

# WACONIA CITY COUNCIL SPECIAL MEETING AGENDA



**Monday, December 8, 2025  
5:00 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

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**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](mailto:sfineran@waconiamn.gov) to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. ADOPT AGENDA**
- 3. COUNCIL BUSINESS**
  - 1) City Administrator Performance Evaluation**

Motion to convene in closed session, pursuant to Minnesota State Statute § 13D.05, subd. 3(a), for the purpose of evaluating the performance of City Administrator Shane Fineran for the evaluation period January 1, 2025 through December 31, 2025.

- 4. ADJOURN REGULAR MEETING**

**OFFICE OF THE CITY ADMINISTRATOR**  
**Shane Fineran**

UPCOMING CALENDAR OF EVENTS/MEETINGS:



**REQUEST FOR CITY COUNCIL ACTION**

<b>Meeting Date:</b> December 8, 2025	
<b>Item Name:</b> 3.1. City Administrator Performance Evaluation	
<b>Originating Dept:</b> Administration	
<b>Presented By:</b> Jackie Schulze	
<b>Previous Council Action:</b>	
<b>Item Type:</b>	Regular Session
<p><b>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED:</b> Motion to convene in closed session, pursuant to Minnesota State Statute § 13D.05, subd. 3(a), for the purpose of evaluating the performance of City Administrator Shane Fineran for the evaluation period January 1, 2025 through December 31, 2025.</p> <p><b>EXPLANATION OF AGENDA ITEM:</b></p> <p>On May 3, 2021, the City of Waconia entered into an Employment Agreement with Shane Fineran as City Administrator. The agreement requests that the City Council conduct annual performance evaluations for the City Administrator.</p> <p>Under Minnesota State Statute § 13D.05, subd. 3(a), a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated before closing the regular portion of the meeting. The statute also allows the employee discretion to request that the meeting remain open.</p> <p>Additionally, Minnesota State Statute § 13D.05, subd. 3(a) requires the public body to summarize its conclusions regarding the evaluation at its next open meeting. The next open meeting is the regular City Council Meeting scheduled for Monday, December 22, 2025, during which the conclusions will be summarized under the agenda item “Board Reports.”</p> <p>Prior to entering the closed session, the mayor will announce the following:</p> <ol style="list-style-type: none"> <li>1. At the conclusion of the closed meeting, no other regular business of the city will be discussed, and the regular meeting will be adjourned.</li> <li>2. A summary of the conclusions of the performance evaluation will occur at the December 22, 2025 regular City Council Meeting.</li> </ol> <p>Pursuant to Minn. State Statute § 13D.05, subd. 3, this portion of the meeting will be closed, unless otherwise requested by the employee, to evaluate the performance of City Administrator Shane Fineran.</p> <p><b>ATTACHMENTS:</b> None</p>	
<b>FINANCIAL IMPLICATIONS:</b>	<b>ADVISORY BOARD RECOMMENDATIONS:</b>
Funding Sources & Uses:	

Budget Information:	Planning Commission:
_____ Budgeted	Park Board:
_____ Non-Budgeted	Personnel Committee:
_____ Amendment Required	Other: