

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Monday, December 1, 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 SIDDON

**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) Waconia Mayor's Youth Advisory Council**
- 3. PROCLAMATIONS**
- 4. ADOPT AGENDA**
- 5. PUBLIC HEARING**
- 6. OPEN FORUM**
- 7. COMMUNITY INTEREST PRESENTATIONS**
 - 1) Student Survey Results - Waconia Mayor's Youth Advisory Council**
- 8. ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) City Council Minutes November 8, 2025
- 2) Approve December 1, 2025 Expenditures
- 3) **Lodging Tax Fund Request - Waconia Convention & Visitors Bureau (CVB)**
Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred September through November 2025
- 4) **Contractor Pay Request - Water Treatment Facility Piping Modifications to Municipal Builders #11**
Motion to approve Water Treatment Facility Piping Modifications Pay Request #11 to Municipal Builders, Inc.
- 5) **Contractor Pay Request - Wildcat Way Reconstruction Pay Request to GMH Asphalt Corporation #2**
Motion to approve Wildcat Way Reconstruction Project Pay Request #2 to GMH Asphalt Corporation
- 6) **Contractor Pay Request - Downtown Reconstruction Phase 2 to W.M. Mueller & Sons #8-Final**
Motion to approve Downtown Reconstruction Phase 2 Pay Request No. 8-Final to W.M. Mueller & Sons
- 7) **Firefighter Resignation**
Adopt resolution No. 2025-275 Accepting Resignation of Firefighter Nick Burkhalter.
- 8) **Waconia Fire Department Officer Appointments**
Adopt Resolution No. 2025-276 Approving Fire Officer Positions
- 9) **Approve License Agreement with Urban SDK for Speed Data Collection**
Adopt Resolution No. 2025-277 Authorizing License Agreement for Speed Data Collection and Analysis tool.
- 10) **Authorization to Apply for Grant Funds**
Adopt Resolution No. 2025-278 Approving Grant Applications for Minnesota DNR Outdoor Recreation Grant and LCCMR Grant Assistance Funds
- 11) **Approve Exempt Permit Application for a Raffle from the Waconia Hockey Association**
Adopt Resolution No. 2025-279 approving an exempt permit for a raffle for the Waconia Hockey Association
- 12) **Tobacco License Application**
Adopt Resolution No. 2025-280 Approving Tobacco License Application
- 13) **Liquor License Applications — SKGK Ventures LLC, DBA Colony Plaza Inc.**
Adopt Resolution No. 2025-281 Approving Liquor License Application

9. COUNCIL BUSINESS

1) 2026 Budget & Levy Presentation

No action required. This is an opportunity for the Public to ask questions of the City Council regarding the proposed budget and property tax levy for 2026. Council can direct staff to make adjustments during this discussion and presentation.

10. ITEMS REMOVED FROM CONSENT AGENDA

11. BOARD REPORTS

1) Staff Reports

- a. All Way Stop Condition Evaluation for Sparrow Road at Ravenwood Road
- b. Law Enforcement Update

- 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: FRANCHISE FEE REVIEW #3, DOWNTOWN RECONSTRUCTION PHASE 4 DESIGN REVIEW

UPCOMING CALENDAR OF EVENTS/MEETINGS:

- 1) Planning Commission Meeting - December 4th at 6:30 p.m.**
- Special City Council Meeting - December 8th at 5:00 p.m.**
- City Council Meeting - December 22nd at 6:00 p.m.**



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.1. City Council Minutes November 8, 2025	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the November 18, 2025, City Council Minutes	
EXPLANATION OF AGENDA ITEM: Approve the November 18, 2025, City Council Minutes	
ATTACHMENTS: 1. City Council Minutes November 18, 2025	
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 18, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the City of Waconia November 18, 2025, Council meeting to order at 6:00 p.m. with Council Member Gleason absent.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by second-grader Adeline Ische from St. Joseph's School.

3. PROCLAMATIONS

None

4. ADOPT AGENDA

Motion to adapt the agenda as published made by Council Member Coleman, seconded by Council Member Grengs.

MOTION CARRIED.

5. PUBLIC HEARING

None

6. OPEN FORUM

None

7. COMMUNITY INTEREST PRESENTATIONS

None

8. ADOPT CONSENT 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**
- 4) Ice Arena Expenditures from Sports Facilities Companies Incurred October 2025**
- 5) Contractor Pay Request - Bayview Turf Lot Reconstruction to Minger**

Construction Companies #1-Final

- 6) **Contractor Pay Request - 2025 Street Improvements Project (Mill & Overlay) to GMH Asphalt Corporation #2**
- 7) **Approve Purchase of Replacement Security Gate Access at Public Services Facility with USA Security, Inc.**
- 8) **Replace Dell Server with Local Storage with Marco**
- 9) **Approving Amendment to Corporate Bylaws of Ridgeview Medical Center**
- 10) **Support for LRIP Application by Carver County**
- 11) **Accept Safety Grant Proceeds from Minnesota Department of Labor & Industry**
- 12) **Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100**
- 13) **Zoning Map Amendment — 9550 Airport Road**
- 14) **Approve Exempt Permit Application for a Raffle from St. Joseph's Church**

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

MOTION CARRIED.

9. COUNCIL BUSINESS

1) After the Fact Variance — 301 Oak Street South

Lane Braaten, Community Development Director, stated that the applicant is requesting three variances for the property at 301 Oak Street South. In 1995, the previous owner applied for a variance for a detached accessible structure (garage). The variance allowed the owner to construct the structure within three feet of the south property line. The garage burned down, and the new owner rebuilt the garage without a building permit, which led to a stop work order. The building official inspected the structure and determined it was sound. Staff then requested the applicant to get a survey of the property to determine if the structure was built in the correct location. The survey indicated to staff that the property was non-compliant due to hardcover, which then led the applicant to apply for a storm water plan as well. The first variance requested is to allow the existing garage to be located 9.8 feet from the rear lot line versus the 10-foot minimum setback required. The second variance requested is to allow the garage to be located 14.1 feet from 3rd Street versus the 15-foot minimum setback required. The third variance requested is to allow 41% hardcover on the property versus the 35% maximum allowed in R-2 single family residential zoning district. On November 6, 2025, the Planning Commission held a public hearing and recommended approval via a 5-0 vote.

Elizabeth Smieja, Excelsior, stated her brother is living at this property which is owned by their parents. The shed is in the process of being removed, and the property will be cleaned up.

Motion made to adopt Resolution No. 2025-273 approving three after-the-fact variances at 301 Oak Street South made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

2) Variance - 748 Old Beach Lane

Lane Braaten stated the City received a variance application from Boulder Images, Inc. for the property at 748 Old Beach Lane 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 Shoreline Overlay District. On October 20, 2025, the Council approved a steep slope permit for this property. There are retaining issues and erosion issues on the bluff. The applicant is requesting to not only replace the retaining walls but also to expand the retaining walls to rectify the erosion. Also, the applicant is requesting to replace the wooden staircase with stone steps which will increase the hardcover by 1% or 200 square feet. The Planning Commission held a public hearing with no public comments and voted 5-0 for approval with 12 conditions.

Motion to adopt Resolution No. 2025-274 approving the variance application for the property at 748 Old Beach Lane made by Council Member Siddons, seconded by Council Member Grengs.

MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

None.

11. BOARD REPORTS

1) Staff Reports

None.

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Absent

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor Litfin reported the following updates:

- November 5: Five community members attended the *Mayor Is In* session for conversation. The next session is scheduled for December 3 at 7:30 a.m. at City Hall.
- November 6: Attended the monthly Chamber Coffee Connection with approximately 40 attendees and thanked the Chamber for hosting.
- November 6: Attended the Planning Commission Meeting and expressed appreciation to staff for their dedication.
- November 8: Safari Island held its grand opening following the remodel of the weight and fitness rooms, along with the addition of a new sauna.
- November 10: Attended the Waconia American Legion Post 150 Veterans Day event at Westview Acres.
- Ongoing: Thank you to all who view the *Mayor's Minute* each week on Facebook or Instagram.

Mayor Litfin also reminded residents that fall is City budget season. All viewpoints are welcome and encouraged—residents are invited to contact any Council Member by text or phone with questions or input.

12. ANNOUNCEMENTS

Shane Fineran, City Administrator, announced on Friday, November 28th at 6:00 p.m. is the Waconia Chamber of Commerce's homespun holiday tree lighting event at City Square Park.

Jackie Schulze, Assistant City Administrator, announced on Saturday, November 29th, from 12:00 p.m. to 3:00 p.m., Santa will be at the Fire Department.

13. ADJOURN REGULAR MEETING

Motion to adjourn the November 18, 2025, Waconia City Council Meeting at 6:30 p.m. made by Council Member Grengs, seconded by Council Member Siddons.

MOTION CARRIED.

WORK SESSION: ALL FUNDS BUDGET REVIEW

Tim Litfin, Mayor

ATTEST:

Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.2. Approve December 1, 2025 Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve December 1, 2025 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursements registers for the City of Waconia as of December 1, 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: December 1, 2025	
Item Name: 8.3. Lodging Tax Fund Request - Waconia Convention & Visitors Bureau (CVB)	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Approve Request for Lodging Tax Reimbursement from the Waconia CVB for Expenditures Incurred September through November 2025	
EXPLANATION OF AGENDA ITEM:	
<p>The Waconia Chamber CVB has requested a lodging tax reimbursement for expenditures incurred from September through November 2025. Staff reviewed the request for reimbursement and supporting invoices as approved by the CVB. Lodging tax funds are currently available for payment of these expenditures.</p> <p>Staff recommends approval of the request in the amount of \$9,225.</p>	
ATTACHMENTS:	
None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Lodging Tax Fund	Planning Commission:
Budget Information:	Park Board:
<u> X </u> Budgeted	Personnel Committee:
<u> </u> Non-Budgeted	Other: More sample text.
<u> </u> Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.4. Contractor Pay Request - Water Treatment Facility Piping Modifications to Municipal Builders #11	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: Resolution No. 2024-209 Authorizing Award of Contracts for the Construction of Well #9 and Associated Water Treatment Plant 3 Piping Modifications	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Water Treatment Facility Piping Modifications Pay Request #11 to Municipal Builders, Inc.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Staff has reviewed the contractor pay request for the Water Treatment Facility Piping Modifications and recommends payment of \$31,190.56 based on the engineering request for payment. This payment represents approximately 96.7% of the total approved contract for the project.</p> <p>ATTACHMENTS:</p> <p>1. Water Treatment Facility Piping Pay Request #11</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Water	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



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Chaska, MN 55318-1172

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

November 21, 2025

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

**RE: Water Treatment Facility Piping Modifications
Pay Request No. 11**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 11 for the Water Treatment Facility Piping Modifications project. The request includes payment for the extra valve installed on the raw watermain to the treatment facility requested by the City, the remainder of the programming for the new well, and a reduction in retainage. This contract is being kept open while MBI assembles a response to a final proposal request to add an additional bypass to the treatment facility to allow any combination of wells to feed either the north or south side of the plant.

