

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Tuesday, November 18, 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**
 - 1) The Pledge of Allegiance will be led by second-grader Adeline Ische from St. Joseph's School.**
- 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) November 3, 2025 City Council Minutes
- 2) Approve November 18, 2025 Expenditures
- 3) **Safari Island Community Center Expenditures from Sports Facilities Companies Incurred October 2025**
Motion to Approve Safari Island Community Center Expendures from Sports Facilities Companies Incurred October 2025
- 4) **Ice Arena Expenditures from Sports Facilities Companies Incurred October 2025**
Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred October 2025
- 5) **Contractor Pay Request - Bayview Turf Lot Reconstruction to Minger Construction Companies #1-Final**
Motion to Approve Pay Estimate No. 1-Final to Minger Construction Companies for the Construction of the Bayview Turf Lot Reconstruction
- 6) **Contractor Pay Request - 2025 Street Improvements Project (Mill & Overlay) to GMH Asphalt Corporation #2**
Motion to approve 2025 Street Improvements Project Pay Request No. 2 to GMH Asphalt Corporation
- 7) **Approve Purchase of Replacement Security Gate Access at Public Services Facility with USA Security, Inc.**
Adopt Resolution No. 2025-266 Approving Purchase of Replacement Security Gate Access at Public Services Facility with USA Security, Inc.
- 8) **Replace Dell Server with Local Storage with Marco**
Approve Resolution No. 2025-267 Approving Purchase of Replacement Dell Server with Local Storage with Marco
- 9) **Approving Amendment to Corporate Bylaws of Ridgeview Medical Center**
Adopt Resolution No. 2025-268 Approving Amendment to Corporate Bylaws of Ridgeview Medical Center
- 10) **Support for LRIP Application by Carver County**
Adopt Resolution No. 2025-269 Supporting LRIP Application by Carver County
- 11) **Accept Safety Grant Proceeds from Minnesota Department of Labor & Industry**
Adopt Resolution No. 2025-270 Accepting Safety Grant Proceeds from the Minnesota Department of Labor & Industry
- 12) **Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100**
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City

Code - Chapter 1100

13) Zoning Map Amendment — 9550 Airport Road

Adopt Resolution No. 2025-271 approving the proposed Zoning Map Amendment to rezone the subject parcel from R-3, Medium Density Residential District to P, Public District.

14) Approve Exempt Permit Application for a Raffle from St. Joseph's Church

Adopt Resolution No. 2025-272 Approve an Application for Exempt Permit for a raffle

9. COUNCIL BUSINESS

1) After the Fact Variance — 301 Oak Street South

Adopt Resolution No. 2025-273 approving three after-the-fact variances at 301 Oak Street South

2) Variance - 748 Old Beach Lane

Adopt Resolution No. 2025-274 approving the variance application for the property at 748 Old Beach Lane.

10. ITEMS REMOVED FROM CONSENT AGENDA

11. BOARD REPORTS

- 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: ALL FUNDS BUDGET REVIEW

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025
Item Name:	8.1. November 3, 2025 City Council Minutes
Originating Dept:	Administration
Presented By:	Sue Schwalbe
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve the November 3, 2025, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the November 3, 2025, City Council Minutes.	
ATTACHMENTS: 1. November 3, 2025 City Council Minutes	
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
NOVEMBER 3, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the City of Waconia November 3, 2025, Council meeting to order at 6:00 p.m with Council Member Gleason absent.

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

Mayor Litfin read the rules and policy of the open forum.

Adam Solseth, 1249 Night Trail. Addressed the Council regarding the City Franchise Fee referenced in the most recent City newsletter. He asked the City Council not to implement the franchise fee, stating that he believes this funding mechanism lacks transparency. He asserted that the City should continue to rely primarily on property taxes and property tax assessments for revenue. He also expressed concern that most residents will not notice the additional charge on their utility bill and may be unaware that the fee is collected by the City. In addition, he stated that he does not support the concept of a perpetual fee that could be increased annually, noting that open-ended fees embedded within utility bills are not advisable.

7. COMMUNITY INTEREST PRESENTATIONS

Mark Metz, Carver County Attorney, presented an overview of the 2026 Prosecution Contract. He stated that the Carver County Attorney's Office provides prosecution services

for ten of the eleven cities in the County, with Chanhassen as the only exception. Participating municipalities are assessed a quarterly surcharge based on each city's three-year average caseload. The surcharge incorporates a 3.5% County personnel cost allowance and reflects a reduction in County Cost Allocation. Waconia represents approximately 23% of the overall caseload, with a three-year average of 175 cases. These cases include traffic offenses, DUIs, misdemeanors, thefts, assaults, and gross misdemeanors. Mr. Metz noted a County-wide upward trend in crime, with a marked increase in DUI incidents. He also reported that the office employs two victim witness coordinators who assist victims throughout the judicial process. The 2026 contract reflects an increase of \$2,652.58. Mr. Metz additionally highlighted the role of the County's treatment courts, an alternative court model emphasizing intensive services and accountability.

8. ADOPT CONSENT AGENDA

- 1) October 20, 2025, Council Minutes**
- 2) Approve November 3, 2025 Expenditures**
- 3) Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #6**
- 4) Well #9 Pay Request #3 with Traut Companies**
- 5) Statewide Volunteer Firefighter Plan Pension Benefit**
- 6) Accepting Cash & Non-Cash Donations for Operations of the Fire Department**
- 7) Accept Proposal for Modified Phase 1 Environmental Site Assessment for TH 5 Phase 2 Corridor Improvements**
- 8) Approve Change Orders 1 & 2 to Geotechnical Exploration Contract for TH5 Phase 2 Corridor Improvements**
- 9) 2026 GIS Analyst Shared Position Agreement with Carver County**
- 10) Approving 2026 Solid Waste Reduction Grant Application**
- 11) Waconia Parkway South Speed Limit Changes**
- 12) Approve Low Potency Hemp Edible Retail Applications**
- 13) Temporary On-Sale Liquor License**
- 14) Special Event Permit - Lola's Lake House 10K**
- 15) 2026 Prosecution Contract**

Mayor Litfin requested the removal of
Consent Agenda 8.11 *Adopt Resolution No. 2025-260 directing Staff to change the speed limit signs on Waconia Parkway South.*

Motion to adopt the consent agenda as published was made by Council Member Grengs, seconded by Council Member Coleman with removing Consent Agenda Item 8.11.

MOTION CARRIED.

9. COUNCIL BUSINESS

1) Adopt 2025 Pavement Management Plan Update

Jon Haukaas, Public Services Director, stated that the City continues to prioritize the preservation of high-quality infrastructure. Ongoing property maintenance and the repair of City streets and utilities are essential to ensuring these assets remain in good condition for residents and visitors. This work not only enhances quality of life but also strengthens the City's appeal to visitors, prospective residents, and potential investors.

The Pavement Management Plan (PMP) outlines proposed street repair and replacement projects over the next ten years. Its purpose is to establish a systematic method for assessing pavement conditions and to provide a planning framework for annual maintenance and repair activities. The PMP enables the City to plan proactively, allocate funding equitably, and utilize tax dollars as effectively and efficiently as possible. The plan is intended to function as a flexible guide that can adapt to changing conditions and priorities. It continues past planning efforts and is intended to provide clarity on upcoming infrastructure needs.

In recent years, staff and the City's engineering consultants have collected extensive data on the condition of Waconia's streets. The City recently contracted with Vaisala to complete a new pavement evaluation leveraging artificial intelligence-based road-rating analytics. Vaisala collects video data and uses artificial intelligence to assign a Pavement Condition Index (PCI) value to each roadway segment. These data are integrated with the City's Cartegraph Asset Management System, allowing staff to utilize existing software tools and maintain established workflow processes.

Vaisala's data were collected in 2024 and processed in 2025. Based on the initial assessment, the City's 2025 overall weighted PCI value is 61.5. The PMP defines a ten-year program covering 2026 through 2035, with individual projects reviewed and approved by the City Council each year.

The Mayor and Council thanked Mr. Haukaas and his staff for their work and for effectively prioritizing projects. Mayor Litfin continued by expressing appreciation for the completion of Wildcat Way, mill and overlay in the Sierra Development, the roundabout project, and the Downtown Reconstruction Phase 3, noting that each represented a significant project and major accomplishment for the City. Mr. Haukaas updated the Council on all current projects, with most of the projects just needing final cleanup stages.

Motion to Adopt Resolution No. 2025-264 accepting the 2025 Pavement Management Plan made by Council Member Siddons, seconded by Council Member Grengs.
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

Mayor Litfin requested consent agenda Item 8.11 Waconia Parkway South Speed Limit Changes be removed from the consent agenda for discussion.

Jon Haukaas provided the Council with background as to speed limits, stating the operating speed is the speed drivers choose to operate on the roadway. MnDOT holds the authority to establish speed limits on nearly all roads in Minnesota. Studies have shown that speed limits do not control speed. It is what is appropriate for that roadway for what people feel their environment is for their speed

The City requested MnDOT to conduct a speed study on Waconia Parkway South between Highway 5 and County Road 10 in response to speed-related concerns. The installation of a roundabout at Waconia Parkway South and Pond Lane/Wildflower Way in 2021, a traffic signal at Waconia Parkway South and Oak Avenue in 2022, and continued adjacent development have altered traffic patterns along this corridor. The report indicated that the 50th percentile speed is 40 mph on Waconia Parkway South, which is the reasonable, credible speed. MnDOT looks at the 85th percentile speed, which is at 45 mph so that is a reasonable and credible speed. Also, this roadway carries approximately 7,000 vehicles per day, which makes it a major arterial collective road for the City.

MnDOT has completed its study and recommends the following speed limits for Waconia Parkway South based on its investigation and measured 85th-percentile speeds:

- From County Road 10 to the intersection with Heather Lane: **45 mph**
- From the intersection with Heather Lane to Highway 5: **35 mph**

Motion to adopt Resolution No. 2025-260 directing staff to change the speed limit signs on Waconia Parkway South made by Council member Siddons, seconded by Council Member Grengs.

MOTION CARRIED.

Mr. Haukaas further explained that, due to the long timelines associated with MnDOT-led speed reviews, the State amended speed-setting authority in 2019. Under the revised statute, cities may establish speed limits on city-owned streets if they meet specified criteria, including development of formal procedures grounded in safety, engineering, and traffic analysis. Any changes must be implemented in a consistent and understandable manner across the local roadway network. Staff proposes developing the required policy framework for Council consideration in 2026. Costs would include consultant services and staff time. Other Minnesota cities undertaking similar work have incurred expenses of approximately \$50,000.

11. REPORTS/EMERGING ISSUES

None

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

The Mayor stated the following:

- On October 23rd, the City of Waconia hosted a House Bonding Tour with legislators, guests, and staff. A special thank you to State Representative Jim Nash for attending.
- On October 27th, the Mayor attended the Waconia Fire Department monthly meeting and thanked all the dedicated staff in the department.
- On October 30, the Mayor attended the Mayor's Youth Advisory Committee meeting. The group has completed a survey on the City of Waconia and will present their findings at the December 1, 2025, Council Meeting.
- On October 30th, the Mayor attended the Senior Center Halloween party with over 30 attending.

13. ANNOUNCEMENTS

None.

14. CLOSED SESSION

Motion to Grengs second by Coleman

MOTION CARRIED.

1) Closed Session - The City Council will meet in closed session pursuant to Minn. Stat. 13.05, subd. 3(c)(3)

Mayor Litfin stated the Council will meet in closed session pursuant to Minnesota

Statute 13.05 subd. 3C to consider the sale of real property at 401 13th Street East in Waconia.

Motion to adjourn to closed session was made by Council Member Grengs, seconded by Council Member Coleman.

MOTION CARRIED.

15. ADJOURN REGULAR MEETING

Motion to adjourn the November 3, 2025, Waconia City Council meeting at 7:10 p.m. was made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

WORK SESSION: 2026 CAPITAL INVESTMENT PLAN

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 18, 2025	
Item Name:		8.2. Approve November 18, 2025 Expenditures	
Originating Dept:		Finance	
Presented By:		Nicole Meyer	
Previous Council Action: None			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve November 18, 2025 Expenditures			
EXPLANATION OF AGENDA ITEM:			
Attached are the claim and disbursements registers for the City of Waconia as of November 18, 2025. Payments are made to vendors via check, electronic payment, and through the City's purchasing card program.			
ATTACHMENTS:			
None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other:	
_____ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred October 2025		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Safari Island Community Center Expenditures from Sports Facilities Companies Incurred October 2025			
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in October 2025. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Safari Island Community Center.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Safari Island		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted		Personnel Committee:	
☐ Non-Budgeted		Other:	
☐ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 18, 2025	
Item Name:		8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred October 2025	
Originating Dept:		Finance	
Presented By:		Amanda Ortloff	
Previous Council Action: None			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred October 2025			
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in October 2025. Per the City's contract with Sports Facilities Companies, these expenditures are paid by Sports Facilities Companies for the City's operation of the Waconia Ice Arena.			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Ice Arena		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted		Personnel Committee:	
☐ Non-Budgeted		Other:	
☐ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.5. Contractor Pay Request - Bayview Turf Lot Reconstruction to Minger Construction Companies #1-Final		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Pay Estimate No. 1-Final to Minger Construction Companies for the Construction of the Bayview Turf Lot Reconstruction EXPLANATION OF AGENDA ITEM: Staff has reviewed the contractor pay request of the Bayview Turf Lot Reconstruction and recommends payment of \$126,849.60 based on the engineering request for payment. This payment represents approximately 113% of the total approved contract for the project. ATTACHMENTS: 1. Bayview Turf Lot Pay Request Bolton & Menk			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Storm Water		Planning Commission:	
Budget Information:		Park Board:	
☒ Budgeted		Personnel Committee:	
☐ Non-Budgeted		Other: More sample text.	
☐ Amendment Required			



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2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

November 12, 2025

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

**RE: Bayview Turf Lot Reconstruction
Pay Request No. 1 - Final**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 1 for work completed through 10/31/2025 on the above referenced project. The work completed includes payment for mobilization, traffic control, removals, pavers, aggregate, paving and other miscellaneous items. This will also be the final pay request as the project is fully completed to satisfaction including turf restoration items. Retainage on the project is reduced to 0%.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$126,849.60** to Minger Construction Companies, Inc. 100% of this requested payment is for the storm system.

