

**CITY OF WACONIA
OCTOBER 20, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the City of Waconia October 20, 2025, Council meeting to order at 6:00 p.m.

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 was made by Council Member Coleman seconded by Council Member Gleason.

MOTION CARRIED.

5. PUBLIC HEARING

1) 2025 Downtown Reconstruction Phase 3 Final Assessment Hearing

Jake Saulsbury, Consulting City Engineer with Bolton & Menk, provided the Council with an overview of the public hearing process for the 2025 Downtown Reconstruction Project – Phase 3. The project is substantially complete, though some final work remains. The project included the reconstruction of street surfaces, sidewalks, and utilities, including sanitary sewer, water main, storm sewer, and street lighting. Mr. Saulsbury reported that final project costs have been apportioned based on the bid results and the City's Assessment Policy. Final assessment amounts were reduced for several identified properties from those presented during the feasibility study phase, reflecting updated bid costs and the special benefit analysis.

The public hearing presentation included the following components:

- Project scope
- Project schedule
- Final project cost summary
- Final assessment summary

Remaining work includes:

- Installation of light poles and banner poles
- Coordination with adjacent apartment building projects
- Final paving and striping
- Repair work and other punch-list items
- Post-construction property inspections

Mr. Saulsbury reported that the total final project cost is \$5,248,080, with final assessments totaling \$538,091. The assessments were reduced based on the benefit evaluation process. The final assessment rate is 4.44%, with a ten-year repayment term.

Motion to call the public hearing to order and accept comments was made by Council Member Siddons and seconded by Council Member Coleman.

MOTION CARRIED.

Public Comments:

- Carl Runk, 441 Second Street, Excelsior, co-owner of the Olive and 2nd Street Apartments with Mr. Yetzer, expressed appreciation for the quality of the completed work. Mr. Runk requested clarification on whether the sidewalk costs were city-funded or included in property assessments. Mr. Saulsbury confirmed that the sidewalk costs are City-funded and not part of the assessments.
- Shane Fineran, City Administrator, noted that the City received a written comment from Michael Dehn, 25 2nd Street West, regarding driveway finishing and sod restoration. Mr. Fineran confirmed that these items are included on the contractor's punch list for completion.

Motion to close the public hearing was made by Council Member Grengs and seconded by Council Member Siddons.

MOTION CARRIED.

Motion to adopt Resolution No. 2025-242 approving the assessment roll made by Council Member Coleman, seconded by Council Member Grengs

MOTION CARRIED.

2) Annexation — Dircks Property — 15 acre portion of PID 070300400

Lane Braaten, Community Development Director, provided an overview of the Resolution. The City has entered into an agreement with the Dircks family to purchase

approximately 15 acres of PID #070300400. Both parties agree that the annexation of the property will be required to split the land from the existing parcel. The remnant parcel will remain in Laketown Township and be retained by the Dircks family. The new parcel will be annexed into the City limits and owned by the City of Waconia for the future Water Treatment Plant #4. . Mr. Braaten reviewed the annexation process for the Council. Mr. Braaten and Mr. Sahal attended the Laketown Council meeting on October 13th where the Laketown approved their portion of this Joint Resolution.

Motion to open public hearing was made by Council Member Siddons seconded by Council Member Grengs.

MOTION CARRIED

No public comments, written comments or phone calls were received.

Motion to close the public hearing was made by Council Member Siddons seconded by Council Member Gleason.

MOTION CARRIED

Motion to adopt Resolution No. 2025-243 Approving the Joint Resolution to annex approximately 15 acres of PID #070300400 made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

3) Certification of Delinquent Charges for Payment with Taxes Pay 2026

Nicole Meyer, Finance Director, reviewed the certification process, noting that a public hearing is required prior to the certification of delinquent charges. She stated that property owners have been notified of the amounts owed for goods or services that benefited their property and of their opportunity to participate in the public hearing. A list of delinquent accounts was provided prior to the hearing and reflects all payments received through the close of business on October 20, 2025.