We have reviewed the estimate and recommend the City make payment in the amount of **\$31,190.56** to Municipal Builders, Inc. 100% of this requested payment is for work associated with the water 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, Public Services Director
Seth Peterson, Bolton & Menk

Enclosure

TO (Engineer):
BOLTON AND MENK
 7533 SUNWOOD DRIVE NW SUITE 206
 RAMSEY, MN 55303

PROJECT: **WTP PIPING MODIFICATIONS**
WACONIA, MN

APPLICATION NO: **#11**
 PERIOD FROM: **11/1/2025**
 TO: **11/30/2025**

FROM (Contractor)
MUNICIPAL BUILDERS, INC.
 7900 OLD VIKING BLVD. NW
 NOWTHEN, MN 55303

CONTRACT FOR:
CITY OF WACONIA

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

The present status of the account for this Contract is as follows:

PERCENT COMPLETE.....	98.7%
ORIGINAL CONTRACT SUM.....	\$ <u>728,156.00</u>
Net change by Change Orders.....	\$ <u>0.00</u>
CONTRACT SUM TO DATE.....	\$ <u>728,156.00</u>
TOTAL COMPLETED & STORED TO DATE.....	\$ <u>718,506.00</u>
(Column G on G703)	
RETAINAGE ___2%.....	\$ <u>14,370.12</u>
or total in Column I on G703	
TOTAL EARNED LESS RETAINAGE.....	\$ <u>704,135.88</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ <u>672,945.32</u>
CURRENT PAYMENT DUE.....	\$ <u>31,190.56</u>

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS		0.00	0.00
Net change by Change Orders			0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work Covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

My commission expires

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for)

ENGINEER

By: John J. Paulding Date: 11-21-2025

This Cert INT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTRACTOR:
 By: Cody W. [Signature] Date: 11/20/25

CITY
 By: _____ Date: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 1, 2025		
Item Name:	8.5. Contractor Pay Request - Wildcat Way Reconstruction Pay Request to GMH Asphalt Corporation #2		
Originating Dept:	Finance		
Presented By:	Amanda Ortloff		
Previous Council Action:	Resolution No. 2025-194 Authorizing Award of Construction Contract for the Wildcat Way Reconstruction CIP Project No. 131-G to GMH Asphalt Corporation in the amount of \$593,799.42		
Item Type:	Consent		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Wildcat Way Reconstruction Project Pay Request #2 to GMH Asphalt Corporation			
EXPLANATION OF AGENDA ITEM:			
Staff has reviewed the contractor pay request for the Wildcat Way Reconstruction Project and recommends payment of \$326,688.93 based on the engineering request for payment. This payment represents approximately 78.1% of the total approved contract for the project.			
ATTACHMENTS:			
1. Wildcat Way Reconstruction Payment #2 Bolton & Menk			
FINANCIAL IMPLICATIONS:		ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses: PIR, Sewer, Storm Water		Planning Commission:	
Budget Information:		Park Board:	
<input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted <input type="checkbox"/> Amendment Required		Personnel Committee:	
		Other:	



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

November 21, 2025

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

**RE: Wildcat Way Reconstruction
Pay Request No. 2**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 2 for work completed through 11/14/2025 on the above referenced project. The work completed includes payment for mobilization, traffic control, removals, aggregate base, sand, concrete sidewalk, curb and other miscellaneous items.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$326,688.93** to GMH Asphalt Corporation. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm	Sewer	Watermain	Sidewalk
Recon	\$326,688.93	73%	2%	1%	0%	24%
TOTAL	\$326,688.93					

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

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

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

Enclosure

CONTRACTOR'S PAY REQUEST

WILDCAT WAY RECONSTRUCTION



BOLTON & MENK

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DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

CITY OF WACONIA -

BMI PROJECT NO. 24X.137190.000

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$593,799.43
TOTAL, COMPLETED WORK TO DATE	\$488,010.45
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$488,010.45
RETAINED PERCENTAGE (5.0%)	\$24,400.52
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$463,609.93
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$136,921.00
PAY CONTRACTOR AS ESTIMATE NO. 2	\$326,688.93

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 *[Signature]* Erica Johnson Controller
Name Title

Date 11.19.2025

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By *[Signature]*, CONSULTING ENGINEER

Date 11/21/2025

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.6. Contractor Pay Request - Downtown Reconstruction Phase 2 to W.M. Mueller & Sons #8-Final	
Originating Dept: Finance	
Presented By: Amanda Ortloff	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve Downtown Reconstruction Phase 2 Pay Request No. 8-Final to W.M. Mueller & Sons</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Staff have reviewed the contractor pay request for the Waconia Downtown Reconstruction Phase 2 Project and recommends payment of \$91,181.03 based on the engineering request for payment. This payment represents approximately 90.3% of the total approved contract for the project.</p> <p>ATTACHMENTS:</p> <p>1. Downtown Reconstruction Phase 2 Pay Request #8 Bolton & Menk</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: PIR, Water, Sewer, Storm Water	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



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November 26, 2025

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

**RE: Waconia Downtown Reconstruction – Phase 2
Pay Request No. 8 - Final**

Dear Mrs. Meyer:

Enclosed please find Pay Request No. 8 for work completed through 10/31/2025 on the above referenced project. The work completed includes payment for banner poles and irrigation items. Retainage on the project is reduced to 0% as all punchlist repair items have been complete.

We have reviewed the estimate, verified the quantities, and recommend the City make payment in the amount of **\$91,181.03** to W.M. Mueller & Sons, Inc. Below is a total for the project as well as the estimated percent of work completed for each funding type.

Funding Group	Total Payment	Street	Storm	Irrigation	Sewer	Watermain	Sidewalk
Recon	\$91,181.03	65%	5%	9%	7%	9%	5%
TOTAL	\$91,181.03						

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
DOWNTOWN RECONSTRUCTION, PHASE 2



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CITY OF WACONIA -
BMI PROJECT NO. C14.121688

DISTRIBUTION:

- CONTRACTOR (1)
- OWNER (1)
- ENGINEER (1)

TOTAL AMOUNT OF ORIGINAL BID	\$3,372,332.19
TOTAL AMOUNT OF EXTRA WORK AND CHANGE ORDERS	\$41,003.80
TOTAL AMOUNT OF BID PLUS EXTRA WORK AND CHANGE ORDERS	\$3,413,335.99
TOTAL, COMPLETED WORK TO DATE	\$3,081,701.53
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$3,081,701.53
RETAINED PERCENTAGE (0.0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$3,081,701.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$2,990,520.50
PAY CONTRACTOR AS ESTIMATE NO. 8 - FINAL	\$91,181.03

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: Wm. Mueller & Sons, Inc.
 831 Park Avenue
 Hamburg, MN 55339

By Cory Hoernemann PM
Name Title

Date 11/26/2025

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 11/21/2025

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.7. Firefighter Resignation	
Originating Dept: Administration	
Presented By: Jackie Schulze, Justin Sorensen	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt resolution No. 2025-275 Accepting Resignation of Firefighter Nick Burkhalter.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City of Waconia has received a letter of resignation from Firefighter Nick Burkhalter, effective immediately. Nick expressed his appreciation for the opportunity to serve with the Waconia Fire Department and noted that his resignation is due to an unforeseen family matter.</p> <p>Thank you to Nick for your service to the Waconia Fire Department.</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2025-275 Burkhalter Resignation</p>	
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. 2025-275**

**RESOLUTION ACCEPTING VOLUNTARY
RESIGNATION OF FIREFIGHTER NICK BURKHALTER.**

WHEREAS, the City has received the voluntary resignation of Firefighter Nick Burkhalter; and

WHEREAS, the City has received this notice in accordance with its personnel policies to be effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby accepts the resignation of Firefighter Nick Burkhalter effective November 10, and thanks him for his years of service to the Waconia Fire Department.

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 1, 2025
Item Name:	8.8. Waconia Fire Department Officer Appointments
Originating Dept:	Administration
Presented By:	Jackie Schulze, Justin Sorensen
Previous Council Action:	None
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-276 Approving Fire Officer Positions	
EXPLANATION OF AGENDA ITEM:	
<p>The Waconia Fire Department has conducted its officer appointment process for positions with terms expiring December 31, 2025. Based on experience, qualifications, and departmental leadership needs, the following appointments are recommended for terms ending December 31, 2029.</p>	
1. Assistant Chief – Training (Reappointment)	
Recommended Appointee: Devin Noeldner	
Term: Through December 31, 2029	
Qualifications:	
<ul style="list-style-type: none">• Member of the Waconia Fire Department since 2012• Serving as Assistant Chief – Training since 2023• Prior leadership roles including Training Captain• Demonstrated commitment to department training and professional development	
<p>Devin has consistently supported the department’s training program and has contributed to the development and preparedness of personnel through structured and effective training efforts.</p>	
2. Captain (Reappointment)	
Recommended Appointee: Aaron Sorensen	
Term: Through December 31, 2029	
Qualifications:	
<ul style="list-style-type: none">• 19 years of firefighting experience (17 years with Waconia; 2 years with Watertown)• 16 years of service as a fire officer• Seven years as training coordinator• Long-standing record of leadership, mentorship, and support for departmental operations	
<p>Aaron’s extensive service history and experience as an officer make him well suited to continue providing strong leadership within the department.</p>	

3. Captain (New Appointment)

Recommended Appointee: Jacob Nelson

Term: Through December 31, 2029

Qualifications:

- Firefighter with Waconia since 2021
- Associate of Applied Science in Fire Science – Hennepin Technical College
- Firefighter with the City of Hopkins since 2023; full-time since April 2025
- Experience serving as firefighter, driver/operator, right-front seat, and daytime Duty Officer
- Incident command experience across a variety of medical, fire, and service calls
- Extensive training participation

Jacob brings strong technical knowledge, a broad range of incident experience, and a commitment to training and operational readiness.

Recommendation

Staff recommends approval of the following Fire Department officer appointments, each with a term extending through December 31, 2029:

- Devin Noeldner – Assistant Chief – Training
- Aaron Sorensen – Captain
- Jacob Nelson – Captain

ATTACHMENTS:

1. Resolution No. 2025-276 Fire Department Officer Appointments

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 - 276**

**RESOLUTION APPOINTING
FIRE DEPARTMENT OFFICERS**

WHEREAS, there are currently two Fire Department Captain and one Assistant Chief - Training vacancy; and

WHEREAS, the City accepted applications for these vacancies in November of 2025; and

WHEREAS, interested candidates submitted applications and cover letters; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby appoints the following individuals the following positions within the Waconia Fire Department:

Officer Name	Term Expiration
Jacob Nelson (captain)	12/31/2029
Aaron Sorensen (captain)	12/31/2029
Devin Noeldner (asst. chief)	12/31/2029

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

ATTEST:

Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.9. Approve License Agreement with Urban SDK for Speed Data Collection	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action:	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-277 Authorizing License Agreement for Speed Data Collection and Analysis tool.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City of Waconia desires to develop a Speed Limit Policy document that meets the requirements of the Minnesota Department of Transportation and allows for a systematic approach to setting local speed limits. One component of the policy development is to collect current speed data at various locations throughout the city. This is typically done by installing hardware at select locations around the City and collecting traffic information for a period of several days, giving a snapshot of typical speeds at that location. Staff recommends a minimum of ten locations around the city to collect sufficient data.</p> <p>Staff reviewed a new cloud-based software solution that collects traffic information using “big data” from connected vehicles—such as those using navigation or similar internet-based systems. The advantage of this system is that it provides speed data for every street segment in the city over the past year and allows staff to examine specific days, weeks, or months as needed. This tool also enables staff to compare before-and-after speeds for street improvements or changes to evaluate their effectiveness. The longer reporting period provides a more accurate average result. Another advantage is the ability to identify the time periods when speeding most often occurs. Law enforcement can use this information to conduct targeted enforcement efforts.</p> <p>Due to the proprietary nature of the software, it also meets the threshold of sole source acquisition.</p> <p>Staff recommends entering into a one-year agreement to license the software while we develop the Speed Limit policy.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Resolution No. 2025-277 Speed Data Collection 2. Urban SDK Quote 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Contract Services	Planning Commission:
Budget Information:	

<u>X</u>	Budgeted	Park Board:
<u> </u>	Non-Budgeted	Personnel Committee:
<u> </u>	Amendment Required	Other:

**CITY OF WACONIA
RESOLUTION NO. 2025-277**

**RESOLUTION AUTHORIZING APPROVAL OF AGREEMENT FOR
SPEED DATA COLLECTION AND ANALYSIS SERVICES**

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

WHEREAS, it is desirable for the city to contract directly with a third party for the collection of speed data and analysis in support of development of a new Speed Limit Policy; and

WHEREAS, Urban SDK, Inc. utilizes information from connected vehicles using cloud based navigation to collect data on vehicle speeds on every street throughout the city; and

WHEREAS, Urban SDK is the only provider offering a fully integrated, software-based traffic and transportation planning solution that does not rely on physical hardware installations to collect data and provide near real-time data sets, speeds on all roadways, GIS visualization, and data shareability features thereby qualifying for sole-source procurement; and

WHEREAS, staff is recommending acceptance of the license agreement from Urban SDK, Inc. in an amount of \$13,650.00; and

WHEREAS, upon approval the Public Services Director may execute the license agreement document with Urban SDK Inc.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of the license agreement with Urban SDK, Inc. for speed data collection and analysis services in support of the Speed Limit Policy development.

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



URBAN SDK

City Of Waconia, Minnesota - License

City Of Waconia, Minnesota

201 S Vine St #1337, Waconia, MN 55387, USA
Waconia, MN 55387
United States

Jon Haukaas

jhaukaas@waconiamn.gov
952-442-4265

Quote created: November 19, 2025

Quote expires: December 31, 2025

Quote created by: Eric Wingbermuehle

eric.wingbermuehle@urbansdk.com
+13148094490

Comments from Eric Wingbermuehle

Urban SDK will provide **Waconia, MN** with comprehensive **Speed** data for every roadway. This includes:

- **Speed Data:** A 12-month data backfill starting from the month before the contract signing, with ongoing daily reports.
- **Historical Data:** Any historical data supplied by Waconia will be uploaded into the platform, ensuring continuity and a robust dataset for analysis.

Contract Terms:

- Insights Plan
- Urban SDK Admin Seats - 3
- Urban SDK End-User Seats - Unlimited
- Implementation - Fee Waived
- Customer Support - Fee Waived

Contract Start Date: 12/1/2025

Contract End Date: 11/30/2026

60 Day Free Trial for Workflows Engine

- **Waconia** to trial **Workflows** to help automate city-wide traffic monitoring on a daily, weekly, and monthly cadence
 - Utilized for School and Neighborhood Speed/Safety Analysis
 - Utilized for Targeted Traffic Enforcement
- Trial starts after the first implementation call

Products & Services

Item & Description	Quantity	Unit Price	Total
<p>Insights Plan</p> <p>Base plan for Urban SDK with 13 Months of Historical Data Archive.</p> <p>License includes:</p> <ul style="list-style-type: none"> - Insights Analytics & Reporting - Workspace Data Storage - Studio Map Builder - Public Portfolio to Share Reports <p>Monthly Traffic Conditions Data for Functional Road Classes 1-5</p> <ul style="list-style-type: none"> - Minimum Speed - Maximum Speed - Average Speed - 50th Percentile Speed - 85th Percentile Speed - 95th Percentile Speed - Speed Difference - Average Speed - Speed Difference - 85th Percentile - Speed Difference - 95th Percentile - Speed Limits 	1	\$13,650.00 / year	\$13,650.00 / year for 1 year
<p>Customer Support</p> <ul style="list-style-type: none"> - Live Chat & Email Support - Knowledge Base How To Articles and Videos - Online Training Webinars 	1	\$0.00 / year	\$0.00 / year for 1 year
<p>Urban SDK User Seat</p> <p>Urban SDK Administrative Access</p>	1	\$1,250.00	\$1,250.00
Annual subtotal			\$13,650.00
One-time subtotal			\$1,250.00
User Seat Fee Waived			(\$1,250.00)
Total			\$13,650.00
Total contract value			\$13,650.00

Terms and Conditions

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the Buyer identified as Customer below ("Customer") and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 10151 Deerwood Park Boulevard, Building 100 Ste 100 Jacksonville, Florida 32256 ("Urban SDK"). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

This Agreement includes this "Signature" or any other ordering document referencing this Agreement, the Terms and Conditions available at [Terms and Conditions](#), all statements of work entered into in connection with this Agreement ("Statement(s) of Work").

Signature

Signature

DECEMBER 1, 2025

Date

TIM LITFIN, MAYOR

Printed name

Countersignature

Countersignature

DECEMBER 1, 2025

Date

SHANE FINERAN, CITY ADMINISTRATOR

Printed name



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 1, 2025
Item Name:	8.10. Authorization to Apply for Grant Funds
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action: None	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-278 Approving Grant Applications for Minnesota DNR Outdoor Recreation Grant and LCCMR Grant Assistance Funds

EXPLANATION OF AGENDA ITEM:

In 2027, there are two significant new park development projects identified in the Capital Investment Plan that are good candidates for various grant opportunities. These projects are #746, Pickleball Courts and #517 Sudheimer Park Addition. Both grant applications would capitalize on planned investment by the City, expanding the project scope and/or speeding up a phased timeline for implementation if successful in obtaining grant awards.

The pickleball court project would occur at Brook Peterson Park adjacent to the Ice Arena. This project is identified to be partially funded through private funds, of which to date only \$65,000 has been raised by private donation and an in-kind donation by Bolton & Menk. The goal, if awarded, would be to fill the gap that exists in private funding to complete the project, and, if fully awarded, expand the scope of the project from 4 courts to 6. The grant proposed is the DNR Outdoor Recreation Grant and requires 50% match by the local jurisdiction if awarded, which is identified in the Capital Investment Plan. Bolton & Menk, has increased their in-kind donation to cover the cost of the preparation and submittal of this grant application for this project.

The Sudheimer Park Addition project is a phased approach for the development of Sudheimer Park into a natural, passive recreation area with paved and limestone trails throughout, natural resource conservation, interpretive and educational areas, and seating and viewing areas based on the masterplan developed by the Park Board. The ultimate development of this park is planned over three phases in 2027, 2029, and 2030. The two grant applications targeted are the DNR Outdoor Recreation Grant and the Legislative-Citizen Commission on Minnesota Resources (LCCMR) utilizing Environment and Natural Trust Fund. If awarded, these funds would potentially speed up the phased approach currently identified in the CIP and bring a fully realized masterplan to fruition sooner for the community. The preparation and submittal for both grant opportunities is \$25,000.

Both grant opportunities are very competitive and require significant effort to compile all the information necessary to complete, including project scoping and estimating, environmental review and impact analysis, as well as mitigation efforts associated with any findings. The application deadlines are in March, with review occurring during the summer, and award

announcements likely in July and August, for grant awards in 2027.