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
Ryan Johnson, Bolton & Menk

Enclosure

CONTRACTOR'S PAY REQUEST
BAYVIEW TURF LOT RECONSTRUCTION



**BOLTON
& MENK**

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DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

CITY OF WACONIA -

BMI PROJECT NO. 0C1.123923

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$112,435.00
TOTAL, COMPLETED WORK TO DATE	\$126,849.60
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$126,849.60
RETAINED PERCENTAGE (0.0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$126,849.60
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	\$126,849.60

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor:

Minger Construction Companies Inc
620 Corporate Drive
Jordan, MN 55352

By **Colton Tretsven**

Digitally signed by Colton Tretsven
Contact Info: 715-222-8668; coltont@mingerconst.com
Date: 2025.11.10 14:25:29-06'00'

Name

PM

Title

Date _____

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 2638 SHADOW LANE, STE 200, CHASKA, MN 55318

By Ryan R Johnson, CONSULTING ENGINEER

Date 11/6/2025

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.6. Contractor Pay Request - 2025 Street Improvements Project (Mill & Overlay) to GMH Asphalt Corporation #2		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	Resolution No. 2025-189 Accepting Bids and Awarding Contract for the 2025 Infrastructure Improvement Project - Mill & Overlay CIP Project No. 131 Resolution No. 2025-123 Authorizing the Preparation of Plans and Specifications and Authorizing Advertisement for Bids of the 2025 Pavement Management Plan Mill and Overlay Project CIP 131		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve 2025 Street Improvements Project Pay Request No. 2 to GMH Asphalt Corporation EXPLANATION OF AGENDA ITEM: Staff have reviewed the contractor pay request for the 2025 Street Improvements Project and recommends payment of \$274,694.23 to GMH Asphalt, Inc. based on the engineering request for payment. This payment does put project costs at 106% of the total approved contract. Per engineering, there was not a change order pursued as there was no change in the project scope. The price increase is due to quantity overruns for bituminous and curb. ATTACHMENTS: 1. 2025 Street Project Pay #2 Bolten & Menk			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: PIR Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required		Planning Commission:	
		Park Board:	
		Personnel Committee:	
		Other:	



**BOLTON
& MENK**

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

November 11, 2025

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

**RE: 2025 Street Improvements Project
Payment Request No. 2**

Dear Mrs. Meyer:

Enclosed please find Payment Request No. 2 for work completed through 10/24/2025 on the above-referenced project. The work completed includes payment for mobilization, traffic control, excavation, paving, restoration, and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$274,694.23** to GMH Asphalt, Inc. 100% of this requested payment is for the street system.

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
Ryan Johnson, Bolton & Menk

Enclosure

CONTRACTOR'S PAY REQUEST

2025 STREET IMPROVEMENTS

**BOLTON
& MENK**

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DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

CITY OF WACONIA -

BMI PROJECT NO. 25X.138538

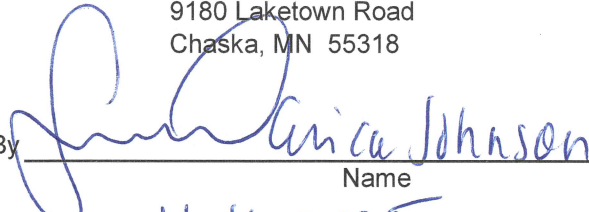
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$571,631.22
TOTAL, COMPLETED WORK TO DATE	\$635,586.00
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$635,586.00
RETAINED PERCENTAGE (5.0%)	\$31,779.30
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$603,806.70
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$329,112.47
PAY CONTRACTOR AS ESTIMATE NO. 2	\$274,694.23

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor:GMH Asphalt Corp
9180 Laketown Road
Chaska, MN 55318

By


NameController
Title

Date

11.11.2025

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 2638 SHADOW LANE, STE 200, CHASKA, MN 55318

By



CONSULTING ENGINEER

11/11/2025

Date

APPROVED FOR PAYMENT:

OWNER:

By

Name

Title

Date

And

Name

Title

Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025
Item Name:	8.7. Approve Purchase of Replacement Security Gate Access at Public Services Facility with USA Security, Inc.
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	None
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-266 Approving Purchase of Replacement Security Gate Access at Public Services Facility with USA Security, Inc.	
EXPLANATION OF AGENDA ITEM: Recently, staff were made aware of several security issues with the gate access system at Public Services up to date and repaired. The gate system secures the rear exterior of the Public Services facility and Water Tower #3. Issues that have been raised recently: • Unable to get repair parts easily and someone to come out to fix issues. • The current system has the maximum capacity of vehicles that can gain access electronically. The City has 12 vehicles that have no reader and cannot access the gates electronically. • The security system is separate from OpenPath — the system used at all the other City facilities for access control. This requires other software to be loaded and access cards from staff outside what they are using to gain access to the building itself. • Heightened security risk to the Public Services facility and water tower when access cannot be controlled easily or needs to be controlled by staff manually. City staff reviewed the project with USA Security and received a quote to update the system this fall. Some of the benefits of making this change include: • Increased security at the Public Services facility and water tower • Access control system will be the same for access through the gates and into the building. No need for additional software, access, cards, and a whole different system. Access control will continue to be administered by the City's technology staff and controls can be given to staff on-sight to control vehicle and staff access along with scheduling ahead of time when the gates should be open to the public (open house events, compost drop-off, etc.) USA Security is the vendor the City uses for the OpenPath software. They provide maintenance	

and support to staff in case of issues or concerns. USA Security provided the attached quote totaling \$18,368.01. A portion of the quote (\$4,796.00) is for access control updates to the water tower. At this time, staff is not requesting this work be completed — only the gate access totaling \$13,572.01. This project was not budgeted for in 2025; however, funds are available in the contract service line items for the streets, water, and storm water utility funds to cover this expense. Staff feel it is extremely important to complete this project this year (as weather permits) to increase security at these essential facilities.

ATTACHMENTS:

1. Resolution No, 2025-266 Replacement Security Gate Access at Public Services Facility
2. USA Security Quote

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: General Fund (101) - Streets, Water (601), & Storm Water (655) Utility Funds Budget Information: ☐ Budgeted ☒ Non-Budgeted ☐ Amendment Required	Planning Commission:
	Park Board:
	Personnel Committee:
	Other:

**CITY OF WACONIA
RESOLUTION NO. 2025-266**

**RESOLUTION APPROVING PURCHASE OF REPLACEMENT SECURITY GATE
ACCESS AT PUBLIC SERVICES FACILITY WITH USA SECURITY, INC.**

WHEREAS, City staff have had continued issues with the access gates at Public Services over the course of the last year; and

WHEREAS, the access gates secure the perimeter of the rear of the Public Services facility and Water Tower #3; and

WHEREAS, replacement of the system will allow for increased security and control of vehicles and persons entering the gates along with scheduling the gates to be open for public events; and

WHEREAS, the City utilizes the vendor USA Security for maintenance and support of the OpenPath software used at City Hall, Public Services, Fire Station, and Ice Arena facilities; and

WHEREAS, the quote and statement of work provided by the vendor states the total replacement costs will be approximately \$13,572.01; and

WHEREAS, this project was not planned to be completed in 2025, but there is funding availability for this expenditure in the General Fund – Streets, Water Utility, and Storm Water Utility Funds contract services line item; and

WHEREAS, City staff requests approval of the replacement to ensure the project can be completed as soon as possible to ensure proper security and access to critical City assets.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the purchase of replacement security gate access system at the Public Services Facility with USA Security, Inc. totaling \$13,572.01.

Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator

**USA Security, Inc.**

Phone: (952) 829-5919

Fax: (952) 829-5861

6251 Bury Drive
Eden Prairie, MN 55346**Quote**No.: **36238**

Date: 11/4/2025

Prices are firm until: 11/25/2025

Prepared for:

City of Waconia: Public Works Building
310 E 10th street
Waconia, MN 55387 USA

Prepared by: Chris Daniels

Account No.: 27265

Phone: (952) 442-2615

Description	Quantity	Unit Price	Total
Outdoor rated enclosure with single door controller and outdoor rated PoE Switch at each location			
Outdoor NEMA Box w/Rail Connectors 14x12x7"	2	\$525.00	\$1,050.00
Single Door Controller; 2 entry capacity; 2 reader inputs; 2 Wiegand inputs 2 REX; 2 contact; 2 output relays.	2	\$875.00	\$1,750.00
PoE; PoE+ or DV 12V or 24V powered			
Unmanaged Hardened Gigabit Ethernet PoE++ Switch, (4)10/100/1000Base-T PoE++ Ports + (1) 10/100/1000Base-T Port +, (1) 100/1000Base-X SFP Slot	2	\$845.00	\$1,690.00
Card Readers and Conduit			
Standard Smart Reader V2; black; low and high frequency version	2	\$245.00	\$490.00
MISC CONDUIT & PARTS	2	\$50.00	\$100.00
Wireless devices			
Networks UISP Wave Nano	4	\$400.00	\$1,600.00
Nano Bracket	4	\$15.00	\$60.00
Wall Mount Kit for NanoBeam AC	4	\$10.00	\$40.00
smarts and parts			
Misc 18/6 and 18/4	1	\$0.01	\$0.01
2FT Cat5E Patch Cable Orange	6	\$2.00	\$12.00
Wire CAT5E 500 ft Box, White, Plenum	2	\$150.00	\$300.00
Install Labor	32	\$145.00	\$4,640.00
Labor:Production	4	\$145.00	\$580.00
Project Management, Inventory, Planning, Documentation, Misc.	1	\$720.00	\$720.00
Software subscription per entry	2	\$270.00	\$540.00
Option to add card reader to water tower			
Would require PoE Switch from City of Waconia.			
Single Door Controller; 2 entry capacity; 2 reader inputs; 2 Wiegand inputs 2 REX; 2 contact; 2 output relays.	1	\$875.00	\$875.00
PoE; PoE+ or DV 12V or 24V powered			
Standard Smart Reader V2; black; low and high frequency version	1	\$245.00	\$245.00
Falcon T-Series Grade 1 Storeroom Cylindrical Lock, Dane Lever, Satin Chrome	1	\$265.00	\$265.00
Wire 18/6 500' Box Plenum Shielded	2	\$295.00	\$590.00
Request to Exit PIR White	1	\$125.00	\$125.00
RECESSED 3/4" STEEL DR CL, LP, WIDE GAP, GRAY	1	\$9.00	\$9.00
HES 5200 Electric Strike, with 501 and 510A Face Plates	1	\$170.00	\$170.00
MISC CONDUIT & PARTS	1	\$50.00	\$50.00
2FT Cat5E Patch Cable Orange	1	\$2.00	\$2.00
Install Labor	16	\$145.00	\$2,320.00
Labor:Production	1	\$145.00	\$145.00
Option to add watertower to openpath			\$4,796.00

Your Price: \$18,368.01**Total: \$18,368.01**

QuoteNo.: **36238**

Date: 11/4/2025

PLEASE NOTE: While our quotes are good for 21 days, Tariff induced increases will be passed along to any quote regardless of age of the quote. We will requote for new approval in any situation that this is required. Please contact your Sales Representative for additional information.

Accepted by:

Tim Litfin, Mayor of Waconia**Date: 11-18-2025****Disclaimer**

Taxes and local state/county fees are the responsibility of the customer. This quote is for estimation purposes and is not a guarantee of cost for services. Quote is based on current information from client and the project requirements. Actual cost may change once project elements are finalized or negotiated. Door hardware: This quote/proposal is based on the good faith that all doors and its mechanical hardware are in a working and properly adjusted condition. // Fire Life Safety Considerations: Unless specifically stated in this quote it is assumed that customer (client) will pull and/or request the fire permit and inspection if required for the work quoted. // High Voltage Considerations: Unless specifically stated in this quote it is assumed the customer (client) will schedule necessary high voltage work with a qualified electrician and ensure any local permitting has been addressed as/if needed. // Drywall patching or painting is not included. Trenching is not included. If paying this quote by method of credit card, there will be an additional 2% charged for processing fees.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: November 18, 2025	
Item Name: 8.8. Replace Dell Server with Local Storage with Marco	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Resolution No. 2025-267 Approving Purchase of Replacement Dell Server with Local Storage with Marco EXPLANATION OF AGENDA ITEM: As part of the 2025 Technology Budget, the City planned to replace a six-year-old server that has reached the end of its useful life. The new server is expected to serve the City's needs for approximately six years and will provide system redundancy, as well as support for multiple virtual servers essential to our network environment. The City budgeted \$10,000 for this equipment replacement. However, the quote received at \$14,415.00 exceeds the budgeted amount, as the estimate was obtained over a year ago during the 2025 budget planning process. Sufficient funding is available within the 2025 technology budget to cover the additional cost. Only one quote was obtained for this replacement, as the City partners with Marco for network systems and equipment and standardizes on Dell products across all facilities to maintain consistency and ease of support for staff.	
ATTACHMENTS: 1. Resolution No. 2025-267 Replacement Dell Server with Local Storage 2. Marco Dell Server Quote	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: General Fund - Technology Budget Information: ☒ Budgeted _____ Non-Budgeted _____ Amendment Required	ADVISORY BOARD RECOMMENDATIONS: Planning Commission: Park Board: Personnel Committee: Other:

**CITY OF WACONIA
RESOLUTION NO. 2025-267**

**RESOLUTION APPROVING PURCHASE OF REPLACEMENT DELL SERVER WITH
LOCAL STORAGE WITH MARCO**

WHEREAS, the 2025 technology budget includes the replacement of a server; and

WHEREAS, the City works with the vendor Marco on network systems and equipment;
and

WHEREAS, the City uses Dell products at all facilities for continuity and ease of use by
staff; and

WHEREAS, the City budgeted \$10,000 to fund the server replacement; and

WHEREAS, the quote and statement of work provided by the vendor states the total
replacement costs will be \$14,415; and

WHEREAS, the 2025 technology budget can absorb the additional cost for replacement;
and

WHEREAS, City staff requests approval of the replacement to ensure the item can be
ordered as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia
hereby approves the purchase of a replacement Dell server with local storage with Marco totaling
\$14,415.

Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



November 4, 2025

PROPOSAL FOR

CITY OF WACONIA

JODY LECHNER

Prepared By:

Stephanie Ward

Senior Technology Advisor

651-634-6164

Stephanie.Ward@marconet.com

Quote Number: 212711



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Virtual Server Migration Drop Ship-- CITY OF WACONIA



Prepared by:

Marco - Twin Cities

Stephanie Ward

651-634-6164

Stephanie.Ward@marconet.com

Prepared for:

CITY OF WACONIA

201 S VINE ST

WACONIA, MN 55387-1337

Jody Lechner

952.856.4463

jlechner@waconia.org

Quote Information:

Quote #: 212711

Version: 3

Date Issued: 11/04/2025

Expiration Date: 11/25/2025

■ Dell Server with Local Storage

Description	One-Time	Qty	Ext. One-Time
Dell PowerEdge R660 Smart Selection Server Build	\$14,415.00	1	\$14,415.00
• 2.5" Chassis with up to 10 Hard Drives (SAS/SATA), PERC11, 1CPU) • Trusted Platform Module 2.0 V6 • Performance Optimized • Intel Xeon Gold 6442Y 2.6G, 24C/48T, 16GT/s, 60M Cache, Turbo, HT (225W) DDR5-4800 • 6x - 1.92TB SSD SAS, Read Intensive, up to 24Gbps 512e 2.5in Hot-Plug, AG Drive • 6x - 32GB RDIMM, 5600MT/s, Dual Rank • BOSS-N1 controller card + with 2 FIPS M.2 480GB (RAID 1) • Broadcom 5720 Dual Port 1GbE LOM • Broadcom 57416 Dual Port 10GbE BASE-T Adapter, OCP NIC • Dual, (1+1) Redundant, Hot-Plug Power Supply, 800W MM (100-240Vac) • iDRAC9, Enterprise 16G • ProSupport 4-Hour 7x24 Technical Support and Assistance 5 Years			

Subtotal: **\$14,415.00**



Quote Summary - One-Time Expenses

Description	Amount
Dell Server with Local Storage	\$14,415.00
Total:	\$14,415.00

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$14,415.00

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment.
- Price availability is subject to change without notice at any point during or after the quotation, ordering, and fulfillment process.

Marco Technologies, LLC

CITY OF WACONIA

Signature: _____
Name: _____
Title: _____
Date: _____

Prepared for: Jody Lechner
Signature: _____
Signed by: TIM LITFIN
Title: MAYOR
Date: NOVEMBER 18, 2025
PO Number: _____
Email Address: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.9. Approving Amendment to Corporate Bylaws of Ridgeview Medical Center		
Originating Dept:	Administration		
Presented By:	Shane Fineran		
Previous Council Action:			
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-268 Approving Amendment to Corporate Bylaws of Ridgeview Medical Center EXPLANATION OF AGENDA ITEM: As noted and contemplated in the Agreement regarding the Hospital Purchase Option approved by the City Council between the City Council and Ridgeview Medical Center for the land swap transaction for the 801 Highway 284 site, the City shall by Resolution approve certain amendments to the corporate bylaws of Ridgeview Medical Center. This amendment to the bylaws removes the requirement that a member of the corporation's board shall be the Mayor or their designee as approved by the corporation's board. The attached resolution is the formal approval of the noted bylaw amendments. Staff recommends approval of the resolution.			
ATTACHMENTS: 1. Resolution No. 2025-268 Amendment to Bylaws Ridgeview Medical Center			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required		Planning Commission:	
		Park Board:	
		Personnel Committee:	
		Other:	

**CITY OF WACONIA
RESOLUTION NO. 2025-268**

**RESOLUTION APPROVING AMENDMENT TO CORPORATE BYLAWS OF RIDGEVIEW
MEDICAL CENTER**

WHEREAS, the City of Waconia (“City”) has entered into an Agreement Regarding Hospital Purchase Option dated October 13, 2025, by and among the City, Ridgeview Medical Center and 801 Highway 284, LLC (the “Agreement”); and

WHEREAS, the Corporate Bylaws of Ridgeview Medical Center, last revised on October 28, 2019 (the “Bylaws”), require that one of the members of the Board of Directors of the corporation shall be the Mayor of the City of Waconia, or with approval of the corporation’s board, a person designated by the Mayor; and

WHEREAS, the Bylaws further provide that any proposed amendment to either the Articles of Incorporation of Ridgeview Medical Center or the Bylaws which, if adopted, would revise or modify the number, composition, or manner of election of members of the corporation’s board must be approved by an affirmative vote of the City at a duly called annual or special meeting of the City Council; and

WHEREAS, in conjunction with the land transaction contemplated by the Agreement, Section 3.3 of the Agreement requires that the City approve certain amendments to the Bylaws by resolution; and

WHEREAS, this resolution has been considered by the City Council at a special meeting called on November 18, 2025.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Subject to the provisions in paragraphs 2 and 3 below, the City Council approves the proposed amendments to the Corporate Bylaws of Ridgeview Medical Center, as set forth at Exhibit G to the Agreement Regarding Hospital Purchase Option dated October 13, 2025.
2. This resolution is conditioned upon the closing and completion of the transactions as provided in the Agreement. Notwithstanding the execution of this resolution by the Mayor and Assistant City Administrator/Clerk, this resolution shall not be effective until either the City Administrator or the city’s special legal counsel has signed and dated the attached certificate, at which time the approval set forth in paragraph 1 above shall be deemed fully effective and irrevocable.
3. Upon execution of the attached certificate by the City Administrator, the City Administrator is authorized to deliver a certified copy of this resolution at the closing contemplated by the Agreement.

Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Shulze, Assistant City Administrator/Clerk

CERTIFICATE OF EFFECTIVE DATE

The undersigned hereby certifies that all conditions to closing on the transaction contemplated by that certain Agreement Regarding Hospital Purchase Option dated October 13, 2025, by and among the City of Waconia, Ridgeview Medical Center and 801 Highway 284, LLC have either been satisfied or waived, and that the foregoing Resolution No. 2025-268 is effective as of the date given below.

Dated: NOVEMBER 18, 2025

Shane Fineran
City Administrator, City of Waconia

Dated: _____

Corrine A. Heine, Attorney
Campbell Knutson, P.A.
Special Legal Counsel to City of Waconia

[Only one date and signature is required above for this certificate to be effective.]



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.10. Support for LRIP Application by Carver County		
Originating Dept:	Administration		
Presented By:	Shane Fineran		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-269 Supporting LRIP Application by Carver County			
EXPLANATION OF AGENDA ITEM: Carver County intends to apply for Local Road Improvement Program funds from MnDOT for upgrades to CSAH 32 between CSAH 10 and State Highway 25. The County is seeking a resolution of support from the City for this application and the project. The project's proposed work is to widen the shoulders to 8 feet on CSAH 30 between CSAH 10 and Highway 25. The project will also do a complete replacement of the pavement, signs, and pavement markings. The timeline is to start engineering design in December 2025, with final plans completed by February 2027. If ROW negotiations go well, bidding and construction would happen in 2027. If negotiations are drawn out, construction may be in 2028.			
ATTACHMENTS: 1. Resolution No. 2025-269 LRIP Application by Carver County			
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. 2025-269**

**RESOLUTION OF SUPPORT FOR CARVER COUNTY PUBLIC WORKS' APPLICATION
FOR LOCAL ROAD IMPROVEMENT PROGRAM FUNDING
FOR PLANNED PROJECT ON COUNTY STATE AID HIGHWAY 30**

WHEREAS, the Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52 to assist local agencies in constructing or reconstructing local roads; and

WHEREAS, the legislature appropriated \$47,000,000 in general obligation (GO) bonds (of which \$5,000,000 is designated for grants to townships) in Laws of Minnesota 2025 1st Special Session, Chapter 15, Article 1, Section 14, Subdivision 2; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation Office administers the LRIP per the process, eligibility, and prioritization criteria established in the statute, and MnDOT has solicited for eligible LRIP project applications, due December 12, 2025; and

WHEREAS, the County of Carver is applying for LRIP funding under the Rural Road Safety account to use towards its planned improvements of County State Aid Highway (CSAH) 30, which is in the vicinity of the City of Waconia; and

WHEREAS, the CSAH 30 improvement project will involve safety improvements such as widening of roadway shoulders and pavement rehabilitation from CSAH 10 to Minnesota Trunk Highway 25; and

WHEREAS, the CSAH 30 improvement project meets the goals of the LRIP; and

WHEREAS, Carver County has requested that the City of Waconia make its approval of the CSAH 30 improvement project and its support for Carver County's application for LRIP funding known to the MnDOT State Aid for Local Transportation Office;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby supports the County of Carver's pursuit of Local Road Improvement Program (LRIP) funds to use toward the County State Aid Highway 30 improvement project.

Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.11. Accept Safety Grant Proceeds from Minnesota Department of Labor & Industry		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	Resolution No. 2025-105 Authorize Staff to Prepare and Submit a Grant Application to the Minnesota Department of Labor and Industry for the Safety Grant Program to Support the Purchase of a Tailgate Lift - Dated: April 7, 2025		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-270 Accepting Safety Grant Proceeds from the Minnesota Department of Labor & Industry EXPLANATION OF AGENDA ITEM: Earlier this year, staff applied for the Minnesota Department of Labor and Industry safety grant to offset the cost of purchasing a tailgate lift. Staff was notified in August that our grant application was accepted. A grant agreement was completed, and the City was requested to submit proper documentation for the 50/50 match before December 9, 2025. With notification of the approval of the grant, staff ordered the tailgate for installation on Unit #71, which is a sewer utility asset of the City. Staff is requesting acceptance of the grant funds and memorializing the final costs for the grant reimbursement submission. The total cost of the tailgate was \$5,825.00. Staff will be requesting reimbursement from the Department of Labor & Industry for 50% of the total costs; this totaling \$2,912.50. The expense and off-setting grant proceeds will be recognized in the Sewer Utility fund (602) since truck #71 is an asset of this utility fund. ATTACHMENTS: 1. Resolution No. 2025-270 Safety Grant for Tailgate Lift for Unit #71			
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. 2025-270**

**RESOLUTION ACCEPTING SAFETY GRANT PROCEEDS FROM MINNESOTA
DEPARTMENT OF LABOR & INDUSTRY**

WHEREAS, City staff applied for the Minnesota Department of Labor & Industry's safety grant to assist the cost of updating Unit #71 with a tailgate lift; and

WHEREAS, City staff was notified in August that the City was awarded the 50/50 matching grant; and

WHEREAS, once notified of the grant application's approval and receipt of the grant agreement, staff ordered the tailgate lift and scheduled installation; and

WHEREAS, the total cost of the project is \$5,825; and

WHEREAS, the total to be reimbursed for the grant is \$2,915.50.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby graciously accepts the grant proceeds of \$2,912.50 for the safety grant from the Minnesota Department of Labor & Industry and acknowledges funds will be recorded in the City's Sewer Utility Fund (602) as of December 31, 2025.

Adopted by the City Council of Waconia, Minnesota this 18th day of November 2025.

Tim Litfin, Mayor

ATTEST: _____
Jacqueline Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.12. Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100		
Originating Dept:	Finance		
Presented By:	Nicole Meyer		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100			
EXPLANATION OF AGENDA ITEM: The City Council will hold a public hearing in the Council Chambers located at 201 South Vine Street, Waconia, Minnesota at 6:00 p.m. on December 22, 2025, to receive public input regarding proposed revisions to the City's fee schedule (Waconia City Code, Chapter 1100). The fee schedule includes the rates charged by the City for licenses, permits, municipal utilities, services, land use applications, penalties, and other items. You can view the proposed fee schedule at City Hall (same address as above) or on the City's website at www.waconiamn.gov			
ATTACHMENTS: None			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:		Planning Commission:	
Budget Information:		Park Board:	
_____ Budgeted		Personnel Committee:	
_____ Non-Budgeted		Other:	
_____ Amendment Required			



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025
Item Name:	8.13. Zoning Map Amendment — 9550 Airport Road
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-271 approving the proposed Zoning Map Amendment to rezone the subject parcel 9550 Airport Road

EXPLANATION OF AGENDA ITEM:

BACKGROUND:

Applicants: Brian Gersich, Superintendent Waconia Public Schools
Dave Philp, Paradise Partners

Owner: PARADISE P I LLC ETAL

Address: 9550 Airport Road

PID: 750191350

Current Zoning: R-3, Medium Density Residential District

Proposed Zoning: P, Public District

REQUEST:

The City has received a Zoning Map Amendment application from the Property Owner, Paradise Partners, and Waconia Public Schools (the “Applicants”) for the property located at 9550 Airport Road (the “Subject Property”). The applicants are requesting approval to rezone the subject property from the current zoning of R-3, Medium Density Residential District to P, Public District to facilitate a land donation to Waconia Public Schools.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05.4 – R-3, Medium Density Residential District.
2. Section 900.05.13 – P, Public District.
3. Section 900.12.6 – Amendments.

EXISTING CONDITIONS:

The subject parcel is undeveloped, and a significant portion of the property is wetland.

ZONING MAP AMENDMENT ANALYSIS AND PLANNING CONSIDERATIONS:

If the rezoning is approved by the City Council, all future development, redevelopment, or uses shall conform to the requirements stated in the P, Public District regulations and the applicable sections of the City Zoning Code.

PUBLIC NOTICE/COMMENT:

The notice was published in the WACONIA PATRIOT on October 23rd, 2025, and posted at

Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. As of the date and time of this report, the city has not received any public comments regarding the proposed Zoning Map Amendment.

RECOMMENDATION:

The Planning Commission, at their regular meeting on November 6th, 2025, held the required public hearing, took all public comment, reviewed all pertinent information related to the rezoning request and recommended approval via a 5-0 vote.

ATTACHMENTS:

1. Resolution No. 2025-271 Zoning Amendment 9550 Airport Road
2. Location Map 9550 Airport Road
3. Rezoning Application ISD110

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

**CITY OF WACONIA
RESOLUTION 2025-271**

**RESOLUTION APPROVING A ZONING MAP AMENDMENT
WACONIA PUBLIC SCHOOLS**

WHEREAS, The Planning Commission of the City of Waconia conducted a public hearing in the Council Chambers of City Hall, 201 South Vine Street, Waconia, Minnesota on Thursday, November 6th, 2025 to consider a Zoning Map Amendment submitted by Waconia Public Schools; and

WHEREAS, the subject parcel is located at 9550 Airport Road and identified as PID# 750191350; and

WHEREAS, the Zoning Map Amendment will rezone the parcel from R-3, Medium Density Residential to P, Public District; and

WHEREAS, the Planning Commission finds that the proposed Zoning Map Amendment is compatible with adjacent properties and the Comprehensive Plan; and

WHEREAS, the Planning Commission held the required public hearing, took all public comment, reviewed all pertinent information and recommended approval of the Zoning Map Amendment via a 5-0 vote; and

WHEREAS, the rezoning is contingent on the transfer of the property to Waconia Public Schools.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Zoning Map Amendment for Waconia Public Schools as proposed based on the findings, conditions and recommendations of the Planning Commission stated above.

Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator





CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135
www.waconia.org

APPLICANT INFORMATION

1. Owner's Name: Paradise Partners / Waconia Public Schools
2. Address of Property: 9550 Airport Road, Waconia MN
3. Legal Description: Parccel ID 750191350
4. Applicant's Name: Brian Gersich, Superintendent Waconia Public Schools, Dave Philp, Paradise Partners
5. Mailing Address: 512 Industrial Blvd, Waconia, MN 55387
6. Daytime Phone(s): (952)442-0601
7. Email Address: bgersich@isd110.org

The City will distribute copies & appropriate information to applicant via email

OFFICE USE ONLY

Date Received: _____

Fee: \$ _____

Receipt #: _____



CITY OF WACONIA
201 South Vine Street
Waconia, MN 55387
Phone: (952) 442-2184 Ext. 2
Fax (952) 442-2135

REZONING APPLICATION

1. Size of Property to be Rezoned (square feet): 9.11 Acres (396,800 Square Feet)
2. Present Zoning Classification: Res V Land
3. New Zoning Classification Desired: P: Public District
4. Reason for Request: Pending land donation to Waconia Public Schools from Paradise Partners

5. Description of Request – explain how the proposed zoning change would affect surrounding properties and traffic patterns on abutting roadways:
There is no expected impact to surrounding properties and traffic patterns.

THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO CONSIDER THE APPLICATION COMPLETE

1. Payment of application fee (\$375) and escrow payment of \$500.00. Additional consulting review fees may apply, such as civil engineering and legal counsel.
2. Survey of property to be rezoned along with general location map.
3. Proposed uses anticipated on rezoned property.
4. Indicate existing uses on adjacent properties.
5. Any studies or reports that support a justification to rezone the property.

Applicant's Signature:

Brian Gersich Dave Philp

Printed Name:

Brian Gersich and Dave Philp

Date: 9/24/2025



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025		
Item Name:	8.14. Approve Exempt Permit Application for a Raffle from St. Joseph's Church		
Originating Dept:	Administration		
Presented By:	Sue Schwalbe		
Previous Council Action:	None		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-272 Approve an Application for Exempt Permit for a raffle			
EXPLANATION OF AGENDA ITEM: The City received an application for an Exempt Permit for a raffle on January 31, 2026, at St. Joseph's Church.			
ATTACHMENTS: 1. Resolution No. 2025-272 Exempt Permit			
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. 2025-272

RESOLUTION APPROVING AN EXEMPT PERMIT FOR A RAFFLE

CHURCH OF ST. JOSEPH

WHEREAS, an application for an exempt Permit has been received in the Office of the City Administrator from the Church of St. Joseph at 41 1st Street for an event to be held on January 31, 2026; and

WHEREAS, the Church of St. Joseph requests this exempt permit in order to conduct a "RAFFLE" at the St. Joseph Education Center, 41 East 1st Street in Waconia as stated on the application for said exempt permit; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Application for Exempt Permit for a RAFFLE to be conducted at the Church of St. Joseph on January 31, 2026, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, and proof of compliance with state and location requirements

Adopted by the City Council of the City of Waconia this 17th day of November 2025

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025
Item Name:	9.1. After the Fact Variance — 301 Oak Street South
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-273 approving three afater-the-fact variances at 301 Oak Street South	
EXPLANATION OF AGENDA ITEM: <u>BACKGROUND</u> Applicants/Owners: Elizabeth Smieja Address: 301 Oak St S PID# 755020100 Zoning: R-2 Single-Family Residential District <u>REQUEST:</u> The applicant is requesting three variances for the property. The first variance proposed is to allow the existing garage to be located 9.8 feet from the rear lot line versus the 10 ft. minimum setback required. The second variance proposed is to allow the garage to be located 14.1 feet from 3rd Street versus the 15-foot minimum setback required. The third variance proposed is to allow 41% hardcover on the subject property versus the 35% maximum allowed in R-2 Single-Family Residential Zoning District.	
<u>APPLICABLE ORDINANCE PROVISIONS:</u> 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. Sec. 900.12. - Administration, enforcement and procedures, Subd. 12. Legal nonconforming uses.	
<u>VARIANCE REVIEW CRITERIA:</u> Waconia City Code Section 900.12 Subd. 4 and Minnesota State Statue 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 findings 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, located at 301 Oak Street South, is zoned R-2 Single-Family Residential and contains a garage that encroaches on the required setbacks. After the original garage was destroyed by fire, the homeowners rebuilt the garage without obtaining the necessary building permit, which led to a stop work order being issued by the City Building Official. Due to personal health issues faced by the homeowners, responsibility for addressing these matters has fallen to their daughter, who has made an application after doing considerable work to determine if the constructed building was up to code, and submitting an updated survey and stormwater mitigation plan.

The current variance request addresses three issues related to the rebuilt garage and overall lot coverage. First, the garage was reconstructed 9.8 feet from the rear lot line, slightly encroaching upon the required 10-foot rear yard setback by 0.2 feet. Second, the garage is located 14.1 feet from 3rd Street, where a minimum 15-foot street side setback is required. Lastly, the property exceeds the maximum allowed 35% in the R-2 zoning district. The property includes improvements that show 41% of the property as hardcover. It is important to note that the majority of the hardcover existed prior to the homeowners' purchase of the property, except for a temporary shed added after the garage fire, which is planned to be removed upon completion of the garage.

To address the increase in hardcover, which totals 519 sf, the applicant is proposing a rain garden as part of their stormwater management plan. The rain garden is designed to capture and infiltrate runoff from the excess impervious surfaces, thereby reducing the volume and rate of stormwater leaving the site. In addition, the system includes a PVC underdrain connected to the City's storm drainage system to ensure adequate drainage capacity and prevent any nuisance water flow onto neighboring properties.

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 rebuilt garage encroaches slightly on the required setbacks, being located 9.8 feet from the rear lot line where 10 feet is required and 14.1 feet from 3rd Street, where 15 feet is required.
3. The Building Official inspected the structure and indicated that the structure appeared to meet building code requirements and, upon submittal of a formal building permit application, with all accompanying information, a building permit could be issued for the structure assuming the variance is ultimately approved by the City Council.
4. The total impervious area on the site is 3,539 square feet, which exceeds the 3,020 square feet allowed. To mitigate the additional hardcover, the applicants are proposing installation of a rain garden designed to capture and infiltrate runoff generated by the

excess impervious surface. The rain garden will include a PVC underdrain connected to the City's storm drainage system to ensure proper conveyance of stormwater and to prevent nuisance flow or runoff onto neighboring properties.

5. Any approval of the variance request should include conditions of approval requiring the stormwater management plan be submitted to the City Engineer for review and approval prior to issuance of a building permit.
6. All stormwater mitigation and restoration tools generally require a maintenance agreement and that agreement upon execution shall be recorded against the property. Staff has included this as a condition to be considered.
7. The former property was granted a variance in 1995 for the detached garage to be located as close as three feet to the interior side lot line. The variance stated that this was to allow a large maple tree in the rear yard to be preserved. The variance was approved without any conditions. The 1995 variance site plan did show that the garage would meet the 10 ft. setback from the alley and the 15 ft. setback from the 3rd Street East road right-of-way.

PUBLIC NOTICE/COMMENT:

The notice was published in the WACONIA PATRIOT on October 23rd, 2025, and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. As of the date and time of this report, the city has received only one public comment regarding the proposed variance, which has been attached to this report.

RECOMMENDATION:

The Planning Commission, at their regular meeting on November 6th, 2025, held the required public hearing, took all public comment, reviewed all pertinent information and recommended approval of the variance request via a 5-0 vote.

If the City Council chooses to approve the variance related to setbacks and hardcover surface, The Planning Commission and staff would recommend the consideration of the following conditions:

1. The final stormwater plan shall be reviewed and approved by the City Engineer prior to the issuance of a building permit.
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.

ATTACHMENTS:

1. Resolution No. 2025-273 Three Variances at 301 Oak Street South
2. Location Map
3. Applicant Narrative
4. Certificate of Survey Existing Conditions
5. Grading and Stormwater Plan

6. 2014 Aerial Image 7. Property Images Stop Work Order 8. Public Hearing Comment from JDeleeuw	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION 2025-273**

**A RESOLUTION APPROVING AN AFTER-THE-FACT VARIANCE
FOR THE PROPERTY LOCATED AT 301 OAK ST. S.**

WHEREAS, Elizabeth Smieja (the “**Applicant**”), has submitted a Variance application for the property located at 301 Oak Street South (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 1, VOLKENANTS SECOND ADDITION and identified as PID# 755020100; and

WHEREAS, the city received a variance application from the Applicant to allow the existing garage to be located 9.8 feet from the rear lot line versus the 10 ft. minimum setback required; to be located 14.1 feet from 3rd Street where a 15-foot minimum setback is required; and to allow 41% hardcover on the property where a maximum of 35% is allowed within the R-2 Single-Family Residential Zoning District.; and

WHEREAS, the Planning Commission, at their regular meeting on November 6th, 2025, reviewed the pertinent information and recommended approval of the proposed After-The-Fact Variance application via a 5-0 vote with the following conditions:

1. The applicant shall complete a building permit application review and issuance prior to construction.
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.

WHEREAS, the City Council finds and concludes:

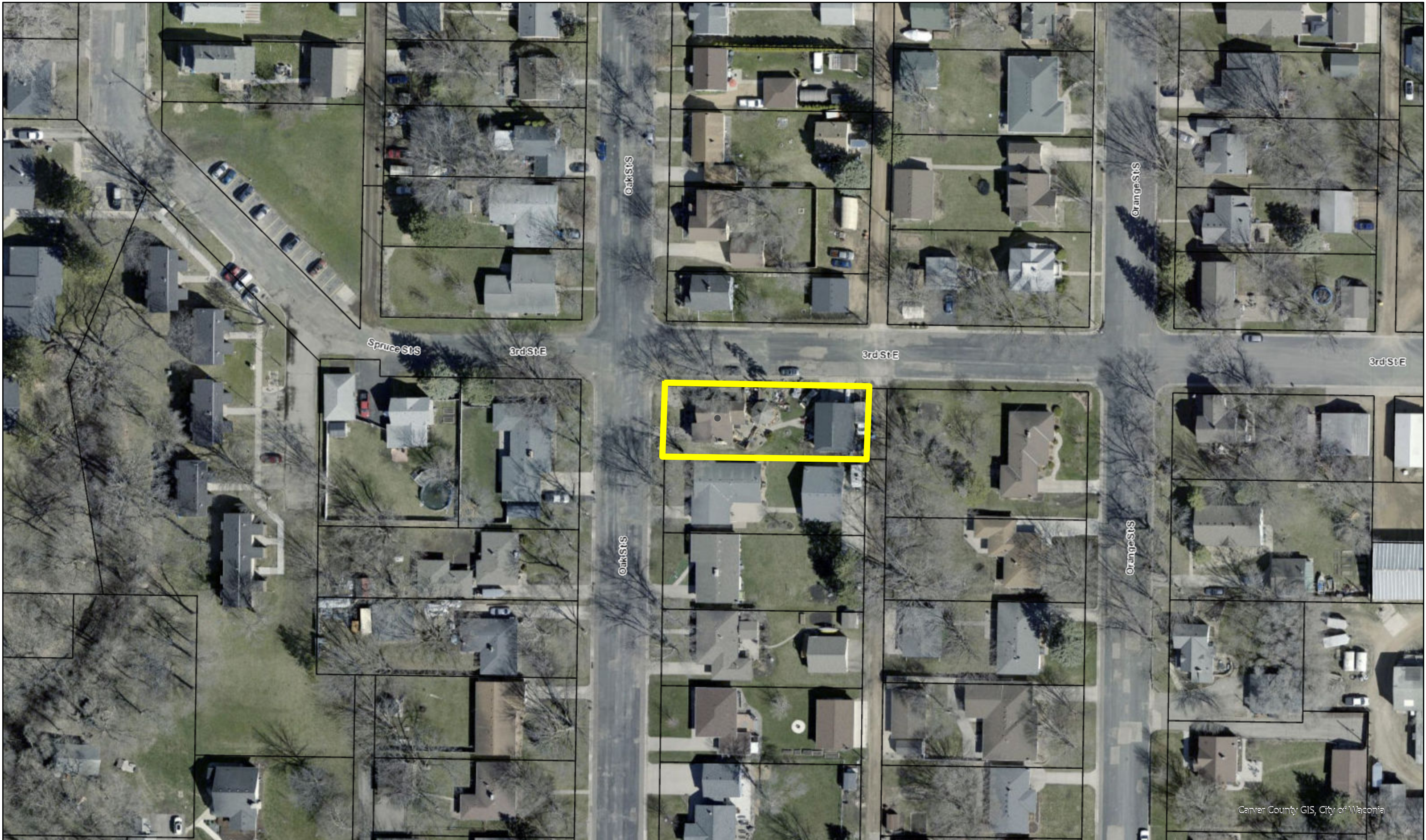
1. The proposed improvements do not alter the essential character of the locality as the reconstructed garage maintains a similar size, placement, and appearance to the original structure and is consistent with other garages in the surrounding neighborhood.
2. The variance is in harmony with the purposes and intent of the ordinance because the garage reconstruction provides a functional and code compliant structure that supports the property’s residential use while addressing prior safety and compliance concerns identified by the City.
3. The variance has unique circumstances because the original garage was destroyed by a fire, as well as the parcel size, corner lot configuration, which limit the options for reasonable garage placement while maintaining access from 3rd Street and compliance with required setbacks
4. The applicant has proposed appropriate mitigation measures to address the increase in hardcover, including installation of a rain garden and underdrain system designed to capture and infiltrate runoff from impervious surfaces.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby approves the After-The-Fact Variance application for Elizabeth Smieja to allow the existing garage to be located 9.8 feet from the rear lot line versus the 10 ft. minimum setback required; to be located 14.1 feet from 3rd Street where a 15-foot minimum setback is required; and to allow 41% hardcover on the property where a maximum of 35% is allowed within the R-2 Single-Family Residential Zoning District 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 18th day of November, 2025.