Motion to open the public hearing was made by Council Member Siddons, seconded by County Member Gleason.

MOTION CARRIED.

No comments were received.

Motion to close the public hearing was made by Council Member Coleman seconded by Council Member Gleason.

MOTION CARRIED.

Motion to adopt Resolution No. 2025-244 Adopting Certification of delinquent utility and other charges for services for payment with taxes payable in 2026 made by Council Member Gleason seconded by Council Member Grengs.

MOTION CARRIED

6. OPEN FORUM

None.

7. COMMUNITY INTEREST PRESENTATIONS

1) Southern Valley Alliance - Domestic Violence Awareness Month

Christie Larson, Executive Director of Southern Valley Alliance in Shakopee, addressed the Council in recognition of October as National Domestic Violence Awareness Month. She noted that Southern Valley Alliance is the only organization providing services to victims in Scott and Carver Counties, and in the past fiscal year, the organization served 33 victims specifically in Waconia. Southern Valley Alliance supports victims and survivors in their greatest time of need through crisis intervention, emotional support, resources, and safety planning. More information is available at www.svamn.org.

Following her remarks, Mayor Tim Litfin read a Proclamation declaring October as Domestic Violence Awareness Month in the City of Waconia.

2) District 110 Referendum - Superintendent Brian Gersich

Brian Gersich, Superintendent of Independent School District #110, provided an update to the Council regarding the upcoming school referendum. He explained that in Spring 2025, the School District conducted a community survey to gauge public sentiment. Results indicated that residents are proud of and supportive of the Waconia School District. The referendum represents a funding request to support the District's long-term financial stability. Mr. Gersich reviewed the District's general fund balance history, noting that while the District previously spent several years in statutory debt, it has now achieved a positive fund balance due to disciplined budgeting and adjustment efforts. He emphasized the District's commitment to being financially responsible and planning for the future rather than budgeting one year at a time. The referendum request, proposed for the 2026–2027 school year, seeks to maintain a fund balance target of approximately \$5 million. To achieve this, the District must either increase revenues or reduce expenses. The referendum proposes to increase revenues by authorizing an additional \$731 per pupil, indexed annually to inflation. The new referendum revenue authorization would first be levied in 2025, for taxes payable in 2026, and would remain in effect for ten years.

Mr. Gersich noted that approximately 80% of the District's funding comes from the State, with the remaining portion supported by local property taxes. He clarified that while new housing development adds students, it does not automatically increase operating revenue for schools. If the referendum is not approved, the District would be

required to reduce expenses, which could result in staff reductions, limited ability to invest in wages and benefits, and larger class sizes.

8. ADOPT CONSENT AGENDA

- 1) City Council Minutes October 6, 2025**
- 2) Approve October 20, 2025 Expenditures**
- 3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred September 2025**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred September 2025**
- 5) Contractor Pay Request - 2025 Street Improvements Project (Mill & Overlay) to GMH Asphalt Corporation #1**
- 6) Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #4**
- 7) Accepting Cash Donations for Operations of the Fire Department**
- 8) Snow Hauling Agreement**
- 9) Towing and Impound Services Agreement**
- 10) Submittal of LRIP Grant Application for TH5 Frontage Road Extension**
- 11) Steep Slope Permit — 748 Old Beach Lane**
- 12) Amendment to Chapter 515 of City Code Related to Cannabis Sales**

Motion to adopt the consent agenda as published was made by Council Member Coleman seconded by Council Member by Siddons.

MOTION CARRIED.

9. COUNCIL BUSINESS

1) Island View Estates and Pine Hill Playground Projects

Shane Fineran, City Administrator, provided an overview of the agenda item, noting that the 2026 Capital Investment Plan includes the replacement and development of playground systems at Pine Hill Park and Island View Estates Park. Staff is requesting approval of these projects to secure 2025 pricing and avoid a projected 5% cost increase. The equipment will be ordered in 2025 and installed in 2026 as weather permits. The Park Board conducted significant public outreach, including a neighborhood survey and a community meeting on October 13th. The selected vendor will store the equipment at no cost to the City and complete installation as conditions allow.