ATTACHMENTS:

1. Resolution No. 2025-278 Grant Funds
2. Grant Assistant Fee Estimate

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. 2025-278**

**APPROVING GRANT APPLICATIONS FOR
MINNESOTA DNR OUTDOOR RECREATION GRANT
AND LCCMR GRANT ASSISTANCE FUNDS**

WHEREAS, the City has identified park projects that are good candidates for grant fund support in 2027; and

WHEREAS, these grant funds are for projects #746 and #517 in the Capital Investment Plan; and

WHEREAS, if awarded, some local match of funds is required based on grant type and award; and

WHEREAS, the City wishes to engage Bolton & Menk to assist with these grant application preparations and submittals; and

NOW, THEREFORE, BE IT RESOLVED the City Council approves the application for Minnesota DNR Outdoor Recreation grant funds and LCCMR Grant Assistance Funds.

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

Attest: _____
Jackie Shulze, Assistant City Administrator



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

November 24, 2025

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

RE: Grant Assistance Fee Estimate

Dear Mr. Fineran,

This letter outlines our understanding of the project, our proposed scope of services, and our estimated fees for assisting the city with pursuing two DNR Outdoor Recreation Grant applications and one LCCMR Grant application. Based on previous discussions, it is recommended to pursue both of these grant programs for the improvements at Sudheimer Park, and to pursue the DNR Outdoor Recreation Grant for the proposed pickleball courts project.

Project Understanding

Proposed improvements to Sudheimer Park include a combination of different trail types, natural playscape features and user amenities including trailside kiosks, interpretive signage, site furnishings, and fitness equipment. These amenities are well-suited for grant funding and the materials presented to the City in November 2024. The preferred concept plan and cost estimate will serve as the supporting materials for the grant applications.

Proposed improvements near the ice arena include adding six to eight pickleball courts consisting of surfacing, fencing, netting, and striping. Other items needed to accommodate the courts include sidewalk connections, retaining walls, stormwater treatment, and a rerouting of a watermain. This project is also well-suited for grant funding for any of the options presented to the City in the spring of 2025.

The following is a summary of both the DNR Outdoor Recreation Grant and LCCMR Grant:

Minnesota DNR Outdoor Recreation Grant

The Minnesota DNR Outdoor Recreation Grant Program supports the acquisition, development, and redevelopment of local parks and outdoor recreation facilities across Minnesota. Its primary intent is to enhance public access to nature and recreational opportunities, especially in underserved communities. Eligible projects include trails, playgrounds, picnic shelters, boat launches, fishing piers, and courts/fields.

Funding is sourced from both the Land and Water Conservation Fund (LWCF) and state lottery proceeds. Applications are typically due at the end of March, with an optional draft review deadline at the end of February. The program aims to improve outdoor infrastructure and promote equitable access to recreational spaces throughout Minnesota.

Legislative-Citizen Commission on Minnesota Resources (LCCMR)

The function of the LCCMR is to make funding recommendations to the legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF). These projects help maintain and enhance Minnesota's environment and natural resources.

Eligible projects will aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. Most projects funded are two to three years in duration. Proposals must be submitted online by the end of March. Selected proposals must present before the LCCMR (typically in June) to be recommended to the Legislature for funding.

Recommended projects must be approved by the Legislature through an appropriations bill, signed into law by the governor, and have a work plan approved by the LCCMR before funds can be spent. For non-state entities, payment is made by reimbursement for expenses incurred, and fiscal oversight is provided through a grant agreement with the Minnesota Department of Natural Resources. Most projects are two to three years long, however more or less time can be requested.

Scope of Services

Bolton & Menk will provide the following scope of services to provide assistance with preparation of these three grant funding applications.

Task 1 – Coordination and Management

- Kickoff meeting with City staff to review grant application requirements, discuss roles and responsibilities and review schedule
- Attend up to 3 coordination meetings through development of grant submittals to review progress and share updates
- Attend 3 pre-application meetings, one for each application
- Internal coordination of team, schedule, deliverables

Task 2 – Preparation of Grant Materials

- Maintain and complete grant applications checklist(s)
- Prepare plan diagram as required for the grant applications (DNR grant)
- Prepare project narratives and descriptions as required
- Complete site review and environmental screening
- Submit draft application materials to city for review
- Prepare and submit (or assist, if city is submitting) final grant application materials

Timeline

The following describes a combined anticipated timeline, **based on prior application timelines for each program**, for preparation, review, and submittal of all three grant funding applications.

1. December 2025 – Project Initiation
2. January 2026 – 50% Application Reviews
3. February 2026 - DNR Recreation Grant Draft Reviews
4. March 2026 – DNR Recreation Grant Submittals
5. April 2026 – LCCMR Grant Draft Review
6. May 2026 – LCCMR Grant Submittal
7. Summer 2026 – Possible DNR Recreation Grant Award(s)
8. Fall 2026 – Possible LCCMR Grant Award

**Schedule may be modified once the grant programs release their upcoming solicitations.*

Proposed Fees

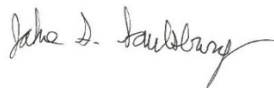
Bolton & Menk has estimated the time and effort required to complete the services outlined above. These estimated hourly fees are as follows:

- Sudheimer Park: DNR Outdoor Recreation Grant Funding Assistance = \$10,000
- Sudheimer Park: LCCMR Grant Funding Assistance = \$15,000
- Pickleball Courts: DNR Outdoor Recreation Grant Funding Assistance = \$0

Similarly to other park projects that have relied on fundraising to complete (Waterford Park, Lion’s Field Grandstand, etc.), Bolton & Menk desires to contribute to the Pickleball Court project by providing in-kind services for pursuing the DNR Outdoor Recreation Grant. As such, the fee for this grant application will be \$0, and **the estimated total fee for all three grant applications is \$25,000.**

Thank you for the opportunity to continue assisting with the planning and development of park and recreation facilities in the City of Waconia. If you have any questions or comments, please do not hesitate to contact me.

Respectfully Submitted,
Bolton & Menk, Inc.



Jake Saulsbury, P.E.

Cc: Jon Haukaas, Public Services Director
Casey Byers, Bolton & Menk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.11. Approve Exempt Permit Application for a Raffle from the Waconia Hockey Association	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-279 approving an exempt permit for a raffle for the Waconia Hockey Association	
EXPLANATION OF AGENDA ITEM: The City received an application for an Exempt Permit for a raffle on February 20, 2026, for the Waconia Hockey Association.	
ATTACHMENTS: 1. Resolution No. 2025-279 Exempt Permit Raffle	
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. 2025-279

RESOLUTION APPROVING AN EXEMPT PERMIT FOR A RAFFLE

WACONIA HOCKEY ASSOCIATION

WHEREAS, an application for an exempt Permit has been received in the Office of the City Administrator from the Waconia Hockey Association at 1250 Oak Avenue for an event to be held on February 20, 2026; and

WHEREAS, the Waconia Hockey Association requests this exempt permit in order to conduct a "RAFFLE" at the Waconia Ice Area, 1250 Oak Avenue 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 for the Waconia Hockey Association on February 20, 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 1st day of December 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.12. Tobacco License Application	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-280 Approving Tobacco License Application	
EXPLANATION OF AGENDA ITEM: A license application to make retail sales of cigarettes and other tobacco products has been submitted and reviewed for the new establishment listed as SKGK Ventures LLC, Colony Plaza Inc. located at 140 West Highway 5 in Waconia. The tobacco license will be issued upon approval by the State of Minnesota and once all conditions of licensing are met, in accordance with City Ordinances, which include completion of all forms, payment of fees, and fines, and receipt of certificates of insurance.	
ATTACHMENTS: 1. Resolution No. 2025-280 Tobacco Licensing	
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. 2025-280

**RESOLUTION APPROVING TOBACCO LICENSE/PERMIT APPLICATIONS
SKGK VENTURES LLC, COLONY PLAZA INC
140 WEST HIGHWAY 5, WACONIA**

WHEREAS, An application for a new tobacco license and permit have been received in the Office of the City clerk; and

WHEREAS, the applicant and their requested licenses/permits are identified as:

SKGK VENTURES LLC
COLONY PLAZA INC
140 WEST HIGHWAY 5
WACONIA, MINNESOTA

WHEREAS, the license will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the license and permit as indicated above for the term December 1, 2025, through January 31, 2027.

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 8.13. Liquor License Applications — SKGK Ventures LLC, DBA Colony Plaza Inc.	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2025-281 Approving Liquor License Application	
EXPLANATION OF AGENDA ITEM:	
<p>An application for a liquor license has been submitted by SKGK Ventures LLC DBA Colony Plaza Inc at 140 Highway 5 West in Waconia.</p> <p>The liquor license will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of licensing being met in accordance with City ordinances, which include completion of all forms, payment of fees and fines, receipt of certificates of insurance, proof of payment of state and local taxes, approval by the State Department of Revenue and approval by the Bureau of Criminal Apprehension.</p>	
ATTACHMENTS:	
1. Resolution No. 2025-281 Liquor License approval	
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. 2025-281

**RESOLUTION APPROVING LIQUOR LICENSE APPLICATION
SKGK VENTURES LLC, COLONY PLAZA INC
140 WEST HIGHWAY 5, WACONIA**

WHEREAS, An application for a new off-sale liquor license and permit have been received in the Office of the City clerk; and

WHEREAS, the applicant and their requested licenses/permits are identified as:

SKGK VENTURES LLC
COLONY PLAZA INC
140 WEST HIGHWAY 5
WACONIA, MINNESOTA

WHEREAS, the license will be issued contingent upon receipt of appropriate fees and certificates of insurance as required by City Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the license and permit as indicated above for the term December 1, 2025, through January 31, 2027.