Tim Liftin, Mayor

ATTEST: _____
Jackie Schulze, City Clerk



Canver County GIS, City of Waconia

To Whom it may concern,

I am writing on behalf of my family regarding our home. We are asking for consideration on 3 variances for property 301 Oak St. S. Since the fire destroyed our garage, life has become increasingly difficult for us. My father has since been diagnosed with Lewy body dementia, and my mother is also struggling with memory issues. Granting these variances would not only restore what we lost but would also provide a sense of stability and comfort for our family as we navigate these difficult circumstances. We deeply appreciate your time and consideration as we ask for these variances.

The property is zoned R-2 single-family residential. The first variance being the garage that needed to be rebuilt after the fire, and it was constructed 9.8 feet from the rear lot line rather than the required 10-foot setback. Second, the garage is located 14.1 feet from 3rd Street rather than the required 15 feet. Third, the overall hardcover on the property which is currently 41% hardcover, and we are allowed 35% hardcover. The garage variance is a difference of .2ft overhanging into the rear yard setback. The new garage meets the 5 ft. side yard setback. The hardcover was all preexisting prior to the purchase of the home except for a temporary shed that was put up after the garage fire. The shed will be removed from the property once the garage is completed.

Based on our conversation with City staff it is our understanding that State Statute establishes criteria to be considered when reviewing variances. I have included the criteria below and responses to each based on our project.

1. Is the Variance in *harmony* with the purposes and intent of the ordinance? See below
2. Is the Variance *consistent* with the Comprehensive Plan? See below
3. Does the proposal put the property to use in a *reasonable* manner? See below
4. Are there *unique circumstances* to the property not created by the landowner? See below
5. Will the Variance, if granted, alter the *essential character* of the locality? See below

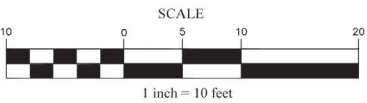
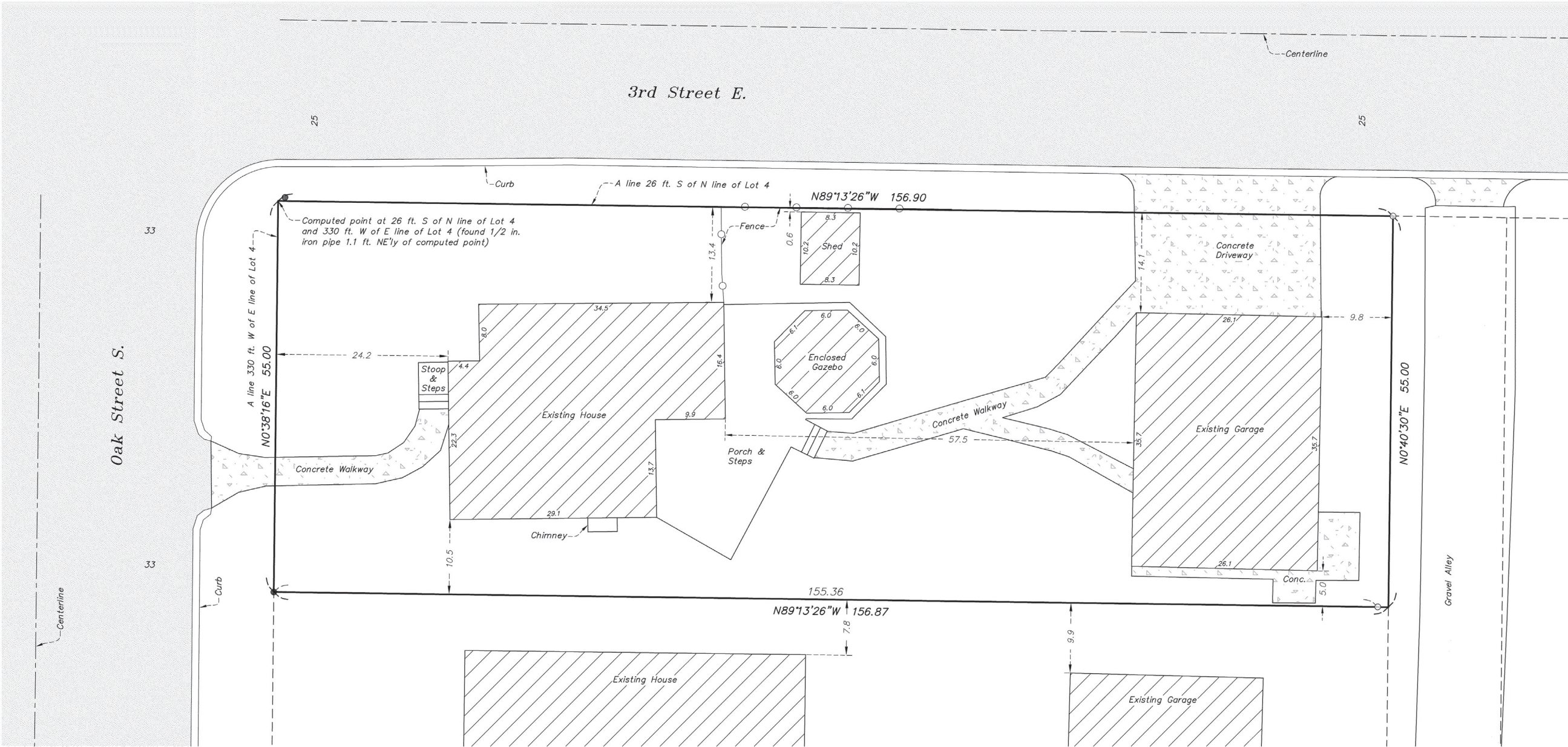
State Statute specifically notes that economic considerations alone cannot create a practical difficulty. Whereas practical difficulties exist only when the three statutory factors are met (1. Reasonableness, 2. Uniqueness, and 3. Essential character).

We think this variance request is reasonable as this is a residential property, which we are putting to a residential use. Additionally, there are other garages in the area in similar locations and of similar sizes. Finally, most of the hardcover on site was existing prior to our purchase of the property, but we plan to mitigate it based on our stormwater plan to comply with City Code requirements. Without the approval of this variance request we will have to remove the garage, which would be detrimental to the use of the property, especially in the winter months.

Thank you,
The Smieja Family

Certificate of Survey

Prepared for:
Elizabeth Kunze



Bearings based on Carver County Coordinate System.

Boundary Description (supplied by client)
Beginning at a point 26 feet South of the North line of Lot 4, VOLKENANT'S SECOND ADDITION TO THE VILLAGE OF WACONIA, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Carver County, Minnesota and 330 feet West of the East line of said Lot 4; thence South parallel to the East line of said Lot 4 and Lot 5 of said Addition, a distance of 55 feet; thence East, parallel to the North line of said Lot 5, 157 feet; thence North 55 feet to a point 26 feet South of the North line of said Lot 4; thence West to the place of beginning, Carver County, Minnesota.

Existing Hardcover (sq. ft.)	
House	1,005
Porch & Steps	467
Stoop & Steps	27
Enclosed Gazebo	175
Chimney	8
Shed	84
Garage	933
Conc. Walkways	359
Conc.	111
Conc. Driveway	370
	3,539

Parcel Area = 8,629
Total Hardcover = 41.0%

- Legend
- Found Iron Monument
 - Set Iron Monument (LS 48328)

Site Address:
301 Oak Street S.
Waconia, MN 55387



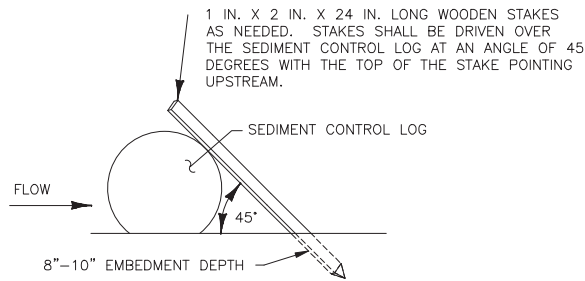
763-972-3221 8997 Co. Rd. 13 SE
www.schoborgland.com Delano, MN 55328

I hereby certify that this certificate of survey 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.

Kelly L. Brouwer
Kelly L. Brouwer

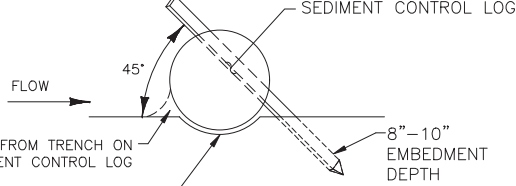
Date: November 7, 2024 Registration No. 48328

Job Number: 8946
Survey Date: 9/4/19, 11/5/24
Drawing Name: Smieja-11-05-24.dwg
Drawn by: KLB
Revisions: 11/7/24 (Hardcover)



(TYPES: WOOD CHIP, COMPOST, OR ROCK)

1 IN. X 2 IN. X 24 IN. LONG WOODEN STAKES. STAKES SHALL BE DRIVEN THROUGH THE BACK HALF OF THE SEDIMENT CONTROL LOG AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM.

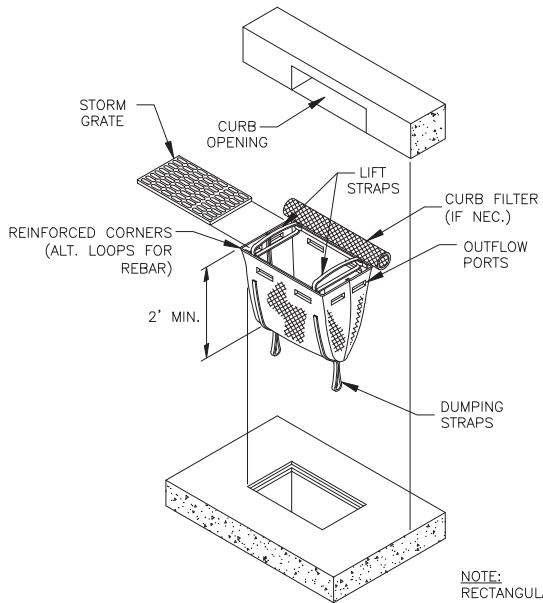


BACKFILL AND COMPACT SOIL FROM TRENCH ON UPGRADIENT SIDE OF SEDIMENT CONTROL LOG
PLACE SEDIMENT CONTROL LOG IN SHALLOW TRENCH (1 TO 2 IN. DEPTH)

(TYPES: STRAW, WOOD FIBER, OR COIR)

