this presentation together.

## 8. CONSENT AGENDA

**1) Minutes from the May 19, 2025, City Council Meeting**

**2) Approve June 2, 2025 Expenditures**

3) **Contractor Pay Request - Fire Station Project with Kraus-Anderson #31-Final**

4) **Free Standing Sauna Addition - Safari Island Community Center**

5) **Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**

6) **City Council Meeting Guidelines**

7) **Comp Plan Amendment - Norsq Companies, LLC**

As per Shane Fineran the following items were pulled from the consent agenda:
Item 8.1 *Minutes from the May 19, 2025, City Council Meeting*
Item 8.7 *Comp Plan Amendment - Norsq Companies LLC*

As per Mayor Litfin, the following items were pulled from the consent agenda:
Item 8.4 *Free Standing Sauna Addition - Safari Island Community Center*
Item 8.6 *City Council Guidelines*

Motion to Adopt the Consent Agenda as published pulling consent agenda items 8.1, 8.4, 8.6, and 8.7 was made by Grengs second by Siddons.
**MOTION CARRIED**

## 9. REGULAR AGENDA

### 1) Strategic Plan 2026-2029

Shane Fineran, City Administrator, gave a description of this item, stating that early this year the Council began the process of updating the City's Strategic Plan. The Council and senior leadership completed a facilitated process with Rapp Consulting to update the Strategic Plan for the City. This plan charts the course and direction for the organization to address and tackle the top priorities of the Council. The Council has set the priorities for the community over the next few years to strengthen Fiscal Conditions, Sustain & Improve Infrastructure Systems, Promote Economic Development, Reimagine Community Recreation, and Expand Community Engagement.

Upon Council approval, staff will begin to design the specific action plans necessary to achieve results. The desired outcomes include additional sources of revenue and stronger financial position in the general fund, decreased deficiencies in underground infrastructure, improved road surfaces, a lively downtown, expanded industrial and commercial opportunities, expanded community recreation amenities, diversified community events, and improving confidence in the City's governance. Upon approval, the complete report will be posted on the City website.

Mayor Litfin stated that any solid organization needs a strategic plan and asked for further explanation of the PCI 60 system under sustain and improve infrastructure systems. Mr. Fineran explained that PCI is an acronym for pavement condition index.

The City recently completed a full survey of all roads and streets which provided PCI ratings of between 0 and 100. The goal is to have all roads and streets in the City have an average PCI rating of 60 or higher. As of today, the City has a system-wide average of approximately 50 PCI. The Mayor also requested clarification on the item calling to complete a Request for Proposal for the old Fire Station property. Mr. Fineran stated that one of the key targets of the Council is for new retail or evening entertainment businesses downtown. This RFP is to solicit proposals to meet the Council's goal. Lastly, the Mayor requested details on the 75% of Regional Park Primary Plan projects completed by 12/2028. Mr Fineran stated that in the City's current Capital Improvement Plan there are two new recreation amenities at this timeline, with one being pickleball and the other improvements to Sudheimer Park Development.

MOTION to accept the Strategic Plan 2026-2029 Report made by Siddons, second by Grengs
**MOTION CARRIED.**

**2) Special Event Permit - Christmas in Waconia**

Shane stated that the City received a Special Event Permit from Minnesota Christkindl Market for a Waconia Christmas event. This will be a German-themed Christmas festival in City Square Park over the course of two weekends in December 2025. This event has taken place in Excelsior for the past 20 years. The open-air market will feature Germain Christmas traditions, food sales, alcohol sales, and shopping for crafts, clothes, and other wares. The event will be open on Friday, December 5th/12th, from 12:00 p.m. to 700 p.m. Saturday, December 6th/13th from 10:00 a.m. to 7:00 p.m. Sunday, December 7th/14th from 10:00 a.m. to 5:00 p.m.

The applicant is proposing to fence City Square Park beginning on December 1st to accommodate the erection of tents for vendor space. The fencing is required around the park to provide security for the vendors whose products and wares will remain on-site during the overnights and weekdays. On the dates the event is not open, the park will be closed to public access and security will be on-site provided by the applicant. Access to the park will be controlled during the event via gates on Main Street, Pine Street and Spruce Street.

Shane also explained that the City's Special Event policy notes that various categories of events receive either direct or in-kind support for the event. Events that are organized by a tax-exempt or non-profit and that the City determines are of general interest to the public and advance the City's public image are eligible to receive designation as City-supported. The applicant has requested the Council determine if this event should receive City support status under this policy and, in exchange for waiving the park rental fee of $960 per day or $14,440 for the entire event, the City would be recognized as a Platinum Sponsor, which is reserved for sponsors providing $10,000 or more in support.