Adopted by the City Council of the City of Waconia this 1st day of December 2025.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: December 1, 2025	
Item Name: 9.1. 2026 Budget & Levy Presentation	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action:	
Item Type:	Regular Session
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: No action required. This is an opportunity for the Public to ask questions of the City Council regarding the proposed budget and property tax levy for 2026. Council can direct staff to make adjustments during this discussion and presentation.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Attached are a few slides from the presentation that will be reviewed during the public information meeting regarding the City's proposed 2026 budget and levy. A portion of the city's financial model is also included for your review. A detailed copy of the City's departmental budgets will be posted on the City's website prior to the meeting for inspection by interested parties. After the budget and levy presentation, the City Council may take comments from the public.</p> <p>Property owners received their preliminary tax statements from Carver County in late November. The statements received were based on the City's preliminary levy that was set earlier this year. The attached presentation is based on the proposed final levy that is planned to be approved on Monday, December 22, 2025. The final levy is proposed to be reduced slightly from what was approved as the preliminary levy on September 15, 2025.</p> <p>ATTACHMENTS:</p> <p>1. 2026 Budget & Levy Review Materials</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

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

2026 Budget & Levy Information Meeting

Monday, December 1, 2025

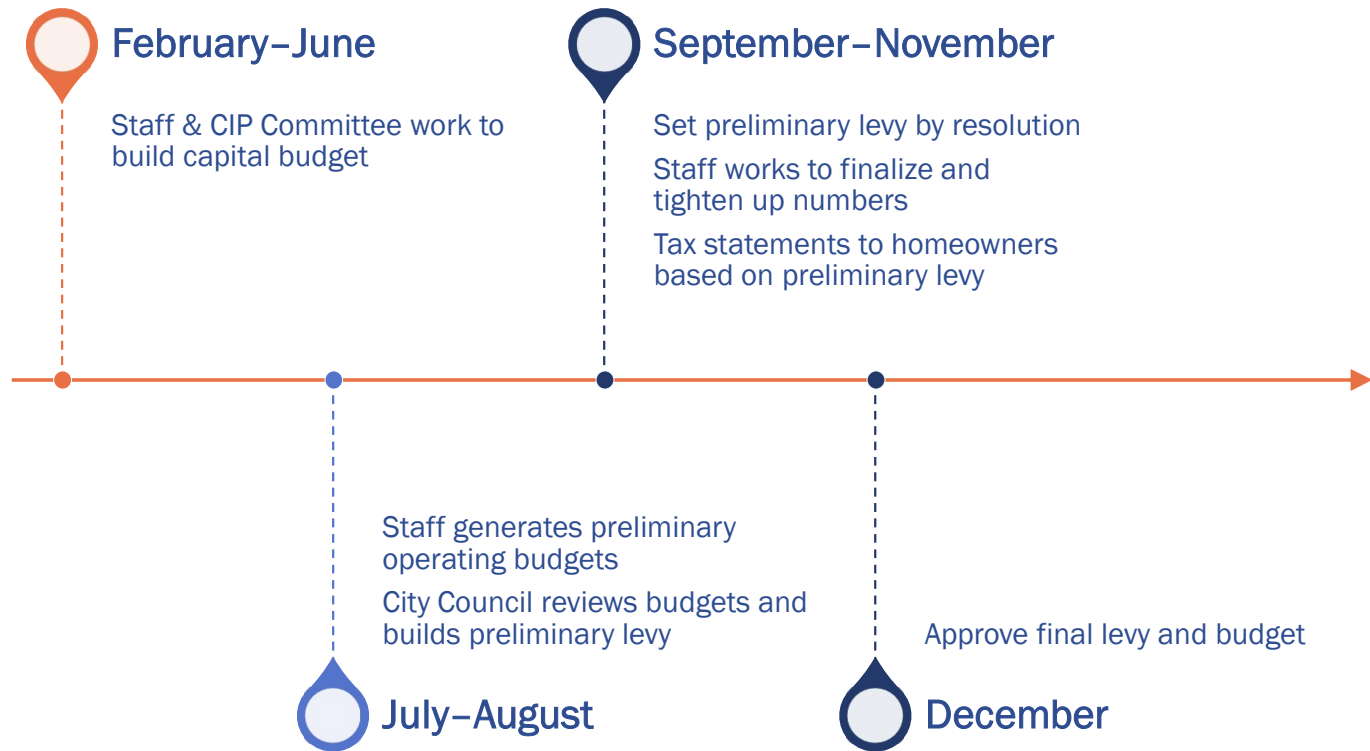
6:00 p.m.

Agenda



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

City's Annual Budget Process



Taxable Market Value Information

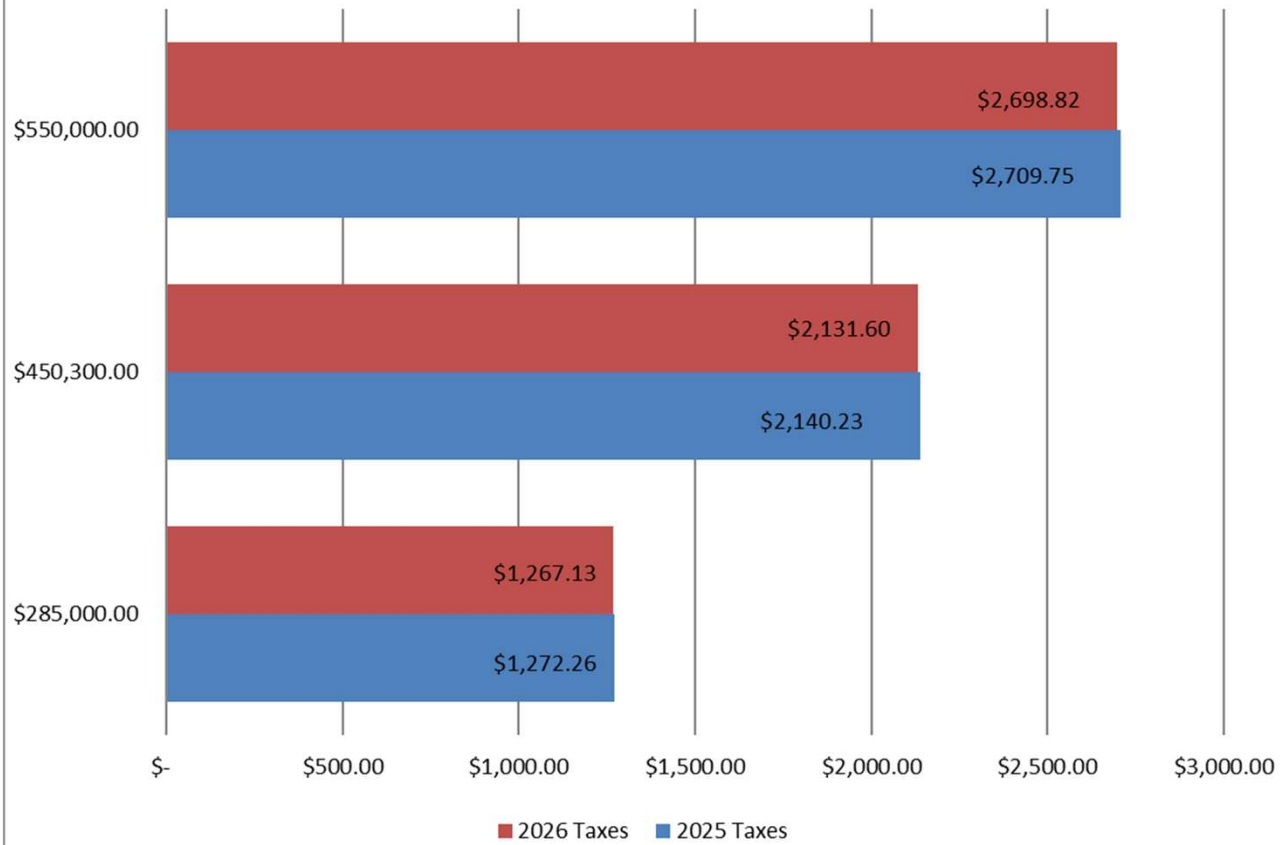
- Property owners notified of market value changes in March
- Review valuation of their property with the Carver County Assessor in April
- County board of equalization reviews adjustments in June
- City receives numbers in August to build preliminary levy
- City of Waconia's Market Value Information
 - Overall Taxable Market Value increased 6.82% from 2025
 - Average Valued Home in Waconia increased in value approximately 4.6%
 - Current average valued home is about \$450,300

Preliminary vs. Proposed Final Levy

	2025 - Final	2026 - Preliminary	2026 – Proposed Final
General Operating Levy	\$8,921,784	\$10,067,502	\$10,017,502
Special Debt Levy	\$4,090,910	\$3,897,115	\$3,897,115
Total Levy:	\$13,012,694	\$13,964,617	\$13,914,617
City's Tax Rate	48.173%	48.167%	47.979%

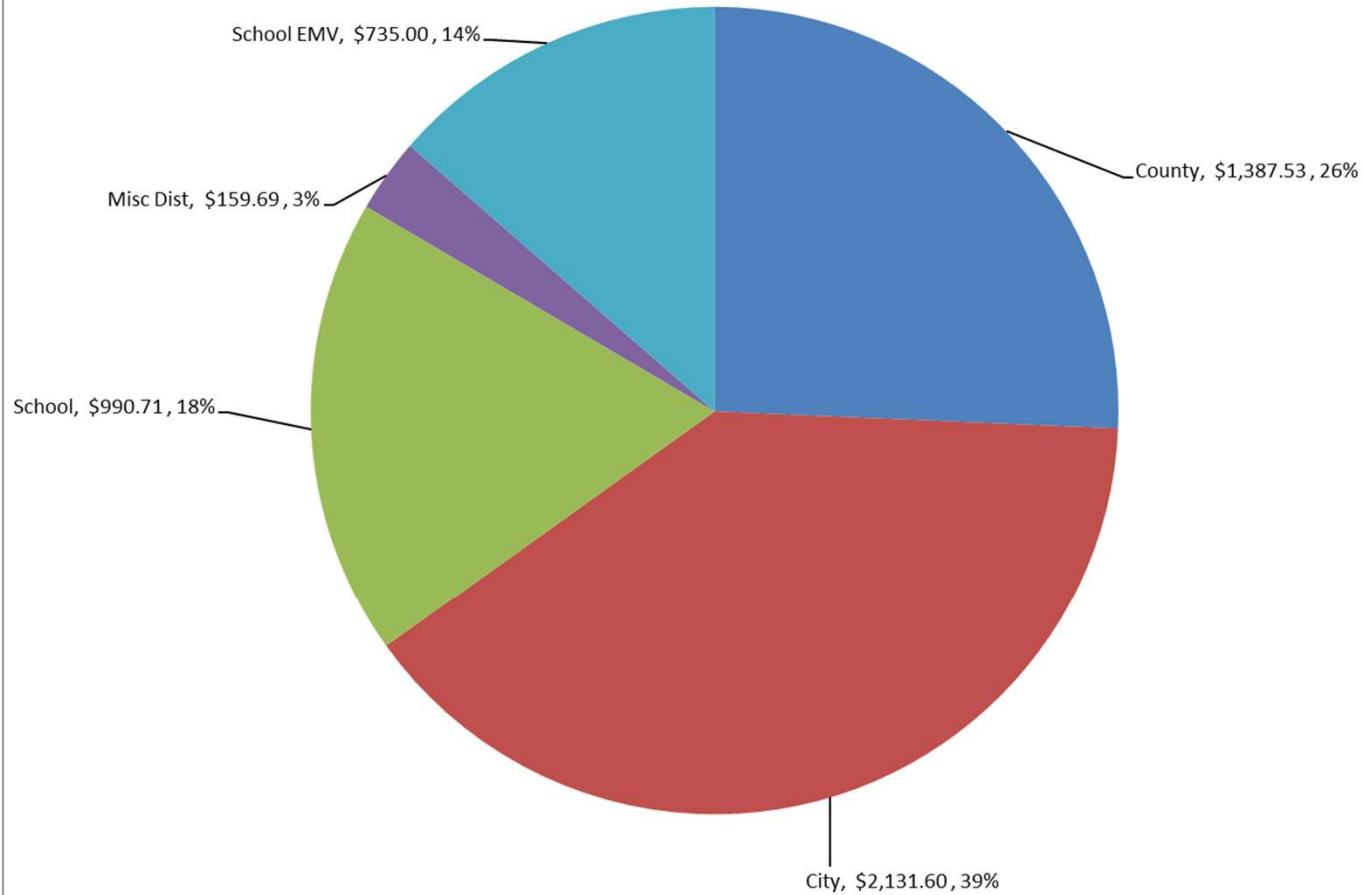


Proposed City Tax Change-Residential

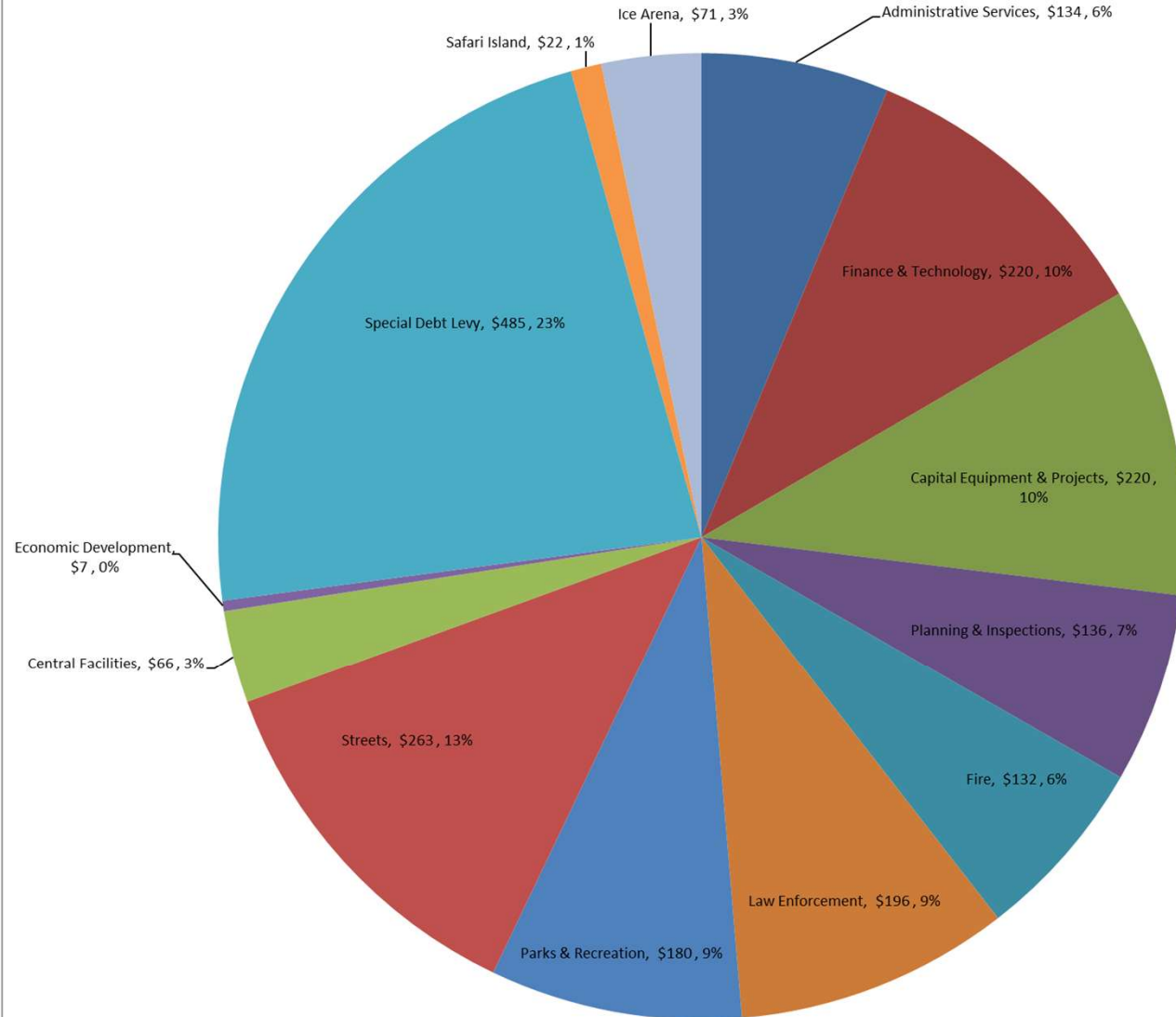


Where Your Property Tax Goes 2025

Residential Value \$450,300



Residential - Use of City Tax Dollar 2026



City Utility Rates

2025 average utility bill is \$100.25/month

2026 average proposed utility bill is \$104.57/month

Total increase for average bill: \$4.32/month

- \$2.53 Storm Sewer
- \$0.94 Sewer
- \$0.29 Water
- \$0.10 Street Light
- \$0.46 Minnesota State Drinking Water Surcharge