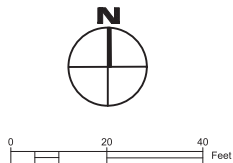
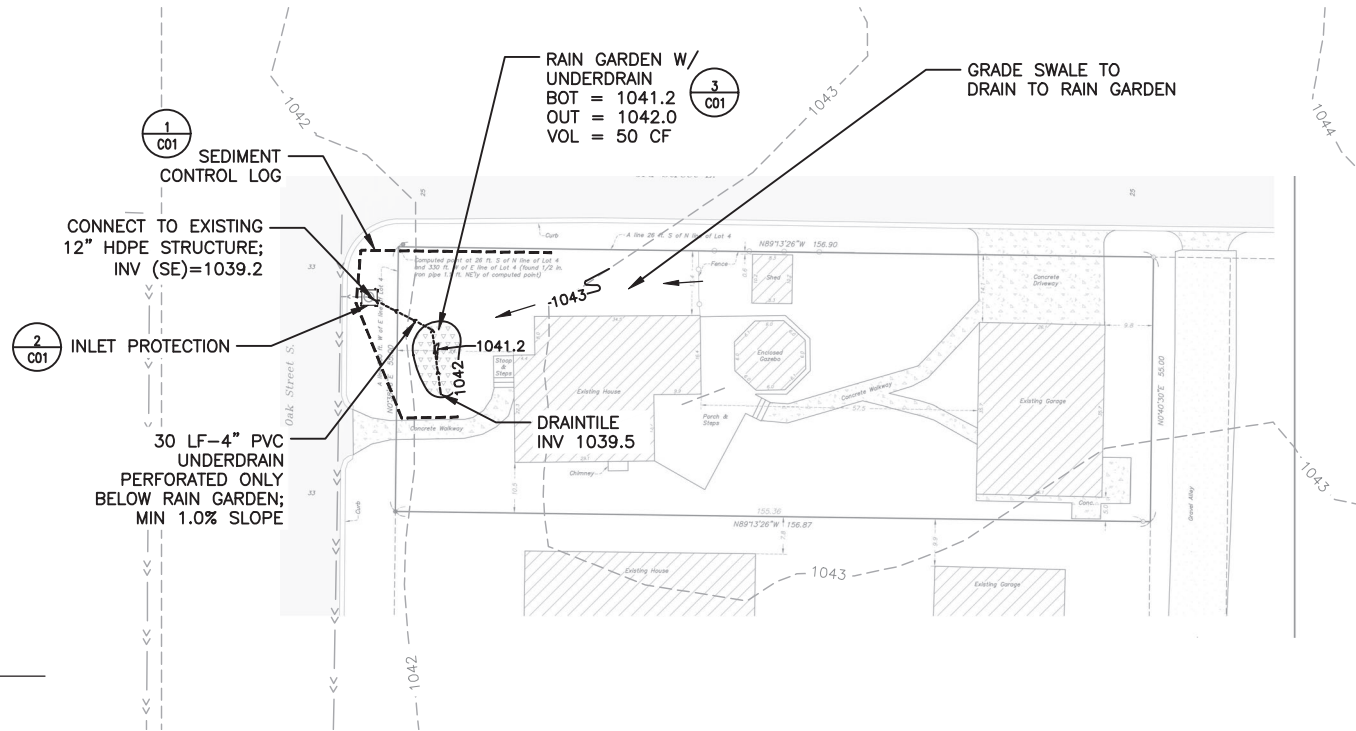
1 SEDIMENT CONTROL LOGS

Mechanical Properties	Test Method	Units	MARV
Grab Tensile Strength	ASTM D 4632	kN (lbs)	1.78 (400) x 1.40 (315)
Grab Tensile Elongation	ASTM D 4632	%	15 x 15
Puncture Strength	ASTM D 4633	kN (lbs)	0.67 (150)
Mullen Burst Strength	ASTM D 3746	kPa (psi)	1558 (220)
Trapezoid Tear Strength	ASTM D 4533	kN (lbs)	0.67 (150) x 0.75 (165)
UV Resistance	ASTM D 4355	%	95
Apparent Opening Size	ASTM D 4751	Mm (US Std Sieve)	0.425 (40)
Flow Rate	ASTM D 4481	l/min/m ² (gal/min/ft ²)	2852 (70)
Permeability	ASTM D 4481	Sec ⁻¹	0.90



NOTE:
RECTANGULAR DANDY SACK SHOWN. SIZE USED SHALL MATCH OPENING; EQUIVALENT BAG UNIT MAY BE USED (INCLUDE OVERFLOW PORTS)

2 INLET PROTECTION - SEDIMENT SACK



BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

- PROPERTY LINE
- CONTOUR
- DRAINAGE DIRECTION
- SEDIMENT CONTROL LOG
- BIORETENTION/INFILTRATION BASIN
- INLET PROTECTION

GENERAL AND GRADING NOTES:

- Site survey with existing utilities provided by others; Contractor is responsible for identifying location of all utilities in field (which may not be shown), including contacting Gopher State One Call and ensuring utilities are located prior to digging.
- See Certificate of Survey and Site Plan for additional existing utility and lot dimension information.
- Topsoil from grading areas shall be stripped, salvaged and stockpiled; subcut below final grade and replace salvaged topsoil to a minimum depth of 4".
- Loosen compacted soils through raking, tilling or other methods to a depth of 6" (min.).
- Unless noted otherwise, all proposed contours indicate finished grades.
- Contractor is responsible for maintaining flow paths indicated, with roof runoff directed to the rain garden as indicated.
- Provide consistent grade on yard swale as indicated to ensure positive drainage.
- All grading and erosion control shall adhere to City requirements.

SEDIMENT CONTROL & TURF RESTORATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall. Devices shall not back water up on adjacent properties.
- Inlet protection shall be installed at City catch basins within 1 block of project site.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep at the end of work day.
- Install sediment control log around any soil stockpiles that will be present for more than 7 days.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{1}{3}$ of device height has been reached.
- After grading is completed, and topsoil spread, areas shall be sodded as soon as practical or within 7 days.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.

POLLUTION PREVENTION NOTES:

- Concrete washout shall not be permitted onsite, unless done per MPCA standard.
- Vehicle or equipment washing will not be performed on site.
- All solid waste must be disposed of in accordance with all applicable federal and state regulations.
- All hazardous materials must be properly stored to prevent spills or leaks; dispose per all applicable regulations, including MN Rule Ch. 7045.
- Pesticides, herbicides, fertilizers, cleaners, paints, treatment chemicals, etc., must be stored under cover to prevent pollutant discharge (or similarly protected to prevent contact with stormwater).
- DEWATERING, if necessary, shall be done in a manner so as to not discharge sediment-laden water or cause downstream nuisance conditions of standing water or erosion.

STORMWATER COMPLIANCE NARRATIVE

The site is regulated under the City of Waconia rules concerning allowable impervious area. Construction was previously completed on the site, causing the total impervious area to exceed the regulatory maximum. As a result, mitigation measures are required. The proposed rain garden is designed to offset the impact of the impervious area exceeding the allowable maximum.

The total impervious area on the site is 3539 SF. See the certificate of survey for the detailed breakdown of impervious area. The total parcel area is 8629 SF. This indicates 41% impervious area. The maximum allowable impervious percentage is 35%, or 3020 SF. Therefore, there is an excess of [3539 - 3020 =] 519 SF of impervious area. To offset the associated impact, retention storage must be provided in an amount equal to 1.1" of depth over the excess impervious area, or 48 CF. The proposed rain garden would provide 50 CF of retention storage prior to overflow, meeting the requirement.

A 4" PVC underdrain connected to the city storm drain system is also provided within the rain garden footprint, to ensure adequate drainage and prevent nuisance flow onto neighboring properties.



CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

KENT E. BRANDER

DATE: 07-28-2025

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
07-28-2025 Permit Submittal Set, NOT FOR CONSTRUCTION

301 OAK ST S
ELIZABETH KUNZE
WACONIA, MN

GRADING & SWPPP

SHEET NO:

C01



City of Waconia
201 Vine Street South, Waconia, MN 55387

2014

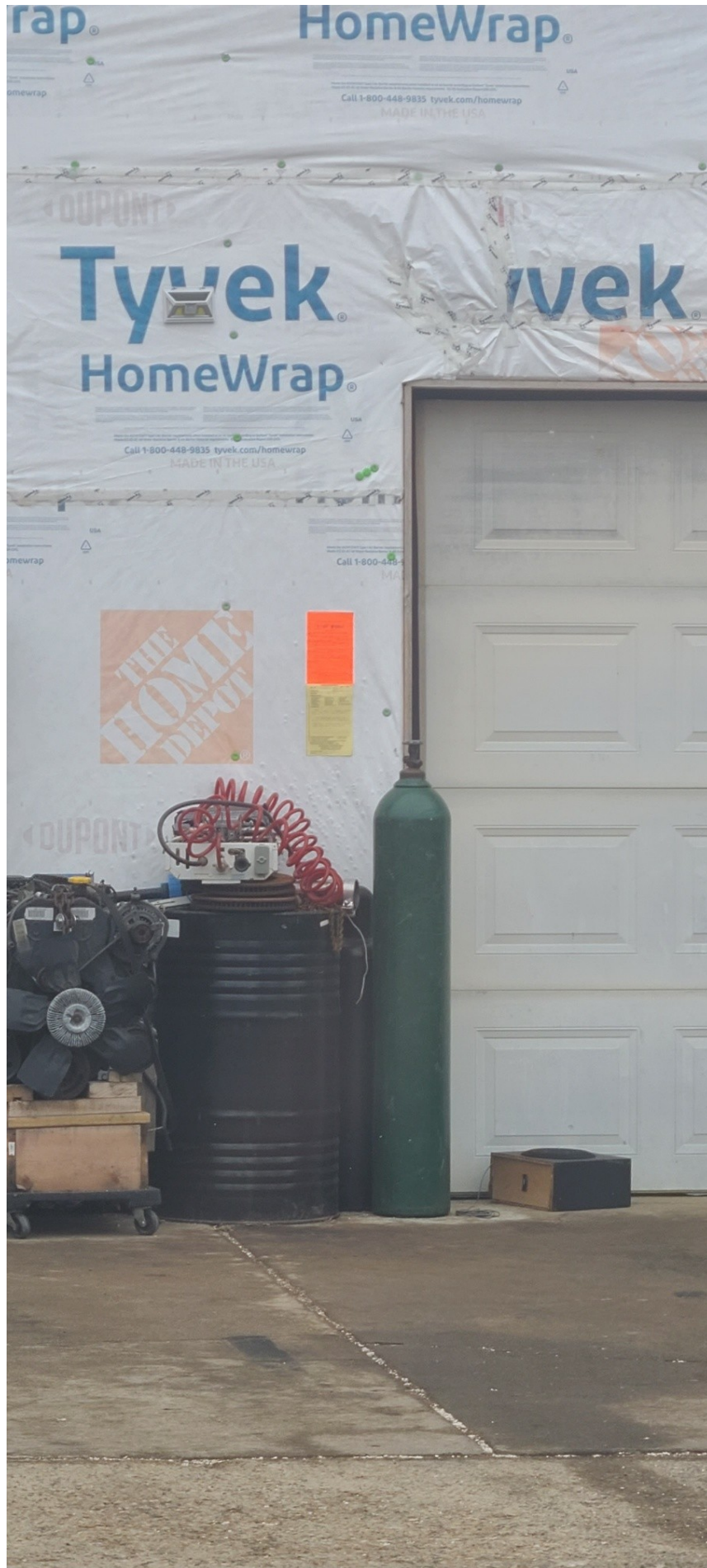
Landscape_8x11

October 2025

Page 56 of 81







From: [John Deleeuw](#)
To: [Abdihafid Sahal](#)
Cc: jsmieja25@gmail.com
Subject: Elizabeth Smieja Variance
Date: Monday, October 27, 2025 11:29:57 AM

To whom it may concern, The garage in question was already an existing garage, Unfortunately the garage burned down. I don't understand why you are hassling them since they are just replacing the structure and jumping through your hoops? maybe you can answer that question for me? they are good neighbors.

John Deleeuw
417 south Oak street
Waconia, MN
55387



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	November 18, 2025
Item Name:	9.2. Variance - 748 Old Beach Lane
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-274 approving the variance application for the property at 748 Old Beach Lane.

EXPLANATION OF AGENDA ITEM:

BACKGROUND

Applicant: Libby Montreuil, Boulder Images, Inc.
Property Owner: Monica Norwick & Mark LaRose
Address: 748 Old Beach Lane
PID# 754030011
Zoning: R-1, Single-Family Residential District
Special District: Shoreland Overlay District

REQUEST:

The City has received a Variance application from Libby Montreuil, Boulder Images, Inc. (the “applicant”) to allow the replacement and expansion of retaining walls within the bluff/bluff impact zone and to exceed the 25% hardcover maximum allowed within the Shoreland Overlay District.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 – District Regulations, Subd. 2.B – R-1, Single-Family Residential District
2. Section 900.06 – Supplementary Regulations, Subd. 7 – Shoreland Overlay District
3. Section 900.06 – Supplementary Regulations, Subd. 8 – Environmental Protection Regulations
4. Section 900.12 – Administration, Enforcement and Procedures, Subd. 4 – Variances

DEFINITIONS:

Bluff means a topographic feature such as a hill, cliff, or embankment having all of the following characteristics:

a. Part or all of the feature is located in a shoreland area. b. The slope rises at least twenty-five (25) feet above the ordinary high water level of the waterbody. c. The grade of the slope from the toe of the bluff to a point twenty-five (25) feet or more above the ordinary high water level averages thirty (30) percent or greater. d. The slope must drain toward the waterbody. An area with an average slope of less than eighteen (18) percent over a distance of fifty (50) feet or more shall not be considered part of the bluff.

Bluff impact zone means a bluff and land located within twenty (20) feet from the top of the

bluff.

Sensitive Resource Management – The preservation and management of areas unsuitable for development in their natural stage due to constraints such as shallow soils over groundwater to bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding or occurrence of flora or fauna in the need of special protection.

Intensive Vegetation Clearing: - The complete removal of trees or shrubs in a contiguous patch, strip, row or block.

Shore Impact Zone – Land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50% of the structure setback.

Shoreland – Land located within the following distances from public water; 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and, 300 feet from a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the Commissioner.

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: “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the Variance are consistent with the Comprehensive Plan.” So a City evaluating a Variance application should make findings as to:

1. Is the Variance in harmony with the purposes 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 & PLANNING CONSIDERATIONS:

The applicant is proposing to replace and expand retaining walls within the bluff/bluff impact zone due to the failures occurring with the existing walls and to help solve an erosion issue related to the slope. Additionally, the applicant would like to replace the existing wooden stairs down to the lake with stone steps which would cause their property to further exceed the 25% hardcover maximum allowed in the Shoreland Overlay District.

Table 1.1 below indicates the existing, required and proposed lot requirements for the property associated with this project. The items in red below detail the variances requested by the applicant.

Table 1.1	Lot Requirements R-1 & Shoreland Overlay District	Existing Conditions	Proposed Conditions
Lot Area	10,500 sq. ft. min.	28,000 sq. ft.	28,000 sq. ft.
Maximum Impervious Surface	25%	33.5%*	34.5%**
Top of Bluff structure setback	30 ft. min.	Retaining walls within the bluff setback/bluff impact zone	Expanded retaining walls within the bluff setback/bluff impact zone

* Hardcover based on the 2020 variance approval for the porch addition to the home.