Street impacts during the event are requested for the closure of Spruce Street to accommodate flood trucks and vendors during the event. Parking is required to be limited on streets adjacent to the park on Main and 1st Streets with handicap parking posted on Pine Street. Additional street closures may be requested by the applicant for small parades in support of the event, which will require additional City Council approval if requested. Staff met with applicants to review vendor tent locations to avoid conflicts with holiday lighting in the park, electrical availability, and tent locations to avoid conflict with snow removal if needed.

Staff recommend conditions of approval include that the organizer submit any additional street closure needed 45 days prior to the event, to notify adjacent property owners and businesses of street closures and parking impacts, submit a certificate of insurance two weeks prior to the event, submit any temporary liquor license applications a minimum of 90 days prior to the event, and any staff time necessary to support the event be billed to the event organizer at the rates in the City fee schedule.

The Mayor stated it is very exciting bringing this event to Waconia and thanked the event organizer. The Mayor stated concern over the park rental fee, stating that the fee could be lowered; however, not completely waived. Also, has concerns with street access and street closing for neighborhoods. Lastly, the Mayor would like to have this event be family-friendly with no liquor being served and acknowledged that the temporary liquor license would be a separate item if an application is received.

Council Member Siddons asked the reason for the moving of the event from Excelsior to Waconia. Ms. Mackenzie stated that the event is a German-based Christmas and would like residents to participate in an educational and family fun event. Ms. Mackenzie went on to explain that the event must charge an admission fee to offset the cost of the event as a whole. Siddons is in agreement with the Mayor not to waive the entire park rental fee but to reduce the park rental fees.

Council Member Grengs requested clarification of the dates and times the park would be closed and is in agreement with the other Council members to reduce the park rental fees, suggesting that the applicant pay $4,400 for the park rental fee, which is the difference between the normal hourly rate and the $10,000 sponsorship.

Motion made to Adopt Resolution No. 2025-156 with the Amendment to include the Park Rental Fee to be Paid in the amount of $4,400 for the duration of the event and that the City Council determines that this event is of general interest to the public, advances the City's public image, and is designated as City supported. and park rental fees shall be waived up to $10,000 in recognition of Platinum Sponsorship by Council Member Grengs and seconded by Council Member Siddons.

**MOTION CARRIED.**

**3) Professional Services Agreement for the Design and Construction Administration of Water Treatment Plant No. 4 and Authorize State Capital Funding Request**

Jon Haukaas, Public Services Director, spoke on the two Resolutions on the agenda. The first Resolution authorizes the acceptance of a professional services agreement with SEH, Inc. for the Design and Construction Administration of the Water Treatment Plant No. 4, CIP Project No. 318 and also to adopt a Resolution Authorizing a 2026 Capital Budget Request to the State for the Water Treatment Plant No. 4.

The Council accepted the Water Supply Plan Update and, with the expanding water system for the future growth of the City, the next step was to contract with an engineering firm to design a new water treatment plant, including contract administration and support during construction. On March 17th, the Council authorized the solicitation of potential firms through a Request for Qualifications (RFQ) process. Also, staff prepared a State of Minnesota Capital budget Request for assistance to pay for this project. Staff requested an RFQ from six engineering firms and four were returned. Staff and two Council members evaluated the proposals based on the quality of the firm, the experience of the design team proposed, the understanding of the project and design approach, experience on similar projects, and key decision points to advance the project. This lowered the field to two firms. The two firms were interviewed by staff where additional questions and discussions led to a recommendation to accept the proposal from SEH, Inc. Staff provided a draft proposal that is being reviewed by the City Attorney.

The Mayor requested staff to discuss the need for another water treatment facility. Haukaas stated that the capacity of the current system is nearing its capacity based on the current population. This growth will be paid for by growth, not current resident tax dollars.

Motion made to Adopt Resolution No. 2025-157 Authorizing Acceptance of a Professional Services Agreement with SEH, Inc. for the Design and Construction Administration of Water Treatment Plant No. 4, CIP Project No. 318 made by Council Member Siddons second by Council Member Grengs

**MOTION CARRIED,**

Haukaas then spoke on Resolution No. 2025-158, stating that this is a Capital Budget request for a grant for a bonding bill to assist the City to pay for this project and this is for the 2026 State bonding bill.

Motion made to Adopt Resolution No. 2025-158 Authorizing a 2026 Capital Budget Request to the State of Minnesota for the Water Treatment Plant No. Project by Council Member Grengs, second by Council Member Siddons

**MOTION CARRIED.**

**10. ITEMS PULLED FROM THE CONSENT AGENDA**

Shane Fineran requested Consent Agenda Item 8.1 *Minutes from the May 19, 2025, City Council Meeting,* and Consent Agenda Item 8.7 *Comp Plan Amendment - NOrsq Companies, LLC t*to be pulled from the Consent Agenda. These items are tied together and will be addressed together.

Mike Melchert, City Attorney, provided the Council with a recap and process review of the Comprehensive Plan Amendment that was discussed at the May 19, 2025,Council Meeting. Melchert stated that a 4/5 vote is required for all Comprehensive Plan Amendments. This was documented in the minutes of that meeting. Melchert wanted the Council to review the minutes to be sure that the amendment failed due to the lack of a second. Melchert stated that a 4/5 vote is required for a Comprehensive Plan Amendment and only three Council Members were in attendance at this meeting. It is Melchert's opinion that the motion was made to pass a Comprehensive Plan Amendment and was documented in the minutes and recommends that the motion stands. Both items were removed from the consent agendas so that the Council has sufficient time to review the minutes and can be accepted this evening with a motion to approve.

Motion to approve the May 19, 2025, City Council Minutes and approve Comp Plan Amendment - Norsq Companies, LLC made by Siddons second by Grengs
**MOTION CARRIED.**

The Mayor pulled Consent Agenda *8.4 Free Standing Sauna Addition - Safari Island Community Center*
Nicle Meyer, Finance Director, stated that this item was previously added to the CIP. Staff researched this new amenity to be sure it will have the correct design, the right equipment and the right interior. The Council was in agreement that this is a great amenity.

Motion made to Adopt Resolution No. 2025-153 Approving Capital Project at Safari Island Community Center for a Free Standing Sauna Addition with Sauna Suppy LLC made by Grengs, second by Siddons.
**MOTION CARRIED**

The Mayor pulled Consent Agenda Item 8.6 *City Council Meeting Guidelines*.
Fineran stated this document was created at the request of the City Council to create a formal meeting structure and process with two new sections created. The first being an Open Forum and the second Community Interest Presentation. This demonstrates to the residents of Waconia how the public has the ability and opportunity to come and speak to the Council.

The Mayor stated that Council workshops are now at 5:00 p.m. before each Council Meeting, the Open Forum which was detailed by Fineran and the Community Interest Presentation, which are potentially limited to one presentation per meeting and the Mayor would like to see more if the need is present.

Motion made to Adopt City Council Meeting Guidelines Policy made by Siddons, second

by Grengs.
**MOTION CARRIED.**

## 11. REPORTS/EMERGING ISSUES

### 1) Staff Reports

Sergeant Howard provided the Council with a Department update. There were 10 fewer service calls in the month of May 2025 than in May 2024. The non-criminal calls, which are typically traffic stops, stalled vehicles, and medicals, decreased from 303 to 270. The Department is heavily increasing traffic education and enforcement by participating in community events, specifically in the City of Waconia.

The Mayor questioned if there will be any bike patrols in the future. Sergeant Howard explained the recreational service deputy works the bike patrol and that electric bikes are permissible as long as the operator adheres to basic bicycle rules and regulations and must be 15 years or older, which is the minimum per State Statute.

### 2) Councilmember Siddons

Nothing to report.

### 3) Councilmember Coleman

Absent

### 4) Councilmember Gleason

Absent

### 5) Councilmember Grengs

Nothing to report.

### 6) Mayor Litfin

The Mayor offered a special thanks to Kristine and Max Ripka for attending this evening.
The Mayor stated attendance to the following:
04-21 Met with two residents of Country Ponds discussing the new Wildcat Road.
05-22 Joined the Southview Principal and the Student Council delivering the morning announcements.
05-22 Met with Waconia Dodge owners Heidi and Andy Strong to discuss the growing needs of the business and the City.
05-26 Attended the Memorial Day Ceremony with 2000 plus attendees at City Square Park and spoke at the request of the American Legion Post No 150.

## 12. ANNOUNCEMENTS

Jackie Schulze, Assistant City Administrator, stated the first Music in the Streets is scheduled for June 12th on Elm Street with Traveled Ground entertaining. The street will be closing around 5:00 with the performance to begin around 6:30 p.m. Local businesses will be offering food and drink specials.

June 5th is the first Farmers Market of the season and is located in Lot 1. There will be approximately 30 vendors participating.

**13. ADJOURNMENT**

Motion made to adjourn the June 2, 2025, City Council meeting at 7:45 p.m. by Siddons second by Grengs.
**MOTION CARRIED.**

**14. 5:00 P.M. WORK SESSION: LAKETOWN TOWNSHIP SANITARY SEWER & SEWER CAPITAL INVESTMENTS**

**15. <u>UPCOMING CALENDAR OF EVENTS/MEETINGS:</u>**

____________________________________
Tim Litfin, Mayor

ATTEST: ____________________________________
Sue Schwalbe, Administrative Specialist