WACONIA FINANCIAL MANAGEMENT PLAN
Updated: 11/7/2025

GENERAL FUND	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2025 Amended Budget	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast
REVENUE											
GENERAL PROPERTY TAX LEVY	6,004,232	6,490,575	7,808,162	8,881,784	8,881,784	9,967,502	10,465,877	10,989,171	11,318,846	11,760,281	12,218,932
Potential for Uncollectible Taxes	(20,533)	(13,873)	(17,249)	(88,818)	(88,818)	(99,675)	(104,659)	(109,892)	(226,377)	(235,206)	(244,379)
ECONOMIC DEVELOPMENT TAX LEVY	-	-	34,923	40,000	40,000	50,000	50,000	100,000	100,000	100,000	100,000
TRANSFERS IN - Enterprise & PEG	242,202	271,944	316,700	376,800	376,800	406,800	419,004	431,574	444,521	457,857	471,593
TRANSFERS IN - Committed Fund Balance - Econ Dvp/Public Safety	-	15,213	165,322	-	-	112,000	-	-	-	-	-
ADMINISTRATION, FINANCE, & TECH	455,320	852,216	893,244	730,816	730,816	759,457	782,241	805,708	829,879	854,776	880,419
PLANNING & INSPECTIONS	1,823,005	1,090,425	1,093,753	877,800	1,367,163	1,193,250	1,205,183	1,217,234	1,229,407	1,241,701	1,241,701
CENTRAL FACILITIES	73,512	81,350	89,464	83,123	83,123	80,359	82,770	85,253	87,810	90,445	93,158
FIRE	112,314	285,703	307,410	382,000	382,000	394,200	406,026	418,207	430,753	443,676	456,986
LAW ENFORCEMENT	173,570	753,155	241,868	302,881	302,881	309,959	319,258	328,836	338,701	348,862	359,327
STREETS	226,360	312,638	294,494	285,763	285,763	304,806	313,950	323,369	333,070	343,062	353,354
PARKS	17,035	23,781	49,804	12,200	12,200	15,200	15,656	16,126	16,609	17,108	17,621
RECREATION	9,779	9,313	11,654	9,800	9,800	10,725	11,047	11,378	11,719	12,071	12,433
TOTAL REVENUE	9,126,078	10,172,440	11,289,549	11,894,149	12,383,512	13,504,583	13,966,352	14,616,963	14,914,939	15,434,631	15,961,145
	7.3%	11.5%	11.0%	14.1%	18.8%	9.1%	3.4%	4.7%	2.0%	3.5%	3.4%
EXPENDITURES											
ADMINISTRATION, FINANCE, & TECH	1,753,301	1,929,195	2,205,758	2,552,430	2,573,000	2,846,155	2,960,001	3,078,401	3,201,537	3,329,599	3,462,783
PLANNING & INSPECTIONS	1,030,907	771,388	884,793	817,275	817,275	1,094,145	1,137,911	1,183,427	1,230,764	1,279,995	1,331,195
FIRE	597,052	754,003	909,354	988,699	988,699	1,060,281	1,102,692	1,146,800	1,192,672	1,240,379	1,289,994
LAW ENFORCEMENT & COMMUNITY SAFETY	952,489	1,059,386	1,308,574	1,500,766	1,503,166	1,573,044	1,635,966	1,701,404	1,769,461	1,840,239	1,913,889
STREETS	1,556,707	1,731,741	1,852,534	2,080,085	2,074,985	2,118,596	2,203,340	2,291,473	2,383,132	2,478,458	2,577,596
PARKS	779,120	934,297	1,068,112	1,215,023	1,208,123	1,350,204	1,404,212	1,460,381	1,518,796	1,579,548	1,642,730
RECREATION	19,225	68,220	74,933	94,800	94,800	94,460	98,238	106,255	102,168	110,505	114,925
CENTRAL FACILITIES	307,956	326,556	445,867	470,324	466,324	532,380	553,675	575,822	598,855	622,809	647,722
ECONOMIC DEVELOPMENT	176,975	15,000	5,000	30,000	30,000	172,000	50,000	100,000	104,000	108,160	112,486
TRANSFERS OUT - Committed Fund Balance - Econ Dvp/Public Safety	-	581,881	110,189	10,000	199,363	-	-	-	-	-	-
TRANSFERS OUT - Debt Service Tax Abatement	416,407	447,825	464,475	447,825	447,825	267,875	152,442	152,442	152,442	121,143	121,143
TRANSFERS OUT - Capital Equipment Support	300,000	325,000	440,000	650,000	650,000	750,000	900,000	850,000	850,000	925,000	950,000
TRANSFERS OUT - Safari Island Support	322,710	190,000	176,000	176,000	176,000	176,000	176,000	476,000	476,000	176,000	176,000
TRANSFERS OUT - Arena Support	530,000	530,000	543,800	566,800	566,800	570,800	570,800	164,050	164,050	164,050	164,050
TRANSFERS OUT - PIR Capital Support	589,000	535,000	425,000	545,000	545,000	825,000	800,000	900,000	900,000	1,000,000	1,100,000
TOTAL EXPENDITURES	9,331,849	10,199,492	10,914,389	12,145,027	12,339,150	13,355,940	13,595,278	14,232,369	14,647,964	14,975,884	15,604,472
Operating % Change	11.9%	9.3%	7.0%	11.0%	12.8%	8.2%	1.8%	4.7%	2.9%	2.2%	4.2%
INCREASE(DECREASE) IN FUND BALANCE	(205,771)	(27,052)	375,160	(250,878)	44,362	148,643	371,074	384,594	266,975	458,747	356,673
EFFECT on Fund Balance											
Fund Balance - January 1	3,986,558	3,780,787	3,753,735	4,128,895	4,128,895	4,173,257	4,321,900	4,692,974	5,077,568	5,344,543	5,803,290
Budgeted Increase/(Decrease)	(205,771)	(27,052)	375,160	(250,878)	44,362	148,643	371,074	384,594	266,975	458,747	356,673
Projected Fund Balance - December 31	3,780,787	3,753,735	4,128,895	3,878,017	4,173,257	4,321,900	4,692,974	5,077,568	5,344,543	5,803,290	6,159,963
% of Operating	53%	50%	47%	40%	43%	41%	42%	44%	45%	46%	47%
GENERAL OPERATING LEVY	6,004,232	6,490,575	7,843,085	8,921,784	8,921,784	10,017,502	10,515,877	11,089,171	11,418,846	11,860,281	12,318,932
% Change	2.0%	8.1%	20.8%	13.8%	12.3%	12.3%	5.0%	5.5%	3.0%	3.9%	3.9%
SPECIAL DEBT LEVY	3,021,026	3,732,515	3,801,394	4,090,910	4,090,910	3,897,115	3,619,233	2,913,012	2,923,290	2,924,720	2,833,296
% Change	12.5%	19.1%	1.8%	7.1%	7.1%	-5.0%	-7.7%	-24.2%	0.4%	0.0%	-3.2%
SPECIAL LEVY FOR INFRASTRUCTURE/EQUIPMENT	0	0	0	0	0	0	741,349	1,551,526	3,973,789	3,973,789	3,973,789
PROPOSED OVERALL TAX LEVY	9,025,258	10,223,089	11,644,479	13,012,694	13,012,694	13,914,617	14,876,458	15,553,708	18,315,925	18,758,790	19,126,017
LESS FISCAL DISPARITIES	1,055,102	990,589	918,979	1,121,794	1,121,794	1,167,536	1,167,536	1,167,536	1,167,536	1,167,536	1,167,536
NET LEVY TO TAXPAYERS	7,970,156	9,232,500	10,725,500	11,890,900	11,890,900	12,747,081	13,708,922	14,386,172	17,148,389	17,591,254	17,958,481
Overall Levy % Change	5.63%	15.84%	16.17%	10.87%	10.87%	7.20%	7.55%	4.94%	19.20%	2.58%	2.09%
TAXABLE MARKET VALUE	1,670,262,400	2,130,609,500	2,269,764,200	2,360,909,500	2,360,909,500	2,533,807,698	2,596,185,198	2,639,471,268	2,683,963,200	2,729,695,779	2,776,704,812
Change in Market Value	4.70%	21.61%	6.13%	3.86%	3.86%	6.82%	2.40%	1.64%	1.66%	1.69%	1.69%
EXISTING TAX CAPACITY	19,157,926	24,264,958	26,048,540	27,126,095	27,126,095	29,120,617	29,994,236	30,894,063	31,820,884	32,775,511	33,758,776
MWF/Cherry Street TIF Capacity reduction	177,980	162,252	190,419	259,176	259,176	291,707	100,000	100,000	100,000	100,000	100,000
TAX CAPACITY Revisions from MV Changes	-1,712,816	-1,748,340	-1,905,276	-2,183,373	-2,183,373	-2,260,677	-2,328,497	-2,398,352	-2,470,303	-2,544,412	-2,620,744
NET TOTAL TAX CAPACITY	17,267,130	22,354,366	23,952,845	24,683,546	24,683,546	26,568,233	27,565,738	28,376,034	29,250,582	30,131,099	31,038,032
Tax Capacity Change	4.50%	29.46%	7.15%	3.05%	3.05%	7.64%	3.75%	2.94%	3.08%	3.01%	3.01%
TAX RATE ON TAX CAPACITY	46.158%	41.301%	44.778%	48.173%	48.173%	47.979%	49.732%	50.698%	58.626%	58.382%	57.860%
TAX RATE % CHANGE	0.49%	-4.86%	3.48%	3.40%	3.40%	-0.19%	1.75%	0.97%	7.93%	-0.24%	-0.52%
Average Valued Home	\$ 334,400	\$ 418,500	\$ 426,000	\$ 430,700	\$ 430,700	\$ 450,300	\$ 463,809	\$ 477,723	\$ 492,055	\$ 506,817	\$ 522,021
Average Valued Home with Market Value Exclusion	\$ 327,300	\$ 418,500	\$ 426,000	\$ 422,913	\$ 422,913	\$ 444,277	\$ 463,809	\$ 477,723	\$ 492,055	\$ 506,817	\$ 522,021
Estimated Annual City Portion of Tax Bill	\$ 1,510.75	\$ 1,728.43	\$ 1,907.54	\$ 2,037.32	\$ 2,037.32	\$ 2,131.58	\$ 2,306.60	\$ 2,421.98	\$ 2,884.71	\$ 2,958.92	\$ 3,020.39
Amount Increase or (Decrease)	\$ 98.81	\$ 217.68	\$ 179.11	\$ 129.78	\$ 129.78	\$ 94.27	\$ 175.02	\$ 115.37	\$ 462.74	\$ 74.20	\$ 61.48
Percent Increase or (Decrease)	7.00%	14.41%	10.36%	6.80%	6.80%	4.63%	8.21%	5.00%	19.11%	2.57%	2.08%



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	December 1, 2025
Item Name:	11.1.a. All Way Stop Condition Evaluation for Sparrow Road at Ravenwood Road
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action: None	
Item Type:	Discussion

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Information Only

EXPLANATION OF AGENDA ITEM:

The City's Consulting Engineering staff have been working through the evaluations of several intersections throughout the community for the need to change traffic control devices. Specifically, the potential change of intersections from a 2-way stop condition to a 4-way or all-way stop condition (AWSC).

Cities refer to the Minnesota Manual of Uniform Traffic Control (MnMUTCD) for guidance in these reviews. This engineering study evaluation considers traffic volumes, intersection sight lines, turning movement conflicts, and crash data. The all-way stop review at the intersection of Sparrow Road and Ravencroft Road has been completed with summary memo attached.

Sparrow Rd/Ravencroft Rd Highlights

- AWSC **not warranted** based on MUTCD criteria - neither crashes nor volumes were close to limits suggesting a justified need.
- Pedestrian crossings are marked with signage in place for Sparrow Road crossing at Ravencroft Road.
- There is a streetlight present at the intersection providing good visibility.
- Sparrow Road is properly signed for 30 mph and also has a speed radar driver feedback sign.
- Due to the westbound downhill grade, a stop condition at Ravencroft Road would create a potential hazard under icy conditions that limit a vehicle's ability to properly stop at an unwarranted sign.

It is recommended that the existing two-way stop condition should remain in place.

ATTACHMENTS:

1. All Way Stop at Sparrow Road and Ravencroft Road

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:

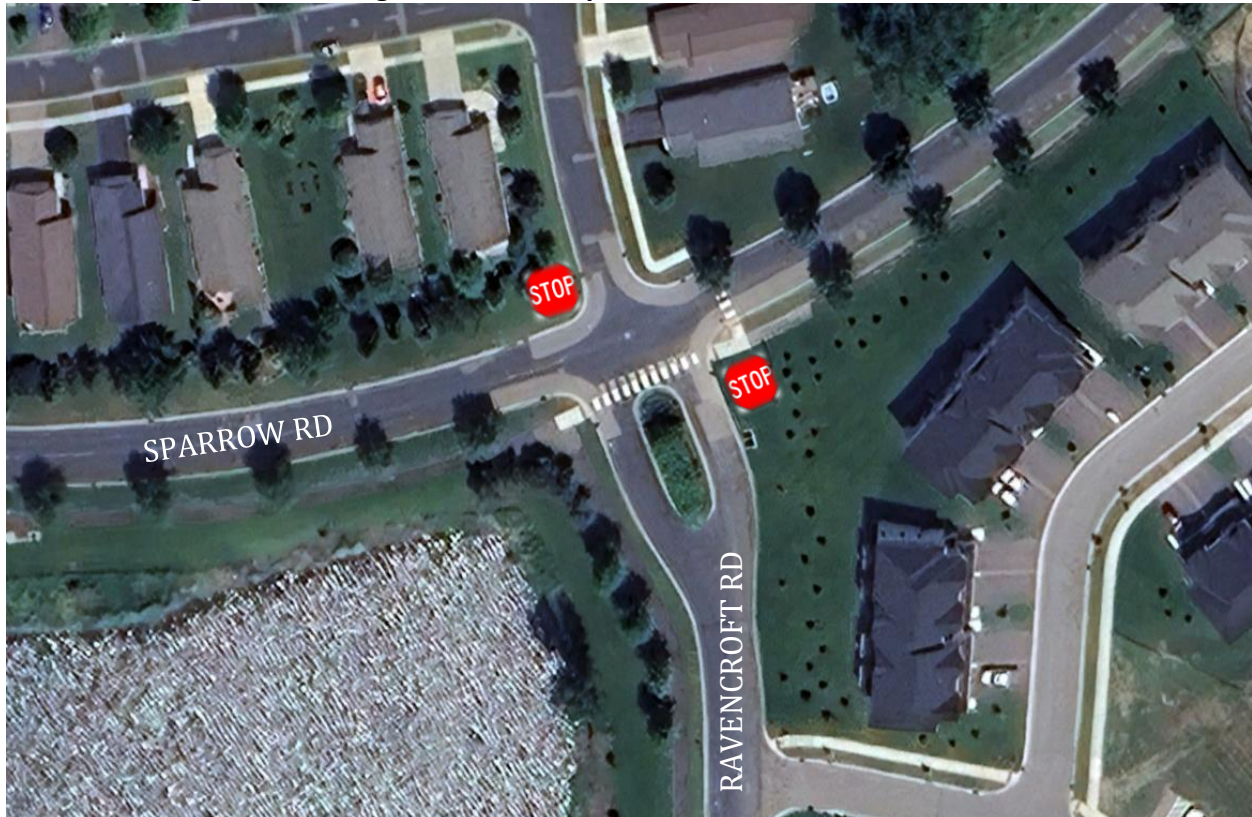
<input type="checkbox"/> Budgeted	<input type="checkbox"/> Personnel Committee:
<input type="checkbox"/> Non-Budgeted	<input type="checkbox"/> Other:
<input type="checkbox"/> Amendment Required	

MEMORANDUM

Date: October 29, 2025
To: Jon Haukaas, Public Services Director
From: Jake Saulsbury, PE – City Engineer
Maury Hooper, PE – Transportation Project Manager *MJH*
Subject: All-Way Stop Control Evaluation
Sparrow Road and Ravencroft Road Intersection

The City of Waconia continues to receive feedback regarding safety concerns at the intersection of Sparrow Road and Ravencroft Road. The City has requested assistance in evaluating a change to an all-way stop controlled (AWSC) condition to help address reported safety concerns, which include both pedestrian and cross-traffic conflicts. The intersection is shown below in **Figure 1**.

Figure 1. Existing Conditions – Sparrow Rd/Ravencroft Rd Intersection



The Sparrow Road and Ravencroft Road intersection is in a residential area of Waconia, roughly ¼-mile west of TH 284, and is two-way stop controlled (TWSC) on the minor approaches of Ravencroft Road. A city park/playground area (Waterford Park) is located approximately 500' south of the intersection. The major approaches of Sparrow Road are 2-lane undivided sections, while Ravencroft Road is 2-lane divided and 2-lane undivided on the northbound and southbound approaches, respectively. All approaches are single-lane shared left-thru-right. All approaches feature a 30-mph posted speed limit and parking is permitted on Sparrow Road and the north leg of Ravencroft Road. Sidewalk is present along the east side of the north leg of Ravencroft Road and there is a bituminous trail along the west side of the south leg and the south side of Sparrow Road. There are ADA-compliant pedestrian ramps located in the northeast, southeast, and southwest corners and crosswalk is present across the south and east legs. Intersection lighting is present (there is a single residential level light in the southeast corner at the pedestrian ramps). W11-2 and W16-7P pedestrian crossing signage is in-place for the crosswalk on the east approach and advance W11-2/W16-9P signs are located roughly 250' from the intersection on both Sparrow approaches. Additionally, a R1-5bL "Stop Here for Pedestrians" sign is located on the eastbound approach and a W13-20 "Your Speed" vehicle speed feedback sign is located 175' from the intersection on the westbound approach.

A review of the need for implementing AWSC at this intersection considers entering traffic volumes, intersection sightlines, and historical crash data per Minnesota Manual for Minimum Uniform Traffic Control Devices (MnMUTCD) Section 2B.7 Multi-Way Stop Applications.

Per the MnMUTCD, the decision to install AWSC should be based on an engineering study. The following criteria should be considered:

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure to control traffic while traffic control signal construction is underway;*
- B. *Five or more reported crashes within a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection for the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 3. *If the 85th-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in items 1 and 2.*
- D. *Where no single criterion is satisfied, by where Criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Other criteria that may be considered in an engineering study include:

- A. *The need to control left turn conflicts;*

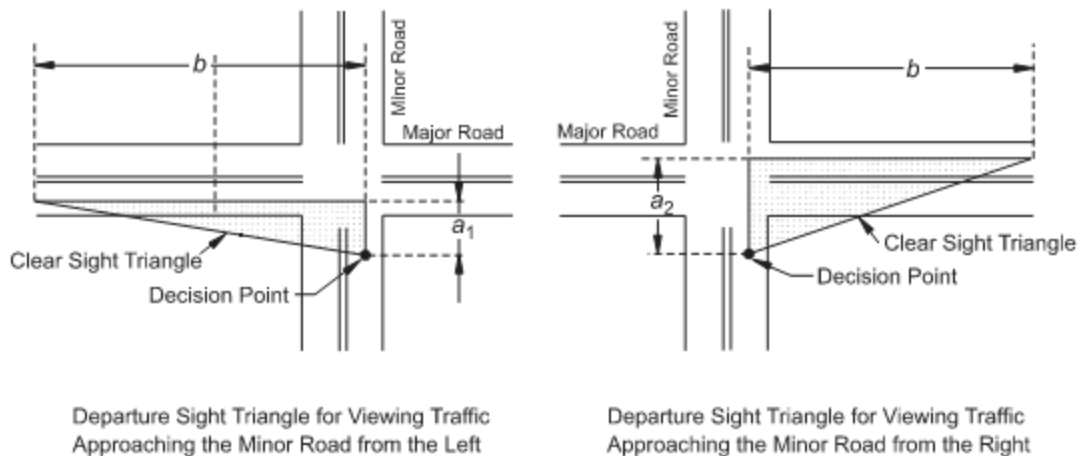
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

An analysis of the intersection in consideration of primary MnMUTCD guidance finds the following:

- A. No traffic control signal is planned or warranted at the study intersection.
- B. Crash data obtained from MnCMAT2 indicates that no crashes have been reported at the intersection within the last 10 years. This does not meet the required 5 or more crashes in one year susceptible to correction by a multi-way stop installation; therefore, the crash history does not meet the threshold for implementing AWSC. Note that there are three reported crashes east of the intersection that are unrelated to the intersection and are most likely related to the grade and alignment of Sparrow Road to the east.
- C. The traffic volume on the major street approaches of Sparrow Road is a maximum of 384 for one hour and over 300 vehicles for one additional hour. The maximum combined hourly volume for the minor street of Ravencroft Road is 80, well short of the minimum 200 units per hour. Even with a reduction to 70% volume thresholds, the hourly volumes on the major and minor approaches do not meet the reduced thresholds for any hours of the day.
- D. Even with a reduction to 80% volume thresholds, the required hourly volumes on the major and minor streets are not satisfied for any hours of the day.

Engineering judgment may be applied in considering the secondary AWSC conditions outlined in the MnMUTCD:

- A. With low traffic volumes and no major traffic generated in the immediate area, it is unlikely that there are a high number of left-turn conflicts that need to be controlled. Additionally, no left turn-related crashes have occurred within the past 10 years.
- B. The intersection's location in a primarily residential area does not presently generate high volumes of pedestrian crossings. Therefore, it is not likely that there are frequent enough conflicts between pedestrians and vehicles to warrant a higher degree of intersection traffic control.
- C. Required intersection sightlines for a left turn from stop condition are established in the AASHTO Green Book, see **Figure 2**. For 30 mph approaches, a 335-foot sight triangle must be provided at the point of stopping so left turning drivers can safely judge whether there is an adequate gap in conflicting traffic to safely enter the major road. Similarly, a 290-foot sight triangle must be provided for drivers attempting to turn right from the minor road. Implementing control on all approaches reduces the required sight distance.

Figure 2: Departure Sight Triangles (Stop-Controlled)

Although sufficient sight distance exists, drivers on Ravencroft may experience temporary sight restrictions from trees, monuments, and landscaping, but visibility improves closer to Sparrow Road. The road's curvature and downhill grade to the east may also affect speed perception and contribute to higher travel speeds which may be adding to feelings of this location being an unsafe intersection. That said, the crash history does not indicate there is an associated issue.

- D. The major street of Sparrow Road is classified as a minor collector, while the minor street of Ravencroft Road is classified as a local roadway. The east leg of Sparrow Road provides access to TH 284 and both legs provide direct connections to a sizeable network of local roadways serving a large area of residential land use in Waconia. Ravencroft Road provides limited residential access and does not provide a through connection on either leg. Although both streets serve primarily residential areas, the two are not equal in function or characteristics, as the east leg of Sparrow Road serves as a primary through connector to a major highway and Ravencroft Road provides local residential access only. Therefore, implementation of an AWSC is likely to degrade the collector functionality of Sparrow Road and be detrimental to overall intersection operations.

CONCLUSION

An analysis of the study intersection finds that none of the typical warrants for all-way stop control implementation are satisfied. Additionally, unwarranted AWSC implementation may cause low stopping-compliance rates for traffic on the major throughway of Sparrow Road, which in turn could degrade its collector-street functionality and decrease overall safety for vehicles and pedestrians at the intersection. Finally, AWSC should not be used as a speed control device. **Therefore, it is recommended that the existing intersection traffic control remain.**