** Proposed hardcover based on the revised Certificate of Survey/Site Plan showing the proposed stone steps would add another 1% of hardcover on site.

PLANNING CONSIDERATIONS:

1. The applicant has submitted a variance to replace and expand the retaining walls located within the bluff/bluff impact zone, which appear to have been put in place around the same time the home was built in 1991. The variance application also requests expansion of hardcover on the subject parcel, which is already in excess of the 25% hardcover maximum allowed in the Shoreland Overlay District.
2. The applicant received approval for direct replacement of the existing non-conforming retaining walls via a Steep Slope permit, which was reviewed by the Planning Commission at a special meeting on October 14th and approved by the City Council at their regular meeting on October 20th, 2025. The variance submittal is necessary as they are proposing an expansion of the retaining walls rather than just direct replacement.
3. The City Council adopted Resolution 2020-233 on October 19th, 2020, approving a variance for the property owners to construct a porch addition to the existing principal structure within the bluff impact zone and to allow a hardcover maximum of 33.5% versus the 25% hardcover maximum allowed in the Shoreland Overlay District. The approval required removal of some impervious areas on the property while also directing the majority of the stormwater into a rain garden located on the southern portion of the property.
4. The existing retaining walls are starting to fail and require immediate attention to ensure the bluff/bluff impact zone integrity is not compromised.
5. The Shoreland Alteration section of the City Code states that no intensive clearing of vegetation on a steep slope is allowed. Due to the sensitive nature of the bluff and bluff impact zone, some stabilization and temporary removals will be necessary to replace the existing walls and place new retaining walls. The cleared/affected areas will be re-graded and stabilized per the erosion control plan submitted and reviewed by the City Engineer.
6. Approval of the variance request shall also serve as approval for the grading to be done in conjunction with the proposed improvements. The grading shall be completed per the requirements stated in the City Code and as summarized below:

- a. All operations shall be conducted within the property lines. Grading that extends over the property lines shall require easements from adjacent property owners.
 - b. Upon completion of grading operations, the disturbed areas shall be restored with topsoil or other approved cover material and shall be reseeded to establish approved vegetation.
 - c. Finished grades shall not adversely affect adjacent properties.
 - d. Drainage facilities shall be provided to effectively divert or convey storm water run-off.
 - e. Provisions of effectively controlling fire, rodents, and dispersal of material by wind or by hauling to and from the site, and for general maintenance of the site shall be made.
7. City staff contacted representatives from the DNR, the Carver County Water Management Organization (CCWMO), and Carver Soil & Water (SWCD). To date, no comments have been received, but they are aware of the erosion issue and have verbally expressed an understanding that something needs to be done and have requested further information as the plans are reviewed and finalized.

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on October 23rd, posted at Waconia City Hall and emailed to the DNR. Individual notices were mailed to all property owners within 350 feet of the subject parcel. As of the date and time of this report, the City has not received public comment regarding the proposed variance.

RECOMMENDATION

The Planning Commission, at their regular meeting on November 6th, 2025, held the required public hearing, took all public comment, reviewed all pertinent information related to the aforementioned variances and recommended approval via a 5-0 vote.

If the City Council chooses to approve the Variance Application for 748 Old Beach Lane, the Planning Commission and staff would recommend consideration of the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. All indirect costs associated with the building permit review, and final plans associated with engineering and administrative costs shall be paid by the applicant.
4. The applicant shall submit a certified wall plan signed by an engineer licensed in MN. This type of wall would require fabric, tile and granular backfill. Specifically, a building permit application is required for retaining walls at 4 ft. or greater in height.
5. The final erosion control plan shall be reviewed and approved by the City Engineer. Any further revisions requested by the City Engineer shall be incorporated into the final erosion control plan and shall be installed accordingly.
6. The landscaping plan for restoration shall be reviewed and approved by City staff and the SWCD prior to installation.

7. The applicant shall enter into a maintenance agreement related to the approved landscaping plan to ensure the plantings are successful, and the slope integrity remains intact.
8. The property owner shall restore a 200 square foot section of the shore impact zone area at the base of the slope, along the shoreline, to offset the proposed 1% hardcover increase. The restoration area shall be included in the final landscape plan and be reviewed and approved by City staff and the SWCD prior to installation. The improvement of this area shall also be included in the maintenance agreement for all final landscape improvements.
9. All operations shall be conducted within the property lines. Grading that extends over the property lines shall require easements from adjacent property owners.
10. Finished grades shall not adversely affect adjacent properties.
11. The applicant shall submit an As-Built survey upon completion of the project to ensure the project built is consistent with the city approvals.
12. The applicant shall contact the Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

ATTACHMENTS:

1. Resolution No. 2025-274 Approval Variance 748 Old Beach Ln
2. Location Map
3. Updated Survey with Stone Steps Included
4. Variance Application Homeowner Letter
5. LaRose-Norwick Revised Plan
6. Erosion Control Plan
7. Project Details
8. Plant Key Details
9. Images 09-26-2025
10. Existing Stairs Photo

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

**CITY OF WACONIA
RESOLUTION 2025-274**

**A RESOLUTION APPROVING A VARIANCE
FOR THE PROPERTY LOCATED AT 748 OLD BEACH LANE**

WHEREAS, Libby Montreuil, Boulder Images, Inc. (the “**Applicant**”), has submitted a Variance application for the property located at 748 Old Beach Lane (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is identified as PID# 754030011; and

WHEREAS, the City received a variance application from the Applicant to improve and expand retaining walls within the bluff and bluff impact zone and to exceed the 25% hardcover maximum allowed in the Shoreland Overlay District.; and

WHEREAS, the Planning Commission, at their regular meeting on November 6th, 2025, held the required public hearing and recommended approval of the Variance application to allow the proposed improvements to the property located at 748 Old Beach Lane via a 5-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. All indirect costs associated with the building permit review, and final plans associated with engineering and administrative costs shall be paid by the applicant.
4. The applicant shall submit a certified wall plan signed by an engineer licensed in MN. This type of wall would require fabric, tile and granular backfill. Specifically, a building permit application is required for retaining walls at 4 ft. or greater in height.
5. The final erosion control plan shall be reviewed and approved by the City Engineer. Any further revisions requested by the City Engineer shall be incorporated into the final erosion control plan and shall be installed accordingly.
6. The landscaping plan for restoration shall be reviewed and approved by City staff and the SWCD prior to installation.
7. The applicant shall enter into a maintenance agreement related to the approved landscaping plan to ensure the plantings are successful, and the slope integrity remains intact.
8. The property owner shall restore a 200 square foot section of the shore impact zone area at the base of the slope, along the shoreline, to offset the proposed 1% hardcover increase. The restoration area shall be included in the final landscape plan and be reviewed and approved by City staff and the SWCD prior to installation. The improvement of this area shall also be included in the maintenance agreement for all final landscape improvements.
9. All operations shall be conducted within the property lines. Grading that extends over the property lines shall require easements from adjacent property owners.
10. Finished grades shall not adversely affect adjacent properties.
11. The applicant shall submit an As-Built survey upon completion of the project to ensure the project built is consistent with the city approvals.
12. The applicant shall contact the Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.

WHEREAS, the City Council finds and concludes:

- 1) The request is unique as there were existing non-conforming retaining walls located within the bluff impact zone which required update and replacement to ensure slope stability.
- 2) The variance is consistent with the comprehensive plan as the property owner is proposing to stabilize the slope to continue the use of the property as a residential property while protecting Lake Waconia and the bluff.
- 3) The variance is in harmony with the purposes and intent of the ordinance as the applicant has inherited a home and retaining walls constructed within the bluff impact zone and slope stabilization is consistent with the Shoreland Overlay standards, specifically erosion control and bluff slope stability.
- 4) The applicant's request is reasonable as it proposes to protect the existing slope and it will provide additional shore impact zone buffer areas to further protect the bluff and the lake.
- 5) The improvement will not alter the essential character of the property as the required landscape plantings will provide partial screening of the proposed retaining walls as viewed from the lake.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Variance application for Boulder Images, Inc. to improve and expand retaining wall improvements and stone steps in the Shoreland Overlay District for the property located at 748 Old Beach Lane subject to the conditions, findings and recommendations of the Waconia City Council and Planning Commission stated above.

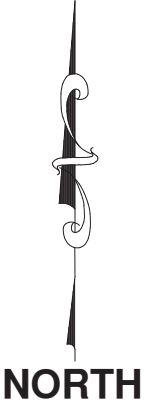
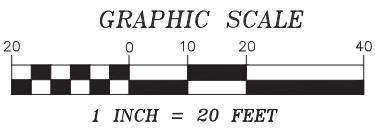
Adopted by the City Council of the City of Waconia this 18th day of November 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



PROPOSED SITE PLAN
~for~ MARK & MONICA La ROSE
~of~ 748 OLD BEACH LANE, WACONIA, MN



LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES MONUMENT SET
- DENOTES EXISTING FENCE
- DENOTES BLUFF LINE
- DENOTES EXISTING CONTOURS
- DENOTES AIR CONDITIONING UNIT
- DENOTES EXISTING SPOT ELEVATION
- DENOTES LIGHT POLE
- DENOTES POWER POLE
- DENOTES PROPOSED RAIN BARREL
- DENOTES METAL FENCE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES OVERHEAD WIRE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES PAVER SURFACE

LEGAL DESCRIPTION OF RECORD

Tract A, REGISTERED LAND SURVEY NO. 108, files of Registrar of Titles. (Torrens)

AND

That part of Government Lot 3, Section 13, Township 116, Range 25, described as follows:

Commencing at the southeasterly corner of said Tract A; Registered Land Survey No. 108; thence on an assumed bearing of North 9 degrees 17 minutes 46 seconds West, along the Northwestern line of said Tract A, 130.18 feet to the point of beginning; thence North 0 degrees 05 minutes 42 seconds West 62.54 feet, to an intersection with a line drawn parallel with and 10.0 feet northeasterly of the northeasterly line of said Tract A; thence North 9 degrees 17 minutes 46 seconds West, along said parallel line, 73 feet, more or less, to the shore line of Lake Waconia, thence southwesterly, along said shore line, 10 feet, more or less, to its intersection with the northeasterly line of said Tract A; thence South 9 degrees 17 minutes 46 seconds East, along said northeasterly line, 135 feet, more or less, to the point of beginning. (Abstract)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 06/01/20.
- Bearings shown are on an assumed datum.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Due to field work being completed during the winter season there may be improvements in addition to those shown that were not visible due to snow and ice conditions characteristic of Minnesota winters.
- No field work has been done and this site has not been visited by E.G. Rud since 6/1/2020 prior to the screen deck addition (if that was constructed). All information other than the proposed retaining walls and proposed stone staircase are based on a previous survey dated Oct. 9th, 2020.

BENCHMARK

BENCHMARK: MNDOT GSID STATION #79759
MNDOT NAME: 1002 BE
ELEVATION = 963.03 (NGVD29)

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.

KURT D. NELSON

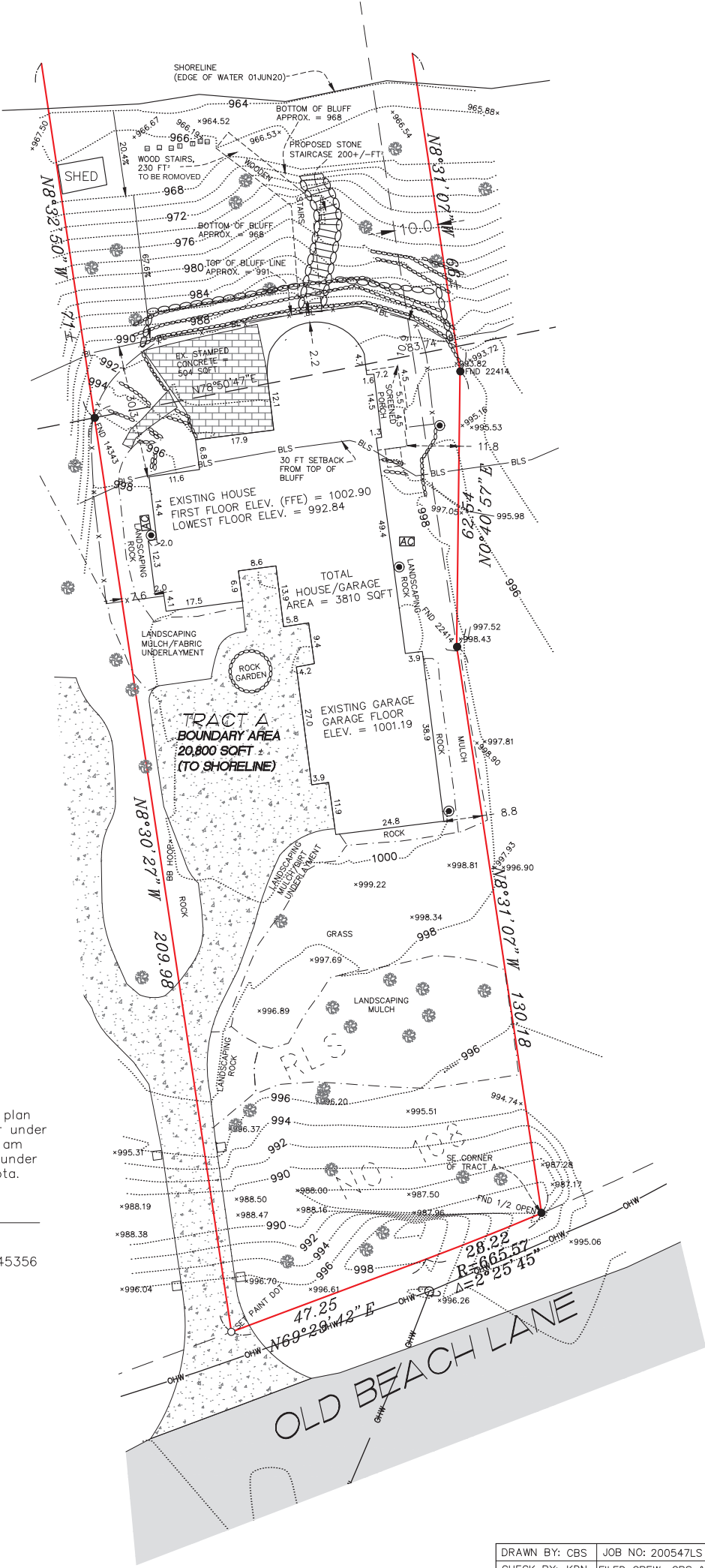
Date: 10/21/2025 License No. 45356

PROPOSED IMPERVIOUS SURFACE CALCULATIONS
TOTAL LOT AREA (MEASURED TO OHW)..... 20,800± SQFT
EXISTING HOUSE AND GARAGE 3,810 SQFT
EXISTING SHED..... 67 SQFT
EXISTING PAVERS 50 SQFT
EXISTING RETAINING WALLS (ADJ. TO IMPERV. SURFACE)..... 46 SQFT
EXISTING CONCRETE 2,913 SQFT
COVERED SCREEN DECK..... 92 SQFT
PROPOSED STONESTAIRCASE..... 200 SQFT
TOTAL IMPERVIOUS SURFACE 7,178 SQFT
PERCENT IMPERVIOUS 34.5% +/-

SEE NOTE ABOVE

LAKE WACONIA

ACCORDING TO THE MINNESOTA D.N.R.
HIGHEST KNOWN WATER ELEV.= 963.9 NGVD 29
ORDINARY HIGH WATER ELEV.= 963.1 NGVD 29
MEASURED WATER ELEV. (01JUN20) = 962.70 NGVD 29



E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
990 5th Avenue SE, Suite 2
Hutchinson, MN 55350
Tel. (320) 587-2025 Fax (320) 587-2595

Table with 4 columns: NO., DATE, DESCRIPTION, BY. Rows include revision history for the house, impervious surface, and stone staircase.

200547LS

Dear City Council and Planning Commission,

The house we purchased in 1999 was built in 1991. Based on its location in the bluff impact zone, it is considered non-conforming to the current shoreland bluff rules. There was a 7-8 ft high boulder wall placed to support the upper bluff during the build in 1991. The wall does not meet today's construction standards due to inappropriately small stones and incorrect backing material. In addition there was a smaller 3 ft wall placed 1/3rd of the way down on the east side of the bluff. Despite not meeting current standards, these walls had held up surprisingly well for 20+ years.

Fast forward to 2020 when the property immediately East of us illegally removed 12-15 feet of bluff leaving an extreme drop off right next to us. The City granted an after the fact variance after the owners/builders along with their lawyers showed how it was indeed on their final plans, even though at the application meeting for a steep slope permit the builder stated they were not touching the bluff. The owner was required to build a 12 ft boulder wall to support this excavation next to our property, with an outside engineer changing the plan and requiring 60 inch boulders due to the extreme height. In addition to the wall, the previous owners placed 3 white pines and 5 black spruce trees in a four foot wide space between the top of the wall and the fence separating the properties. It doesn't take an engineer to see how these alterations have changed the force and put more pressure directly towards the lake. And now the 1991 retaining wall on the bluff, less than 5 feet from our home, is failing. We first noted a couple boulders on the shore, but now an entire section has fallen. As additional evidence of the movement of the ground, our original stairs have now started to separate and shift, our fence has now moved and leans lakeward and in the basement of our house there has been separation of the northeast windows from their frames with free flowing air entering the house through the cracks last winter.

In order to prevent an impending disaster of a collapsing retaining wall that could cause injury or death to someone and potentially destroy our home, we need to rebuild our retaining wall. However, rebuilding the retaining wall does not address the erosion that is taking place along the bottom half of the hill where the slope is as steep as 2:1. Given there was a bluff landslide 3 houses west of our property approximately 15 years ago, we are extremely concerned that only fixing the retaining wall without addressing the erosion on the hill will be a temporary solution at best. We have contacted a highly respected company, Boulder Images, to address these issues. They recommended building shorter

walls with outcroppings to stabilize the erosion and bring the hill closer to a 3:1 slope. The spirit behind the shoreland bluff rules is to preserve the lake from erosion. That is precisely what our plan is intended to do. We will need to replace the stairs that have shifted since the work next door. To be less visible from the lake and to further stabilize the slope, Boulder Images recommended 3 ft wide stone steps, which in this county would be counted as impervious whereas the elevated wood stairs were not. However, in addition to the additional support, moving to stone steps would be a more natural look and be less obtrusive than the current steps we have now, which would again be in the spirit of the shoreland rules.

The hill is currently filled with invasive buckthorn and poison ivy. As part of the necessary restoration after completing the work, we would propose planting only native plants that are ideal for maintaining a slope.

Given the hardship placed upon our property by the bluff removal next door, we are asking for a variance to stabilize the bluff, secure our property and prevent future erosion.

Thank you for your consideration.

Respectfully,

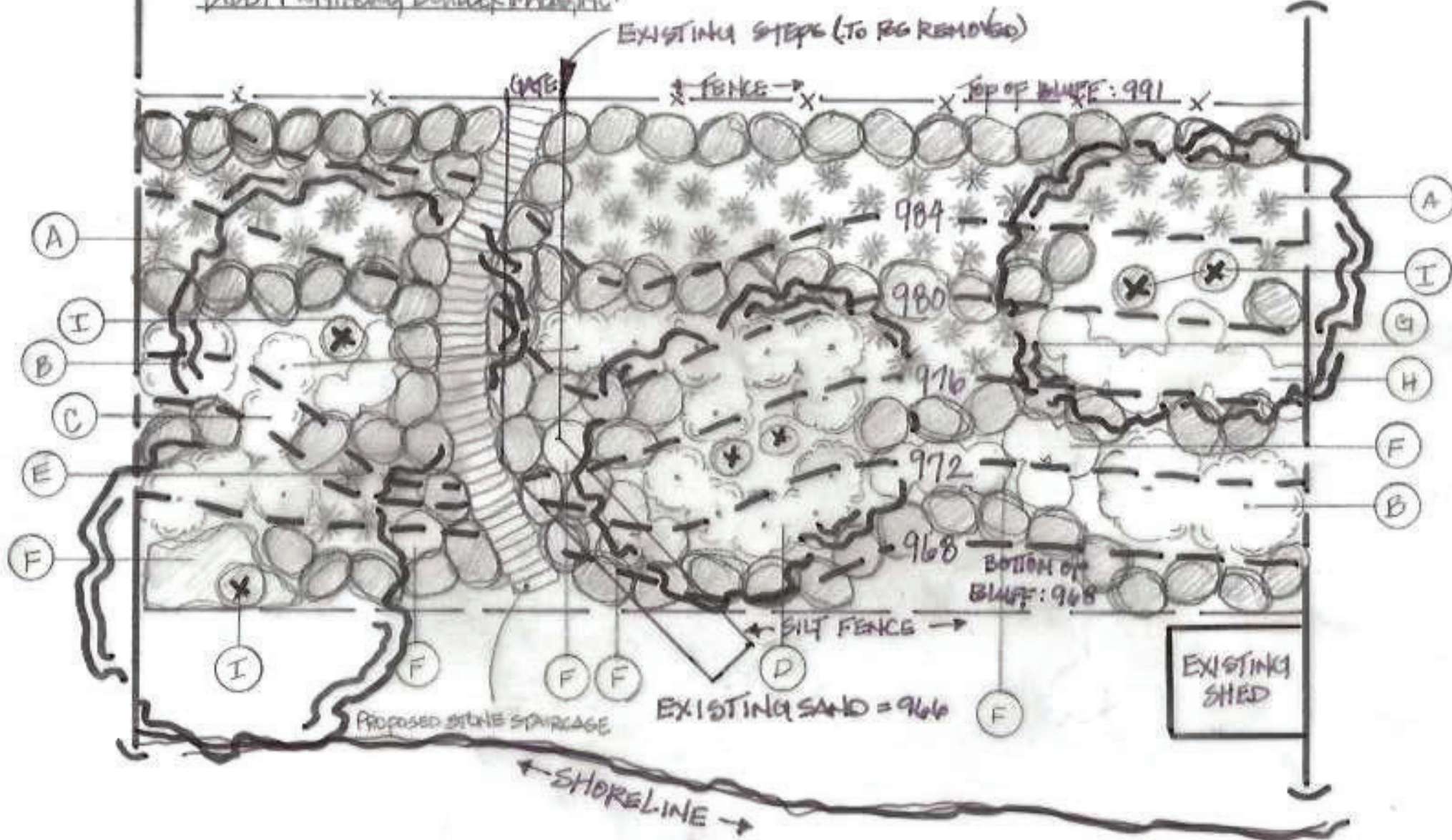
Monica Norwick and Mark LaRose

LA'ROSE RESIDENCE

748 OLD BEACH LN, WACONIA

SCALE: 1"=10'

LEBBY MONTGOMERY BOULDER IMAGES, INC.





12545 Driftwood Lane
Apple Valley, MN 55124

boulderimages.com

Phone 651-322-7499
boulderimages.com

DATE: October 16, 2025

TO: City of Waconia

RE: Erosion Control Plan, Variance Application

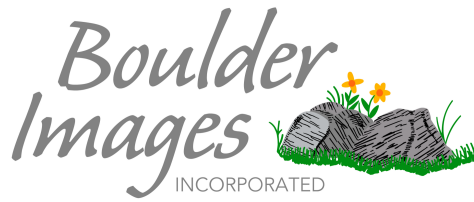
ADDRESS: LaRose Residence, 748 Old Beach Lane, Waconia

To mitigate erosion at the base of the bluff/slope, we will install a **double layer of silt fence**. This barrier will remain in place until vegetation has been successfully established in the spring. In addition, an **erosion control blanket** will be installed on the face of the bluff—**extending from the base of the proposed wall down to the silt fence**. The blanket will remain in place throughout the winter and early spring, until planting can occur. After plants are installed, a double-shred mulch will be applied to the bluff/slope to help minimize erosion while allowing for plants to spread and help stabilize the slope, as planned.



SPECIALIZING IN BOULDER LANDSCAPING

Naturalistic Rock Outcroppings * Boulder Retaining Walls * Waterfalls * Rock Gardens * Stepping Stone Stairways * Firepits



12545 Driftwood Lane
Apple Valley, MN 55124

Phone 651-322-7499
boulderimages.com

boulderimages.com

October 15, 2025

TO: City of Waconia
PROPERTY: 748 Old Beach Lane
RE: Variance for Extending Proposed Retaining Wall Fix in Bluff

REQUESTED INFORMATION:

Please find below the requested information in support of our application for extending for the above-referenced property:

1) Time Period Over Which Construction Will Take Place - Construction is expected to take approximately two weeks. We anticipate the project will begin in late November or early December, depending on weather and scheduling.

2) Description of Soil Types - Preliminary shovel work indicates that the majority of the soil is sandy loam, consistent with other lakeshore properties in the area. However, subsoil conditions will not be fully known until excavation begins.

3) Topographic Map Showing Existing Contours - Please refer to the attached plan, which includes property lines, existing topographic contours, and proposed elevations with new retaining walls.

4) Description of Vegetation and Amount of Disturbance Proposed - The hillside is currently overgrown with invasive species, primarily buckthorn and poison ivy. The proposed project will disturb approximately 2,975 square feet of slope.

5) Erosion Control Plans & Steep Slope Development Strategy - Please refer to the attached plan and typical cross-section of the boulder walls we construct. Our design will maintain a 3:1 slope using a combination of boulder retaining walls (each under 4 feet in height), natural boulder outcroppings, appropriate plant material, and mulch.

EROSION CONTROL TIMELINE:

Pre-Construction:

- Install silt fence along the shoreline.
- Erosion control socks will be kept on-site and used as needed at the end of each workday to reduce runoff.

During Construction (approx. two weeks):

- Maintain shoreline silt fence.
- Utilize erosion control socks on the slope as needed during overnights and weekends to minimize erosion.

Post-Construction:

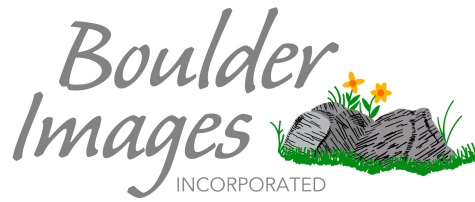
- The hillside will be covered with erosion control fabric until plantings are installed.
- After planting, the slope will be covered with double-shredded mulch to further stabilize the soil.
- Long-term erosion control will be achieved through the establishment and spread of plant roots, complemented by the structural support of boulder walls.

Please feel free to contact me directly at (651) 775-5401 or libby@boulderimages.com should you have any questions or need additional information.

Thank you for your time and consideration,
Libby Montreuil, Boulder Images, Inc.
www.boulderimages.com

SPECIALIZING IN BOULDER LANDSCAPING

Naturalistic Rock Outcroppings * Boulder Retaining Walls * Waterfalls * Rock Gardens * Stepping Stone Stairways * Firepits



12545 Driftwood Lane
Apple Valley, MN 55124

Phone 651-322-7499
boulderimages.com

boulderimages.com

October 16, 2025

TO: City of Waconia
PROPERTY: 748 Old Beach Lane
RE: Variance Application

PLANT KEY:

- A - Blue Grama, #1 container, 45 total
- B - Highbush Cranberry, #2 container size, 4 total
- C - Snowberry, #2 container size, 12 total
- D - Bush Honeysuckle, #3 container size, 5 total
- E - Prairie Dropseed, #3 container size, 4 total
- F - Perennial Mix including Blazing Star, Butterfly Weed, Cardinal Flower, and Wild Geranium
- G - Little Bluestem, #3 container size, 5 total
- H - Joe Pye Weed
- I - Existing Trees

SPECIALIZING IN BOULDER LANDSCAPING

Naturalistic Rock Outcroppings * Boulder Retaining Walls * Waterfalls * Rock Gardens * Stepping Stone Stairways * Firepits