Mayor Litfin expressed appreciation to all staff, board members, and residents who participated in the decision-making process.

Motion to adopt Resolution No. 2025-251 approving the playground equipment order made by Council Member Grengs, seconded by Council Member Siddons.
MOTION CARRIED.

2) City Sponsorship Program for Summer Events

Jackie Schulze, Assistant City Administrator, provided an overview of a new program to the Council. She explained that the City hosts several free, family-friendly events, including the Summer Music Series and National Night Out, which have continued to grow in attendance—particularly following the relocation of the Summer Music Series. As participation has increased, so have community expectations for higher-quality musical acts, expanded family activities, and improved event promotion. Local businesses have also expressed interest in becoming more involved by sponsoring activities such as face painting and children’s entertainment. To sustain and expand these opportunities without increasing reliance on general fund support, staff is recommending the creation of a City Sponsorship Program. Many neighboring cities already utilize sponsorships to support similar events.

The proposed program would include opportunities for a Title Sponsor, a National Night Out Band Sponsor, and Gold, Silver, and Friends of Music in the Street's sponsorship levels. The Music in the Streets program will feature five rotating block events throughout the City, along with a dedicated children’s show in a City park.

Motion to adopt Resolution No. 2025-252 Approving the Summer Sponsorship Program was made by Council Member Siddons and seconded by Council Member Coleman.
MOTION CARRIED.

3) Polling Place Boundaries & Polling Locations for 2026 Elections

Jackie Schulze presented an update on polling locations for the 2026 elections. In early 2022, the Council transitioned from a two-ward system to a precinct-based at-large system, where all four Council Members are elected at large. At that time, the City moved from two polling places to three precincts. Precinct boundaries are established by each municipality’s governing body. In recent years, churches and schools have presented challenges as polling locations due to limited access for setup and takedown, as well as increasing security concerns. The new fire station’s training room was designed with future use as a polling location in mind. After analyzing 2024 election data and voting statistics, City staff are recommending the addition of a fourth precinct for 2026 and changes to designated polling locations. The proposed polling locations will be:

- Senior Center at City Hall
- Paradise Commons at Lake Waconia Regional Park
- Waconia Ice Arena

- Waconia Fire Department

This change will ensure all polling locations are held at public facilities.

Motion to adopt Resolution No. 2025-253 adding a precinct and establishing polling locations for 2026 was made by Council Member Siddons, seconded by Council Member Gleason.

MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

None

11. REPORTS/EMERGING ISSUES

12. BOARD REPORTS

1) Staff Reports

None

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Nothing to report.

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor Litfin recent meetings activities

- On October 9th attended the Waconia High School Mayors Youth Advisory Committee.
- On October 9th attended the Waconia High Production of Joseph and the Amazing Technicolor Dreamcoat.
- On October 14th presented City data and mayoral information to 100 fifth graders at Laketown Elementary.

- On October 15th met with citizens who are interested in creating a Spring Into Health Series of events in Waconia.

A special thank you to Jackie Schulze and Jen Friesen for helping out with the Mayor's Minutes.

13. ANNOUNCEMENTS

Shane Fineran reminded all that winter parking restrictions go into effect November 1st and run through April 1st. At tonight's meeting, Council approved Resolution No. 2025-247 approving a Winter Towing and Impound Service Agreement with R&V Service and Towing. Visit the City website for more information: www.waconiamn.gov or follow the City on social media.

Council Member Gleason wished good luck to the Waconia High School football team. On October 21st they will be playing Mankato West in their first playoff game.

14. ADJOURN REGULAR MEETING

Motion to adjourn the October 20, 2025, Waconia City Council meeting at 7:00 p.m. was made by Council Member Coleman, seconded by Council Member Gleason.
MOTION CARRIED.

WORK SESSION: ENTERPRISE FUNDS BUDGET REVIEW, FRANCHISE FEE COMMUNICATIONS PLAN

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist